

This guidance note is to assist you when completing your resource consent application form.

If you do not complete the resource consent application form and provide all necessary information, including the deposit fee, your application will not be accepted for processing.

Part A - Application Requirements

1. Site Location Details

Clearly identify the site location of the proposed activity(s). This needs to cover the entire site which you are proposing to undertake your proposed development/building works on.

2. General Application Details

State whether your application is for a landuse consent, subdivision consent or both.

3. Description of Proposed Activity

Describe the activity, e.g. 'constructing a new house close to an internal boundary with associated earthworks and landscaping'. You should describe your proposal as fully as possible so that we 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 land use and subdivision consent is being applied for, ensure you provide a description of both components.

4. Applicant 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.

This section also requires you to tell us who the owner and/or occupier of the site is, if you do not own the site.

Note: WDC requires your email address to enable us to send you correspondence relating to the consent in an efficient manner. Please refer to the note on the application form regarding providing your email address.

5. Agent / Consultant Details

If you are using an agent or consultant for this application, complete their details here.

6. Correspondence and Invoices

Please identify who correspondence relating to the application should be sent to. Please note that all correspondence will be sent by email where possible.

7. Additional Consents Required

Indicate whether other resource consents will be required for the proposal that you have not applied for at this stage. This will be reviewed and you maybe required to apply for these Consents at the same time.

You should discuss this issue with a planner if you choose not to apply for all consents at the same time, to enable a better understanding of the effects of your proposal.

Please also identify any previous consents that have been granted for the site prior to lodgement of the current application. Note: A pre-application meeting may be useful in this instance.

You also need to advise us if a consent is required under any National Environmental Standard (NES). NES's are regulations issued under sections 43 and 44 of the Resource Management Act and apply nationally. They can prescribe technical standards, methods or other requirements for environmental matters. Each regional, city or district council must enforce the same standard. In some circumstances, Councils can impose stricter standards.

There are currently five National Environmental Standards that you will need to consider. The NES that may trigger a consent is the NES for 'Assessing and managing contaminants in soil to protect human health'.

Please refer to the following link for an information brochure for landowners and developers:

<http://mfe.govt.nz/publications/rma/nes-assessing-soil-protect-health/index.htm>

Information on other NES's is also available via the below link:

<http://www.mfe.govt.nz/rma/rma-legislative-tools/national-environmental-standards>

8. 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 (or consultant) who attended the meeting will process your application.

9. Site Visit Requirements

A site visit will be undertaken for all resource consent applications. Please advise if there are any access or health and safety issues that the WDC should be aware of including whether there are any dogs on the property.

10. Notification of your Application

If you wish to publicly notify your application straight away, tick the "Yes" box. If you tick the "No" box, WDC will assess your proposal to decide whether the application needs to be processed on a non-notified, limited notified or publicly notified basis.

11. Draft Conditions

Please advise us if you wish to receive draft conditions before a decision is issued.

Please note that the opportunity to review draft conditions is undertaken in good faith and is intended to assist with producing fair, reasonable and practical conditions. WDC will continue to process the application if a timely response is not provided.

12. Signature of Applicant / 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.

13. Privacy Information

Please carefully read the privacy statement on the form

Part B - Information to be submitted with your Application

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

Certificate of Title

A certificate of title (CT) less than 3 months old is required so that your site and site boundaries can be identified with certainty. You need to provide the entire CT, including the pages showing the title boundaries/roads etc. If there are any consent notices, covenants or easements related to the CT, then you should provide these documents (if so, you will see these referenced on the first page of your CT).

Locality Plan / Aerial Photo

Provide a plan showing the site location in relation to roads and other landmarks (i.e. rivers, significant areas of vegetation). Please note that this plan is different to a detailed site plan. You may obtain an aerial photo of your site from WDC's online mapping system:

<http://www.waitomo.govt.nz/online-mapping>

Site Plan

This plan is different to the aerial photo plan. Refer to the guidance note for detailed information about the information that must be shown on a site plan/s. If you are proposing to erect any buildings, elevation plans will also be required.

