

Me Heke Ki Pōneke

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.

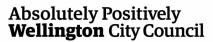
If you have any questions, please contact the International Relations team at $\underline{international relations@wcc.govt.nz}$.

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	I/YY						
Time of visit (preference)							
Delegation objectives							
What is the purpose of your visit	to Wellin	gton?					
Please indicate which area of Council the delegation is interesting in (link to website)							
☐ Arts and culture	☐ City p	olanning/urban design	☐ Smart cities				
☐ Climate change response	□ Māor partners	ri strategy and □ Transport and infrastruct					
□ City safety	□ Emer	ergency management □ Economic wellbeing					

Absolutely Positively **Wellington** City Council

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☐ Community services	☐ Governance		☐ Waste, water and resilience						
☐ 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 dele	gation would like to shar	e with Wel	lington City regarding their						
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 lette	r for visa purposes?		☐ Yes ☐ No						



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Interpreter							
Please note Wellington City Council does not provide interpreters or translate any written materials							
Does the group have a good working le		Yes		No			
If no, please provide the name of the ir							
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?	□ Yes		No				
Additional information and/or questions	5						

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