

Resource Consent Application – Land Use

This application is made under Section 88 of the Resource Management Act 1991

Please read and complete this form thoroughly and provide all details relevant to your proposal. Feel free to discuss any aspect of your proposal, the words used in this form or the application process with Council staff, who are here to help. Ph. 03 543 8400 and ask to make an appointment with the Duty Planner or email resourceconsentadmin@tasman.govt.nz.

Attached at the rear of this form is a list of information requirements. You should check through this list and use it as a guide for completing this form. Of course not all the information listed is necessary for every application.

A deposit in accordance with the Tasman District Council's schedule of charges is required to be paid with the application.

In terms of Section 36 of the Resource Management Act 1991, further charges may be imposed to recover actual and reasonable costs in processing the application. Likewise, if actual costs are less than the deposit a refund will be made.

This application will be checked before formal acceptance. If further information is required, you will be notified accordingly. When this information is supplied, the application will be formally received and processed further.

FOR OFFICE USE ONLY

Deposit Paid \$ _____

Receipt No. _____

Consent No. _____

1. Applicant Details

(If the site is owned by more than one person an Unincorporated Trust or a Partnership, then all the owners, trustees or partners must be identified.)

Name: _____

Mailing Address: _____

Email Address: _____

Phone(daytime): _____ Phone(mobile): _____

2. Name and Address for Service *(if different from above or if your agent is dealing with the application)*

Name: _____

Mailing Address: _____

Email Address: _____

Phone(daytime): _____ Phone(mobile): _____

3. Land Use consent sought for *(tick as many boxes as necessary)*

- | | | |
|---|--|--|
| ☐ Building in Coastal Environment Area | ☐ Second/replacement dwelling | ☐ Destruction or removal of indigenous forest |
| ☐ Building in Landscape Priority Area | ☐ Sleepout or studio | ☐ Cultural heritage site |
| ☐ Setback (building, balcony, deck) | ☐ Relocated dwelling | ☐ Changing the use of contaminated land* |
| ☐ Building height or daylight angle | ☐ Worker's accommodation | ☐ Other |
| ☐ Wall length breach | ☐ Community activity | _____ |
| ☐ Coverage or density | ☐ Commercial activity | _____ |
| ☐ Home occupation | ☐ Industrial activity | |
| ☐ Sign(s) | ☐ Parking/access | |
| ☐ First dwelling in Rural 1 zone | ☐ Protected tree | |
| ☐ First dwelling in Rural 3 zone | ☐ Heritage building | |

* Tick if consent is required under the National Environmental Standard for Assessing and Managing Contaminants to Protect Human Health (2011)

Other special forms are available if you are applying for the following activities: Hazardous Facility, Land Disturbance/Quarrying, Construction of a bore, or Land-based Gravel Extraction. Please contact us or see our website for the appropriate form.

4. Property Details

The address or location to which the application relates is:

Property number (10 digit number):

Legal Description:

(eg Lot and DP numbers)

You must attach a copy of the Certificate of Title (Computer Freehold Register) for the property that has been searched within 3 months.

5. Full description of the activity

A. Describe what is to be carried out on the site and

B. State why resource consent is required:

(continue on separate sheet if necessary)

6. Site Plan

Attach a site plan for your proposal (It may also be useful to use aerial photos or diagrams). Your site plan must:

- have a North point
- be drawn to scale and scale stated
- be scaleable when reduced in size
- show dimensions (where appropriate)
- be clear

Your site plan should show (where relevant):

- | | |
|--|---|
| <ul style="list-style-type: none"> • roads onto which the property has frontage • boundaries, area and dimensions of the subject property(s) • existing and proposed car parks, cycle parks, loading areas, on-site access, on-site manoeuvring areas, vehicle crossings and proximity to intersections • formation of crossings, access and car parks, stormwater disposal from access and parking areas • location and dimensions of existing and proposed buildings, including the percentage coverage if the application is in a residential, commercial or industrial area • setbacks from boundaries | <ul style="list-style-type: none"> • location of known archaeological sites, significant individual or groups of trees. • any topographic features (embankments, cliffs, streams, wetlands, drains), selected ground heights and main power lines • present use of adjoining properties • the visibility available from any access, measured in terms of the requirements in Rule 16.2.2.1 • the location, type and anticipated maximum height of any proposed landscaping • details of any legal public access along and to any water body or the coast. |
|--|---|

7. Any other Resource Consents needed?

Are any other resource consent(s) required for this proposal?

☐ Yes ☐ No

If **yes**, show any other resource consent(s) required as part of this proposal by ticking the relevant boxes.

