

Application for resource consent



Resource Consents Department Under Section 88 of the Resource Management Act 1991

To: Auckland Council
Private Bag 92300
Auckland 1142

You may post or deliver your application to your nearest Auckland Council service centre.

This form provides the council with your contact information and details about your proposal. If you need help completing this form or you are unsure about which form to use, visit aucklandcouncil.govt.nz/resourceconsents where you will find helpful guidance notes, or contact the council on 09 301 0101.

If you fail to complete this form and provide the necessary information, including the deposit fee, your application may not be accepted for processing. See Guidance Note 3.

1. Site location details:

Site(s) to which this application relates is described as:

No: _____ Street: _____

Suburb: _____

Legal description(s) _____

2. General application details:

This application is for (tick all the boxes necessary to cover the proposal):

District consent

Land use consent (District/City) Subdivision consent

Relevant district plan section

Auckland Central Area
 Hauraki Gulf Islands
 Auckland Isthmus
 Proposed Auckland Unitary Plan Decisions Version
 Franklin
 Manukau
 North Shore
 Papakura
 Rodney
 Waitākere

Regional consent

Discharge permit
 Coastal permit
 Water permit
 Land use consent (Regional)
 Other (give details)

Relevant regional plan

Coastal
 Sediment control
 Air, Land, Water
 Farm dairy discharges
 Proposed Auckland Unitary Plan Decisions Version

Office use only

Application no(s): _____

Receipt date: _____

Deposit paid: _____

Consent:

District

Regional

Integrated

Proposed Auckland Unitary Plan Decisions Version

Stream number: _____

Is consent required under a National Environmental Standard (NES)?

No

Yes (give details)

3. Additional resource consents required:

3.1 Are any additional resource consent(s) required for this proposal but not being applied for under this application?

No

Yes (give details)

3.2 Advise of any existing consents and the date at which they expire. (Provide consent numbers and an assessment of the value of the investment of the existing consent holder (for the purposes of section 104(2A)).

4. Applicant's details (All invoices will be made out to and sent to the applicant unless otherwise stated in Section 6.):

Applicant's full name

(The name of the consent holder who will be responsible for the consent and any associated costs unless otherwise stated in Section 6)

Last Name:

First name(s):

Last Name:

First name(s):

or

Company/Trust/Organisation:

Contact person/All trustee names:

Physical address:

Postcode:

Postal address: (If different from above)

Postcode:

Phone (day):

Mobile:

Email:

Please tick if email preferred contact

The applicant is the:

Owner

Occupier

Leasee

Prospective purchaser (of the site to which the application relates) Other (please specify)

4.1 Name and address of each owner and occupier of land to which the application relates: (If different from above)

Name:

Address:

Postcode:

5. Agent's or consultant's details (All correspondence will be sent to the agent and may also be sent to the applicant unless otherwise stated in Section 6.)

Company:

Contact:

Postal address:

Postcode:

Phone (day):

Mobile:

Email:

Please tick if email preferred contact

6. Alternative addresses for correspondence and payee of invoices

All correspondence (excluding invoices) sent to:

Applicant Agent/Consultant Other (name and address)

Name:

Address:

Postcode:

All invoices made out to and sent to:

Applicant Agent/Consultant Other (name and address)

Name:

Address:

Postcode:

7. Description of proposed activity (If insufficient space, please provide on additional pages.):

8. Other activities

Choose either:

- There are no other activities that are part of the proposal to which this application relates.
- The other activities that are part of the proposal to which the application relates are as follows:
(Describe the other activities. For any activities that are permitted activities, explain how the activity complies with the requirements, conditions, and permissions of any Plan or regulation so that a resource consent is not required for that activity under section 87A(1) of the RMA.)

9. Pre-application information

Have you had a pre-application meeting with the council regarding this proposal?

- Yes No Copy of minutes attached

Date of meeting:

If 'yes', provide the reference number and/or name of staff member:

10. Site visit requirements

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

- Yes No

10.2 Is there a dog on the property?

- Yes No

10.3 Provide details of any entry restrictions or hazards that council staff should be aware of, e.g. health and safety, organic farm, measures to inhibit the transfer of Psa-V etc.

11. Notification of your application

Are you requesting that the application be publicly notified?

- Yes No

If 'yes', please provide an executive summary below and an electronic version of your application for notification purposes.

Please refer to the Standards for submitting documents electronically found at the council's website aucklandcouncil.govt.nz/resourceconsents

12. Mana Whenua cultural values assessment and the Proposed Auckland Unitary Plan Decisions Version (PAUP DV)

12.1 Is your proposal located within a "Site or Place of Significance to Mana Whenua" as identified in the PAUP Decisions Version?

- Yes No

12.2 Is your proposal one of those types of activities where effects on Mana Whenua cultural values are required to be considered?

- Yes No

12.3 If 'yes' to 12.1 or 12.2, have you contacted all the relevant Mana Whenua groups to establish whether their values are affected by your proposal?

- Yes No

12.4 If 'yes', please provide details with your application of all Mana Whenua groups contacted and their responses.

Please note that providing this information with the lodgement of your application will assist in processing your application in a timely manner. If you have not provided the relevant information your application may need to be placed on hold while this information is obtained.

In any case, please note that the council can assist you in determining whether the PAUP DV provisions referred to above apply and, if so, which Mana Whenua groups need to be approached. For more information refer to the "Engaging with Mana Whenua" page at aucklandcouncil.govt.nz

13. Information to be submitted with your application

To satisfy the requirements of Section 88(2) and Schedule 4 of the Resource Management Act 1991 (RMA), please attach the following information to your application:

Accept/Reject

Four copies (including one unbound) of all information, including plans, for all applications. If you are providing a PDF electronic version of all information, only two hard copies are required. Refer to Guidance note 2 for guidance on the preparation of plans.

Application deposit fee – refer to the council's Fees and Charges Schedule. Indicate method of payment below:

<input type="checkbox"/> Cheque attached Amount paid \$ _____	<input type="checkbox"/> Credit card
<input type="checkbox"/> Customer account _____ Customer acc/number: _____	

Certificate(s) of Title less than three months old for the site to which this application relates. Attach the title and any consent notices, covenants, easements attached to the title if relevant or affected by the proposed activity.

Locality plan or aerial photo. 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.

Detail(s) of the resource consent(s) being applied for including reference to specific rule(s) and reasons for consent.

An assessment of effects on the environment in accordance with Schedule 4 of the RMA at a level of detail that corresponds with the scale and significance of the effects that the proposed activity may have on the environment. This may require one or more technical specialist reports. Include a full description of the proposed activity, the effects that may be generated and how these would be managed. For more information refer to Schedule 4 of the RMA and the council's Guidance note 1.

An assessment against the matters in Part 2 of the RMA. This may be included in your AEE or in a separate document. For more information refer to Schedule 4 of the RMA and the council's Guidance note 1.

An assessment against any relevant provisions of a statutory document (e.g. district and regional plans, the PAUP DV, National Policy Statements etc.). This may be included in your AEE or in a separate document. For more information refer to Schedule 4 of the RMA and the council's Guidance note 1.

Include other information required by the relevant section of the operative district plan, an operative regional plan, the PAUP DV, the RMA or any regulations made under that act.

