

What is a property address?

A property address is the everyday way a property is identified by its location. It usually includes the street number, street name, and town or suburb.

The property address tells people where a property is physically located.

An example of this is: *25 Smith Street, Te Aroha*

This shows:

- 25 – the street number
- Smith Street – the street name
- Te Aroha – the town or suburb

What is a legal description?

A legal description is the official, precise way a piece of land is identified in legal documents. It describes exactly where a property is and what land it includes, so there is no confusion about the boundaries.

It is used on property titles, sale agreements, mortgages, and planning or consent documents.

A legal description usually includes:

- The lot number
- The plan number
- Sometimes the block, section, or survey area

An example of this is: *Lot 3 Deposited Plan 45678*

This means:

- Lot 3: The specific piece of land
- Deposited Plan 45678: The official survey plan showing its boundaries

What is a site plan?

A site plan is a drawing or map that shows your property and the location of existing or proposed features on the site.

It helps Council understand how your proposal fits within the property and how it relates to boundaries, buildings, access, and services.

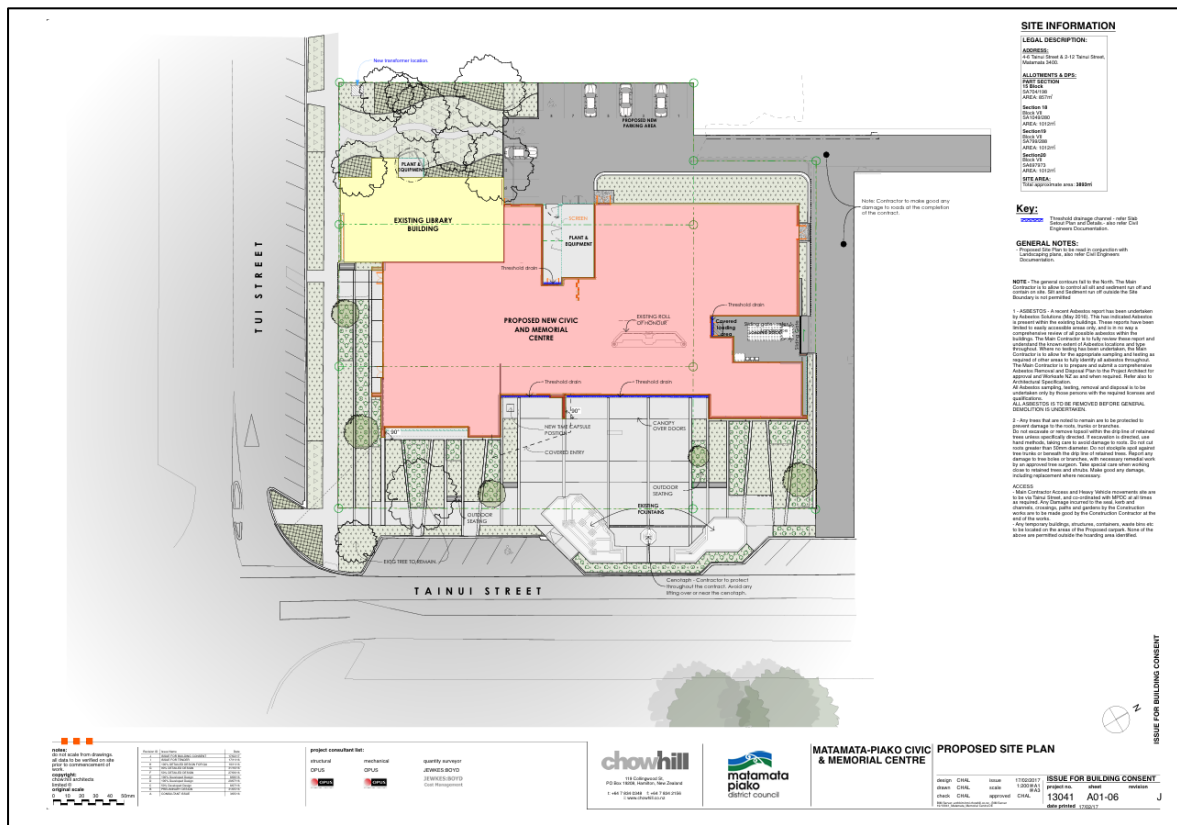
A site plan may be required when applying for:

- a resource consent
- a building consent
- a certificate of compliance
- other property-related approvals

A site plan usually shows:

- property boundaries
- existing and proposed buildings
- driveways and vehicle access
- distances from buildings to boundaries
- outdoor areas such as decks, patios, or sheds
- north point / site orientation
- easements, services, or drainage (where relevant)

Example of a site plan:



What is a resource consent number?

A resource consent number is a unique reference number given by the Council when a resource consent application is lodged.

Think of it as the tracking number for a specific consent approval.

You may need your resource consent number when:

- contacting Council about your application
- checking the status of your consent
- submitting further information
- applying for a related approval or amendment

An example of this is: *101.2026.13390*

What is a building consent number?

A building consent number is a unique reference number given by the Council for a building consent application.

It identifies a specific building project, such as new construction, alterations, or structural work.

Think of it as the ID number for your building approval.

You may need your building consent number when:

- contacting Council about your building project
- booking inspections
- checking the progress of your application
- requesting records or code compliance information

An example of this is: *203945*

What is a pre-application meeting?

A pre-application meeting is an informal meeting with council staff before you submit an application (such as a resource consent or building consent). It gives you the opportunity to discuss your proposal early and understand what may be required before lodging a formal application.

Pre-application meetings can be helpful if you are planning for a:

- resource consent
- subdivision
- building project

- land use change
- more complex or unusual proposal

A pre-application meeting can help you:

- understand which approvals may be needed
- identify any likely planning, engineering, or servicing issues
- clarify what information you need to submit
- reduce delays caused by incomplete applications
- save time and avoid unnecessary costs later

Please note: A pre-application meeting provides guidance only. It is not a formal decision or approval from Council.