



PRE-APPLICATION REQUEST FOR POLICY



PLEASE COMPLETE ALL MANDATORY FIELDS* OF THIS FORM.

This form provides contact information and details of your application. If your form does not provide the required information it will be returned to you to complete. Until we receive a completed form, your application may not be accepted for processing.



APPLICANT //

- Must be a person or legal entity (limited liability company or trust).
- Full names of all trustees required.
- Contact details must be for the applicant and not for an agent acting on their behalf. Please ensure postal address supplied is a valid postal address as per NZ Post.

*Applicant's Full Name / Company / Trust:

*Contact Person / All trustee names:

*Postal Address:

*Post code:

*Email Address:

*Phone Numbers: Day

Mobile:

The Applicant is:

☐

Owner

☐

Prospective Purchaser (of the site to which the application relates)

☐

Occupier

☐

Lessee

Other - Please Specify



CORRESPONDENCE DETAILS //

If you are acting on behalf of the applicant e.g. agent, consultant or architect please fill in your details in this section.

Name & Company:

Phone Numbers: Day

Mobile:

Email Address:



Our preferred methods of corresponding with you are by email and phone.



INVOICING DETAILS //

Invoices will be made out to the applicant but can be sent to another party if paying on the applicant's behalf. Please select a preference for who should receive any invoices and how they would like to receive them.

For more information regarding payment please refer to the Fees Information section of this form.

Applicant:

☐

Agent:

☐

Other:

☐

Email:

☐

Post:

☐

Please Specify:

*Attention:

*Postal Address:

*Post code:

*Email:

Please provide an email and **FULL** postal address.
See our [website](#) for pre-application costs and [general fees and charges](#).



WHO WILL BE ATTENDING THE MEETING

Applicant name:

Agent name:

Advisor 1 name:

Expertise:

Advisor 2 name:

Expertise:

Advisor 3 name:

Expertise:

Advisor 4 name:

Expertise:



DETAILS OF SITE

*Address / Location to which this application relates:

*Legal Description: (Can be found on the Computer Freehold Register or Rates Notice – e.g Lot x DP xxx)

PROPOSAL

Please specify:

DESCRIPTION OF PROPOSAL

Please provide a description of the proposal and, if known, a list of consent, permit and licensing requirements.





PROPOSAL

DESCRIPTION OF PROPOSAL CONTINUED

SPECIFIC ISSUES OR TOPICS FOR DISCUSSION

Please also identify which QLDC staff you would like to attend



SUPPORTING DOCUMENTS

Please include supporting documents with your application





TERMS AND CONDITIONS

1. The purpose of a pre-application is to facilitate communication between applicants and the council so that the applicant can make informed decisions.
2. The council makes no warranty, express or implied, nor assumes any legal liability or responsibility for the accuracy, correctness, completeness or use of any information or views communicated as part of the pre-application process.
3. To the extent permissible by law, the council expressly disclaims any liability to the applicant (under any theory of law including negligence) in relation to any pre-application process. The applicant also recognises that any information it provides to the council may be required to be discussed under the Local Government Official Information and Meetings Act 1987 unless there is a good reason to withhold the information under that Act).
4. Any assessment and administration time spent will be charged at the relevant hourly rates.
5. A list of Charges and Fees is available on our [website](#).



FEES INFORMATION

Any assessment including but not limited to time spent reviewing pre-application documents which can involve additional research prior to the actual meeting, and any additional tasks completed post the meeting and administrative time will be invoiced at the relevant hourly rates.

A list of Charges and Fees is available on our [website](#).

If an external consultant such as a landscape architect or other technical specialist (e.g noise or traffic specialist) is required, their time will be charged at that external consultants hourly rate.

Invoices will be sent monthly and are payable by the 20th of the month after the work was undertaken. If unpaid, the pre-application assessment, provision of a service, or performance of a function will be suspended until the sum is paid. Please be advised there may be a delay in billing for external consultants' time; Council has to receive invoices for that time before passing any applicable charges to yourself.

After pre-application discussions, if you decide to submit a resource consent or Private Plan Change request an initial fee will be required and any associated charges will be billed separately from your pre-application charges.

LIABILITY FOR PAYMENT

Please note that by signing and lodging this application form you are acknowledging that the details in the invoicing section are responsible for payment of invoices and in addition will be liable to pay all costs and expenses of debt recovery and/or legal costs incurred by QLDC related to the enforcement of any debt.



APPLICATION & DECLARATION

The Council relies on the information contained in this application being complete and accurate. The Applicant must take all reasonable steps to ensure that it is complete and accurate and accepts responsibility for information in this application being so.

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If lodging this application as **the Applicant:**

I/we hereby represent and warrant that I am/we are aware of all of my/our obligations arising under this application including, in particular but without limitation, my/our obligation to pay all fees and administrative charges (including debt recovery and legal expenses) payable under this application as referred to within the Fees Information section.

OR:

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If lodging this application as **agent of the Applicant:**

I/we hereby represent and warrant that I am/we are authorised to act as agent of the Applicant in respect of the completion and lodging of this application and that the Applicant/ Agent whose details are in the invoicing section is aware of all of his/her/its obligations arising under this application including, in particular but without limitation, his/her/its obligation to pay all fees and administrative charges (including debt recovery and legal expenses) payable under this application as referred to within the Fees Information section.

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PLEASE TICK

I have read, understand and accept the terms and conditions set out above.

Signed (by or as authorised agent of the Applicant) **

Full name of person lodging this form

Firm/Company

Dated

**If this form is being completed on-line you will not be able, or required, to sign this form and the on-line lodgement will be treated as confirmation of your acknowledgement and acceptance of the above responsibilities and liabilities and that you have made the above representations, warranties and certification.

SEND

Email this [form](#) and [supporting documents](#) to dp.hearings@qldc.govt.nz, or via our [Community Portal](#).

