



Taking Care of Business Application Form

Ref: Version 1

1 of 3

Issued: 19 Oct 2016

Rangitikei District Council

46 High Street

Private Bag 1102

Marton 4741

06 327 0099

info@rangitikei.govt.nz

1. Applicant details					
Full Name					
	First name(s)	Surname			
Postal address (Include postcode)					
Contact details					
Landline:		Mobile:		Fax:	
Email:					
Preferred means for formal correspondence			Mail		Email
2. Site details – please clearly identify the site					
Site address					
Legal description					
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, eg: photographs of the site and surrounding area, a concept plan or detailed plans. (Please use the checklist in Section 5 to complete the section below)					
Current use of site					
Description of the proposal/ project/ event (Please use the checklist in Section 5 to complete the section below)					

OFFICE USE ONLY	
Date received	
Received by	
Application Number	
Amount paid and receipt number	



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Key issues for discussion at the meeting (from the applicants perspective)

Have you spoken to council staff about this proposal? (please give details)

Will your activity be classed as a temporary event (Yes or No)?
What is a temporary event? <ul style="list-style-type: none"> • An event which is held outdoors but not on a road • An event primarily for entertainment • An event which does not involve the construction of permanent buildings • An event held for 3 days or less <p>Even if your event doesn't meet these criteria, it may trigger other District Plan rules and a resource consent may still be required. Please check the relevant District Plan rules relating to the environment area in which you are proposing to hold your event.</p>

4. Terms and conditions of a Business Support meeting

Meeting discussion
 Discussion in a Business Support 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.
- **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 land use resource consent applications.
- **Builder/ Plumber/ Electrician:** Professional tradesman in their respective fields.

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

Signature	Date
Name (print clearly)	



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5. Checklist

How to use this checklist

Use this checklist to assist our Business Support manager with your application. Please complete with a tick

Applicant use	Yes	No	Not Applicable to this project	Office Use
Building work required as part of your project:				
Temporary buildings, marquees, stages and tents	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Plumbing and drainage	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Addition to building	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Change of use	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Earthquake prone building	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
New building	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Will your activity/ proposal take place on council land or in a council owned building:				
Will take place on a road or footpath	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Requires a licence to occupy	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Requires a road to be closed	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Will your activity or proposal generate:				
Noise	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Traffic	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Will your activity or proposal require:				
On-site parking for staff and customers	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Signage	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Loading space for deliveries	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Sale and supply of Alcohol:				
Selling of alcohol to be consumed onsite	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Selling of alcohol to be consumed offsite	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Special one off licence for an event	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
BYO alcohol	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Food registration:				
Sale of food at premises	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Preparation of food to be sold off site	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Preparation of food to be sold to the public	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Health registration required for your activity:				
Hairdressing	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Funeral parlour	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Camping grounds	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Activity considered an offensive trade	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>