

Resource Consent Application Form

Pursuant to s88 of the Resource Management Act 1991, this form must be used to apply for a resource consent to the Waitaki District Council. It must be accompanied by a Record of Title, a land use plan or subdivision scheme plan, and other supporting information required under Schedule 4 of the Resource Management Act 1991. Please print clearly and complete all sections.

1. Type of resource consent being applied for

Land Use Consent Subdivision Consent Combined Land Use & Subdivision Consent

Other (s127, NPS, or NES application): _____

Activity Status:

Controlled Restricted Discretionary Discretionary Non-Complying I don't know

2. Fast-Tracked Resource Consent

The RMA provides for land use activities that have a Controlled Activity status to be fast-tracked through the resource consent process and processed within 10 working days by Council. Your consent may be fast-tracked if you tick yes to the first two questions below.

- | | | | |
|----|--|-----|----|
| 1. | Is this application for a controlled activity (land use only)? | Yes | No |
| 2. | Have you provided an electronic address for service? | Yes | No |

If you wish to opt out of the fast-track process, tick here:

3. Notification

The RMA allows applications to be notified for public submissions or notified at the request of the applicant.

Are you requesting that your application be publicly notified? Yes No

If you selected 'yes' to the above question, please attach a short summary outlining the details of your application.

Have you attached a summary? Yes No

4. Applicant Name

Please provide the full name of the persons, company, society, or trust applying for this resource consent. If the applicant is a company or a trust, please provide the full name(s) of all directors and trustees.

Contact person if the applicant is a director or trustee:

Name: _____ Phone: _____

Postal address: _____ Email: _____

Have all directors and trustees provided their written approval for this resource consent to be processed? Yes No

5. Applicant Contact Details (if different from above)

Postal address: _____

Post code: _____ Email: _____

Phone: _____ Mobile: _____

6. Agent Contact Details

If you have an agent or other person acting on your behalf, please complete the details below.

Agent: _____

Contact person: _____

Postal address: _____

Post code: _____

Email: _____

Phone: _____

Mobile: _____

7. Location of Proposal

Please complete as much detail as you can, so the site for your proposal is clearly identifiable. Include details such as unit number, street/rapid number, street name, town, and valuation number.

Property address: _____

Legal Description: _____

Record of Title: _____

Valuation Number: _____

District Plan zoning & notations & overlays (if known): _____

8. Description of Proposal

Please provide a brief description of your proposal and the reasons why resource consent is required i.e., which rules in the District Plan are infringed. (Further detail should be provided in the application.)

9. Pre-Application Meeting

Have you had a pre-application meeting or discussion with any Council staff about this proposal? Yes No

If yes, what was the name of planner and/or other staff members? _____

Date of meeting or discussion: _____

If notes of the meeting or other conversations were provided to you, please include a copy of these.

Have you attached any minutes/notes from the meeting? Yes No

10. Owners and Occupiers of the Application Site

Landowner's full name, phone number and address: _____

OR:

Please tick if this is the same as the applicant details

11. Site Visit Requirements

As landowner, and with the consent of any occupiers or lessee, I am aware that Council staff or authorised consultants may visit the site which is the subject of this application, for the purposes of assessing this application, and agree to a site visit.

OR:

If the applicant is not the landowner, I understand that Council staff or authorised consultants may visit the site, which is the subject of this application, for the purposes of assessing this application, and agree to a site visit.

Is there a locked gate or security system restricting access by Council staff? Yes No

Do you have a dog or other animal loose on the property? Yes No

Is there any hazard that may place a visitor at risk? Yes No

Provide details of any entry restrictions that Council staff should be aware of e.g., health and safety, organic farm, etc.:

12. Correspondence and Invoices

Please let us know where to send any correspondence and invoices. Please note that wherever possible, all correspondence will be sent by email.

All correspondence excluding invoices sent to: Applicant Agent

All invoices sent to: Applicant Agent

Email: _____

13. Other consents

Please let us know of any other consents that you have applied for or know that you need to apply for related to this application. This includes any resource consents that may be required from a Regional Council under a Regional Plan.

Other resource consents: Resource consent no. (if known): _____

Building consent: Building consent no. (if known): _____

Regional Plan consent: Type of regional consent (e.g., water discharge permit, water take permit, earthworks): _____

14. National Environmental Standards (NES)

Please let us know if this application requires a resource consent under a National Environmental Standard. National Environmental Standards are regulatory documents that contain standards pertaining to certain matters e.g., management of contaminated land, telecommunications, electricity transmission, etc.

