



# Ruapehu District Council

Private Bag 1001, Taumarunui 3946

Phone 07 895 8188 or 06 385 8364

Email: [info@ruapehudc.govt.nz](mailto:info@ruapehudc.govt.nz)

Website: [www.ruapehudc.govt.nz](http://www.ruapehudc.govt.nz)

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## Form 9

### Application for

# Resource Consent - Land Use or Fast Track Land Use

Sections 87 AAC, 88, Resource Management Act 1991

### Application Type

Use this form when applying for land use Resource Consent or Fast Track Resource Consent applications (e.g., yard encroachments, signage applications, earthworks consents, etc.). Please feel free to contact Council if you would like help on completing this form.

**Omit this paragraph if the application does not qualify as a fast-track application under section 87 AAC**

**Circle one:** I opt out / do not opt out of the fast-track consent process.

### Section 1 - Applicant and Consultant Details

#### Applicant

Name

Contact Person

Mailing Address

Billing Address (if different from above Mailing Address)

Daytime Phone

After Hours Phone

Email

#### Consultant Details (if applicable)

Name

Contact Person

Mailing Address

Billing Address (if different from above Mailing Address)

Daytime Phone

After Hours Phone

Email

### Section 2 - Owner and Occupier Details

**Note: An electronic address for service must be provided if you are applying for a Fast Track Resource Consent application.**

#### Owner (if different from applicant)

Name

Address

#### Occupier (if different from applicant)

Name

Address

### Section 3 - Site Details

Street Address of Site

Legal Description of Land

Valuation No

Certificate of Title

To be obtained by Council on your behalf (the cost of which will be included in the Resource Consent fee)

Attached, together with the diagram page and details of any relevant consent notices or covenants.

### Section 4 - Description of Proposal

### Section 5 - Affected Persons Approval

Has consent been obtained from affected persons? (Affected Persons Approval Form required)

Yes

No

### Section 6 - Additional Resource Consents

The following additional Resource Consents are required in relation to this proposal:

Description of Additional Resource Consent

Resource Consent Applied for?

Yes

No

Yes

No

Yes

No

Yes

No

## Section 7 - Information Required as Part of Application

All Resource Consent applications must include supporting information. The information required is set out in Schedule 4 of the Resource Management Act 1991 (RMA) and is specified in the Information Requirements section of the Ruapehu District Plan (both of these attached). It is important to note that the level of information required will differ, depending on the complexity of the application. A lot less detail will be required for a simple boundary encroachment, compared with a windfarm application.

### Information Provided

- Site Plan and any other plans necessary to understand the application** (see District Plan information Requirements for details required)
- Affected Persons Consent Forms** (where applicable)
- Certificate of Title** (unless you have requested that Council provides)
- Information Required under the Fourth Schedule of the RMA** (see following pages)
- Information Required under the District Plan** (see following pages)

The extent of information required under the Fourth Schedule of the RMA and the District Plan will depend on the type and complexity of the application. With simple applications, the level of information required might be quite low. As a general principle, Council needs to have enough information to understand what is proposed and what effects, if any, there are on neighbours and the surrounding environment.

Please list all documents attached.

## Section 8 - Notes for the Applicant

### Incomplete Applications

Incomplete applications will be returned to the applicant. Council may request further information under Section 92 of the RMA, to better understand the potential effects of the proposal. The information that is submitted with the application will become public information that is available to any person who requests to view or copy the information.

### Development and Financial Contributions

When granting consent for certain activities (e.g., subdivisions), Council may levy a monetary contribution. Development Contributions are levied under the Local Government Act 2002, in accordance with Council's Development Contributions Policy. Financial or Reserve Contributions are levied under the RMA. When such contributions become due, the consent holder is responsible for their payment.

### Fast Track Applications

Under the fast-track resource consent process, notice of the decision must be given within 10 working days after the date the application was first lodged with the authority, unless the applicant opts out of the process at the time of lodgement.

A fast-track application may cease to be a fast-track application under section 87AAC (2) of the Act.

## Section 9 - Lodgement of Consent Application and Fee (Deposit)

I/We hereby certify that, in the best of my/our knowledge and belief, the information given in this application is true and correct.

I/We understand that Council may invoice me/us for the actual and reasonable costs incurred in the processing of this application.

**A signature is not required if made by electronic means.**

Signature of Applicant

Or person authorised to sign on behalf of applicant

Date

Date



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## Information Required in Applications for Resource Consent (Schedule 4, Resource Management Act 1991)

The information below sets out the information that needs to be submitted with a resource consent application. It is important to note that the level of information required will differ depending on the complexity of the application. A lot less detail will be required for a simple boundary encroachment compared to a windfarm application.

### 1 Information must be specified in sufficient detail

- (1) Any information required by this schedule, including an assessment under clause 2(1)(f) or (g), must be specified in sufficient detail to satisfy the purpose for which it is required.

