



**FORM 9**  
**Application for Resource Consent**  
**(SUBDIVISION AND/OR 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) \_\_\_\_\_  
(Cell) \_\_\_\_\_ Fax No: \_\_\_\_\_

**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. **Please submit all site plans in A3 or smaller. If detail requires a larger size please also submit copy in A3 for photocopying.**

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)

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

CONTINUED

**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:**

Subdivision Consent	Base fee \$1,800
Sub division – more than two lots	The above base fee applies, plus \$400 per lot over two lots
If public or limited notification of an application requires a hearing	All additional Base Fee of \$1600 plus additional actual costs if any.
Subdivision Consent (Post Decision) – this is invoiced on completion of the consent. These fees are charged on an hourly rate based on time spent. These fees and charges relate to the processing and administration of a subdivision consent post decision up to the S224 stage and include the following:-  <b>Planner’s time per hour:-</b> <ul style="list-style-type: none"> <li>- Title plan checking and certification (S223)</li> <li>- Consent notice preparation &amp; issue</li> <li>- Refundable bond preparation</li> <li>- Checking and issuing conditions certification (S224)</li> <li>- Registering bond preparation &amp; releases</li> </ul> <b>Engineering Time per hour:</b> <ul style="list-style-type: none"> <li>- Engineering plan checking and approval</li> <li>- Roads, access ways and services</li> </ul>	<ul style="list-style-type: none"> <li>Planning Officers \$135.00</li> <li>Senior Planner \$150.00</li> <li>Asset Manager \$160.00</li> <li>Engineering Technical Support Officer \$145.00</li> <li>Environment Health Officer \$150.00</li> <li>Administration \$90.00</li> <li>Building Control Officer: \$150.00</li> </ul>

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

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**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.*

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

## INFORMATION TO BE SUPPLIED WITH A RESOURCE CONSENT APPLICATION FOR SUBDIVISION

1. An assessment of any actual or potential effects that the activity may have on the environment and the ways in which any adverse effect may be avoided, remedied or mitigated.
2. The 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; and
  - Where relevant, include the following details:
    - i. A description of the proposal
    - ii. A description of any possible alternative locations or methods of undertaking the activity, Where it is likely that the that the activity will result in significant adverse effects on the environment
    - iii. An assessment of the actual or potential effects on the environment of the proposed activity
    - iv. Where the activity includes the use of hazardous substances and installations, an assessment of any risks to the environment which are likely to arise from such use
    - v. Where the activity includes the discharge of any contaminant, a description of:
      1. the nature of the discharge and the sensitivity of the proposed receiving environment to adverse effects
      2. any possible alternative methods of discharge, including discharge into any other receiving environments
    - vi. 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
    - vii. An identification of those persons affected by the proposal, the consultation undertaken and any response to the views of those consulted
    - viii. Where the scale or significance of the activity's effect is such that monitoring is required, a description of how, once the proposal is approved, effects will be monitored and by whom.
3. A statement specifying all other resource consents that the application may require from any consent authority in respect of the activity to which the application relates, and whether or not the application has applied for such consents.
4. A copy of the certificate of title no more than six months old.
5. A drawing showing the location of the site such that its location can be readily determined, with road names, property names, north point and any significant built or topographical features.
6. Where relevant, an assessment of visibility onto and of the development site
7. A full description of any geological or other natural hazards to which the site may be subject, its suitability for the subdivision, and the means by which any adverse effects of the hazards are to be avoided, remedied or mitigated.

### Plans

The following plans must be supplied and drawn to an appropriate stated metric scale to show sufficient details of the proposal to enable the Council to determine its effects. Please provide at least one complete copy in no larger size than A3.

- I. Two scaled copies of the site plan showing accurate dimensions in meters. The site plans must show:
  - a. A north point accurately orientated
  - b. A unique plan number and title describing the proposal and the site;

and

The site plan should also show, where relevant:

- a) Topographical information (including New Zealand map grid references), wherever possible in terms of the Kaikoura Datum, together with a certificate as to its origin and accuracy
- b) Details of hazardous areas (for example, un-compacted filling or flood-prone areas)
- c) Existing building and buildings on adjacent sites and their location in relation to existing and proposed boundaries
- d) Landforms and landscape elements
- e) Watercourses, Wetlands, and catchments orientation and whether or not any adjoining river has an average width of 3 meters or more
- f) The location and areas of any existing esplanade reserves, strips or access strips
- g) All significant nature conservation areas including indigenous vegetation, ecosystems, the margins of Water bodies or Wetlands
- h) All significant individual trees
- i) The existing street names and numbers
- j) The position of the existing water, sewer, and storm water services and the position of existing water supply bores and effluent disposal fields on the site and on adjacent sites
- k) Existing easements and covenant areas
- l) The formation standards of roads adjoining the subject land and the location of the carriageway and any kerb and channel or footpath

Two scaled copies of a subdivision plan showing the following detail, where relevant