Include details (name, postal and site address) of consultation undertaken (including with iwi) and any responses from persons consulted. For more information refer to Schedule 4 of the RMA and Guidance note 1.

A completed checklist where relevant to your application.

<input type="checkbox"/>
<input type="checkbox"/>
<input type="checkbox"/>
<input type="checkbox"/>
<input type="checkbox"/>
<input type="checkbox"/>
<input type="checkbox"/>
<input type="checkbox"/>
<input type="checkbox"/>
<input type="checkbox"/>
<input type="checkbox"/>
<input type="checkbox"/>

14. Additional information – for regional consents or permits only under operative regional plans or the PAUP DV

14.1 Map reference of proposed works:

mE

mN

Use New Zealand Transverse Mercator (NZTM), e.g. 1756730mE 5919740mN.

Ensure that the location of your activity is marked to an accuracy of 10 metres on your location plan. You can obtain your map coordinates and an aerial photo from the Auckland Council GeoMaps (GIS viewer) found on the home page of the council's website, aucklandcouncil.govt.nz

14.2 Please provide the map reference of discharge points if relevant.

Map reference of proposed discharge or take point(s):

mE

mN

Is the discharge/take location on the same property as the application site?

Yes

No

If 'no', complete the details below.

Name or property owner: (If not the same)

Address:

Postcode:

Legal description:

Documentation confirming easement and/or covenants for wastewater, including a certificate of title for the property where the discharge occurs.

If required, also attach land owner approval.

14.3 Give the name of any stream, river or lake (or if the stream is unnamed, state which water body it is a tributary of).

Stream name:

or tributary of:

14.4 Please indicate the duration for which you are requesting a permit (if relevant):

years

15. Signature of the applicant(s) or agent

Please read these notes before signing the application form

Payment of fees and charges

The council may charge the applicant for all costs actually and reasonably incurred in processing this application. Subject to the applicant's rights under sections 357B and 358 of the RMA to object to any costs, the applicant undertakes to pay all and future processing costs incurred by the council. The council may issue interim invoices for applications. If any steps, including the use of debt collectors and/or lawyers, are necessary to recover unpaid processing costs, the applicant agrees to pay all collection 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 the applicant binds the trust, society or company to pay all the above costs and guarantee to pay all the above costs in their personal capacity. Refer to the council's Fees and charges schedule found at: aucklandcouncil.govt.nz/resourceconsents

Note: Some regional permits include ongoing annual charges in addition to the processing fee. These are payable by the consent holder.

Development and financial contributions

When granting consent to certain activities, the council may levy a monetary contribution. Development contributions are levied under the Local Government Act 2002 in accordance with the council's Development Contribution Policy. Financial or reserve contributions are levied under the RMA under the relevant district plan. When such contributions become due, the consent holder is responsible for their payment. Unless otherwise advised, the name and contact address of the person responsible for payment of any contributions will be taken as the applicant.

Alternative contact and address for development and financial contributions:

Name:

Address:

Postcode:

Site visit

By signing this form, if you are the owner of the application site, you confirm that the council may undertake a site inspection.

Privacy information

The council requires the information you have provided on this form to process your application under the RMA and to collect statistics. The council will hold and store the information, including all associated reports and attachments, on a public register. 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 processed or issued through the council. If you would like to request access to, or correction of any details, please contact the council.

Declaration for the applicant or authorised agent or other

I/we confirm that I/we have read and understood the notes above.

If a private or family trust is the applicant, at least two New Zealand-based trustees are required to provide contact details and sign this form.

Applicant's name:

Applicant's signature:

Date:

Applicant's name:

Applicant's signature:

Date:

Applicant's name:

Applicant's signature:

Date:

Declaration for the agent authorised to sign on behalf of the applicant

As authorised agent for the applicant, I confirm that I have read and understood the above notes and confirm that I have fully informed the applicant of their/its liability under this document, including for fees and other charges, and that I have the applicant's authority to sign this application on their/its behalf.

Agent's full name:

Agent's signature:

Date:

Checklist for resource consent applications under a district/unitary plan

This checklist is designed to ensure that you submit all the required information with your resource consent application. Please read it and answer all relevant questions in your Assessment of Environmental Effects (AEE). Please attach this checklist to Form A when submitting your application. If you provide inadequate information, the processing of your application may be delayed.

The level of information provided should be both relevant and appropriate to the scale of the proposal. This may require independent specialist(s) input. This checklist is not exhaustive. Depending on the specific nature of your application, the council may require further information during processing to enable a better understanding of the effects of your proposal.

General to all applications

Flooding						
Customer Use <small>(circle as appropriate)</small>			Description	Council use only		
Yes	No	N/A		Yes	No	N/A
			Does the proposal involve development on land that is subject to flooding or inundation, or an overland flow path? <i>If 'yes', you may be required to provide a flood assessment from a suitably qualified person with the application.</i>			
NB: Flood Hazard information including the mapped locations of overland flow paths, flood prone areas, flood sensitive area and flood plains are variously located on the Auckland Council GeoMaps (GIS Viewer) under the Catchments and Hydrology layer. You should contact council to ensure that you have sourced the correct information for your application.						
					Council use only	

Contamination and hazardous substances						Entire section N/A	<input type="checkbox"/>
Customer Use <small>(circle as appropriate)</small>			Description	Council use only			
Yes	No	N/A		Yes	No	N/A	
			Has any part of the subject site been used for (including its present use) or is it more likely than not to have been used for an activity on the Hazardous Activities and Industries List (HAIL)? You can find a full list of activities on the Ministry for the Environment's website www.mfe.govt.nz/laws/standards/contaminants-in-soil/hail-contaminants.pdf <i>If 'yes' and your application involves subdividing or changing the use of the land, sampling or disturbing soil, or removing or replacing a fuel storage system, the National Environmental Standard for Assessing and Managing Contaminants in Soil to Protect Human Health may apply and you may need to seek consent for this concurrently in your application.</i>				
			Does either the site and/or proposal involve the storage or use of hazardous substances. <i>If 'yes', you will be required to provide details of hazardous substances stored on or to be stored on the site, including vehicle or machinery refuelling areas and associated bunds and protection devices, etc.</i>				
					Council use only		

Earthworks and geotechnical issues						Entire section N/A	<input type="checkbox"/>
Customer Use <small>(circle as appropriate)</small>			Description	Council use only			
Yes	No	N/A		Yes	No	N/A	
			Does the proposal trigger reason for consent relating to earthworks? <i>If 'yes', you may be asked to provide a site management plan and geotechnical report. This information should include (but not be limited to) the following: a site plan showing the location of the earthworks (including areas of cut and fill), volumes, proposed and existing contours, slope stability, sediment and erosion control plan, timeframe, noise and dust controls, hours of operation, truck movements to transport material, and location for any material transported off-site</i>				
			Does the proposal involve building, development (including earthworks and vegetation removal) or subdivision on land that is known to be or likely to be subject to erosion,				

