



**FORM 9**  
**Application for Resource Consent**  
**(LAND USE)**  
 Resource Management Act (1991) Sec 88



Name of Applicant: \_\_\_\_\_

Address of Applicant: \_\_\_\_\_

\_\_\_\_\_

Location of Activity: \_\_\_\_\_

\_\_\_\_\_

Legal Description: \_\_\_\_\_  
 (from your rates notice)

Valuation Number: \_\_\_\_\_  
 (from your rates notice)

Telephone Number: (Home)\_\_\_\_\_ (Work)\_\_\_\_\_

**To be contacted by email; please provide address:**

Email: \_\_\_\_\_

**Are additional Resource Consents Required From Other Consent Authorities?** Yes / No  
 If yes, which consents are required? \_\_\_\_\_

\_\_\_\_\_

If consent has been granted please attach a copy of consent.

**Information to be supplied on all applications:**

- All required information as per the attached information sheet.
- Written approvals from all potentially affected parties. Please note that the affected parties must sign all plans and/or maps associated with the application and the affected parties' approval form and these have been included. **Please note: all owners and occupiers of a property must sign both approval form and site plans.**
- A copy of the Certificate of Title **no more** than six month old for all subject sites.
- A Brief Description of activity to which the application relates (use separate sheet if necessary)

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Fees**

I enclose the base fee as indicated below and I understand that I will be invoiced for any additional actual costs relating to this application:

	All Prices Include GST and are subject to Additional actual costs.
<b>Land Use Consents</b>	
<b>Category 1</b> – Non-notified Lane Use Resource Consent delegated to Council offices as follows. 1. Non compliance with the following performance standards of no more than 20% - Internal boundary or Road setback - Recession Plane - Site Coverage - Height - Density  2. Visitors accommodation for up to 4 persons 3. Relocate buildings 4. Buildings in a flood area (the discretionary activity)	\$700
<b>Category 2</b> – Non-Notified Land Use Base Fee - Building in a flood hazard area - Earthworks or modification with an archaeological area or site - Temporary activities.	\$360
<b>Category 3</b> – All other non-notified land use consent applications not listed above. If an application requires a hearing	Base Fee \$900 plus any additional cost if any  An additional base fee of \$5500 plus additional actual costs if any
Rates (visitor’s accommodation only)	There is an annual levy of \$400.00 inc. GST for visitor’s accommodation for 4 guests or less.  This will be added to your next year’s rates bill.

**Name & Address of Appointed Agent ( if applicable):**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Telephone Number:** (Home) \_\_\_\_\_ (Work) \_\_\_\_\_  
 (Cell) \_\_\_\_\_ Fax No: \_\_\_\_\_

**To be contacted by email; please provide address:**

**Email:** \_\_\_\_\_

**NOTE:**

- 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.*

- 2. 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.***

\_\_\_\_\_  
**SIGNATURE OF APPLICANT (OR APPROVED AGENT)**

\_\_\_\_\_  
**Date**

## LAND-USE INFORMATION SHEET

**Where relevant** the following information must be submitted with any application. (Hint-read through and cross out any question that is irrelevant to your application before you begin.)

### **Assessment of the Environmental Effects (required for all applications)**

An assessment of any actual or potential effects that the activity may have on the environment and the ways in which those adverse effects may be avoided, remedied or mitigated. This requirement is found in the FOURTH SCHEDULE s 88(6)(b) of the Resource Management Act.

➔ *It is important to remember that an assessment should be in such detail as corresponds with the scale and significance of the actual or potential effects that the activity may have on the environment. Effects can be both positive and negative.*

An assessment should include the following details **where relevant**:

**A description of the proposal** for which consent is sought, including **where relevant**, the following information:

#### **A description of the site including:**

- Existing uses
- Buildings
- Topography and, including information on the extent and nature of any fill on the site
- A description of the existing natural environment (including areas of indigenous vegetation, habitat of indigenous birds and animals, and landscape features)

➤ **Neighbours** *Will there be any effects on neighbours, others in the neighbourhood and/or the wider community?*

#### **All applicants please read this box:**

Please consider any environmental, socio-economic or cultural effects including:

- Effects if any on Maori cultural, spiritual or traditional values and the outcome of any consultation with Te Runanga o Kaikoura and/or Ngai Tahu. It is a good idea to contact Te Runanga o Kaikoura (319-6523) before you apply.
- Effects if any on people's health and safety
- The effects on recreational values and facilities and recreational users in the vicinity.

You should attempt to get approval from all parties affected by your proposal. In most applications, this is only the neighbour's bordering your property. If an effected party will not give approval (which is their right) please note their concerns and your response to these concerns. In some cases a cultural impact assessment may also be required.

