

Application for Business Case Meeting



TO: The Business Case Manager
South Waikato District Council
Private Bag 7
TOKOROA 3444

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Email: info@southwaikato.govt.nz

OFFICE USE ONLY
Date received:
BCM No:

The Council provides a free Business Case Management (BCM) service for people setting up a business. It provides a single contact point for all your dealings with Council. The BCM team can help you "streamline" your contact with other Council Departments by sitting down with you and checking that you have covered all the Council rules that may affect your initiative.
The service:

- Advises you about all the consents and licences you need.
- Advises you about how long the processes will take.
- Advises you about the best order to apply for everything.
- Advises you about the type of information that must accompany any applications for consents or licenses.

To help us help you, please complete the following questions.

1 a. Applicant

Applicant(s) full name, full address)	Name:	
	Address	
	Email	
	Phone	Mobile

1 b. Names of others attending the meeting in support of the applicant

Name	Expertise/role in project

2. The proposed activity- what products or services you are offering

The more information you can provide will in turn help us to provide you with more useful advice. Please supply as relevant, a concept plan or detailed plans, a site layout plan with distance to boundaries, statement of intent, details of what the principal activity is etc.

3. The site at which the proposed activity is to occur is as follows:

Street address:				
Legal description:	Lot No:		DP(S):	
Any other information to assist identification of the property:				

4. Standard Council rules that may apply to your proposal:

The following is a list of standard Council rules that may apply to your proposal. You may have questions about some of these rules. Please tick the relevant boxes of the rules that you would like to know more about.

- Resource Consent:** The District Plan states how you can use or subdivide a property (Permitted activities), if you deviate from the rules, you will need resource consent.
- Building Consent:** The building consent process ensures your project meets the criteria of the Building Act 2004.
- Registered Premises:** some businesses need a licence or certificate of registration to operate. These include the sale of alcohol, food premises, hairdressers, camping grounds and funeral homes.
- Commercial Food Premises:** The Food Hygiene Regulations 1974 requires that businesses offering food for sale must operate to specific standards.
- Food Safety Training:** Food offered for sale must be prepared in line with established rules and guidelines.
- Liquor Licensing:** There are five types of liquor licences- On, Off, Club, Special and Temporary Authority.
- Trade Waste Discharges:** Discharge to wastewater from trade premises are controlled through the Trade Waste Bylaw, and certain discharges (including from cafes, restaurants and takeaways) will require a consent.

5. Other key issues you may like to discuss

6. Terms and conditions of a BCM Meeting

The discussions in a business case meeting are confidential and are based on the information presented. The notes of the meeting will be a commentary of what was discussed and staff recommendations, but are not binding in anyway. The notes are not exhaustive but serve to provide the business customer with a clear understanding of what needs to be addressed to ensure the regulatory processes are as efficient and as quick as practicable. Applications required for the project will be assessed against the relevant legislation at the time they are submitted to Council.

The BCM service is currently offered at no cost to the applicant unless it involves a resource consent pre lodgement meeting, which is currently no charge for the first hour and thereafter charged out at the officer's hourly rate.

I confirm that I have read and understood the above terms and conditions of a BCM meeting and that the information I have provided is true and correct.

Signature

Date

7. Meeting Preferences

This form and any accompanying information or plans must be submitted at least 3 working days prior to the scheduled meeting, to allow staff to assess and make informed comments.

Please indicate which dates and times, between 9.30 am and 3.30 pm over the next two weeks you and all of your party are available to meet. The more dates and times you are able to indicate the easier it will be for us to fulfil your meeting request. We will call you to organise a time to meet.

8. Please drop this completed form off at South Waikato District Council's Reception or Email it to: info@southwaikato.govt.nz