Earthworks and geotechnical issues				Entire section N/A			<input type="checkbox"/>
			slope instability, or subsidence? <i>If 'yes', you will need to provide a geotechnical assessment from a suitably qualified person with your application</i>				
Yes	No	N/A	Does the proposal involve building or development more than two metres below natural ground level, e.g. basement excavations and large retaining walls? <i>If 'yes', you may be asked to provide a geotechnical assessment from a suitably qualified person and cross-section of the excavation showing groundwater level.</i>	Yes	No	N/A	
Yes	No	N/A	Does earthworks involve rock breaking/cut in an area known to contain basalt? <i>If yes you may require a geotechnical report</i>	Yes	No	N/A	
Yes	No	N/A	Does the proposal involve building or earthworks within 10 metres of a trunk wastewater sewer or trunk watermain? <i>If 'yes', you will need to provide a plan showing the accurate depth and location of the trunk line when you lodge your application. You should also contact Watercare Services for a 'works over approval'.</i>	Yes	No	N/A	
				Council use only			

Yes	No	N/A	Are there any scheduled, protected and/or notable trees on the site? <i>If 'yes', you may be asked to provide an arborist's report may with your application</i>	Yes	No	N/A	
Yes	No	N/A	Does the proposal require the removal of, or works in the drip line of, any scheduled, protected and/or notable tree? <i>Indicate the trees on your site plan, the species and tree size. You may be asked to provide a report from a suitably qualified consultant with recommendations and mitigation measures</i>	Yes	No	N/A	
Yes	No	N/A	Does the subject site(s) contain any scheduled heritage structures, objects, sites or places? <i>If 'yes' and the proposal will involve demolition, removal, alterations or the change of use of the item, you may be asked to provide a conservation plan by a suitably qualified person with your application. A Heritage Impact Assessment will also be required for resource consent applications involving a scheduled heritage historic place (see special information requirements at Chapter D17.9 of the PAUP Decisions Version). You should also seek input from the council's Heritage Unit prior to submitting your application</i>	Yes	No	N/A	
Yes	No	N/A	Does the proposal involve a building listed on the Heritage New Zealand Pouhere Taonga 'Heritage List'. For a list of sites, visit http://www.heritage.org.nz/the-list <i>If 'yes', we recommend that you obtain HNZPT written approval prior to lodgement of the application.</i>	Yes	No	N/A	
Yes	No	N/A	Does the subject site contain any recorded archaeological, geological or waahi tapu sites or is the site identified as a Site or Place of Significance to Mana Whenua as identified on the Proposed Auckland Unitary Plan (PAUP) Decisions Version Maps? <i>If 'yes' and the proposal will involve or potentially involve the alteration of the archaeological site (waahi tapu), you may be asked to provide a conservation plan or archaeological assessment by a suitably qualified person with your application. You may also need to get authorisation to modify, damage and destroy an archaeological site under Section 14 of the Heritage New Zealand Pouhere Taonga Act 2014. If in doubt, contact the Council's Heritage Unit for advice prior to submitting your application.</i>	Yes	No	N/A	
<p><i>If the site is identified as a Site or Place of Significance to Mana Whenua then a Mana Whenua Cultural Values Assessment may be required. These assessments can only be prepared by the relevant Mana Whenua (or nominee).</i></p> <p><i>To find out if a cultural values assessment is required, you will need to contact all the relevant iwi groups identified as having an interest in your area. You will also need to provide details with your application of all Mana Whenua groups contacted and their responses. Please note that providing this information with the lodgement of your application will assist in processing your application in a timely manner. If you have not provided the relevant information your application may need to be placed on hold while this information is obtained.</i></p> <p><i>In any case, please note that the council can assist you in determining whether the PAUP Decisions Version provisions referred to above apply and, if so, which Mana Whenua need to be approached. For more information contact Council and/or refer to:</i></p> <p>http://www.aucklandcouncil.govt.nz/en/ratesbuildingproperty/consents/resourceconsents/pages/applicationsassessments.aspx</p>							

Signs				Entire section N/A			<input type="checkbox"/>
Customer Use (circle as appropriate)			Description	Council use only			
Yes	No	N/A	Does the proposal include any signs or billboards? <i>Identify these on the plans, including scale and type and provide an assessment if required</i>	Yes	No	N/A	
				Council use only			

Works on council-owned land				Entire section N/A			<input type="checkbox"/>
Customer Use (circle as appropriate)			Description	Council use only			
Yes	No	N/A	Does the proposal involve works on land owned by the council, e.g. a road, reserve or park? <i>If 'yes', you will need to get the council's approval as landowner. Please obtain approval before you lodge the application</i>	Yes	No	N/A	
				Council use only			

Noise and lighting				Entire section N/A			<input type="checkbox"/>
Customer Use (circle as appropriate)			Description	Council use only			
Yes	No	N/A	Does the proposal comply with the noise and/or lighting controls in the relevant plan? <i>You may need to provide a report from a suitably qualified person addressing the effects of lighting and proposed mitigation methods or to demonstrate compliance with PAUP Decisions Version, and any relevant operative district plan, standards</i>	Yes	No	N/A	
Yes	No	N/A	Does your proposal include the conversion of an existing building to accommodation? <i>If 'yes', you may need to provide an acoustic report from a suitably qualified person</i>	Yes	No	N/A	
				Council use only			

Landscaping and planting				Entire section N/A			<input type="checkbox"/>
Customer Use (circle as appropriate)			Description	Council use only			
Yes	No	N/A	Does the proposal involve or require any landscaping or planting? <i>If 'yes', you may need to provide a landscape plan showing the proposed location and type of plants</i>	Yes	No	N/A	
				Council use only			

Subdivision				Entire section N/A			<input type="checkbox"/>
Customer Use (circle as appropriate)			Description	Council use only			
Yes	No	N/A	Does the proposal require works on any neighbouring site(s)? <i>You will need to provide a right of entry and consent for any works on neighbouring land from the owners of the neighbouring site(s).</i>	Yes	No	N/A	
Yes	No	N/A	Have you provided a Scheme Plan accurately identifying all boundaries, services and access provisions? <i>If 'yes', you will need to confirm that the plan is to scale, identifies existing buildings, existing and proposed water, wastewater and stormwater service connections (including where those connections may be outside your property), the existing and proposed vehicular access and any easements that may be required.</i>	Yes	No	N/A	
Yes	No	N/A	Is the proposal for a cross lease or unit title development? <i>If 'yes', you may need to provide a report from a qualified person attesting to the compliance of the development with the current building code in respect fire protection and access.</i>	Yes	No	N/A	
Yes	No	N/A	Is the site adjacent to a stream, lake or the sea? <i>If 'yes', you will need to identify any esplanade reserves to be vested in Council and any land located within the coastal marine area.</i>	Yes	No	N/A	
				Council use only			