### 2 Information required in all applications

- (1) An application for a resource consent for an activity (the activity) must include the following:
  - (a) a description of the activity;
  - (b) a description of the site at which the activity is to occur;
  - (c) the full name and address of each owner or occupier of the site;
  - (d) a description of any other activities that are part of the proposal to which the application relates;
  - (e) a description of any other resource consents required for the proposal to which the application relates;
  - (f) an assessment of the activity against the matters set out in Part 2 of the Resource Management Act;
  - (g) an assessment of the activity against any relevant provisions of a document referred to in section 104(1)(b) of the Resource Management Act.
- (2) The assessment under subclause (1)(g) must include an assessment of the activity against—
  - (a) any relevant objectives, policies, or rules in a document; and
  - (b) any relevant requirements, conditions, or permissions in any rules in a document; and
  - (c) any other relevant requirements in a document (for example, in a national environmental standard or other regulations).
- (3) An application must also include an assessment of the activity's effects on the environment that—
  - (a) includes the information required by clause 6 (below); and
  - (b) addresses the matters specified in clause 7 (below); and
  - (c) includes such detail as corresponds with the scale and significance of the effects that the activity may have on the environment.

### 3 Additional information required in some applications

An application must also include any of the following that apply:

- (a) if any permitted activity is part of the proposal to which the application relates, a description of the permitted activity that demonstrates that it complies with the requirements, conditions, and permissions for the permitted activity (so that a resource consent is not required for that activity under section 87A(1));
- (b) if the application is affected by section 124 or 165ZH(1) (c) (which relate to existing resource consents), an assessment of the value of the investment of the existing consent holder (for the purposes of section 104(2A));
- (c) if the activity is to occur in an area within the scope of a planning document prepared by a customary marine title group under section 85 of the Marine and Coastal Area (Takutai Moana) Act 2011, an assessment of the activity against any resource management matters set out in that planning document (for the purposes of section 104(2B)).

### 4 Subdivisions Only - Additional information required

An application for a subdivision consent must also include information that adequately defines the following:

- (a) The position of all new boundaries.
- (b) The areas of all new allotments, unless the subdivision involves a cross lease, company lease or unit plan.
- (c) The location and areas of new reserves to be created, including any esplanade reserves and esplanade strips.
- (d) The location and areas of any existing esplanade reserves, esplanade strips and access strips.
- (e) The location and areas of any part of the bed of a river or lake to be vested in a territorial authority under Section 237A.
- (f) The locations and areas of any land within the coastal marine areas (which is to become part of the common marine and coastal area under Section 237A).
- (g) The location and areas of land to be set aside as new roads.

**5 Additional information required in application for reclamation**

An application for a resource consent for reclamation must also include information to show the area to be reclaimed, including the following:

- (a) the location of the area:
- (b) if practicable, the position of all new boundaries:
- (c) any part of the area to be set aside as an esplanade reserve or esplanade strip.

**Assessment of Environmental Effects**

**6 Information required in an assessment of environmental effects**

- (1) An assessment of the activity's effects on the environment must include the following information:
  - (a) if it is likely that the activity will result in any significant adverse effect on the environment, a description of any possible alternative locations or methods for undertaking the activity:
  - (b) an assessment of the actual or potential effect on the environment of the activity:
  - (c) if the activity includes the use of hazardous substances and installations, an assessment of any risks to the environment that are likely to arise from such use:
  - (d) if the activity includes the discharge of any contaminant, a description of—
    - (i) the nature of the discharge and the sensitivity of the receiving environment to adverse effects; and
    - (ii) any possible alternative methods of discharge, including discharge into any other receiving environment:
  - (e) a description of the mitigation measures (including safeguards and contingency plans where relevant) to be undertaken to help prevent or reduce the actual or potential effect:
  - (f) identification of the persons affected by the activity, any consultation undertaken, and any response to the views of any person consulted:
  - (g) if the scale and significance of the activity's effects are such that monitoring is required, a description of how and by whom the effects will be monitored if the activity is approved:

(h) if the activity will, or is likely to, have adverse effects that are more than minor on the exercise of a protected customary right, a description of possible alternative locations or methods for the exercise of the activity (unless written approval for the activity is given by the protected customary rights group).

- (2) A requirement to include information in the assessment of environmental effects is subject to the provisions of any policy statement or plan.
- (3) To avoid doubt, subclause (1)(f) obliges an applicant to report as to the persons identified as being affected by the proposal, but does not—
  - (a) oblige the applicant to consult any person; or
  - (b) create any ground for expecting that the applicant will consult any person.