Details of Resource Consent being applied for

You need to ensure that you provide sufficient information on what you are proposing to do, why you need a landuse consent and what rules (rule numbers) your proposed activity does not comply with.

Refer to the guidance note 'Completing an AEE' for further information.

Assessment of Environmental Effects (AEE)

The Resource Management Act 1991 has very specific requirements about what must be included in a AEE.

Refer to the guidance note 'Completing an AEE' for further information.

Assessment of the activity against any relevant objectives, policies or rules in the District Plan

Once you have identified what rule/s is/are being breached by your proposal, you need to consider the relevant objectives and policies. These are generally located at the start of each chapter of the District Plan. For example, if you breach a setback from boundary rule in the Residential Zone, the relevant objectives and policies are contained at

the start of the Residential Zone chapter.

The proposed District Plan is available at this link:

<http://www.waitomo.govt.nz/publications/district-plan>

Assessment of the activity against the matters in Part 2 of the Resource Management Act (RMA)

Part 2 of the RMA sets out the purpose and principles of the RMA. It includes Section 5 – the purpose of the Act, Section 6 – matters of national importance, Section 7 – other matters and Section 8 – the Treaty of Waitangi.

Any relevant considerations should be included in your AEE (refer to the guidance note for further information).

Section 5: <http://www.legislation.govt.nz/act/public/1991/0069/latest/DLM231905.html>

Section 6: <http://www.legislation.govt.nz/act/public/1991/0069/latest/DLM231907.html>

Section 7: <http://www.legislation.govt.nz/act/public/1991/0069/latest/DLM231910.html>

Section 8: <http://www.legislation.govt.nz/act/public/1991/0069/latest/DLM231915.html>

Assessment of activity against any relevant provision of other documents

Please refer to the section above "additional consents required" for information on National Environmental Standards (NES). Where relevant, you should also explain whether any consents are required under the Waikato Regional Plan, and consider the Waikato Regional Policy Statement.

For example, if you are undertaking significant earthworks, a consent may also be required from Waikato Regional Council. If you are unsure about requirements, please discuss this with a Planner at the Waikato Regional Council.

Written Approvals

You need to advise us whether you have obtained any written approvals, or whether you have attempted to get written approval, but have not been successful (i.e. you asked your neighbour to approve your proposal and they said no).

Specialist Reports

Depending on the complexity of your proposal, there may be specialist reports required. A guide to when this might be required is detailed below:

- A report from a suitably qualified person if the activity requires site specific design for building works, wastewater, stormwater disposal, or earthworks.
- A report from a suitably qualified person if the activity will generate any non-compliance with noise requirements under the District Plan.
- A report from a suitably qualified person if the activity will generate any non-compliance with parking, manoeuvring or access requirements under the District Plan; or a traffic assessment, if the activity may result in significant changes to traffic movements on nearby roads.
- A landscape assessment report from a suitably qualified person to show how visual effects can be mitigated.
- A site investigation report from a Contaminated Land Specialist if land use change is proposed on land where HAIL activities have occurred (refer to section on National Environmental Standards).

- A cultural impact assessment from a suitably qualified person if the activity may result in adverse effects on any sites of cultural significance.
- An archaeology assessment from a suitably qualified archaeologist if there are any known or suspected archaeological sites that may be adversely affected by the proposed activity.
- A report from a suitably qualified person if the proposal affects a tree protected under the District Plan.
- A lighting report from a suitably qualified person to enable an assessment of the effects on the environment to be determined if the proposal includes external light fixtures or stadium type lighting.

Iwi Consultation

In certain circumstances you should undertake consultation with Iwi before you lodge your application. This is particularly the case if your proposal is on a site with an archaeological or cultural site on the property where your proposal is located.