Car parking, vehicle manoeuvring and transport				Entire section N/A			<input type="checkbox"/>
Customer Use (circle as appropriate)			Description	Council use only			
Yes	No	N/A	Does the proposal comply with the relevant car parking and loading requirements? <i>If 'no', you may need to provide a report from a suitably qualified person with your application. Provide a table on your plans showing existing and proposed parking requirements.</i>	Yes	No	N/A	
Yes	No	N/A	Does the proposal comply with the relevant on-site car park dimensions, manoeuvring requirements and gradients for all parking spaces and driveways? <i>If 'no', you may need to provide a report from a suitably qualified person with your application.</i>	Yes	No	N/A	
Yes	No	N/A	Does the proposal involve works within the road reserve, a non-standard vehicle crossing or involve access in a defined road boundary, or an interchange area, or will it result in a significant impact on the roading network? <i>If 'yes', you may need to provide a report from a suitably qualified person and written approval from Auckland Transport with your application. Contact the development engineering team for further guidance.</i>	Yes	No	N/A	
Yes	No	N/A	Does the proposal involve a driveway that crosses the frontage of any neighbouring properties? <i>If 'yes', you will need to provide a civil legal agreement with the neighbour, and this agreement needs to be registered on the Certificate of Title of both properties.</i>	Yes	No	N/A	
Yes	No	N/A	Will the proposal generate a notable increase in traffic? <i>If 'yes', you may need to provide an Integrated Traffic Assessment from a suitably qualified person with your application</i>	Yes	No	N/A	
Yes	No	N/A	Does the proposal involve access onto a state highway or contain signs facing a state highway? <i>If 'yes', you will need to get approval from NZTA. We recommend that you obtain comments before you lodge your application</i>	Yes	No	N/A	
				Council use only			

Infrastructure and services				Entire section N/A			<input type="checkbox"/>
Customer Use (circle as appropriate)			Description	Council use only			
Yes	No	N/A	Are there high tension electricity powerlines (lines and/or pylons) over or adjacent to the subject site? <i>If 'yes', you may need to provide a confirmation from a suitably qualified person stating that any proposed buildings or earthworks comply with the required clearance requirements found in the New Zealand Code of Practice for Electrical Safe Distances (NZECP 34:2001). Contact Transpower on 0800 843 474 if you require further information.</i>	Yes	No	N/A	
Yes	No	N/A	Does the proposal require the separation or upgrading of any stormwater, wastewater or water lines? <i>If 'yes', you will need to provide an infrastructure report or capacity analysis from a suitable qualified person. Contact the council's development engineering team if you require further information.</i>	Yes	No	N/A	
Yes	No	N/A	Are any new public assets or alterations to existing public roading assets, e.g. shifting streetlights, creation of slip lanes and deviation of services, proposed? <i>If 'yes', you will need to provide a detailed description and assessment of these elements with your application.</i>	Yes	No	N/A	
<i>Note: you must obtain council approval before you start building works over a public stormwater drain. You also need to obtain Watercare Services approval before building over a wastewater line or watermain.</i>							
				Council use only			

Other requirements				Entire section N/A			<input type="checkbox"/>
Customer Use (circle as appropriate)			Description	Council use only			
Yes	No	N/A	Is the subject site located within the catchment of the Hauraki Gulf Islands as defined by the Hauraki Gulf Marine Park Act 2000? <i>If 'yes', you will need to assess the proposal with regard to the recognition of national significance and management of the Hauraki Gulf (sections 7 and 8) and included with the application.</i>	Yes	No	N/A	
Yes	No	N/A	For Waitakere and Rodney only: Is the subject site located within the Waitakere Ranges Heritage Area (WRHA)? <i>If 'yes', you will need to assess and address the purposes and objectives of the WRHA in your application.</i>	Yes	No	N/A	

Other requirements				Entire section N/A	<input type="checkbox"/>		
Yes	No	N/A	Does the proposal trigger the requirement for a financial contribution? <i>If 'yes', you will need to provide a detailed description and assessment of these elements with your application</i>	Yes	No	N/A	
Yes	No	N/A	Does the proposal involve any dwelling or buildings adjacent to an activity where effects on the site from existing activities may be a relevant consideration, e.g. poultry farming, crop or market gardening activities, etc? <i>If 'yes', you will need to provide an appropriate assessment outlining any potential adverse effects of locating any proposed dwelling or building on any existing activity with your application</i>	Yes	No	N/A	
				Council use only			

District area specific requirements

Hauraki Gulf Island Section:				Entire section N/A	<input type="checkbox"/>		
Customer Use <i>(circle as appropriate)</i>			Description	Council use only			
Yes	No	N/A	Is the site situated within 100 metres of a significant ridgeline? <i>If 'yes', refer to Parts 10c.4.7 of the Auckland District Plan: Hauraki Gulf Islands Section and ensure that you have assessed the relevant matters adequately if required.</i>	Yes	No	N/A	
Yes	No	N/A	Is the site located in the coastal or water body protection yards? <i>If 'yes', refer to Parts 10c.5.7 of the Auckland District Plan: Hauraki Gulf Islands Section and ensure that you have assessed the relevant matters adequately if required.</i>	Yes	No	N/A	
Yes	No	N/A	Is the site located within a site of ecological significance or sensitive area? <i>If 'yes', refer to Part 7.11 PDP of the Auckland District Plan: Hauraki Gulf Islands Section and Chapter D9 of the PAUP Decisions Version and ensure that you have assessed the relevant matters adequately if required</i>	Yes	No	N/A	
				Council use only			

Central Area Section:				Entire section N/A	<input type="checkbox"/>		
Customer Use <i>(circle as appropriate)</i>			Description	Council use only			
Yes	No	N/A	Does the proposal comply with the general development controls of Part 6 of the Auckland District Plan Central Area Section? <i>If 'yes', indicate compliance or otherwise with the relevant controls. Where there is non-compliance, you will need to provide an adequate assessment.</i>	Yes	No	N/A	
				Council use only			

North Shore Section:				Entire section N/A	<input type="checkbox"/>		
Customer Use <i>(circle as appropriate)</i>			Description	Council use only			
Yes	No	N/A	Has the maximum impervious area been calculated and on-site stormwater management information been provided? <i>If 'yes', you must calculate these and provide the results with your application. Please refer to The On-Site Water Management Rules of the Auckland District Plan: North Shore Section and separate on-site stormwater management guidance notes. You will also need to refer to Practice Notes NS 01 and NS 02, complete the necessary form and submit it with your application.</i>	Yes	No	N/A	
				Council use only			

Papakura Section:				Entire section N/A	<input type="checkbox"/>		
Customer Use <i>(circle as appropriate)</i>			Description	Council use only			
Yes	No	N/A	Is the proposal in the vicinity of Ardmore Airport? <i>If 'yes', please provide information regarding compliance with Ardmore Airport Height Surfaces.</i>	Yes	No	N/A	
Yes	No	N/A	Is the proposal in the vicinity of Auckland Gliding Club? <i>If 'yes', please provide information regarding compliance with Auckland Gliding Club Approach Surface Height Restriction</i>	Yes	No	N/A	
				Council use only			

Waitakere Section:				Entire section N/A			<input type="checkbox"/>
Customer Use <small>(circle as appropriate)</small>			Description	Council use only			
Yes	No	N/A	Does the proposal involve the construction of new buildings or additions over 100m ² gross floor area providing for retail development, mixed use, apartments and/or medium density housing? <i>If 'yes', you will need to provide a site analysis with your application in accordance with Rule 2: Site Analysis contained within the Urban Design Rules.</i>	Yes	No	N/A	
							Council use only

Find out more: phone 09 301 0101 or visit www.aucklandcouncil.govt.nz

Guidance note for resource consent applications

The purpose of this guidance note is to assist you with the preparation of resource consent applications and to provide information about the associated processes and costs under the Resource Management Act 1991. While the council can provide further guidance about the preparation of any proposed application, you may also need to seek advice from an independent professional planner or technical specialist(s).