- a) The position of all proposed lots, and certificates of title, boundaries, and their dimensions
- b) The area of all new lots, including net areas
- c) Existing indicative building positions and services and their location in relation to existing and proposed boundaries
- d) Indicative vehicle access points and driveway on street edges
- e) Location and type of all proposed trees and other vegetation, including all existing vegetation to be retained
- f) Proposed earthworks and retaining walls, their scale and dimensions
- g) Proposed methods of servicing the new lots with water, effluent disposal, electricity supply and storm water disposal
- h) Any land proposed to be set aside as new road and/or public open space for recreational purposes
- i) Levels on the new lot boundaries and except where lots are less than 1000m<sup>2</sup> in area or have a uniform grade of less than 1 in 10, contours of each lot
- j) Formation widths and grades of proposed roads and right of way, parking bays and bus stops
- k) Proposed easements and covenant areas  
Where reserves and /or roads are to be vested in the Council, the location and areas of the proposed reserves and /or walkways and any tree planting proposed for the reserves and/or roads to vest in the Council; including esplanade reserves and strips, and access strips
- l) The location of any part of the bed of a river or lake, which is required under Section 237A of the Resource Management Act to be shown on a survey plan as land to be vested in the Crown
- m) Information to show compliance with any other District Plan rule
- n) The location of any waahi tapu or waahi taonga or mahinga kai areas
- o) The location of any listed heritage items

Please note: further 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, Council may also commission a report, at the applicant's expense, on any matters in relation to the application or any environmental assessments of effects.

**FOURTH SCHEDULE**  
**S88(6)(b)**

- 1 Matters that should be included in an assessment of effects on the environment  
Subject to the provisions of any policy statement or plan, an assessment of effects on the environment for the purposes of section [88] should include—
- (a) A description of the proposal:
  - (b) Where it is likely that an activity will result in any significant adverse effect on the environment, a description of any possible alternative locations or methods for undertaking the activity:
  - (c) Repealed.
  - (d) An assessment of the actual or potential effect on the environment of the proposed activity:
  - (e) Where the activity includes the use of hazardous substances and installations, an assessment of any risks to the environment which are likely to arise from such use:
  - (f) Where the activity includes the discharge of any contaminant, a description of—
    - (i) The nature of the discharge and the sensitivity of the proposed receiving environment to adverse effects; and
    - (ii) Any possible alternative methods of discharge, including discharge into any other receiving environment
  - (g) A description of the mitigation measures (safeguards and contingency plans where relevant) to be undertaken to help prevent or reduce the actual or potential effect:
  - (h) identification of the persons affected by the proposal, the consultation undertaken, if any, and any response to the views of any person consulted:]
  - (i) Where the scale or significance of the activity's effect are such that monitoring is required, a description of how, once the proposal is approved, effects will be monitored and by whom.

2 **Matters that should be considered when preparing an assessment of effects on the environment**

Subject to the provisions of any policy statement or plan, any person preparing an assessment of the effects on the environment should consider the following matters:

- (a) Any effect on those in the neighbourhood and, where relevant, the wider community including any socio-economic and cultural effects:
- (b) Any physical effect on the locality, including any landscape and visual effects:
- (c) Any effect on ecosystems, including effects on plants or animals and any physical disturbance of habitats in the vicinity:
- (d) Any effect on natural and physical resources having aesthetic, recreational, scientific, historical, spiritual, or cultural, or other special value for present or future generations:
- (e) Any discharge of contaminants into the environment, including any unreasonable emission of noise and options for the treatment and disposal of contaminants:
- (f) Any risk to the neighbourhood, the wider community, or the environment through natural hazards or

the use of hazardous substances or hazardous installations.

### **LODGING A CONSENT APPLICATION**

The following notes will help you to ensure that you prepare the basic information required for Council Officers to begin processing your consent application.

#### **The Form 5**

It will save you time and money to fill out this form out completely as possible. Please provide a brief description of your proposal on the application form and attach complete details on a separate sheet. Please use both sides of the paper Whenever possible.

If you require consents from Canterbury regional Council this should be indicated on Form 5 and whether they have been obtained or are in the process of being applied for.

Address for service refers to Whom the Council should contact regarding this application as it is being processed (ie your consultant/Agent if any).

#### **Application Fees ‘**

The correct application fee must be paid when you lodge your application. Council officers can explain which fee you need to pay. Please be aware that these fees (With the exception of the signs permits) are base fees and the actual cost of your consent will be based on the time spent to process your application. If time spent exceeds the base fee you will be invoiced for the difference. You may be “progressively invoiced” if your application is time-consuming and extends over many months.

#### **Site Plans**

Site plans should be to scale in metrics and indicate the location of any existing and proposed buildings. It is also likely that you will need to include details of elevation of existing and proposed buildings. Please insure that one copy of the plans are no larger than A3.

#### **Assessment of Environmental Effects (AEE)**

An AEE is required under section 88 of the Resource Management Act 1991 and should be written in accordance with the Fourth Schedule of the Act (see proceeding page). It is perhaps the most important feature of the application and influences the Council’s decision to grant or refuse resource consent.

Case law has established that a consent authority cannot make a decision on a consent application if the AEE does not sufficiently address any actual or potential effects a proposal might have on the environment.

#### **Affected Parties**

Non-notified consent applications require Written approval for a proposal is obtained from any potentially adversely affected party. Who is potentially adversely affected can be difficult to identify, but you should attempt to identify and consult with affected parties before you lodge your application. Council Planning staff may be able to offer guidance. If a party refuses to grant consent which is Within their right, please note their concerns on the application. The application may or may not need to be notified if approval can not be obtained. You may be required to further consult with additional parties after Council assesses your application. **Please note!** You need to obtain written approval from all owners of a property and/or any occupier.

#### **Please remember!**

Council officers are here to help you at any stage of the application process and will endeavour to process your application as quickly as possible. Requests for further information are common to

complete an application or to clarify details. While Council officers try to request this information in the early stages of the process,,requests for information may be required until a decision is reached.