Is consent required under a NES? Yes No I don't know

Tick the following applicable NES:

NES for Air Quality

NES for Drinking Water

NES for Telecommunication Facilities

NES for Electricity Transmission Services

NES for Assessing and Managing Contaminants in Soil to Protect Human Health (Please see below for further on this)

NES for Plantation Forestry

Other

15. NES for Assessing and Managing Contaminants in Soil to Protect Human Health

A proposal triggers the above NES if any of the following activities are proposed on a piece of land under application that is identified as having—or potentially having—contaminated soils:

- The removal or replacement of a fuel storage system,
- The sampling of soil to determine if it is contaminated,
- Disturbing the soil,
- Subdividing of the land, and/or
- Changing the use of the land.

Do any of the above activities apply to this proposal? Yes No

If any of the above activities apply, please answer the following questions:

Is the application site listed on Otago Regional Council’s or Canterbury Regional Council’s Listed Land Use Register (LLUR)? Yes No

If the site is not listed on the LLUR, is an activity described on the Hazardous Substances and Industries List (HAIL) currently being undertaken on the piece of land to which this application relates, or is it more likely than not to have ever been undertaken on the land? Yes No

The HAIL list is available at: <https://environment.govt.nz/publications/hazardous-activities-and-industries-list-hail/>

Type of HAIL activity:

Has a Preliminary Site Investigation (PSI) or a Detailed Site Investigation (DSI) been undertaken for the site? Yes No

Have you attached the PSI or DSI? Yes No

If the site is not listed on the LLUR, this does not necessarily mean that the soil is not contaminated and/or the activities undertaken were safe to human health, especially if the land has been used for agricultural or farming activities. Therefore, a full response to the following questions by the landowner is required.

1. Please confirm how many years you have owned the property.

2. Please confirm if any fertiliser or agrichemicals have been applied to the land, what they were, and in what quantities and how often e.g., annually, at a rate of 350kg/ha.

3. Has fertiliser or fuel or any other chemicals been stored on the site, and in what quantities and where?

4. Please confirm whether any livestock dipping or drenching activities have been undertaken on the site and where.

5. Please confirm whether any offal pits are on the site and where.

6. Are there, or have there been, any farm dump (rubbish) sites located on the property and where? What material has been dumped?

7. Has any fill been imported on the site and where?

8. Does the property contain any buildings (pre-2000) that could include asbestos or lead? (NB: This includes paint.)

9. Are there, or have there been any tyres buried on the site or currently situated on the land? If so, please confirm where and to what quantities.

10. Please confirm if there are any regional resource consents or permits relating to this property, and where the activity is/was located.

Does the application include an assessment against the NES? Yes No

Does all or some of the proposed activity require resource consent under the NES? Yes No

Declaration

I have completed all relevant sections of this form—including the checklist included hereafter—and I understand that my application may be returned as ‘incomplete’ if it does not include all of the relevant information.

I understand that the fees paid on lodgement **are a deposit only**, and that the Council will invoice all costs actually and reasonably incurred in processing this application.

All of the information provided in this application is, to the best of my knowledge, true and correct. I understand that all information submitted as part of an application is required to be kept available for public record, therefore the public (including business organisations, media, and other units of the Council) may view this application, once submitted. It may also be made available to the public on the Council website.

If this application is made on behalf of a trust (private or family), a society (incorporated or unincorporated), or a company, in signing this application I/we are confirming that I/we:

- a) are authorised to bind and are binding the trust, society, or company to pay all of the above costs and guaranteeing to pay all the above costs in my/our personal capacity, and
- b) are declaring that I/we are duly authorised to sign on behalf of the applicant to make such an application.

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

Date: _____ Print Name: _____

Confirmation by the agent authorised to sign on behalf of the applicant

Agent’s Full Name: _____

Signature: _____ Date: _____

Fee Information

The required deposit must be paid before processing of the application will start. A further invoice will be issued when processing has been completed if the cost associated with the processing of the application exceeds the deposit paid. If the processing cost is less than the deposit, a partial refund will be issued to the person who paid the fee. Please note there is a threshold either side of the final cost whereby if the amount to be refunded or recovered is less than \$100 it will be absorbed to cover the processing cost.

Interim invoices may be issued on a monthly basis up until the issue of the resource consent or certificate.