What is a resource consent?

A resource consent is permission from Auckland Council to use land or natural resources in a way that might affect the environment. You need a resource consent if you are proposing to use land or resources in a way that is restricted by rules in a district or regional plan or a proposed district or regional plan including the Proposed Auckland Unitary Plan Decisions Version (PAUP Decisions Version). Resource consents and their processes are covered by the Resource Management Act 1991 (RMA).

Auckland Council deals with five types of resource consent:

- land use
- subdivision
- discharge(s)
- water
- coastal.

Some activities are classified as 'permitted activities' which means they are allowed without a resource consent as long as you meet the conditions specified in one of the sections of the operative Auckland Council District Plan, any relevant operative Auckland Council Regional Plan(s) and the PAUP Decisions Version. Council staff can assist you to confirm whether your proposed activity is permitted or not.

To obtain a resource consent, you must make an application to the council. Your proposal will be assessed by council officers and relevant specialists. This service will incur a processing fee.

Most applications for resource consents are approved and, as part of that approval, conditions are always attached. The operative district and regional plans and the PAUP Decisions Version are legally binding and if you breach them or do not obtain a resource consent when you need one, you may face penalties.

How do I apply for a resource consent?

You will need to gather together the relevant information and complete the relevant Auckland Council application form(s). The forms and guidance notes ensure that you provide the information required for a comprehensive assessment of your application.

Application forms

Application forms are available from the council's website www.aucklandcouncil.govt.nz/resourceconsents or from your local customer service centre. Form A applies to the majority of resource consent applications. Use other application forms where your proposal relates solely to one of the following activities: works relating to trees (Form A1), water permits for bores (Form A2), the renewal of resource consents to take or use surface water (Form A3), the renewal of consents to take, use or divert groundwater (Form A4), or the renewal of consents to discharge wastewater to land (Form A5).

Preparing an assessment against matters set out in Part 2 of the RMA.

This document should include an assessment of the activity against the purpose of the Act which is to promote the sustainable management of natural and physical resources. This assessment should discuss the proposed activity in regards to the following matters of national importance:

- the preservation of the natural character of the coastal environment (including the coastal marine area), wetlands, and lakes and rivers and their margins, and the protection of them from inappropriate subdivision, use, and development
- the protection of outstanding natural features and landscapes from inappropriate subdivision, use, and development
- the protection of areas of significant indigenous vegetation and significant habitats of indigenous fauna
- the maintenance and enhancement of public access to and along the coastal marine area, lakes, and rivers
- the relationship of Maori and their culture and traditions with their ancestral lands, water, sites, waahi tapu, and other taonga
- the protection of historic heritage from inappropriate subdivision, use, and development
- the protection of protected customary rights.

It should also discuss how the proposal will manage the use, development and protection of natural and physical resources having particular regard to the following other matters:

- kaitiakitanga
- the ethic of stewardship
- the efficient use and development of natural and physical resources
- the efficiency of the end use of energy
- the maintenance and enhancement of amenity values
- intrinsic values of ecosystems
- maintenance and enhancement of the quality of the environment
- any finite characteristics of natural and physical resources
- the protection of the habitat of trout and salmon
- the effects of climate change
- the benefits to be derived from the use and development of renewable energy.

In addition, the document should discuss how the proposal shall take into account the principles of the Treaty of Waitangi (Te Tiriti o Waitangi). You may wish to seek professional advice on the matters above or call the Planning Helpdesk for further information.

Preparing an assessment of the proposed activity against the relevant provisions of documents in s104(1)(b) of the RMA.

This document must include an assessment of the activity against any relevant objectives, policies or rules, any relevant requirements, conditions, or permissions in any rules and any other relevant requirements in a one of the documents listed below. You may wish to seek professional advice on how to draft this document or call the Planning Helpdesk for further information.

- a national environmental standard
- other regulations
- a national policy statement
- a New Zealand coastal policy statement
- a regional policy statement or proposed regional policy statement
- a plan or proposed plan.

This document should set out which objectives, policies and rules etc are relevant to the application and how the application complies with any development controls or standards. For example if the application is for earthworks then look at the earthworks objectives, policies and rules in the PAUP Decisions Version, and your relevant operative district plan, the Auckland Council Regional Plan: Sediment Control, and the Auckland Council Regional Plan: Air, Land and Water. If the application includes stream work you should look to the objectives, policies and rules etc in the the PAUP Decisions Version, your relevant operative district plan, the Auckland Council Regional Plan: Air, Land and Water, the New Zealand Coastal Policy Statement, the Hauraki Gulf Marine Park Act and the National Policy Statement on Freshwater Management (NPS Freshwater Management).

Preparing an assessment of environmental effects

All applications must include an assessment of environmental effects. This is usually referred to as an AEE. An AEE is a report about the effects that your proposed activity will, or may have, on the environment and the ways in which adverse effects of your activity can be managed.

Effects include:

- any positive or adverse effect
- any temporary or permanent effect
- any present or future effect
- any cumulative effect that arises over time or in combination with other effects, irrespective of the scale, intensity, duration or frequency
- any potential effect that has a high probability of happening
- any potential effect that has a low probability of happening, but a high potential impact.

Your AEE should cover all the matters set out in Schedule 4 of the Resource Management Act 1991 and relevant matters specified in the PAUP Decisions Version and any relevant operative district plan/s and/or any relevant operative regional plan/s. The amount of detail required in the AEE depends on the scale and significance of your proposal. You should be specific about the methods you intend to use to carry out your activity and how you will avoid, remedy or mitigate adverse effects.

An AEE should:

- describe all aspects of your proposal and its location
- specify alternative locations or methods if your proposed activity is likely to have significant adverse effects on the environment, or is a discharge, e.g. dairy effluent to land
- specify PAUP Decisions Version, operative district and regional plan/s infringements, the activity status, and the reasons why consent is required
- assess the activities' actual or potential effects on the environment

- describe any contaminants discharged, the sensitivity of the receiving environment, and any alternative discharge methods
- describe measures you will take to prevent or reduce the effects
- identify anyone who may be interested in, or will be affected by your proposal, including a statement about your consultation with those people
- and your response, if any, to their views
- if appropriate, outline how any effects will be monitored and by whom (if the consent is granted).

Depending on the activity status of your proposal, your AEE report should also include an assessment of the proposed activity against relevant assessment criteria and objectives and policies. An assessment under some sections of the RMA may also be required, for example section 104D in respect of non-complying activities.

You may need to provide written specialist report(s) to support your application, depending on the scale and significance of your proposal. For example, if traffic generation is a significant issue for your project, you may need to engage a traffic engineer to prepare a report describing the effects of your project on surrounding roads.

PAUP Decisions Version and Mana Whenua cultural values assessment requirements

If your proposal is located within a "Site or Place of Significance to Mana Whenua" as identified in the PAUP Decisions Version Mana Whenua Overlay or if your proposal is a type of application that requires consideration of effects on Mana Whenua values, then you need to establish whether a cultural values assessment needs to be obtained from Mana Whenua.

You will need to contact all the relevant iwi groups identified as having an interest in your area.

You will need to provide details with your application of all Mana Whenua groups contacted and their responses.

