**Visit Request Form**

Thank you for your interest in visiting Wellington City Council. As outlined in the [International Relations Policy 2024](https://wellington.govt.nz/your-council/plans-policies-and-bylaws/policies/international-relations-policy), 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](mailto:internationalrelations@wcc.govt.nz).

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| --- | --- | --- | --- | --- | --- |
| 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) | | | | | |
| £ Arts and culture | £ City planning/urban design | | | | £ Smart cities |
| £ Climate change response | £ Māori strategy and partnerships | | | | £ Transport and infrastructure |
| £ City safety | £ Emergency management | | | | £ Economic wellbeing |
| £ 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 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? | | | | £ Yes £ 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? | | | | £ Yes £ 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? | | £ Yes £ 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](mailto:internationalrelations@wcc.govt.nz).