The Resource Management Fees Schedule can be viewed at: [Fees for Planning and Resource Consents | Waitaki District Council](#)

Debt Recovery – Where an invoiced amount has not been paid by the stated due date, the Council may commence debt recovery action and recover costs incurred in pursuing recovery to the debt.

Monitoring Fees – Please note that if this application is approved, you will be required to meet the costs of monitoring any conditions applying to the consent or certificate, pursuant to Section 35 of the Resource Management Act 1991.

Development Contributions – Your development, if granted, may also incur development contributions under the Local Government Act 2002 in accordance with Council’s Development Contributions Policy. Any development contributions payable will be invoiced to the applicant.

INFORMATION CHECKLIST FOR ALL APPLICATIONS

This information checklist sets out the mandatory information Council requires to support your application. If inadequate information is lodged with your application, this will cause delays in processing and may result in the application being returned pursuant to section 88(3) of the RMA.

ALL applications must include the following information:

A description of the activity

A description of the site where the activity will occur, including the address and legal description

The full name and address of each owner or occupier of the site

A copy of the current Record of Title, dated not less than three months old, including all relevant consent notices, covenants, encumbrances, and other interests.

A description of any other activities that are part of the proposal to which this application relates

A description of any other resource consents required for the proposal to which this application relates

An assessment of the activity against Part 2 of the RMA. This will need to address Section 5 'Purpose', Section 6 'Matters of National Importance, Section 7 'Other Matters' and Section 8 'Treaty of Waitangi'.

An assessment of the activity against any relevant objectives and policies, or rules in the District Plan

An assessment of the activity against any relevant requirements, conditions or permissions in any rules in a document (as per Section 104(1)(b) of the RMA)

An assessment of the activity against any relevant provisions of a:

- National Environmental Standard,
- National Policy Statement,
- Regional Policy Statement,
- Regional Plan

A description of any part of the activity that is permitted under the District Plan

If a permitted activity is part of the proposal to which the application relates, a description of the permitted activity that demonstrates it complies with the relevant requirements and conditions for that permitted activity (so that resource consent is not required for that activity)

An assessment of effects (AEE) of the activity

An AEE is an essential part of your application. If an AEE is not provided, Council is unlikely to accept your application as 'complete'. The AEE should discuss ALL the actual and potential effects of your proposed activity on the environment. Schedule 4 of the RMA outlines all of the matters that must be addressed in your AEE. The amount of detail provided must reflect the scale and significance of the effects that the activity may have on the environment. For example, if there are major effects arising from the proposal, a detailed analysis and discussion of these effects must be included in the AEE. It may require the provision of information from specific experts (e.g. a traffic engineer, a soil scientist, or a landscape architect).

All applications for SUBDIVISION consent must also include the following information:

The position of all new and existing boundaries

The areas of all new allotments, unless the subdivision involves a cross leases, company lease, or unit plan

The locations and areas of new reserves to be created, including any esplanade reserves

The locations and areas of any existing esplanade reserves, esplanade strips, and access strips

The locations and areas of any part of the bed of a river or lake to be vested in a territorial authority under section 237A of the RMA

The locations and areas of any land within the coastal marine area (which is to become part of the common marine and coastal area under section 237A of the RMA)

The locations and areas of land to be set aside as new roads

SUBDIVISION SCHEME PLANS should include the following information on the face of the plan in an easily read and interpreted manner:

The address of the property

North point

Title or reference number

Date the plans were drawn

The plan scale and original print size

Any amalgamation of lots proposed

Staging of lots (if applicable)

Net areas for all new allotments, together with areas for shared access

Land contours showing existing finished ground levels to the relevant datum at 0.5m intervals within the subdivision (in some cases, elevations on adjoining properties at 2m intervals may be required to assess the levels of effects on those properties)

The position of all new boundaries, including allotment dimensions for all boundaries e.g., 29.7m

Locality plan and/or aerial photo illustrating the street/rapid number and legal description of the site and adjoining properties

A 'Memorandum of Easements' where applicable

All legal and physical roads (including kerb and channel where applicable)

All existing and proposed infrastructure i.e., water, wastewater, stormwater, including private and public

Service easements – both existing and proposed

Right of way easements clearly dimensioned as to width for the full length

Existing and proposed vehicle crossings (including paddock entrances), kerb and channel

Onsite vehicle manoeuvring areas and proposed and existing car parking spaces

All natural features including waterways, vegetation, wetlands, protected trees, etc.