Please note that providing this information with the lodgement of your application will assist in processing your application in a timely manner. If you have not provided the relevant information your application may need to be placed on hold while this information is obtained.

In any case, please note that the council can assist you in determining whether the PAUP Decisions Version provisions referred to above apply and, if so, which Mana Whenua groups need to be approached.

For more information contact Council and/or refer to

<http://www.aucklandcouncil.govt.nz/en/ratesbuildingproperty/consents/resourceconsents/pages/applicationsassessments.aspx>

Where can I go for help?

At any point before you submit your application, the council can provide guidance as part of its pre-application meeting service. Some basic queries may be resolved over the phone, at a service centre or via email. If your queries are more complex, a pre-application meeting with a staff member may be useful. Council staff can identify any merits or concerns relating to your proposal, and what information is required for processing. Such meetings do incur a fee. Information on the council's pre-application service can be found at: www.aucklandcouncil.govt.nz/resourceconsents You may also need assistance or advice from a planner, a surveyor (in the case of a subdivision application), a landscape architect or other specialist advisor.

If your proposal looks as if it will be large or complex, you may wish to consider getting legal advice as well as other professional advice. Getting advice at the start of the project can save you time and money later.

To find professional advisors, you can contact:

- New Zealand Planning Institute
- Quality Planning website www.qualityplanning.org.nz
- Envirolink, to find local environmental specialists
- NZ Institute of Surveyors
- Yellow Pages under lawyers, resource management consultants or surveyors
- Auckland District Law Society on 09 303 5270. The society can refer you on to lawyers working in the resource management field.

For further guidance and access to our guidelines and forms, you can go to www.aucklandcouncil.govt.nz/resourceconsents or phone 09 301 0101 and ask for the planning help desk.

Where do I send my application? You can post your application to: Auckland Council

Private Bag 92300

Auckland 1142

Applications can also be delivered in person to any of our local service centres. Visit the council's website for information about the location of your local service centre.

Will my application need to be publicly notified?

Most resource consent applications can be processed without notifying members of the public. Generally, the council does not notify applications when the environmental effects of the activity will be minor and all affected people have given their written approval. The council's decision will be based on the application alone.

There are two types of notification:

- limited notification to people who may be directly affected by an application
- public notification to the public, generally via advertisements in newspapers. You can also request that your application be publicly notified.

If the effects of your proposal are minor or more than minor and you have not obtained written approval from everyone who is likely to be affected, the council may notify those people. This is known as 'limited notification'. The persons notified can make a submission supporting or opposing your application within 20 working days.

If the council determines that the effects of your proposal are more than minor and will extend beyond the immediate area or have a wider public interest, the council may decide to publicly notify your application. A public notice will appear in newspapers and the council's website. The council will also directly notify adversely affected people and people required to be notified under the RMA. Anyone can make a submission supporting or opposing your application within 20 working days, except any party who is a trade competitor. The council will let you know in writing if it decides to notify your application. You can also ask for your application to be notified. If your application is notified, people are able to make a submission on your application and become involved in the hearing of your application. You will need to pay an additional fee if your application is notified to cover the costs of hearing.

When do I need to consult with affected people and/or obtain written approval?

When deciding on a resource consent, the council does not just think about the effects on the natural environment. It also considers how the activity will affect other people's use and enjoyment of the environment.

It may be useful to consult with people who might be affected by your proposal to:

- find out whether they are likely to support or oppose your proposal
- find out whether you can address any issues they might have directly
- obtain their written approval for your proposal.

If all the people who are likely to be affected by your proposal provide their written approval, the council may be able to process your application without notification. This may speed up the consent process and minimise costs.

Although you are not required to consult, you may find it beneficial to do so. However, consultation does not mean agreement. Even after consulting, there still may remain unresolved issues.

Consultation may involve:

- adjacent landowners or occupiers
- other users of the resource, e.g. users of a river you wish to take water from
- tangata whenua (local iwi or hapu authorities)
- asset owners, e.g. in relation to Auckland Council-owned street trees
- any others you can identify as being affected by your proposal.

It is a good idea to consult with affected parties at the earliest opportunity to give these people the chance to consider your proposal. You may also wish to consider consulting more than once as your proposal develops and is refined.

What is involved in assessing my application?

After we have accepted your application for processing, council staff will assess it within five working days to determine whether it includes all of the necessary information. The more complete your application is, the quicker we can perform this assessment.

When a complete application is received, the council will confirm acceptance of your application in writing and provide a reference number for your records.

Council staff will then assess your application in more detail. If they have questions about your proposal, or require further information they will send you a request for further information. This is called a 'Section 92 request'. The processing of your application will be stopped until the information is received.

Council staff may need to commission a report on some aspect of your application and/or refer it to specialist council staff for review. You will be notified before any external report is commissioned, and you may agree or refuse to have the report done. If you refuse, the council will continue assessing your application but this may have an impact on the conclusions reached by the reporting officer. As part of the assessment, the officer will also inspect the site.

Council staff will prepare a report that recommends whether or not the public should be notified about the application and given the chance to submit their feedback. That report (or a subsequent report) will also recommend whether or not the application should be approved.

A hearing will be held for applications where:

- the application is notified (either limited or public notification) and someone makes a submission requesting that they be heard
- the applicant requests a hearing
- the council believes the resource consent should be declined.

The hearings panel will be made up of experienced experts called 'commissioners', who are independent of the council. A hearings panel may also include a councillor or local board member. A pre-hearing meeting may be held at the request of the applicant or submitters, or if the officer decides a pre-hearing meeting is needed. A pre-hearing meeting helps you and council staff to identify any issues and information requirements relating to your application.

Who makes a decision about my application?

If your application is non-notified, assigned council staff or a duty planning commissioner with delegated authority will make a decision on whether or not to grant consent to your application. If your consent is granted, you will be notified in writing within five working days of the date the decision was made.

If your application is notified, the hearings panel that heard your application will make a decision. We will send you and the submitters this decision no more than 15 working days after the hearing closes unless the timeframe has been extended. The letter will include reasons for the decision and any conditions, if the decision is to grant consent. If there are no objections or appeals, the council will send you your resource consent, specifying the consent granted and the conditions placed on it within 15 working days after the council advised you of the decision on your application.

What is a resource consent condition?

If you are granted a resource consent, the consent will most likely be subject to conditions. Those conditions may require you to undertake activities within a certain timeframe, advise the council when steps have been taken, or to have an aspect of your activity signed off by council staff. The conditions may also place limits on what you are able to do. It is the council's responsibility to monitor resource consents to ensure that conditions are being complied with.

Monitoring resource consents may involve:

- routine inspections by our monitoring inspectors
- the consent holder carrying out their own monitoring as a condition of their resource consent
- inspections by consultants appointed by the council.

Monitoring of complex resource consent conditions requires a wide variety of skills and technical knowledge, as well as a different monitoring strategy.

For example, a subdivision consent will typically involve two specific monitoring stages:

- land development
- completion of works (when checking will occur to make sure new sections are fully serviced with water and sewer connections etc).

A land use, discharge or other type of consent may require longer-term monitoring, such as sampling or the implementation of technical procedures by skilled professionals to avoid, lessen or remedy any environmental effects. Fees for resource consent monitoring are charged at an hourly rate.

