

Pre-application planning advice request

This form is used to request pre-application **planning advice**, including related specialist input. For advice on building matters, please use form [B-016](#).

IMPORTANT INFORMATION

- We offer pre-application planning advice for the types of activity listed below. If your proposal type is not listed, and you consider pre-application advice is needed you can contact our [Duty Planner](#) to check whether we can provide you with pre-application advice.
- We recommend that you engage a planning consultant to help identify/narrow down the key issues for discussion before requesting pre-application advice.
- Advice can be provided via an online meeting, in-person meeting or email response to specific questions, depending on the proposal and type of advice requested. We'll provide you with written notes of the meeting/advice.
- A Planner will contact you to discuss the best format for your advice and any Council specialists who should be involved.
- Our pre-application advice service is chargeable, based on the time spent. Section 6 of this form contains more information about this.
- Advice is treated as confidential and it will not be disclosed to other parties.

SUBMITTING YOUR REQUEST

Complete this form and submit via one of the following methods:

- **Email:** ResourceConsentApplications@ccc.govt.nz
- **In person:** Civic Offices, 53 Hereford Street, Christchurch Central or at any [Council service desk](#).

DISCLAIMER

- We offer advice in good faith, on the basis of the information provided and the applicable District Plan rules at the time.
- This advice is not legally binding on any decision by Christchurch City Council on a future resource consent application or other Council approval process. A formal in-depth assessment will be made once a resource consent application has been lodged.
- Christchurch City Council reserves the right, from time to time, to contact customers about the services we provide.

Items marked ***** are mandatory

1. Type of activity

Type of project and/or advice required *

- ☐ Greenfield subdivision
- ☐ Subdivision within Banks Peninsula overlay area, e.g. Landscape, Rural Amenity
- ☐ Central City large scale commercial and mixed use development
- ☐ Infrastructure project
- ☐ Multi-unit residential development of 7 or more units (includes social housing projects)
- ☐ Building within the High Flood Hazard Management Area (HFHMA)
- ☐ Building within a Character Area
- ☐ Works involving a heritage item or setting
- ☐ Lyttelton or Akaroa commercial development where Design Controls apply
- ☐ Waterway setback breach
- ☐ Out-of-zone activity (e.g. non-residential in a residential zone, non-rural in a rural zone)
- ☐ Other - please check with our Duty Planner before submitting this form: DutyPlanner@ccc.govt.nz

2. Location of site

Site address: *

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Legal description of site

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3. Applicant *

Full name

OR if applicant is applying as a registered company

Company name

Trading name (if different)

Contact person

Mailing address (so we can identify or set you up in our customer records)

Email address

Phone

4. Agent (if the request is being made on behalf of the applicant)

Name

Firm

Mailing address

Email address

Phone

5. Invoicing details

All invoices are to be made out to:

☐ Applicant (Their full details must be provided in section 4 above)

☐ Agent

☐ Existing 'on-account' customer

Account customer name:

☐ Other (specify below)

Name:

Email:

Postal Address:

6. Proposal

Description of proposed activity *

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Plans and supporting documents

Please attach plans (either concept or detailed) of your proposed activity, and details of any particular aspects that you wish to discuss.

☐ I have attached plans and other relevant documents.

7. Advice requested

Key issues you would like advice on, including any specialist input needed *

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Have you previously spoken to or communicated with Council staff about any of these matters? ☐ Yes ☐ No

Please note who and when.

Name	Matter discussed	Approx. date
[[[
[[[

Preferred format of advice

- ☐ Online meeting
- ☐ In-person meeting (this can also include online attendees)
- ☐ Email advice

If requesting a meeting, will any consultants or technical specialists be attending? ☐ Yes ☐ No ☐ N/A

Please enter their details so we can invite them to the meeting or contact them if we need to clarify anything.

Name	Role	Email address
[[[
[[[

[[[
[[[
[[[

Preferred meeting dates, if applicable (please allow a minimum of 5 working days)

8. Fees and Charges

- Staff time for research, advice, meetings and administration will be charged at the hourly rates in the [Resource Management Fee Schedule](#). Any subsequent advice or correspondence on the same proposal will be invoiced separately.
- Where an invoiced amount has not been paid by the stated due date, the Council may commence debt recovery action. The Council reserves the right to charge interest, payable from the date the debt became due, and recover costs incurred in pursuing recovery of the debt.

Declaration *

☐

I / we accept responsibility to pay all actual costs incurred by the Christchurch City Council for this advice.

If you are completing this form on behalf of a company/trust/other entity (the applicant) you are declaring that you are authorised to accept these terms on behalf of the applicant.