The location of all overhead/underground electricity and telecommunication/fibre lines crossing the property and the location of the pole(s) on the roadside

Existing high voltage electricity lines and gas lines

The location of existing fences and walls and any proposed retaining walls

All existing buildings, clearly labelled as to be removed or being retained, including any proposed building platforms

Buildings on adjacent sites

Site coverage calculation

The location of outdoor living areas with dimensions and areas shown (where applicable)

Building setback dimensions (including setbacks from adjoining boundaries and those of eaves)

The floor area of buildings on site

Onsite effluent treatment and disposal areas and fields

Landscaping – existing and proposed

Areas subject to hazards e.g., unstable slopes, areas of flooding, farm dumps, fill etc.

Areas of potential or confirmed contamination

Covenanted areas and other features i.e., building line restrictions etc.

All water bodies, including onsite wells and open drains (and their ownership)

Any existing significant feature or notable overlays as outlined under the District Plan i.e., Outstanding Natural Landscape overlay, Significant Natural Feature, etc.

Archaeological and/or cultural heritage sites

Details around earthworks, including volume, depth of cut/fill, soil removed/imported/dumped, and any bunds, silt fences, etc.

Areas of proposed or existing fill or excavation

LAND USE PLANS should include the following information on the face of the plan in an easily read and interpreted manner:

The address of the property

North point

Title or reference number

Date the plans were drawn

The plan scale and original print size

Locality plan and/or aerial photo illustrating the street/rapid number and legal description of the site

All legal and physical roads

Land contours showing existing finished ground levels to the relevant datum at 0.5m intervals (in some cases, elevations on adjoining properties at 2m intervals may be required to assess the levels of effects on those properties)

All existing buildings, clearly labelled as to be removed or being retained

Buildings on adjacent sites

Site coverage calculation

The floor area of buildings on site

Floor plans of proposed building or buildings to be used (please illustrate use of each building)

Elevation plans of all proposed buildings, including compliance with recession lines/height to boundary requirements and maximum height levels

The location of outdoor living areas with dimensions and areas shown (where applicable)

Building setback dimensions (including setbacks from adjoining boundaries and those of eaves)

Existing and proposed vehicle crossings (including paddock entrances), kerb and channel

Onsite vehicle manoeuvring areas and proposed and existing parking spaces

All existing and proposed infrastructure i.e., water, wastewater, stormwater, including private and public

Onsite effluent treatment and disposal areas and fields

The location of all overhead/underground electricity and telecommunication/fibre lines crossing the property and the location of the pole(s) on the roadside

Landscaping – existing and proposed

Existing high voltage electricity lines and gas lines

The location of existing fences and walls and any proposed retaining walls

All natural features including waterways, vegetation, wetlands, protected trees, etc.

Earthworks – design and contours/areas of excavation, including any management areas and bunds, silt fences, etc.

Details around earthworks, including volume, depth of cut/fill, soil removed/imported/dumped, and any bunds, silt fences, etc.

Details of any signage (design, dimensions (including lettering size) and location on buildings/site)

Areas subject to hazards e.g., unstable slopes, areas of flooding, farm dumps, fill etc.

Areas of potential or confirmed contamination

Covenanted areas and other features i.e., building line restrictions etc.

Water bodies, including onsite wells and open drains (and their ownership)

Any existing significant feature or notable overlays as outlined under the District Plan i.e., Outstanding Natural Landscape overlay, Significant Natural Feature, etc.

Archaeological and/or cultural heritage sites

OTHER RELEVANT INFORMATION

Any specialist reports to support your application i.e., noise report, traffic impact assessment, visual landscape assessment, etc.

Evidence of consultation with relevant bodies such as Waka Kotahi (NZTA), Transpower, Heritage NZ, Iwi, Kiwirail, Department of Conservation, etc.

Evidence that all new lots (in all zones) can be adequately serviced i.e., with letters from service providers such as Telecommunications, Chorus, Vodafone, etc.

Affected Party Approval packages from potentially affected persons (see 'Affected Persons' Form)

Details of Hazardous Activities and Industries (HAIL) list activity, including relevant reports like a Preliminary or Detailed Site Investigation etc.

A copy of LLUR statement if the site is listed on the Otago Regional Council or Environment Canterbury's Register

Concept engineering design plans for any water, wastewater, and stormwater servicing

Any other information arising from District Plan provisions

Evidence of deposit having been paid