

Request for Pre-Application Advice

Pre-application meetings provide an opportunity for us to help you understand what consents might be needed for an activity. You can also chat with council staff about your proposal 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.

Once completed, this application can be emailed to consents.applications@orc.govt.nz. Please include 'request for pre-application advise' in the subject line.

Contact Details:

I am the (please tick)	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 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

The costs related to this service include; administration, research, meeting time, taking minutes, distribution of meeting notes, and follow up advice. Pre-applications typically require 2-4 hours to complete the above actions. 30 minutes of work carried out by the Consents 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.

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 (High 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 AttendeesTick here if N/A ☐

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

Previous AdviceTick 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 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 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).