

Resource Consent Checklist for Applicants

Applicant(s) Name:

Address:

Have you included the following items with your
Resource Consent or Certificate of compliance application

Name and address of any occupiers/owners of the land subject to the application other than the applicant

List of type/s of resource consents sought from this Council e.g. Land use/Subdivision.

List of type/s of resource consents sought from another Council
(eg discharge to land/air/water)

Certificate/s of Title for the subject site

(If not council can obtain one for you at a cost of \$30.00 GST Inclusive) Please Obtain

Locality plan (scale 1:500) or aerial photograph (scale 1:500)

(Showing the physical location of the subject site in relation to adjoining streets and sites)

Site Plan of existing and proposed activities including:

North point

Title or Reference No.

Scale

Date the plans were drawn

Topographical information

Natural features, including protected trees, indigenous
vegetation, water courses

Certificate of Title boundaries

Road frontages

All existing and proposed access points

Existing buildings

Existing wells and/or effluent disposal systems

Buildings on adjacent sites

Layout and location of proposed building and activity

Earthworks design and contours

Landscaping

Site coverage calculation

Details of any signage

(sign design, dimensions and location on buildings)

If requiring Power Reticulation, check availability with the local network provider (Centralines)

If requiring telecommunications or broadband contact your local provider

Assessment of Environment Effects (AEE)

An AEE is an essential part of the application. If an AEE is not provided Council cannot assess the application. The AEE should discuss **all** the actual and potential effects of your proposed activity or structure on the environment. The amount of detail provided must reflect the scale and nature of the effects. For example, if there are major effects arising from the proposal, a detailed analysis and discussion of these effects should be included in the AEE. It may require the provision of information from specific experts (e.g. a traffic engineer). If the effects of the proposal are very minor, then a less detailed AEE can be submitted.

The Council has information available to assist you prepare the AEE – please contact us if you have any questions.

Application fee paid

All Resource Consent fees are GST inclusive unless otherwise stated

Date and Signature of Applicant or someone authorised to sign on their behalf

Address for Service if different to applicant's details

A Resource Management Act Regulation entitled National Environmental Standard for Assessing and Managing Contaminants in Soil to Protect Human Health came into force from the 1st January 2012. [The NES controls changes to the use of land where the use might introduce a risk to the health of people using the land, or where activities such as subdivision and earthworks are intended to be undertaken on sites where it is likely that past uses have contaminated the soil, need to be assessed under this Regulation. Your application cannot be processed by Council without knowing whether this Regulation applies or not.](http://www.mfe.govt.nz/laws/standards/contaminants-in-soil)

In your application, you need to provide evidence to show whether it is more likely than not that the site of your activity will take place on either currently is, or has previously been, used for an activity that may potentially contaminate the soil. A list of those activities that are considered to contaminate the soil is called the Hazardous Activities and Industries List ('HAIL') and information regarding the Regulation is available on the website <http://www.mfe.govt.nz/laws/standards/contaminants-in-soil/>