

Application for certificate of compliance



Property, Consents and Licensing

Under section 139 of the Resource Management Act 1991

Please send or deliver your application to the Council

Office use only:

Application No: _____

Receipt Date: _____

Deposit Paid: _____

It is important to complete this form and provide all necessary information as required in order to avoid delays in processing the application.

1.0 GENERAL DETAILS

This application is for a certificate of compliance for the following activities:

Site/s to which the application relates is described as

No: Street: Suburb:

Legal Description:

2.0 APPLICANT DETAILS

Name: *(please write all names in full)*

Physical Address:

 Postcode:

Postal Address: *(if different)*

 Postcode:

Telephone (day):

 Mobile: Fax:

Email:

 Please tick if email preferred method of contact

The applicant is the

Owner Occupier Lessee Prospective Purchaser The Crown Network Utility Operator Other

of the site to which the application relates.

3.0 AGENT/CONSULTANT DETAILS *(If different from above)*

Company:

Contact Person:

Postal Address of agent:

 Postcode:

Telephone (day):

 Mobile: Fax:

Email:

 Please tick if email is the preferred method of contact

4.0 ADDRESS FOR CORRESPONDENCE AND INVOICES

All correspondence (excluding invoices) sent to:

Applicant

Agent/Consultant

Other

Other:

Invoices sent to:

Applicant

Agent/Consultant

Other

Other:

5.0 DISTRICT AND REGIONAL PLANS

Relevant District Plan

Auckland Central

Auckland Gulf Islands

Auckland Isthmus

Franklin

Manukau

North Shore

Papakura

Rodney

Waitakere

Relevant Regional Plan

Coastal

Sediment Control

Proposed Air, Land, Water

Farm Dairy Discharges

Transitional Regional Plan

6.0 DESCRIPTION OF PROPOSED ACTIVITY *(If insufficient space please provide on additional pages)*

7.0 PRE APPLICATION INFORMATION

Have you received pre-application information or had a pre-application meeting regarding this proposal from the Council?

Yes

No

Copy of meeting minutes attached

Date of meeting:

If YES, provide the reference number and/or name of staff member(s):

8.0 SITE VISIT REQUIREMENTS

As landowner, and with the consent of any occupiers or lessee's, I agree to council staff or authorised consultants visiting the site, which is the subject of this application, for the purpose of assessing this application.

OR

If applicant is not the landowner:

Landowner's full name:

Landowner's signature:

Date:

Person authorised to sign on behalf of Landowner:

Authorising person's signature:

Date:

Is there a locked gate or security system restricting access by council staff?

Yes

No

Do you have a dog on the property?

Yes

No

Provide details of any entry restrictions that council staff should be aware of; e.g. health and safety, organic farm etc

9.0 INFORMATION TO BE SUBMITTED WITH THE APPLICATION

Attach the following information in support of your application. If inadequate information is supplied with your application, this will cause delays in processing the application (*see notes for applicant below*). **Two** copies (including one unbound) of all information are required.

- A completed application form including authorisation for site inspection and signed and dated by persons responsible for payment of fees and charges.**
- Site Plan.**
- Locality Plan or Aerial photo at 1:500 scale.**
Indicate the location of the site in relation to the street and other landmarks.
Show the street number of the subject site and those of adjoining sites (rural sites can be shown at 1:1000 if required).
- Certificates of Title less than 3 months old for the subject site.**
Attach any relevant consent notices, covenants, easements etc attached to the title if relevant or impacted by the use of the property
- An assessment of the activity for which the application is made against the relevant district/regional plan rule(s) or relevant National Environmental Standard showing that the activity can be lawfully established without a resource consent.**
- Plans prepared in accordance with Guidance note 1: Preparation of Plans (District/City only).**

10.0 DEPOSIT FEES

The required deposit must be paid before any processing of the application will start.

- I enclose a deposit fee of \$ for the processing of this application. I/we understand that Council may invoice me for the actual and reasonable costs incurred in the processing of this application.*

11.0 DECLARATION CONCERNING PAYMENT OF FEES

I/we understand that the Council may charge me/us for all costs actually and reasonably incurred in processing this application. Subject to my/our rights under sections 357B and 358 of the RMA to object to any costs, I/we undertake to pay all processing costs incurred by the Council. Without limiting the Council's legal rights, if any steps, including the use of debt collectors, are necessary to recover unpaid processing costs, I/we agree to pay all costs of recovering those processing costs. If this application is made on behalf of a trust (private or family), a society (incorporated or unincorporated) or a company, in signing this application I/we are binding the trust, society or company to pay all the above costs and guaranteeing to pay all the above costs in my/our personal capacity.

Full name:

Signature:

Date:

12.0 SIGNATURE OF APPLICANT

Full name:

Signature:

Date:

Full name:

Signature:

Date:

PRIVACY INFORMATION

The information you have provided on this form is required so that your application can be processed under the RMA, so that statistics can be collected by the Council. The information will be stored on a public register, and held by the Council. The details may also be made available to the public on the Council's website. These details are collected to inform the general public and community groups about all consents which have been issued through the Council. If you would like to request access to, or correction of your details, please contact the Council.

* Refer to Fees and Charges Schedule