

Request for Pre-Application Advice



Phone: 0800 474 082

Website: www.orc.govt.nz

Pre-application meetings provide an opportunity for us to help you understand what consents might be needed and for you to chat about your proposal with council staff before applying for resource consent. Processing an application is generally simpler, quicker and less costly if the applicant has already sought the council's advice on the relevant plan provisions and information requirements before making an application.

Contact Details:

I am the (please tick)	Property Owner(s)	<input type="checkbox"/>	Prospective Purchaser	<input type="checkbox"/>
	Lessee	<input type="checkbox"/>	Agent/Consultant	<input type="checkbox"/>
	Developer	<input type="checkbox"/>	Other	<input type="checkbox"/>

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 is moving to a paperless consenting process – therefore any correspondence including consents will be sent via email, unless you request a paper copy.

If you prefer contact by post please tick here

Cost of a pre-application service

This service includes 30 minutes at no cost for work carried out by a Consents Officer. Any additional time over and above the 30 minutes time will be charged at the relevant officer's hourly rate in accordance with the fees and charges schedule. The costs related to this service include but are not limited to; administration, research, meeting time, taking minutes, distribution of meeting notes, and any additional meetings. Most of the time we will not need to pass any costs onto you and we will always let you know if this will happen.

Prospective Applicant

Tick here if N/A

Name	
Postal Address	
Post Code:	
Phone:	Mobile Phone:
Email:	

Application Site Details:

Site/Street Address	Town/Location
Legal Description (Found on your rates notice or Record of Title)	

Meeting Location:

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

Dunedin (Stafford Street) Office - Head Office	<input type="checkbox"/>
Video Conference (Zoom or Teams meeting)	<input type="checkbox"/>
Alexandra Office	<input type="checkbox"/>
Queenstown Office	<input type="checkbox"/>
Oamaru Office	<input type="checkbox"/>
Balclutha Office	<input type="checkbox"/>
On site	<input type="checkbox"/>

**Please Note – we may be able to attend a meeting at another location, such as the application site, however staff travel time and mileage may be chargeable in accordance with the fees and charges schedule.

If council officers are unable to accommodate a meeting at your selected location, please advise if you are willing to travel to the Dunedin office or would prefer to hold the meeting via video conference

<input type="checkbox"/> Dunedin Office	<input type="checkbox"/> Video conference
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Other Meeting Attendees

Tick here if N/A

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

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:

Type of Consent(s) and nature of the enquiry

Please provide a description of the proposed activity and any details of the intended application, including what consent(s) are being sought (to the extent known).

Specific Advice Sought

Please describe as specifically as you can the matters you are seeking advice on e.g. planning, engineering, natural hazards. This will help us decide what technical experts may be required to attend any meeting.

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 the Council may charge me/us all costs that are actually and reasonable incurred in the processing of this pre application advice request. 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 limited to the information you provide in this application any further information you may supply at a pre application meeting. Our advice is relevant to the provisions of any plan or proposed plan in existence at the time of the pre application meeting. Council does not accept any legal liability for any advice or view expressed by Council at the pre application meeting and any advice or view expressed is subject to further reconsideration by Council after the application is lodged. Prior to lodging any application under section 88 of the Resource Management Act, 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).