

Visit Request Form

Thank you for your interest in visiting Wellington City Council. As outlined in the [International Relations Policy 2024](#), all international study or visit requests must complete this form. Requests must be submitted at least 8 weeks prior to the proposed date of visit. The International Relations team will review all submissions and send you an acknowledgment email.

If you have any questions, please contact the International Relations team at internationalrelations@wcc.govt.nz.

Delegation details		
Organisation name		
City/town of origin		
Country of origin		
Number of delegates		
Name of delegation leader		
Position/title of delegation leader		
Please provide a brief background of the visiting organisation or governing body		
Date and time of visit		
The date must be at least 8 weeks from the date this form is submitted		
Date of visit (preference) DD/MM/YY		
Time of visit (preference)		
Delegation objectives		
What is the purpose of your visit to Wellington?		
Please indicate which area of Council the delegation is interesting in (link to website)		
<input type="checkbox"/> Arts and culture	<input type="checkbox"/> City planning/urban design	<input type="checkbox"/> Smart cities
<input type="checkbox"/> Climate change response	<input type="checkbox"/> Māori strategy and partnerships	<input type="checkbox"/> Transport and infrastructure
<input type="checkbox"/> City safety	<input type="checkbox"/> Emergency management	<input type="checkbox"/> Economic wellbeing

<input type="checkbox"/> Community services	<input type="checkbox"/> Governance	<input type="checkbox"/> Waste, water and resilience
<input type="checkbox"/> Other (e.g. business, entrepreneurship, tech, film, gaming, education)		
Based on selection above, please outline specifically what you would like to learn		
Please explain what Wellington City and/or Wellington City Council is doing that is of particular interest to the delegation		
Is there any information the delegation would like to share with Wellington City regarding their experience in this field?		
What are the outcomes you wish to achieve through this visit?		
Itinerary		
Please enter dates, destinations, meetings and other activities planned		
Do you require an invitation letter for visa purposes?	<input type="checkbox"/> Yes	<input type="checkbox"/> No

Interpreter	
Please note Wellington City Council does not provide interpreters or translate any written materials	
Does the group have a good working level of English?	<input type="checkbox"/> Yes <input type="checkbox"/> No
If no, please provide the name of the interpreter	
Submitter's name (person completing this form)	
First name	
Last name	
Job title	
Company/Organisation	
Phone number (please include country code)	
Email address	
Will you be travelling as part of the delegation?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Additional information and/or questions	

Please complete this form and return to the International Relations team at Wellington City Council at internationalrelations@wcc.govt.nz.