	Resource consent required	Resource consent applied for	Comments:
Land use consent	☐	☐	
Subdivision consent	☐	☐	
Coastal permit	☐	☐	
Water permit	☐	☐	
Discharge permit	☐	☐	
Land use consent (e.g. earthworks)	☐	☐	

8. The National Environmental Standard (NES) for Assessing and Managing Contaminants in Soil to Protect Human Health (2011)

Note: These questions must be accurately answered for all land use applications

Is an activity described on the HAIL* currently being undertaken anywhere on the property to which this application relates?

☐ Yes ☐ No

Has an activity described on the HAIL* ever been undertaken anywhere on the property to which this application relates?

☐ Yes ☐ No

If you ticked "yes" to either of the above questions, please describe the activity that is, or was, undertaken on the site:

If you are unsure, and think that an activity described on the HAIL* may have been undertaken anywhere on the property, please describe the activity that may have been undertaken and describe the circumstances and reasons why you think it may or may not have been undertaken:

* What is the HAIL?

HAIL stands for "Hazardous Activities and Industries List". It is a list published by the Ministry for the Environment. It can be obtained from the Ministry's website or the Tasman District Council.

The HAIL specifies over 50 different activities which are considered to be potentially hazardous. It includes the following classes of activities:

- Chemical manufacture, application and bulk storage
e.g. Spray mixing shed, fertiliser storage, Sheep dips
- Electrical and electronic works, power generation and transmission
- Explosives and ordnances production, storage and use
e.g. gun clubs or explosive storage
- Metal extraction, refining and reprocessing, storage and use
e.g. abrasive blasting sites, engineering workshops
- Mineral extraction, refining and reprocessing, storage and use
e.g. asbestos-containing buildings in deteriorating condition
- Vehicle refuelling, service and repair
e.g. motor vehicle workshops, transport depots
- Cemeteries and waste recycling, treatment and disposal
e.g. landfill sites, scrap yards.
- Any land that has been subject to the migration of hazardous substances from adjacent land
- Any other land that has been subject to the intentional or accidental release of a hazardous substance that could risk human health.

9. Assessment of Effects on the Environment (AEE)

- An AEE is an essential part of your application. If no AEE is provided then the Council cannot accept your application.
- Either complete your AEE in the space provided below, or ☐ tick here if an AEE is attached.

Describe the effects of your proposal on the environment.

(continue on next page or separate sheet if necessary)

Describe any methods or steps you will take to reduce these effects.

(continue on next page or separate sheet if necessary)

Information Box – Brief guide to completing your AEE

For more information see the Ministry for the Environment publication “A Guide to Preparing a Basic Assessment of Environmental Effects” at www.mfe.govt.nz

WHAT is an Assessment of Environmental Effects?

An AEE is a statement identifying the actual or potential effects on the environment of your proposal. There are two important definitions to understand.

“Environment” includes:

- Ecosystems, people and communities; and
- All natural and physical resources; and
- The social, economic, aesthetic and cultural conditions which affect the matters stated above or which are affected by those matters.
- Amenity values

“Effect” includes:

- Any positive or adverse effect; and
- Any temporary or permanent effect; and
- Any past, present or future effect; and
- Any cumulative effect which arises over time:
 - Any potential effect of high probability; and
 - Any effect of low probability but high potential impact.

WHO should write your AEE?

The level of detail in your AEE needs to correspond with the scale and significance of the effects that your proposed activity may have on the environment. A more significant application with more effects will need a more detailed AEE.

If your application is simple or only moderately complex then you may be able to write your own AEE. If it is more complicated or the effects are greater you may require help from a professional such as a planner, engineer or scientist.

HOW to write your AEE

The Fourth Schedule of the Act provides guidance on the scope and content of the AEE. A copy of the Fourth Schedule can be found in the Ministry for the Environment document referred to at the top of this brief guide.

Your AEE should be logically structured, accurate and honest and should be presented as clearly and simply as possible. Maps, aerial photographs and drawings are particularly effective.

10. Other information

Is there any other information that the Council should have to process this application?
(This space can also be used to complete your AEE from the previous page.)

This image shows a blank sheet of white paper with horizontal ruling lines. The lines are evenly spaced and run across the width of the page. There are no margins, text, or other markings on the paper.

11. Affected Person or Parties

You must identify any persons or parties who may be adversely affected by your proposal. To report the results of any discussion or consultation, use section 11 below.

Information Box – Affected parties

If any people or parties are affected by your proposal to a minor or a more than minor extent they may have a say in how your consent is processed by the Council.

