



BOUNDARY ACTIVITY FORM

In accordance with the 87BA of the Resource Management Act (1991)

Is this form for you? This form is for 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 written approval of the neighboring 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)/applicants:	
Address of site owner(s)/applicants:	
Location of activity:	
Legal Description:	
Valuation number:	
Agent contact details (email and phone):	
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 (an additional \$30.00).

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.

Email: planning@kaikoura.govt.nz

Website: www.kaikoura.govt.nz

Phone: (03) 319 5026

Additional information:

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

If your activity cannot satisfy all necessary requirements, then Council cannot issue a permitted activity notice. In this case, please contact a Council Planning officer to discuss this further.

Fees: The base application fee is \$355.00. You can either pay this via:

- Internet banking to 'Kaikōura District Council', bank account number 02-0856-0011698-000. Please use "RCON" alongside the property address and applicant name as the reference or;
- Eftpos/Cash at the Council Offices at 96 West End, Kaikōura. Pay at reception.

I understand that I will be invoiced for any additional costs relating to this application that exceed the base fee of \$355.00:

Signature: _____

Date: _____

NOTE: The written approval form has been attached at the end of this application for your convenience. Please refer to the Councils website to obtain more copies if required.

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WRITTEN APPROVAL/AFFECTED PARTIES FORM

(as per sections 94A, 95C, 127, 136(4)(b) and 234(4) of Resource Management Act 1991)

Note to applicants: Written approval should be obtained **by all owners/occupants** over the age of 18 years unless one person has the authority to sign for either owners or occupants. Proof of authority should be included with the form.

PART ONE: For applicants to complete

Applicants name:	
Address of Proposal	
Legal Description:	
Brief description of proposal:	
Site plan reference(s) (include plan title, author, date):	

PART TWO: 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:	
If you are the owner please tick the appropriate box:			

<input type="checkbox"/> I live on the site or the site is unoccupied	<input type="checkbox"/> The site is occupied by tenants or others on a long-term basis (more than three months with no immediate plans to vacate the premises).
Please provide names of all occupants over 18 years of age:	
Name:	Signature:
Name:	Signature:
Name:	Signature:
Name:	Signature:

PART THREE: 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 the planning department on (03) 319 5026 and ask for the resource consent planner.
- Once this form is signed and all other requirements are met, Council must issue a written notice that the activity is permitted. This written notice will remain valid for five years, giving the application up to five years to complete the proposal.
- Withdrawal of your written approval after the notice has been issued will **not** prevent the proposal from going ahead.

PART FOUR: 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 used the withdrawal of our/my approval will not prevent the activity from 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.
- I/we do not have the authority to sign on behalf of a trust/company/owners/occupiers (strikeout as required). *If you are signing on behalf of a trust, individual or other owners please provide proof that you have signing authority.*

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NAME:	SIGNATURE:	DATE: