

## Resource Consent – guide for applicants

(When lodging your application, please detach this page and keep it for your future reference)

### Have you provided the following?

1.	<input type="checkbox"/>	Your application and Assessment of Environmental Effects fully completed
2.		Plans drawn to scale, including:
	<input type="checkbox"/>	* Site plan that identifies the property boundaries
	<input type="checkbox"/>	* Any other buildings (highlighting the proposed building)
	<input type="checkbox"/>	* Distances to boundaries (between all structures and boundaries)
	<input type="checkbox"/>	* Vehicle entrance, driveway, turning circle and on-site manoeuvring
	<input type="checkbox"/>	* Floor plan(s)
	<input type="checkbox"/>	* Identification of topography
	<input type="checkbox"/>	* Certificate of Title
3.	<input type="checkbox"/>	Elevation drawings, or if the building is being re-sited, photos
4.	<input type="checkbox"/>	The written approval of any affected person(s). <i>Refer to the completed Affected Person(s) Written Approval Form</i>
5.	<input type="checkbox"/>	If Māori land – evidence of right to build, eg Licence to Occupy (given by the Trustees), Occupation Orders, Hapū Partition (issued by Māori Land Court)
6.	<input type="checkbox"/>	Is your activity going to impact on a State Highway, eg the proposed access for your dwelling is directly off a State Highway? If so, then you will need to provide consent from NZTA with your application. If you have not received consent then you must provide evidence of your consultation with NZTA.
7.	<input type="checkbox"/>	Application fee/deposit Note: the initial lodgement deposit paid on application may not cover the total cost of processing this application. The Council charges for receiving, processing and granting of consents on an actual costs basis. You may receive a refund or an account for additional costs.

All of the above information must be supplied with your application. **Pursuant to Section 88(3) of the Resource Management Act 1991 your application may be rejected if the information and application is incomplete.** You have the ability, under Section 88(5), to object to the decision to reject your application, if applicable. Non notified applications take up to 20 working days to process once accepted. Notified applications can take up to 70 working days to allow for statutory notification time and convening of a Hearing and Consents Committee meeting.

Please do not hesitate to contact the Duty Planner on 07 306 0500 if you require any assistance. Our postal address is Whakatāne District Council, Private Bag 1002, Whakatāne 3158, email [planning@whakatane.govt.nz](mailto:planning@whakatane.govt.nz)



### Additional consents required? Please select the statement below that applies to this application

No additional resource consents are needed for the proposal to which this application relates.

The following additional resource consents are needed for the proposal to which this application relates and have/have not been applied for:

### Pre application information

	Yes	No
Have you received pre-application information or had a pre-application meeting regarding this proposal from the Council? If YES, provide the name of the staff member(s).	<input type="checkbox"/>	<input type="checkbox"/>
Date of meeting:	Staff member(s)	

### Consultation

I/We have consulted with the following affected or interested parties:

Name	Address

Tick one of the following:

A.	They had no concerns	<input type="checkbox"/>
B.	They raised the following concerns:  <i>(continue on a separate sheet where necessary)</i> I have addressed these by...  <i>(continue on a separate sheet where necessary)</i>	<input type="checkbox"/>

### Affected party approvals

I/We have obtained the written approval of the following affected persons:

Name	Address	Owner <i>Tick if applicable</i>	Occupier <i>Tick if applicable</i>

Please print clearly

### Applicant details

#### Applicant name

Electronic address for service

Phone number

*Include area code*

Mobile number

Postal address

### Agent or nominated contact if different from applicant

#### Agent or nominated contact name(s)

Electronic address for service

Phone number

*Include area code*

Mobile number

Postal address

### Owner/occupier of the land to which the resource consent will apply if different from applicant

#### Owner/occupier name(s)

Electronic address for service

Phone number

*Include area code*

Mobile number

Postal address

### Addresses for correspondence and payment/invoices

#### All correspondence (excluding invoices) sent to:

Applicant

Agent/nominated contact

Owner/occupier

#### Person paying for this consent/invoices will be sent to:

Applicant

Agent/nominated contact

Owner/occupier

### Site visit requirements

As landowner and with the consent of any occupiers or lessees, I agree to Council staff or authorised consultants visiting the site which is the subject of this application, for the purpose of assessing this application

Signature:

Date:

If the applicant is not the land owner please provide details of the landowners or person authorised to sign on behalf of the landowner below:

Full name

Contact phone number(s)

Details of any entry restrictions or health and safety concerns in relation to the application site, that Council staff should be aware of, eg dogs, locked gates, chemical spraying etc

### Notification information

	Yes	No
Are you requesting the application to be publicly notified?	<input type="checkbox"/>	<input type="checkbox"/>
Are you requesting the application to be limited notified to any persons who you consider are likely to be adversely affected* by your proposal (if the adverse effects are minor or more than minor) and who have not provided their written approval?	<input type="checkbox"/>	<input type="checkbox"/>
<b>*Please note: it is at the discretion of Council to determine who is adversely affected.</b>		

### Draft conditions

	Yes	No
Do you wish to see the draft conditions prior to the release of the resource consent decision?	<input type="checkbox"/>	<input type="checkbox"/>
<i>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</i>		

### Deposit fee

The required deposit fee must be paid before any processing of the application will start.

I enclose a deposit fee of \$

*Note: The initial lodgement deposit paid on application may not cover the total cost of processing this application. The Council charges for receiving, processing and granting of consents on an actual costs basis. You may receive a refund or an account for additional costs.*

I/We understand that Council may invoice me for the actual and reasonable costs incurred in the processing of this application. Subject to my/our rights under Sections 357B and 358 of the RMA to object to any costs, I/we undertake to pay all and future processing costs incurred by the Council.

Without limiting the Council's legal rights, if any steps, including the use of debt collectors, are necessary to recover unpaid processing costs, I/we agree to pay all costs of recovering those processing costs.

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 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.

### Signature

Applicant's full name *(please print)*

Signature of applicant (or person authorised to sign on behalf of Applicant)	Date
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Payments can be deposited into bank account: 01 0434 0334411 00. Please include the following reference details;  
Particulars: RC Code: property address Reference: your surname

### Office use only

Date & time received	Receipt No.	Application No.
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### Criteria for acceptance: Counter

Application		Yes	No
	Application Details completed in full		
	Legal Description		
	Address for Service		
	Assessment against District Plan or NES		
Check that plans drawn to scale indicate:			
	* Site plan that identifies the property boundaries		
	* Any other buildings (highlighting the proposed building)		
	* Distances to boundaries (between all structures and boundaries)		
	* Vehicle entrance, turning circle, and onsite manoeuvring		
	* Floor plan(s)		
	* Identification of topography		
	* Certificate of Title		
	Elevation Drawings or if the building is being re-sited, photos		
	If Māori land – evidence of right to build		
	Application fee of \$.....		
Note: If any criteria indicates "NO", the application may be incomplete (Section 88(3) RMA 1991)			

### Planner's assessment

	Yes	No
Is the application complete?		
If incomplete the reasons are:		