



1. Applicant details

1a. Full name
First name(s) Surname

1b. Postal address (include postcode)

1c. Contact details
Phone Mobile Fax

1d. Email

1e. Preferred means for formal correspondence Mail Email

2. Site details - please clearly identify the site

2a. Site address

2b. Legal description

2c. Names of those attending the meeting in support of the applicant

Name	Expertise/role in the project

3. Proposed details

The more information you provide the better we can prepare advice, e.g. photographs of the site and surrounding area, a concept plan or detailed plans.

3a. Current use of site

3b. Description of the proposal/project/event

Please turn over

OFFICE USE ONLY

Date received	<input type="text"/>	Applicant ID	<input type="text"/>	Application #	CMP /
Time received	<input type="text"/>	Document #	<input type="text"/>	Receipt #	<input type="text"/>
Received by	<input type="text"/>	Property ID	<input type="text"/>	Amount paid	\$ <input type="text"/>
		Land ID	<input type="text"/>		

3. Proposed details - continued

3c. Key issues for discussion at the meeting (from the applicant's perspective):

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3d. Have you spoken to Council staff about this proposal? Please give details:

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Will your activity be classed as a temporary event? Yes No

What is a temporary event?

- An event which is held outdoors, but not on a road.
- An event held primarily for entertainment.
- An event which does not involve the construction of permanent buildings.
- An event held for three days or less.

Even if your event doesn't meet these criteria, it may trigger other District Plan rules and a resource consent may still be required.

If you require a temporary event resource consent then an application fee is required to be paid at the time the application is lodged.

Please check the relevant District Plan rules relating to the environment area in which you are proposing to hold your event.

4. Terms and conditions of a case management meeting

Meeting discussion

Discussion in a case management meeting is confidential, and is based on the information we have at the time. The minutes of the meeting are not binding in any way. Applications required for the project will be assessed against the relevant legislation, when submitted to the Council.

Engage the help of professionals

You may need help from various professionals to meet Council requirements.

These commonly include:

- **Architect/designer:** prepares and develops options for the business which also meet planning, building and infrastructure requirements. Building plans will need to be drawn to scale and it would be an advantage if your designer is familiar and competent with Building Act requirements.
- **Engineer:** checks that buildings are structurally sound and can accommodate your planned alterations or intended uses. This is especially important for older brick and masonry buildings.
- **Other professionals:** noise management, traffic and parking, subdivision or resource consent applications - these may also lead you to consult other subject specialists.
- **Builder/plumber/electrician:** professional tradesmen in their respective fields.

I confirm that I have read and understood the terms and conditions of a case management meeting and that the information provided on the application form is true and correct. I understand that all correspondence related to the application will be sent to me.

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Signature of applicant

<hr/> <hr/> <hr/> <hr/>

Date



How to use this checklist

Please use this checklist to assist our Case Manager with your application.

Please complete

Applicant use Y - Yes N - No N/A - Not applicable to this project

OFFICE USE



Y	N	N/A
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

Building work required as part of your project:

- Temporary buildings, marquees, stages and tents
- Plumbing and drainage
- Minor alterations
- Addition to building
- Change of use

Council approval is required when your proposal:

- Will take place on Council land or in a Council owned building
- Requires an encroachment licence
- Requires a road to be closed

Will your activity or proposal generate:

- Noise
- Traffic

Will your activity or proposal require:

- On-site parking for staff and customers
- Signage
- Loading space for deliveries

Sale and supply of alcohol:

- Selling of alcohol to be consumed on-site
- Selling of alcohol to be consumed off-site
- Special one-off licence for an event
- BYO alcohol

Food registration:

- Sale of food at premises
- Preparation of food to be sold off-site
- Preparation of food to be sold to the public

Health registration required for your activity:

- Hairdressing
- Funeral parlour
- Camping grounds
- Activity considered an offensive trade

Licence required for:

- Beauty therapy
- Tattooing and skin piercing



Y	N	N/A
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>