Request for Pre Application Advice

ROTORUA LAKES COUNCIL
Te kaunihera o ngā roto o Rotorua

Civic Centre
1061 Haupapa Street
Private Bag 3029
Rotorua Mail Centre
Rotorua 3046
New Zealand

Rotorua Lakes Council would like to encourage good development outcomes. We believe that this can be achieved by engaging with developers during the early stages of the development process prior to lodging an application with Council. Council planning staff can arrange a pre-application meeting on request where the developer can discuss a proposal with key staff members.

Actual costs will be charged out at an hourly rate of $250.00 per hour per technical staff member.

A.1 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)				
Postal Address			**Post Code:**	
Email				
Phone:	**Mobile phone:**			

A.2 PROSPECTIVE APPLICANT	**Tick here if N/A** ☐
Name	
Postal Address:	**Post Code:**
Email:	
Phone:	**Mobile Phone:**

A.3 ADVICE TYPE					
Please indicate the type of advice sought from Council ***(please tick one)***					
Telephone	☐	**Email**	☐	**Meeting with Staff with written advice via email**	☐

A.4 APPLICATION SITE DETAILS			
Site/Street Address:		**Town/Location**	
Legal Description (from your Rates Notice or Certificate of Title)			
Zone		**Area of Site**	**Ha/m²**

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A.5 OTHER MEETING ATTENDEES

Tick here if ☐ N/A

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

A.6 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 below:

A.7 DESCRIPTION OF THE PROPOSED ACTIVITY

Additional sheets attached ☐ **(Number of sheets)**

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A.8 SPECIFIC ADVICE SOUGHT

Please describe specifically the matters you are seeking advice on e.g. planning, engineering, noise, traffic. This will help the Planner determine what technical experts may be required to attend any meeting.

A.9 DESCRIPTIVE PLANS OF THE PROPOSED ACTIVITY

Tick here if N/A ☐

Please attach scale plans of the activity, where plans are to show an adequate level of detail to enable Council assessment. Please list these plans below

A.10 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 Rotorua Lakes 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)			

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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 and which 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 s88 of the RMA, applicants are advised to seek their own independent legal and planning advice in relation to all matters covered by the pre application meeting, and in the event the proposal changes or there is a delay in lodging any application.

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