Tauranga City

Environmental Planning

Meeting Request Form

Request Date and Time (subject to availability)

To accommodate your request, please allow a **minimum** of 5 full working days **in advance** to arrange a meeting time and attendees.

Meeting Type: Pre-Application ☐ Lodgement ☐

Preferred Date: …….. Preferred Time: ……..

Optional Date/s: …….. Optional Time/s: ……..

Site Location

Street Address ……Suburb..……..

Legal Description ……

Applicant Details

Applicant Name ……

Address of Applicant ……..

Phone Work…….…. Home…… Mobile……

Fax …….…… Email ……..

Address for Service (address correspondence/decision will be sent to)

Agent Name ……

Postal Address ..……..

Phone Work……. Home……..…… Mobile……

Fax …….. Email ……..

Application Specifics (tick relevant boxes)

Land use	☐	Non-notified	☐	Permitted	☐	Controlled	☐	Restricted Disc.	☐
Subdivision	☐	Limited Notified	☐	Public Notified	☐	Discretionary	☐	Non-Complying	☐

Other (Specify) ☐ ……

Describe Proposal (in brief) – Reasons for Consent - *Details here assist with task allocation to an appropriate Planner level*

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To assist, you should also specify relevant City Plan Rules and Plan Changes, No. Lots for Subdivision – use additional pages as necessary

Council staff previously contacted ……..

Council Specialists needing to be present ……

Other Specialists you intend bring ……..

Please email your completed form to: planning@tauranga.govt.nz

Environmental Planning

Lodgement Meeting Outcome - Office Use Only

Disclaimer: This form does not comprise any type of Council approval, nor does it in any way prevent Council from making a request for additional information required to process the application

Street Address ……

Council Reference RC……

Meeting Record

Date ……..

Time ……..

Attended By

Applicant ……

Agent / Specialists ……

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Council Staff ……

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Meeting Notes

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Use additional pages as necessary

Meeting Outcome

☐ **Accepted** – to be vetted for adequacy of information

Under s88(3) of the Resource Management Act, if an application does not include an adequate assessment of environmental effects, within 5 working days after first lodged, the Council may determine the application is incomplete and return it with written reasons.

☐ **Not Accepted** – for the reasons stated below

		Applicant check	Relodge check	Planner check
1.	……..	☐	☐	☐
2.	……..	☐	☐	☐
3.	……..	☐	☐	☐

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