

Application for Resource Consent

Section 88 of the Resource Management Act 1991



About this form

! Please answer all the questions and provide the relevant details of your proposal. We recommend you talk your proposal through with Council planning staff before you fill in this form.

1. Activity type and location

This application is for:

Change of consent notice (s.221)

Land Use Consent

Subdivision Consent

Land Use (Regional)

Other

Site(s) to which this application relates is described as:

Street/ Rapid No.

Street/Road Name:

Property valuation No.

(see rates invoice)

Legal Description:

Fully describe the location:

OFFICE USE ONLY: Map Reference NZTM:

2. Applicant's details (all correspondence will be sent to the applicant unless agent's details are completed)

Name in full:

Surname:

First Name(s)

Postal address:

Phone:

Day

Mobile:

Email:

Email is Council's preferred method of contact.

Do you agree to receive your correspondence and consent by email?

Yes

No

Office use only

Application No:

Received GDC:

Received SO:

Received ADM:

EDRMS No:

Deposit paid:

Date paid:

Category:

Officer:

The applicant is the:

Owner Occupier Prospective Purchaser The Crown Network Utility Operator
Agent / Consultant (provide details over page)

3. Property owner's details (if different from applicant)

Name in full:

Surname:

First Name(s)

Postal address:

Phone:

Day

Mobile:

Email:

4. Agent/consultant's details (all correspondence will be sent to your agent)

Company:

Contact Person:

Postal address:

Phone:

Day

Mobile:

Email:

Email is Council's preferred method of contact.

Do you agree to receive your correspondence and consent by email?

Yes

No

5. Address for invoices

Send all invoices and annual charges to:

Applicant

Agent/Consultant

Other

If other, name

Surname:

First Name(s)

Postal address:

6. Detailed description of proposed activity

7. Additional resource consents required for this proposal

Are any other resource consent(s) required for your proposal, but are not being applied for under this application? Yes No

Land Use Consent	Subdivision Consent	Discharge Permit
Coastal permit	Water Permit	Land Disturbance
Other (give details):		

Please list any previous consents relevant to this current application:

8. Consultation

Have you consulted with iwi? Yes No
If yes, which iwi groups have you consulted with?

Who else have you consulted with?

Please attach any relevant correspondence.

9. Approval of potentially affected parties

Have you obtained written approval from all parties potentially affected by the proposal? Yes No

Please attach the completed approval forms with a copy of your plans also signed by the affected people.

Please Note: Council planning staff will determine whether any people or groups are potentially affected by your proposal. Please discuss with our planning staff prior to lodging your application.

10. Notification of the application

Are you requesting the application to be publicly notified? Yes No
Please discuss the implications of notification with our planning staff if necessary.

11. Assessment of Environmental Effects (AEE)

Further information about preparing an AEE is on our website.

Please note: An AEE generally requires a separate sheet/report. Please attach any additional information.

12. Council contact

Have you discussed your proposal with any Council planning staff? Yes No
If yes, who have you spoken with:

(name of Council staff member)

13. Draft conditions

Do you wish to see the draft conditions prior to the release of the resource consent decision? Yes No

If yes, the Council may extend the processing timeframe pursuant to Section 37A of the Resource Management Act 1991 to give you time to consider and respond to Council.

14. Contributions

When granting consent to certain activities, Council may levy a monetary contribution. Development contributions are levies under the Local Government Act 2002 in accordance with the Council's Development Contribution Policy. Financial or reserve contributions are levies under the RMA and Council's Combined Regional Land and District Plan.

15. Deposit and signature

The required deposit must be paid before we process your application.

Please refer to the Fees and Charges Schedule as per the website.

I enclose a deposit of \$ _____ for processing this application.

I have paid a deposit by electronic banking of \$ _____ on _____ (date)

Council's bank account details: **Account No. 03 0638 0502288 00**

Particulars: CODE: _____ PARTICULARS: _____
(surname) (road name)

Declaration

I understand that Council may invoice me for the actual and reasonable costs incurred in processing this application.