CONTINUED

- **Reverse Sensitivity** *Are there any reverse sensitivity issues that may affect the proposed activity?*

**UNSURE?**

Reverse Sensitivity means a situation:

- a) Where an existing lawfully established activity has the potential to adversely affect a proposed or subsequent activity which is in the vicinity of, or adjacent to, the existing activity (For example: Wanting to locate residential sections next to a pig farm.)

or;

- b) Where a proposed activity restricts, or has the potential to restrict, the operation of a lawfully established existing activity. (For example: proposing elderly housing near a disco.)

- Hazardous Substances** *Will there be any hazardous substances to be stored or used on site or the discharge of any contaminate?*

**YES?**

Please provide the type and volume of those substances; proposed methods of containment; including in emergencies the location on site or within buildings of any transfer, or storage points; transport arrangements on site; and routes and methods of transport to and from the site.

Please provide an assessment of any risks to the environment which are likely to arise from such use.

Where the activity includes the discharge of any contaminant, do you require a consent from Environment Canterbury? Has this been obtained? Please provide copy of decision.

A description of the mitigation measures (safeguards and contingency plans where relevant), to be undertaken to help prevent or reduce the actual or potential effects.

- **Geological or other Natural Hazards** *Are there any geological or other natural hazards to which the site may be subject? Is the site subject to or will the use of the site be likely to accelerate or worsen, material damage to the land by erosion, falling debris, subsidence, slippage, or inundation from any source?*

**YES?**

Please address the sites suitability for the activity proposed given these hazards, and the means by which any adverse effects of the hazards are to be avoided, remedied or mitigated.

CONTINUED

- **Flooding** *Is the activity on a site in a flood hazard zone as listed in the Kaikoura District Plan Maps?*

**YES?**

You must first obtain an assessment of risks and appropriate floor height levels from Environment Canterbury. Please include this assessment with your application.

- **Noise** *Does this activity generate noise of any kind?*

**YES?**

In respect of any potential for noise generation, the type and power of any proposed machinery or equipment; its location on site or within buildings; the material of which the buildings are constructed; details of any proposed measures to reduce noise, including any insulating materials or structures; hours of operation; and the expected nature and frequency of noise events.

A description of the mitigation measures (safeguards and contingency plans where relevant), to be undertaken to help prevent or reduce the actual or potential effects.

- **Odour, Glare and Other Emissions** *Is there a potential for odour, other emissions and/or glare?*

**YES?**

In respect of any potential for odour generation and emissions, please contact Environment Canterbury. If consent is needed from Environment Canterbury please include a copy of the consent with this application.

In respect of any potential for glare, the nature and location of any highly reflective surfaces; the location, nature and power of lighting on the site; and means of directing its spill.

A description of the mitigation measures (safeguards and contingency plans where relevant), to be undertaken to help prevent or reduce the actual or potential effects.

- **Waste Management** *Will this activity generate waste?*

**YES?**

Please describe the proposed management of any waste which will be generated, including: alternatives considered with respect to minimisation, generation, storage, collection and disposal of waste; the quantities and categories of waste which will be generated; the proposed system of waste storage, collection and disposal; measures taken to avoid or mitigate adverse effects. Refer to the Waste Management Protocol in Appendix G and/or Innovative Waste Kaikoura Ltd (319-7148) for guidance.

CONTINUED

➤ **Filling or Excavation?** *Any filling or excavation proposed?*

**YES?**

Please provide information on the type of fill, the volume and depth of fill and excavation, identification of those areas on the site subject to fill or excavation, the impact on utilities, or on any archaeological sites

A description of the mitigation measures (safeguards and contingency plans where relevant), to be undertaken to help prevent or reduce the actual or potential effects.

➤ **Landscape and Visual Amenity Values** *Will your proposal add or detract from landscaping or visual amenity values?*

**Yes?**

Please describe the effects on landscape values, and visual amenity, views, natural landscape patterns and natural vegetation patterns.

Please describe any landscaping to be provided, including areas for planting, the location and types of trees to be planted, the location of any outdoor storage areas, and how these are to be screened from view.

➤ **Notable Trees, Heritage Items, and Archaeological Sites** *Is the activity on or near a site containing Notable Trees, Heritage Items, Archaeological Sites identified in the District Plan?*

**YES?**

The location of any notable trees identified in the District Plan on the site or adjoining sites, and whether they are to be removed, trimmed or subject to any building or earthworks in the vicinity of the tree.

The effect of the proposal on any listed heritage items including plans and photographs showing existing interior or exterior original features, and plans of these features should any alterations proposed be carried out. A statement must also be provided as to whether any activity will adversely affect the whole or part of a listed heritage item.