Other points to consider are:

- If your neighbours or other parties have no concerns at all, consider asking them to sign a Written Approval of an Affected Person form (form number EP-RC043).
- The Council has the final say on who is, or is not, deemed to be an affected party.
- Approval form if they do not want to.
- If they do choose to sign they must also sign a copy of the relevant plans to show that they have seen them.
- Affected persons or parties do not have veto rights, but refusal to sign a "Written Approval" form can make the consent process longer and more expensive.

Written Approval of Affected Person form/s (EP-RC043) and any relevant plans have been signed by the following people:

(1)	☐ form attached
(2)	☐ form attached
(3)	☐ form attached
(4)	☐ form attached

12.Consultation

Depending on the scale or effects of your proposed activity it may be appropriate for you to consult with people who may be affected by, or have an interest in your activity. Consultation is not always necessary, but if others are affected it can be very worthwhile.

Space is provided to write the results of your consultation.

Information Box – Brief guide to consultation

The Act says that you must identify the person or parties affected. However there is no legal obligation to consult with any person or party.

Examples of people you may consult are neighbours, local iwi and the New Zealand Transport Agency (for State Highway access). Think about who might be affected by or interested in your proposal.

Meeting face to face may be the best way to achieve effective consultation. Here are some ingredients for effective consultation.

1. Be prepared to make changes to the proposal in response to feedback.
2. Listen rather than promote. The person consulting should remember that the primary purpose of the exercise is to find out what people think about the proposal, not to “sell” the proposal by putting down or ignoring any concerns expressed.
3. Make sure that those being consulted are representative of all the people who will be affected. At meetings, make sure that all the people present contribute to the discussions.

The Council must take into account the effects of proposals on resources of value to tangata whenua.

If there is a chance that your proposal may affect the local iwi, or if you want to find out if they are interested, you should consult with the appropriate groups:

To find out if you need to talk with iwi,

1. go to our webpage at www.tasman.govt.nz and
2. enter "talk to iwi" as the keywords in the search box.

This will take you to guidance on:

- when it's likely you must talk to iwi,
- why you should talk,
- what to expect,
- which iwi to contact, and
- their contact details.

We also explain that if you're unsure it's worth talking to our duty planners as part of this process.

Check before you lodge - this can save you time and money.

Enter the results of your consultation in the space below:

Name: _____ Position: _____

Address: _____

Their concerns: _____

Your response: _____

Name: _____ Position: _____

Address: _____

Their concerns: _____

Your response: _____

Name: _____ Position: _____

Address: _____

Their concerns: _____

Your response: _____

(continue on separate sheet if necessary)

Declaration

I (*print name*)

hereby acknowledge:

- (i) The requirement to provide details of additional consents needed, and the effects of my proposal on the environment.
- (ii) That the minimum fee paid is a deposit against full costs.
- (iii) That the information provided in this application and the attachments to it are to the best of my knowledge accurate.
- (iv) I attach other information (if any) required to be included in the application by the Resource Management Plan or Regional Plan or regulations.

Signature of applicant or authorised agent:

Date

Not needed if lodged electronically

Information that must be submitted with this application

Attach **two** copies of the following information in support of this application, to satisfy the requirements of Section 88(2) of the Resource Management Act 1991 (RMA). If inadequate information is supplied with your application, this will cause delays in processing.

Two copies of the following information (as relevant):

☐ **Assessment of Environmental Effects (AEE)**

- If you have a separate AEE (not as part of this form)

☐ **Site Plan (see section 6 of this form):**

- Aerial photos and/or diagrams may also be attached

☐ **Elevation plans and floor plans:**

- If your proposed includes any building works or the activity will take place in any building(s)

One copy of the following (as relevant):

☐ **Current register of title for the subject site** (*no more than 3 months old*)

- Including any relevant consent notice(s) registered on the register

☐ **Any signed written approval forms**

- with an initialled copy of the site plan and any other relevant plan

Please also enclose or provide:

☐ **The necessary deposit**

- specified in the Council's schedule of charges
- processing of your application can not begin until the deposit is paid



Te Kaunihera o
te tai o Aorere

Email for help in completing this form: resourceconsentadmin@tasman.govt.nz

Website www.tasman.govt.nz
Email info@tasman.govt.nz

24 hour assistance

Richmond
189 Queen Street
Private Bag 4
Richmond 7050
Phone 03 543 8400

Murchison
92 Fairfax Street
Murchison 7007
Phone 03 523 1013

Motueka
7 Hickmott Place
PO Box 123
Motueka 7143
Phone 03 528 2022

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14 Junction Street
PO Box 74
Takaka 7142
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