

## Request for Fast-Track Consent Pre-Application Advice

Please use this form to engage with Council staff about your proposal before submitting your application under the Fast-track legislation. If you have any questions, please contact us at [consent.fasttrack@orc.govt.nz](mailto:consent.fasttrack@orc.govt.nz). More information about the consultation process can also be found here: [Fast track pre-application consultation expectation](#)

Once completed, this form can be emailed to [consent.fasttrack@orc.govt.nz](mailto:consent.fasttrack@orc.govt.nz). Please include 'request for fast-track pre-application advice' in the subject line.

### Contact Details

<b>I am the (please tick)</b>	Property Owner(s)	Prospective Purchaser
	Lessee	Agent/Consultant
	Developer	Other

**Full Name:**

(Please write all names in full)

**Company Name:**

(If applicable)

**Postal Address:**

**Post Code:**

**Phone:**

**Mobile Phone:**

**Email:**

Please provide a valid and clear email address. Otago Regional Council has adopted a paperless consenting process – therefore any correspondence will be sent via email, unless you request a paper copy.

### Cost of a Pre-Application Service

Processing costs for this service will be charged to your pre-application number. The related costs may include (but are not limited to): administration, research, meeting time, any distribution of meeting notes or feedback, circulation of consultation documents to the relevant Council teams and technical experts, input from relevant Council teams (this may include Scientists, Engineers, Transport Planners, Compliance and other experts as required), expert audits (may include external consultants), providing follow-up advice, conferencing and/or mediation; and meetings and other processes or costs that are not directly recoverable through the Environmental Protection Authority (EPA) throughout the Fast-track process.

30 minutes of work carried out by the assigned planner is free of charge. The remaining work is charged at the relevant staff member's hourly rate in accordance with the fees and charges schedule which can be found here: [fees and charges](#).

Pre-application invoices are sent by our Finance team, with interim invoices being sent at the end of each month when the balance owing is greater than \$1000 (ex GST), and a final invoice being issued when your pre-application number is closed. Your pre-application number will remain open for the duration of the Fast-track application process, until a decision has been made on the substantive application and final consents granted.

## Prospective Applicant

Tick here if N/A

**Name:**

**Postal Address:**

**Post Code:**

**Phone:**

**Mobile:**

**Email:**

## Application Site Details

**Site/Street Address:**

**Town/Location:**

**Legal Description** (Found on your rates notice or Record of Title):

## Document Review or Meeting Required

Please indicate if you would like us to carry out the following (tick one):

Document review only

Meeting only

Document review and meeting

## Document Review Required

If you would like us to carry out a document review please advise the following (tick all that apply):

Full application review

Partial application

Technical review

If you are submitting a partial application or a review of technical aspects only, please advise when you expect to be able to provide us with the complete application in the "Specific Advice Sought" box below.

## Meeting Location

Please indicate where you wish the pre-application meeting to be held.

**Dunedin (Stafford Street) Office - Head Office**

**Video Conference (Zoom or Teams meeting)**

**Alexandra Office**

**Queenstown Office**

**On site**

**Document Review (No Meeting)**

**Balclutha Depot\***

**Oamaru Depot\***

\*Consent Planners are not stationed out of these depots. For meetings at these locations, a planner will have to travel from Dunedin. Travel time may be charged to the applicant.

Please note – we may be able to attend a meeting at another location however, staff travel time and mileage may be chargeable in accordance with the [fees and charges](#) schedule.

If staff are unable to accommodate a meeting at your selected location, please advise if you would prefer to meet at the Dunedin office or hold the meeting via video conference.

**Dunedin Office**

**Video conference**

## Other Meeting Attendees

Tick here if N/A

Please indicate who will be attending the meeting with you e.g. technical experts, client/s

## Type of Activity and Nature of the Enquiry

Please provide a description of the proposed activity/project and any details of the intended application.

## Previous Advice

Tick here if N/A

Please indicate whether you have previously discussed your application with Council. If this is the case, list any relevant staff and allocated reference number below.

## Specific Advice Sought

Please describe as specifically as you can the matters you are seeking advice on e.g. planning, engineering, natural hazards, science, transport etc. This will help us decide what technical experts may be required to attend any meeting or provide input into a document review.

## Descriptive Plans of the Proposed Activity

Tick here if N/A

Please attach to-scale plans of the activity. The plans need to show an adequate level of detail for us to assess it. Please list these plans below.

## Billing Details

*This identifies who will be receiving any invoices associated with processing this pre-application advice request. By signing below you agree that you are responsible for all outstanding fees incurred during consent processing.*

**Name:**

**Postal Address:**

**Post Code:**

**Phone:**

**Mobile Phone:**

**Email:**

## Signature

I/We understand that this pre-application service is not free, and Council will charge me/us all costs that are actually and reasonable, incurred in the provision of this pre-application service. Without limiting Otago Regional Council's legal rights, if any actions are necessary to recover unpaid processing costs or fees associated with this pre-application advice request, including debt recovery fees, I/we agree to pay all costs of recovering those costs. If this application is made on behalf of a company, society (incorporated or unincorporated) or trust, in signing this application I/we acknowledge that:

- I am/we are authorised to make this application on behalf of that company, society or trust; and
- The company, society or trust will pay the actual and reasonable costs of processing the application, including any debt recovery costs.

By signing this form, I hereby certify that, to the best of my knowledge and belief, the information given in this application is true and correct.

**Signed by Applicant/s:**

**Dated:**

**Signed by Agent:**

**Dated:**

**Name and Role:**

(Please print)

The advice you will receive from Council is based on the information provided to us and based on the provisions of any relevant legislation, plan or proposed plan and/or statements in existence at the time. Any advice, comment or view expressed is subject to reconsideration by Council after the application is lodged and does not preclude Council from providing further comment or having subsequent engagement with the application in the future.

Council does not accept any legal liability for any advice, comment or view expressed by Council in relation to the pre-application process or at any pre-application meeting.

Prior to lodging any application under the Fast-track consenting process, applicants are advised to seek their own independent legal and planning advice in relation to all matters related to their application, including those covered by the pre-application meeting.

Please note, that any information provided to a council may be required to be disclosed under the Local Government Official Information and Meetings Act 1987, unless there is a good reason to withhold the information under the Act (such as preventing unreasonable prejudice to someone's commercial position).