The council may take various actions if the consent holder does not meet the conditions of a resource consent. The actions include:

- an abatement notice – which is an official warning that the RMA is being contravened
- an enforcement order – a court-backed order demanding compliance
- an infringement notice – which is an instant fine.

Breaches of the conditions of resource consent can result in prosecution and a fine imposed by the courts.

How much will it cost and how long will it take to process my application?

Like most councils, Auckland Council operates a user-pays policy for processing all resource consent applications. You will pay a deposit when you submit an application. If the total cost is more than the deposit you will be required to pay the balance of costs involved in processing your application. If the costs are less than the deposit, you will be given a refund, except in the case of regional consents where any balance will be transferred to the compliance monitoring account for customers. Depending on the complexity of your proposal and the time required to assess it, you may be invoiced on an interim basis.

The total cost depends on a number of factors including the accuracy and amount of information you provide, the number of different experts who need to become involved and whether or not your application is notified.

The actual and reasonable costs are the cost of council staff time and the actual cost of any disbursements. Council staff time is calculated according to a schedule of hourly rates (and potentially includes the cost of obtaining any external, expert advice). For more information, go to:

www.aucklandcouncil.govt.nz/resourceconsents

You can pay the deposit by cash, eftpos, cheque or by credit card. If you are paying by cheque, please make it out to Auckland Council.

Here are some tips that may reduce the cost of your resource consent application:

- talk to us before you prepare your application
- apply for all required consents at the same time
- consult all affected parties
- obtain written approvals before lodging your application where possible
- ensure that all forms are completed, including supporting material
- if your application is notified, attempt to resolve any submissions before the hearing.

If your consent requires ongoing monitoring, reporting or management, you will be charged for the cost of staff time calculated according to the schedule of hourly rates.

The schedule and hourly rates can be found in our building consents, resource consents and LIM fees schedule on our website at:

www.aucklandcouncil.govt.nz/resourceconsents

Development contributions and financial contributions may also be payable on your development before you are able to start work. You can ask for an estimate of such costs.

Holders of resource consents granted under regional plans or the PAUP for management of environmental effects may also be charged annual fees under Section 36 of the RMA. These fees contribute to the funding of the council's monitoring, research, education and advisory programmes.

Find out more: phone 09 301 0101 or visit www.aucklandcouncil.govt.nz

Guidance note for the preparation of plans

This guidance note is to assist in the preparation of resource consents under Section 88 of the Resource Management Act 1991 in terms of district or subdivision consents only. The information requirements set out in this guidance note are only a guide. You may require additional information under relevant district or regional plans.

Note:

All plans are required to be at a 1:100/1:200 scale and include the following details:

- north point
- boundary dimensions and bearings, adjoining legal descriptions, street numbers and metric scale bar
- datum point, site contours, including spot levels on the relevant boundaries (to Land Information New Zealand (LINZ) datum where practicable)
- one set of plans reduced to A3 or A4

Note: All submitted plans should be referenced and include the name of the firm, title of the proposal, reference number, any plan revisions and associated dates.

1. General requirements

Existing – Provide a site plan showing the existing situation on the subject site, including (where relevant):

- position of certificate of title boundaries shown, including existing easement(s) and consent notices
- position of road boundaries and name(s) if a corner site
- position of adjoining legal descriptions and street numbers
- existing site contours
- position of existing services (including overhead lines, gas, power, telephone, water) and drainage systems (including on-site devices)
- position of existing easements and any legal restrictions on the site
- location of vehicle crossing and other road furniture or features (power poles, bus shelters, street trees)
- existing boundary treatments, e.g. fencing, screening
- existing vegetation (area(s) of vegetation, identification of species, height, girth and extent of dripline and/or root zones) including driplines and/or rootzones overhanging the subject site from neighbouring properties or the road
- position and dimension of existing buildings (including floor level and eaves height above driveway) and impermeable surfaces shown
- floor plans of existing buildings
- position of outdoor living and service courts
- position of buildings on adjoining sites
- the location and extent of any identified heritage item
- if the site adjoins a watercourse or body of tidal water, the location of mean high water springs mark and/or the width of the bed of the watercourse and the extent of any riparian margin or local purpose (esplanade) reserve

Proposed – Provide plan(s) showing the proposed activity including (where relevant)

- position and dimensions of all proposed boundaries (including net site area)
- spot levels at key points on the boundaries, i.e. adjacent building and structures
- the extent of any earthworks, showing proposed contours (overlaid over existing contours), area and volume of earthworks, any staging of earthworks, retaining walls (including height); location of stockpiles, identification and location of sediment and erosion control measures
- position of new (or relocated) services overlaid (including depth) over existing services
- position and dimension of existing buildings and impermeable surfaces (those to be both retained or removed) as well as proposed buildings and impermeable surfaces
- position of proposed vehicle crossing and driveway, including vertical clearance (where applicable), long-section of

- driveway to road, gradients, the existing kerb line including any indented parking bay and pedestrian access
- proposed car parks and their nature (short-term, visitor, leased etc.), vehicle tracking curves and manoeuvring, loading bays and headroom dimensions
- floor plans of proposed buildings including gross floor area, number of floors and their use including basements, parking, lift towers, storage or service areas
- total building coverage and impermeable surfaces calculated in square metres (m²)
- any required yard or landscaping controls
- vegetation alteration (area of vegetation removed and/or altered, identification of species, height, girth and extent of dripline) including driplines and/or rootzones overhanging the subject site from neighbouring properties or the road
- proposed boundary treatments
- proposed landscaping and/or planting, including area (m²), location and species (include grade and spacing)
- area (m²) and position of proposed signage
- location and design of waste storage areas

Provide elevation drawings (1:50/1:100) of all structures to be built or altered, showing:

- relationship of buildings to the natural ground level, existing and finished ground levels or mean street level (whichever is applicable) and certificate of title boundaries
- elevation of all building faces (including finished floor levels and external appearance and materials)

2. General subdivision requirements – for subdivision applications only

Attach information that is sufficient to adequately define

- the position of all new boundaries
- the areas of all new allotments
- the locations and areas of new reserves to be created, including any esplanade reserves and esplanade strips
- the locations of any areas to be protected, vested or covenanted
- the locations of areas of any existing esplanade reserves, esplanade strips, and access strips
- the locations and areas of land below mean high water springs of the sea, or in any part of the bed of a river or lake, to be vested in the Crown or local authority under Section 237A of the RMA
- the locations and areas of land to be set aside as new roads

3. General reclamation requirements – for reclamation applications only

Attach information that is sufficient to adequately define:

- if this is an application for a resource consent for reclamation, attach information to show the area proposed to be reclaimed, including its location, the position of all new boundaries, and the portion of that area (if any) to be set apart as an esplanade reserve or esplanade strip
- all survey plan approval elements, including easement panel.

Note: all items above except for the last one, is information required by Form 9 Resource Management Regulations

Where relevant, you will need to also include:

- net site area of all the existing and proposed sites
- plan features required for crosslease and unit title subdivisions
- proposed staging
- position of any eaves in relation to a private way or driveways
- identification of building platform(s) or shape factor to the standard and size dimension specified in the respective district plan
- areas for each separate area of wetlands and bush to be protected in square metres (m²) or hectares (ha)
- weed and pest control management plan
- planting proposal and maintenance plan

Find out more: phone 09 301 0101 or visit www.aucklandcouncil.govt.nz

Guidance note for completing Form A

This guidance note is to assist in the completion of Form A under Section 88 and Schedule 4 of the Resource Management Act 1991.

