

Who should use this form? Any person who is proposing a structure that breaches setback and/or recession plane rules of the Kaikōura District Plan **and** is able to obtain the written approval of the neighbouring allotment owner(s).

This form **cannot** be used if the adjoining owner(s) does not provide written approval or the adjoining site is public land (including road, river, lake, coast, esplanade reserve or strip, other reserve or land otherwise owned by Council or the Crown).

Application details:

Name of site owner(s): [the applicant(s)]			
Address of site owner(s):			
Location of activity:			
Legal description:		Valuation number:	
Name and address of agent (if applicable):			
Phone:			
Email:			

The application must include the following information:

- A copy of a Certificate of Title: no more than six months old. If you do not have a Certificate of Title one can be purchased from the Council offices (for an additional fee).
- A site plan: This should be to scale and **must** show the height, shape, and location of the proposed activity (structure).
- Written approval of every infringed boundary allotment owner(s): Refer to the form on the following pages and complete all sections. This approval **must** include a signed copy of the site plan. If you are obtaining the approval of more than one neighbouring site, then use one form per site.

Additional information:

If you have questions about any of the above requirements or the boundary activity process, please contact a Council Planning Officer on (03) 319 5026 ext 218.

If your activity cannot satisfy all necessary requirements, then Council cannot issue a permitted activity notice. In this case talk to a Council Planning Officer on (03) 319 5026 ext 218.

Fees: I enclose the base fee of \$150.00. I understand that I will be invoiced for any actual additional costs relating to this application that exceed this base fee.

Where this application is completed and signed by an agent, all communication regarding the application will be with the agent.

_____ **Date:** _____



Written Approval for Boundary

(as per section 87BA of Resource Management Act 1991)

Notes to applicants:

- Written approval **must** be obtained from **all** allotment owners (unless one person has authority to sign for other site owners including trusts. Proof of that authority **must** be included with this form).
- All owners giving approval **must** also sign the site plan(s) submitted with the application.
- Please ensure the form is filled out **completely** to avoid delays in the processing of your application. - This form **cannot** be used to give written approval for a resource consent application. The appropriate form can be found on Council's website.

Part 1 – For the applicant to complete

Applicant's name:	
Address of proposal:	
Legal description:	
Description of proposal <i>i.e. build single story dwelling 0.5m from neighboring property at 130 Example Street:</i>	
Site plan reference(s) (include plan title, author, date):	

Part 2 – For the adjacent owner(s) giving written approval to complete

Full name (in print):	
Full name (in print):	
Full name (in print):	
I/we own the following property:	
Contact phone:	
Email address:	

Part 3: Important Information - Please read before signing

- Conditional written approvals cannot be accepted.
- There is no obligation to sign this form. You do not need to give any reason if you choose not to sign.
- You should only sign this form if you fully understand and agree to the proposal. If you require the process to be explained to you, please contact Council planning staff on (03) 319 5026.
- Once this form is signed and all other requirements are met Council must issue written notice that the activity is permitted. This written notice will remain valid for five years, giving the applicant up to five years to complete the proposal. Withdrawal of your written approval after the notice has been issued will not prevent the proposal going ahead.

Part 4: Declaration and Signatures

Please read before signing below.

I/we have read the application for boundary activity including the description provided on this form and every site plan described on page one. I/we understand the proposed activity and site plans. I/we have signed the site plans.

In signing this written approval, I/we understand that provided all other requirements are met

Council must give notice that the activity is permitted. I/We understand this notice will remain valid for five years, and once this notice is issued the withdrawal of our/my approval will not prevent the activity occurring .

I/we understand that I/we may withdraw this written approval by giving written notice to the consent authority and that this written notice must be received before the application is determined.

If signing on behalf of a trust/company/owner (delete as required) I confirm that I have the legal authority to do so.*

Signature:	<input type="text"/>	Date:	<input type="text"/>
Signature: <input type="checkbox"/>	<input type="text"/>		<input type="text"/>
Signature: <input type="checkbox"/>	<input type="text"/>		<input type="text"/>
Signature:	<input type="text"/>	Date:	<input type="text"/>
Signature: <input type="checkbox"/>	<input type="text"/>		<input type="text"/>

* If signing on behalf of a trust, company or individual(s), please provide evidence that you have signing authority.