A description of the mitigation measures (safeguards and contingency plans where relevant), to be undertaken to help prevent or reduce the actual or potential effects.

Plan.

*Note: if archaeological artefacts or bones are discovered during any works, Section 15 sets out a procedure that must be followed. An archaeological authority may also be required from the Historic Places Trust. Contact- Office for Canterbury, South Canterbury, Kaikoura, West Coast, PO Box 4403, Christchurch Phone (03) 365-2897*

CONTINUED

- **Significant /Outstanding Landscape** Is your proposal located on a site in a significant or outstanding landscape as identified in the Kaikoura District Plan Maps?

**Yes?**

The effect of the proposal on any listed significant or outstanding landscape areas.

A description of the mitigation measures (safeguards and contingency plans where relevant), to be undertaken to help prevent or reduce the actual or potential effects.

- **Nature Conservation and Ecosystems** *Will your proposal effect Nature Conservation and Ecosystems?*

**Yes?**

Please describe the effects of the proposal on any significant nature conservation areas, including indigenous vegetation, ecosystems, the margins of water bodies, or wetlands.

**Please note:** Applications for resource consents for either controlled activities, or discretionary activities where Council has restricted the exercise of its discretion, the assessment only need address those matters specified in the Plan over which the Council has reserved control or its discretion. These questions can be answered in a pre-application meeting with a Council planner.

**Please also note:** additional information may be required from an applicant where it is considered necessary to better understand the nature of the activity, the effect it may have on the environment, or the ways in which adverse effects may be mitigated. The Council may also commission a report, at the applicant's expense, on any matters raised in relation to the application or on any environmental assessment or effects. The Council will notify applicant before such report is undertaken. This does not include assessment by Council's Engineers.

## Site Drawings

In addition to the above information, any application for land use consent shall, where relevant, include a set of drawings illustrating the proposal. **Two scaled copies** of each drawing are required, including accurate dimensions. Please provide all drawings on A3 sheets or smaller where appropriate.

- **Site Location Drawing**

A drawing showing the location of the site to include:

- Road names
- Property number
- North point
- Any significant built or topographical features.
- The location of any waahi taonga (sacred/important places) or mahinga kai (food gathering) areas.



- **A Site Plan Of The Area** (Please read this section carefully and show all **relevant** details at a common scale appropriate to the proposal.)

- ❑ Site boundary lengths and other dimensions in metres
- ❑ Location with distances to site boundaries, of all existing buildings which are to remain on the site, and all proposed buildings and structures (including where applicable, eaves, balconies, courts and verandas);
- ❑ Proposed use of each building;
- ❑ All Signs both existing and proposed;
- ❑ Position of any easement over the site;
- ❑ Position, location and dimensions of every parking and loading space;
- ❑ Location of roads adjacent to the site and the formation status of the road and any footpath
- ❑ Location of all vehicle access points and driveways at the street boundary;
- ❑ levels on the site boundaries and around any buildings; and, except in cases where the site is less than 1000m<sup>2</sup>, or has a uniform grade of less than 1 in 10, contours of the site;
- ❑ Proposed retaining walls, excavations and fill;
- ❑ Existing trees and proposed landscaping (particularly where this is a requirement of the rules for the zone). Dimensioned areas of the landscaping should be shown together with all existing and proposed sealed areas;
- ❑ Indigenous vegetation areas, streams, wetlands and heritage items;
- ❑ Recession line diagrams or models;
- ❑ Watercourses and drainage and sewerage pipes within and adjacent to the site;
- ❑ The means proposed to deal with all stormwater and sanitary drainage, and to provide for water supply;
- ❑ The location of any water supply bores and effluent disposal areas on the site and on adjoining sites.

- **A floor plan of each building** (at a scale of not less than 1:100) showing:

- ❑ Use of all parts of the building, including basements, parking, lift towers, storage or service areas;
- ❑ Room layout of the building, if this is known, and a clear identification of the use of different rooms or parts of a floor.

Where several floors are of the same area and use, a standard floor plan may be shown.

- **Elevations of each building** Only needed for external changes, relocation, and all new construction (at a scale not less than 1:100) showing:

- ❑ External appearance of the building including doors and windows;
- ❑ Number of floors and their proposed usage;
- ❑ Building heights and height in relation to any boundary.

**Please note:**

Resource consent is not building consent.

If your proposal involves new construction, structural re-modelling, plumbing, a relocated a building, or change of use you will also require building consent. If you have any questions, please contact Joy Koops at the Council on 03 319 5026.

You may also require consent from Canterbury Regional Council. Please contact them directly at 319-5781 for issues such as discharge, earth works, and water divergence.

**Please remember Council is happy to answer any questions you may have. Pre-application appointments are available and many consents can be successfully completed by the applicant and few require notification.**