I _____ (print your name),

Agree that:

- I am liable for all fees and charges relating to this application
- The deposit is to be paid at the time of lodging the application
- That payment is due within 30 days of the issue date of any additional charges
- The information provided in this application and the attachments are accurate.

Signature of Applicant: (or person authorised to sign on behalf of applicant)

Date: _____ [Admin check](#)

16. Privacy information

The information you have provided on this form is required so that your application can be processed under the RMA and statistics can be collected by Council. The information will be stored on a public register held by Council. The details may also be made available to the public on Council's website. These details are collected to inform the general public and community groups about all consents which have been issued through Council. If you would like to request access to, or correct your details, please contact Council.

17. Checklist for completing your application

To ensure your application will be accepted by Council for processing, this checklist sets out the information required to be lodged with your application for a resource consent. This is a generic list of information required to be lodged with all resource consent applications. For some activities, specific information requirements are detailed in activity specific information requirement checklists. If any of the required information is not supplied Council will not accept the application and will return the documentation and deposit fee.

Lodging

Two methods for consent applications to be lodged are:

1. Digital applications – to be emailed to rclodgement@gdc.govt.nz
Please note if the combined file size of your documents exceeds 30MB you will need to contact Consent Coordinators on the above email address. Staff responding will send out a secure link to upload your files.
2. Physical applications, lodged in person over the front counter. These will need to be lodged with the Duty Planner at Council Offices. Two paper copies (including one unbound) of all the information is required.

Information required

Along with a completed application form, the following information is required:

	Council use		
	Y	N	n/a
✓ Applicant to check			
Proof of deposit fee payment.			
Record(s) of Title less than three months old for the site to which this application relates. Please attach the title and any consent notices, covenants, easements attached to the title if relevant or affected by the proposed activity.			
A detailed description of the proposed activity.			

Locality plan or aerial photo. Indicate the location of the site in relation to the street and other landmarks. Show the location of the subject site and those of adjoining sites.	
A scaled site plan showing: The boundaries; The location of the proposed activity or building; North point; Title/reference number(s); Date the plans were drawn and individual plan numbers; Location of existing and proposed accessways and points of entry; Topographic features; Contours; Location of any mapped natural or cultural heritage features; Location of any mapped natural hazards; Location of any rivers, streams, watercourses.	
Also refer to the checklist specific to the consent type to see any additional features that need to be added to the site plan.	
An assessment of the activity the relevant provisions of the Tairāwhiti Resource Management Plan (TRMP) - A list of the rules from the TRMP that require resource approval and status of the proposed activity in the TRMP.	
An assessment against any relevant National Environmental Standards.	
An assessment against any relevant National Policy Statements (i.e NPS for highly productive land)	
An assessment of effects on the environment (AEE) in accordance with Schedule 4 of the RMA at a level of detail that corresponds with the scale and significance of the effects that the proposed activity may have on the environment. In addition, this may require one or more technical specialist reports. The AEE must include a full description of the proposed activity, the effects that may be generated and how these will be managed. For more information refer the AEE guidance available for each consent activity type.	
An assessment against the relevant matters in Part 2 of the RMA will be required. Part 2 matters may be included in your AEE or in a separate document.	
An assessment against any relevant provisions (i.e. policies and objectives) of a statutory document (e.g. the Tairāwhiti Resource Management Plan, Regional and/or National Policy Statement). The assessment may be included in your AEE or in a separate document. Note: This is only required for discretionary and non-complying activities.	
Include details (name, postal and site address) of any consultation undertaken (including iwi) and any responses from those consulted with.	
Written approval from all affected persons which includes a completed Affected Party Approval form(s) and signed and dated copies of the site plan, elevations.	
A completed checklist relevant to your application – Refer to the separate checklists relating to the consent you are applying for, i.e. the activity type.	

Pre-lodgement meeting

Have you had a pre-lodgement meeting with a Council Consents Planner? Yes No

Whom did you have the pre-lodgement meeting with?

To ensure a smoother lodgement process and to increase the chance of the application being accepted (as any outstanding information would have been identified at the pre-lodgement meeting) we encourage you to arrange a pre-lodgement meeting with a planner prior to lodging your application.

Office use only

Signed by Acceptance Officer:

Officer:

Date: