

## HOW MUCH DOES PRE-APPLICATION ADVICE COST?

The first half hour of pre-application planning advice is free. After that you may be charged for pre-application advice in accordance with Council's fees & charges schedule. From 1 July 2016 this charge is \$150.00 per hour inclusive of GST.

## HOW CAN YOU GET MAXIMUM BENEFIT FROM PRE-APPLICATION ADVICE?

To help ensure you get maximum benefit from pre-application advice, and to enable us to prepare appropriately, it is important that you:

- Provide us with as much detailed information as possible, bearing in mind that it is absolutely fine to discuss your ideas even where they are only at the very early stages of development;
- Let us know before any pre-application meeting about topics and issues you would like to discuss;
- Bring your client or professional advisors such as planners, architects or engineers to the meeting if this is appropriate.

## LAND INFORMATION MEMORANDA (LIMS)

Planning advice is not a substitute for a Land Information Memorandum (LIM) and should not be relied upon in making property purchase decisions. A LIM should be obtained in order for you to access all relevant information the Council knows about a property.

## FIND OUT MORE

To find out more you can phone 03 543 8400 and ask to speak to the duty planner, or visit [www.tasman.govt.nz/pre-application](http://www.tasman.govt.nz/pre-application).

Planning rules for Tasman Resource Management Plan Zones and Areas can be found on the Tasman District Council website at [www.tasman.govt.nz/link/trpm](http://www.tasman.govt.nz/link/trpm).

## OTHER THINGS TO CONSIDER

### Building Consents

Any new buildings or building alterations may also require a building consent. If you have any questions, please contact Council's Duty Building Officer on 03 543 8400.

### Consent Notices

A consent notice is a form of covenant between the Council and a land owner is imposed through previous subdivision processes. Consent notices are registered on the title of a property alerting current and future property owners of certain obligations that must be complied with on a continuing basis. You are advised to check the property title for any consent notices or other covenants which may affect future development.

### Development and Financial Contributions

A Development Contribution (DC) may be payable for building developments or subdivisions. The DC charge is levied when new developments have an additional demand on Council-provided services including, roading, footpaths, water supply and stormwater and wastewater management. Examples of projects that might require a development contribution include: any subdivision of land where additional titles are created; construction of a second unit or dwelling; additional service connections (water, wastewater or stormwater); Construction or alteration to commercial premises, retail space, office accommodation or warehouse buildings. Development Contribution fees are set in accordance with the DC Policy set out in Council's Long Term Plan and created under the Local Government Act 2002.

More information on this policy and the current fees can be found on the Tasman District Council website at [www.tasman.govt.nz/link/dcp](http://www.tasman.govt.nz/link/dcp).

A Financial Contribution may also be payable. Financial Contribution charges are levied when new developments have an additional demand on reserves and community services. More information on Financial Contributions can be found in Chapter 16.5 of the Tasman Resource Management Plan.

# Resource Consents

Duty planning and pre-application advice

1 2024 Hot House Communications



**Tasman District Council**  
**Email** [info@tasman.govt.nz](mailto:info@tasman.govt.nz)  
**Website** [www.tasman.govt.nz](http://www.tasman.govt.nz)  
**24 hour assistance**

**Richmond**  
 189 Queen Street  
 Private Bag 4  
 Richmond 7050  
 New Zealand  
**Phone** 03 543 8400  
**Fax** 03 543 9524

**Murchison**  
 92 Fairfax Street  
 Murchison 7007  
 New Zealand  
**Phone** 03 523 1013  
**Fax** 03 523 1012

**Motueka**  
 7 Hickmott Place  
 PO Box 123  
 Motueka 7143  
 New Zealand  
**Phone** 03 528 2022  
**Fax** 03 528 9751

**Takaka**  
 78 Commercial Street  
 PO Box 74  
 Takaka 7142  
 New Zealand  
**Phone** 03 525 0020  
**Fax** 03 525 9972



## Talk to us before you apply for a resource consent.

If you are planning a development, subdivision or building that may need resource consent from Tasman District Council, we recommend you talk to us before you submit your application.

We can assist you to make informed decisions about your application and avoid unnecessary delays and costs in its processing by ensuring you:

- Understand the process;
- Find out what information you need to include in your application;
- Get guidance on who you should be talking to about your project and what expertise you may need to assist you;
- Confirm what, if any, other Council consents, permits or licenses you need.

### PLEASE NOTE:

Duty planning and pre-application advice is provided in good faith, without prejudice and is based on the details provided by you.

At duty planning and pre-application stage we will not be able to confirm whether your resource consent will be approved, needs to be notified, or has any affected parties. These decisions cannot be made until a complete application has been received and assessed.

## WHAT ARE YOUR OPTIONS FOR ASSISTANCE WITH YOUR RESOURCE CONSENT ENQUIRY?

There are three options for obtaining information and guidance.



### 1 DUTY PLANNING ADVICE

For general enquiries and/or straightforward proposals at a very preliminary stage, you can ask to talk to one of our duty planners free of charge.

You are able to book a face-to-face meeting at any of our offices in Richmond, Motueka or Takaka.

Alternatively, you can phone on 03 543 8400 or email [info@tasman.govt.nz](mailto:info@tasman.govt.nz) and ask for the duty planner to contact you.

If your enquiry is complex the duty planner may suggest that you request more formal 'pre-application advice'.



### 2 PRE-APPLICATION ADVICE (SIMPLE)

Sometimes the Duty Planner's response to your proposal will require technical input from a number of Council staff. In this case, we will need some written information on your ideas and initial plans/sketches.

A planner will then provide you with a written summary of planning information plus advice from other staff identifying any issues that may relate to your proposal.

We aim to provide you with your written pre-application advice within five working days, subject to the availability of specialist staff.

### 3 PRE-APPLICATION MEETING (COMPLEX)

This option is for more complex proposals. A pre-application meeting individually tailored to your development will be arranged. This will allow you to discuss your ideas in person with the relevant staff.

We will assign Lead Overseer as a contact person for you. The Lead Overseer will assemble the right Council staff to give you advice, and set up the meeting. The timing for this will depend on the availability of the relevant staff, but should be within two weeks of your request.

After the meeting the Lead Overseer will send you a written record of Council's recommendations and advice.

### CONSIDER REQUESTING THIS OPTION IF YOUR PROJECT INVOLVES:

- Multi-lot subdivision;
- Commercial proposals;
- Activities in the coastal marine area;
- Hazard-prone land;
- Council staff from a number of different departments (for example, planning, engineering, reserves, natural hazards, environmental health, etc);
- Land use that is not permitted under the Zone rules. Some examples include child care centres, visitor accommodation, petrol stations and animal boarding facilities.