We recommend that you discuss your proposal with council staff before you complete Form A. You should also contact the council if you are unsure about which form to use.

If you fail to complete Form A and provide necessary information, including the deposit fee, your application may not be accepted for processing.

1. Site location details

Clearly identify the site location of the proposed activity(ies). This should cover the entire site. Any discharge points located off the site should be included in Section 13 of the form.

2. General application details

Indicate the type(s) of resource consent(s) you are applying for. You should tick as many boxes as required to cover the consent(s) that is/are being sought by your proposal. If your consent(s) cover(s) district, regional and Proposed Auckland Unitary Plan Decisions Version (PAUP Decisions Version) matters, the council will assess your proposal as an integrated application.

3. Additional resource consents required

Indicate whether other resource consents will be required for the proposal that you have not applied for at this stage. The council will review this and it may require that you apply for these consents at the same time. You should discuss this issue with the council if you choose not to apply for all consents at the same time, to enable a better understanding of the effects of your proposal.

A pre-application meeting with the council may be useful in this instance.

Please also identify any previous consents that have been granted for the site prior to lodgement of the current application. If you already have consent to carry out the activity on the site, but that consent is due to expire in less than 3 months, please advise the consent number and the level of investment you have made in the activity on site. This will decide whether your consent is processed over any other consents for the same activity on the site. e.g. Mussel farm in the coastal marine area.

4. Applicant's details

You can either apply for a resource consent as an individual, or via another legal entity. The applicant is the individual or legal entity (including all trustees in the case of a trust) whose name will be on the consent and will be responsible for the consent and associated costs. A legal entity includes a limited liability company, incorporated society or registered trust. If the application is from a trust, the full names and signatures of all trustees are required.

You must also supply the name and address of the owner of the site and any occupiers. If you are not the owner of the land you will need to get the permission of the owner to carry out the activity on the site. Please ensure that you provide the name and details of all people or trusts who have ownership over the land, e.g. Mr Smith and Mrs Smith and the Smith Family Trust.

5. Agent's or consultant's details

If you are using a consultant or agent for this application, put their details here.

6. Alternative addresses for correspondence and invoices

If you have alternative correspondence or invoicing arrangements you should provide details here.

7. Description of proposed activity

Describe the activity, e.g. undertaking a subdivision and constructing a new house, with associated earthworks and landscaping. You should describe your proposal as fully as possible so that the council can understand what the activity entails. You do not need to set out the reasons for consent here; these should be covered in your attachments. Attach additional pages or reports as necessary.

Please describe all components of the resource consent you seek. For example, where both a subdivision and land use is applied for, ensure you provide a description of the land use component. Please describe any permitted activities that you will be carrying out in the course of your proposal.

8. Other activities

Please provide information about related permitted activities. This is particularly important if you need to consider documents other than the relevant district or regional plan – for example, an NES or the NZECP 34:2001.

An example of this might be the Resource Management (National Environmental Standard for Assessing and Managing Contaminants in Soil to Protect Human Health) Regulations 2011, which permits certain activities subject to conditions. This means that, for example, for a change of use to be a permitted activity under the NES, the applicant will have to supply the relevant paperwork required by the NES i.e. a preliminary site investigation completed in accordance with the current edition of CLMG No.1 and certified by a suitably qualified and experienced practitioner and a copy of the relevant site plan clearly identifying the location of the piece of land and indicating the likely layout of the new buildings or structures on the site in relation to any potential soil contamination.

Please note that this section refers to permitted activities that are part of the proposal – not to any other permitted activities that the applicant might already have established at the site or elsewhere.

9. Pre-application information

Indicate whether you have previously met with the council to discuss your proposal and if so, please attach the minutes or notes from that meeting. Where possible, the council staff member who attended the meeting will process your application.

10. Site visit requirements

The council will undertake a site inspection for all resource consent applications. Please advise if there are any access or health and safety issues that the council should be aware of including whether there are any dogs on the property.

11. Notification of your application

If you wish for the council to publicly notify your application straight away, tick the “Yes” box. If you tick the “No” box, the council will assess your proposal to decide whether the application needs to be processed on a publically notified or limited notified basis.

12. Mana Whenua cultural values assessments and the Proposed Auckland Unitary Plan Decisions Version

A cultural values assessment is a report documenting how a proposal might impact Mana Whenua cultural values, interests and associations with an area and/or natural resource. These assessments are prepared by Mana Whenua, or their nominees. Under the rules found in the PAUP Decisions Version, you may need to provide one or more cultural values assessments with your application.

Council offers a Facilitation Service to assist in contacting and liaising with Mana Whenua groups. You should contact the resource consents team on 09 301 0101 to discuss whether you need to provide a cultural values assessment, and if so, what steps to follow.

13. Information to be submitted with your application

It is important that you fully complete this section. Please ensure that you attach all necessary information to your application, including your deposit fee payment. The council checks this information when deciding whether to accept your application for processing.

14. Additional information for regional consents or permits only

In this section you need to provide additional information only if you are applying for a regional consent or permit under operative regional plans or the PAUP Decisions Version.

15. Signature of the applicant and/or agent

Before you sign the form you need to ensure that you have read and understand the notes in this section. If signing as an agent for the applicant, you are confirming that you have the authority to sign on behalf of the applicant.

Find out more: phone 09 301 0101 or visit www.aucklandcouncil.govt.nz

PART A (to be completed by applicant)

PART A – APPLICATION

Applicant(s) Name:
(please write all names in full)

RMA number:

Address of proposed activity:

Postcode:

Brief description of proposed activity:

Plan references (including Title, Author and dated):

Resource Consent(s) being sought (Describe area(s) of non compliance):

PART B (to be completed by Persons and/or Organisations Providing Written Approval)

PART B – AFFECTED PERSON(S)

Full name: *(in print)*

Full name: *(in print)*

Full name: *(in print)*

Address of affected property

Postcode:

Phone:

Mobile:

I am/we are the OWNER(S)/OCCUPIER(S) (delete one) of the property.

I have authority to sign on behalf of all the other OWNERS/OCCUPIERS (delete one) of the property.

Please note: the approval of all the legal owners and the occupiers of the affected property will be necessary.

- 1 I/We have been given details of the proposal and plans to which I/we are giving written approval.
- 2 I/We have signed each page of the plans in respect of this proposal. These need to accompany this form.
- 3 I/We understand that by giving my/our written approval, the Council when considering the application cannot take account of any actual or potential effects of the activity on my/our property.
- 4 Further, I/we understand that at any time before the determination of the application, I/we may give notice in writing to the Council that this approval is withdrawn.

Note: You should only sign below if you fully understand the proposal. If you require the Resource Consent Process to be explained you can contact the Customer Service Team at the Council who can provide you with information.

Signature(s):	<input type="text"/>	Date:	<input type="text"/>
Signature(s):	<input type="text"/>	Date:	<input type="text"/>
Signature(s):	<input type="text"/>	Date:	<input type="text"/>

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.