



FORM 9
Application For Resource Consent
(Land Use -Temporary Activities ONLY)
Resource Management Act (1991) s88 &145



This form is designed to gather information needed to process your application in the most timely and cost effective manner. More information maybe requested should it be required to access the effects of your application. If you have any questions regarding this form please contact the Kaikoura District Council (03 319 5026).

Contact Details:

Name _____

Company name (if applicable) _____

Address _____

Phone number (daytime phone) _____ (alternative) _____

To be contacted by email; please provide address:

Email address _____

Name and Address of all other owners and occupiers of the location of the event:

Name of Event:

Type of Event:

Date(s) Event to be Held: _____

(are there additional days for set up / pack up?) _____

What Time(s) of The Day Will The Event Be Operating? _____

Event Location (Please include as much information as possible) _____

Maximum Expected Number of People on Site at Any One Time _____

Notification of neighbours:

Have the neighbours of your event been made aware what is happening? This is recommended as it may increase their cooperation should it be needed. You may be required to obtain their affected party approval. Please contact Council to discuss affected party approval. Y/N

Noise:

Please tick the following if they are to be present at your event during the following time periods.

	7am – 11pm	11pm – 7am
Public address system	<input type="checkbox"/>	<input type="checkbox"/>
Live Music	<input type="checkbox"/>	<input type="checkbox"/>
Amplified Music	<input type="checkbox"/>	<input type="checkbox"/>

Describe all other activities which may cause noise in excess to District Plan standards:

For information on the noise rules for your event please contact a planning officer at Kaikoura District Council.

Traffic Management Plan:

Please attach a traffic management plan for your event if it will generate more than 100 vehicle movements a day.

1 car to and from a site = 2 vehicle movements

1 truck to and from a site = 6 vehicle movements

1 truck and trailer to and from a site = 10 vehicle movements

This management plan should address the effects of the event on the following:

- Effects on traffic, pedestrian and cyclist safety
- Effects of vehicle movements on amenity values of any residential units
- Effects of vehicle movements on any surrounding land uses
- Efficiency of roads and state highways

Site Plan:

Please provide a site plan detailing the following information and including road names, north arrow and scale.

- Existing buildings and structures
- Temporary buildings and structures (marquees/stages etc)
- Toilets
- Car parking
- Anticipated traffic and pedestrian flows
- Geographic features such as streams, beaches, hills etc.
- Other relevant features such as access to drinking water, first aid stations etc.

Car Parking:

- How many car parks are provided? _____
- Are they marked out? Y/N
- If not are parking marshals to be provided? Y/N

Accommodation:

Is any overnight accommodation to be provided? Y/N

If so what type? (E.g. campground etc) _____

How many people will be utilising the above accommodation? _____

If this is not sited at the event location please give details here _____

Structures:

Are any structures such as marquees or stages to be provided for the event? Please detail these including floor area _____

Waste Management:

Your event must abide by the Kaikoura District Councils Waste Management Protocol which consists of three areas, Odour and Public Health, Minimisation and Screening. This can be viewed under Appendix G of the Kaikoura District Plan, accessible at www.kaikoura.govt.nz. Bins, recycling indicator lids and recycling station flags are available through the Kaikoura District Council. For advice on running a zero waste event, an informative publication is available at

<http://www.zerowaste.co.nz/assets/ZeroWasteEventsbookletinfo.pdf> .

New Zealand Transport Agency (NZTA):

If your event is to be located on, or have access off State Highway One, written approval will be required from NZTA (formerly Transit New Zealand). Early consultation with NZTA is recommended and will reduce the possibility of a delay. Contact number: 03 3664455.

Signage:

All signs within the Kaikoura District require a signs permit and must comply with the relevant rules of the Kaikoura District Signs Bylaw. This bylaw can be found at the following link

http://www.kaikoura.govt.nz/council_documents/bylaws/index.htm. Please fill out the attached application form for a sign permit and return it along with this form. Should you have any questions regarding signs please contact the council's signage officer.

Fees:

A base fee of **\$360** is charged on application for resource consent. This is a base-fee and the actual cost is calculated on actual time spent on the application by Council staff and whether notification is required. As required by s35 of the RMA, monitoring of this consent will also be carried out at the applicant's expense to ensure compliance with any conditions set.

- Fees are based on actual processing time, the more complete your application is, the less officer's time will be taken, resulting in a lower overall cost. This will also result in your application being processed in less time.
- Should more information be needed this will be requested under s92 RMA and the application will be put on hold until this is received.

OTHER MATTERS TO CONSIDER OUTSIDE OF THE RESOURCE CONSENT PROCESS

When planning an event, besides the requirements of your resource consent there are other legislations to consider. You may need building consents or a liquor license. This check list will help you plan your event.

Marquees

Marques may require a building consent. Please contact Joy Koops at 03 319-5026 for more information.

Toilets:

Have provisions been made for toilet facilities? It should be noted that the Building Act may specify disabled access be provided:

1 -10 people	= 1 Toilet
11 – 40 people	= 2 Toilets
>40 people	= add 1 per 50

Please contact Joy Koops at 03 319-5026 for more information.

If a septic tank system is to be used; can the tank cope with the increase waste flow?

Food and Beverages:

Is food to be provided / sold at this event? Y/N

Is there to be a supply of potable (Drinking) water on site? Y/N

Please remember to ensure that there will be plenty, especially for those hot days as it is better to have a surplus than too little.

You need to contact Council's Environmental Officer for information about requirements for serving food at events. In Kaikoura- call 319-7026 Outside of Kaikoura – call 03-365-1667

Alcohol

Is alcohol to be sold at this event? Y/N

Is alcohol to be brought to the event as BYO? Y/N

Have liquor licences been obtained? Y/N

Please contact Joy Koops at 319-5026 for more information. You will need a minimum of 15 working days to process your license.

Considerer Emergency Provisions:

Have St. Johns Ambulance been made aware of this event / or are they on site?

If not how many trained first aid providers will be on site? _____

Has the Fire Service been made aware of your event? _____

You can book St Johns Ambulance for events at <http://www.stjohn.org.nz/>.

You can contact the fire service through Don Clark during Council hours at 319-5026.

In signing this form I declare:

No additional resource consents are needed for the proposed activity or the following resource consent are needed and have/have not been applied for. (delete as appropriate)

List consents (if applicable):

I attach any information required to be included in this application by the district plan, the regional plan, the Resource Management Act 1991 or any regulation under this act.

List attached information:

Please note: This application forms the basis of the assessment of effects in accordance with the Fourth Schedule of the Resource Management Act 1991. The detail of the assessment of effects should correspond with the scale and significance of the effects that the proposed activity may have on the environment. Therefore if there are effects of your proposal not addressed above please address them and attach the assessment to this form.

Signature of Applicant _____
(Or Approved Authorised Agent)

Date _____

Note to applicant and agents

The applicant and his/her agent are liable for all fees and charges relating to this application. In the event of non-payment the applicant and/or the agent will be liable for all legal and other costs of recovery.

Where this application is completed and signed by an agent, the invoice for the fees will be sent to the agent and all communication regarding the application will be with the agent

You may apply for 2 or more resource consents that are needed for the same activity on the same form.

If the application is lodged with the Environmental Protection Authority, you must also lodge a form in form 16A at the same time.

You must pay the charge payable to the consent authority for the resource consent application under the Resource Management Act 1991 (if any). If your application is to the Environmental Protection Authority, you may be required to pay actual and reasonable costs incurred in dealing with this matter(see section 149ZD of the Resource Management Act 1991.