**7 Matters that must be addressed by an assessment of environmental effects**

- (1) An assessment of the activity's effects on the environment must address the following matters:
  - (a) any effect on those in the neighbourhood and, where relevant, the wider community, including any social, economic, or cultural effects:
  - (b) any physical effect on the locality, including any landscape and visual effects:
  - (c) any effect on ecosystems, including effects on plants or animals and any physical disturbance of habitats in the vicinity:
  - (d) any effect on natural and physical resources having aesthetic, recreational, scientific, historical, spiritual, or cultural value, or other special value, for present or future generations:
  - (e) any discharge of contaminants into the environment, including any unreasonable emission of noise, and options for the treatment and disposal of contaminants:
  - (f) any risk to the neighbourhood, the wider community, or the environment through natural hazards or the use of hazardous substances or hazardous installations.
- (2) The requirement to address a matter in the assessment of environmental effects is subject to the provisions of any policy statement or plan.

***Please note: The Ministry for the Environment website includes 'A guide to preparing a basic assessment of environmental effects'. This includes useful information that may help in preparing an AEE.***



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## Information Required in Applications for Resource Consent (Ruapehu District Plan 2014 - Rule IR1.2)

The following information may be required. The extent of the information required will depend on the activity being proposed.

- (a) A completed resource consent application form.
- (b) A description of the site including:
- (i) A description of existing activities, buildings, topography and vegetation,
  - (ii) Information on the extent, volume and nature of any earthworks on the site,
  - (iii) The location of any electricity lines traversing the site; and
  - (iv) A description of any habitats (e.g. bush areas, wetlands and streams) that the activity may adjoin or modify.
- (c) A description of the activity for which consent is sought and its location.
- (d) A statement specifying all other resource consents that the applicant may require from any consent authority in respect of the activity to which the application relates and whether or not the applicant has applied for such consents.
- (e) The prescribed administrative charge.
- (f) An assessment of any actual or potential effects that the activity may have on the environment and the ways in which adverse effects may be avoided, remedied, or mitigated in accordance with the Fourth Schedule of the Act.
- (g) Current Certificate(s) of Title for the subject site. The date of the copy of the Certificate(s) of Title provided to Council must be less than three months old.
- Advice Note:*  
*Copies of the current property title obtained through Land Information New Zealand will be dated with a search date which verifies its age.*
- (h) Drawings illustrating the proposal.
- (i) The drawings must include the details set out in paragraph (1), (2), (3) and (4) below as applicable:
- (1) A drawing showing the location of the site, with road name, property number and north point.
  - (2) A site plan of the property (to scale) showing the:
    - (A) Site boundary lengths and other dimensions in metres.
    - (B) Location of all existing buildings which are to remain on the site and all proposed buildings and structures (including, where applicable, eaves, balconies, courts and verandahs), and distances to site boundaries.
    - (C) Proposed use of each building.
    - (D) Position of any easement over the site.
  - (E) Location of existing or proposed vehicle crossings.
  - (F) Position, location and dimensions of every parking and loading space and the proposed access and manoeuvring areas.
  - (G) Proposed retaining walls, excavations and fill.
  - (H) Watercourses and wetlands on or adjoining the site.
  - (I) Areas of bush.
  - (J) Drainage and sewerage pipes within and adjacent to the site.
  - (K) Known archaeological sites (information available from the New Zealand Archaeological Association – see [www.archsite.org.nz](http://www.archsite.org.nz)), any listed heritage place, area or item and its location in relation to the proposed development.
- (3) Where the activity is for any activity other than a residential activity a floor plan to scale showing the:
- (A) Use of all parts of the building, including basements, storage or services areas.
  - (B) Room layout of the building if this is known, and a clear identification of the use of different rooms, including seating arrangements.
- (4) Elevations of each building (to scale) showing:
- (A) Building heights and height in relation to any boundary.
  - (B) Maximum permitted height.
  - (C) Original ground levels along boundaries at 1m intervals in relation to the datum used.
- (i) The position of all service connections.
- (j) Any signs to be associated with the proposal.
- (k) Where reticulation is not available, details of any proposed methods for the disposal of effluent and storm water, including plans indicating the location of the proposed system and any disposal field and the provision where relevant of:
- (i) Percolation tests and reports.
  - (ii) Analysis of soil quality.
  - (iii) Storm water management plans.
  - (iv) Analysis of subsoils through borehole tests.

- (v) Information on underground hydrology.
  - (vi) Location of a specified house site/s within rural subdivisions.
  - (l) Where water reticulation is not available details of how potable water is to be obtained on site, if applicable.
  - (m) Details of the nature and use of any hazardous substances and an assessment of risk associated with such use.
  - (n) Analysis of any site contamination (including any potential site contamination), including remediation measures necessary to make the site suitable for the proposed use.
  - (o) Analysis of the susceptibility of the site to a natural hazard event, including frequency of hazard events and flood or lahar levels where relevant, and the measures incorporated into the activity proposed on the site to avoid or mitigate adverse effects from the natural hazard.
  - (p) Analysis of any susceptibility to ground instability or erosion including geotechnical and site specific engineering assessments.
  - (q) In the case of a notified application a description of the outcomes of consultation undertaken with relevant iwi.
  - (r) A list of people affected by the proposal, including mailing addresses, a description of consultation undertaken with these potentially affected parties; if any and any response to the views of any person consulted.
  - (s) For any application other than a residential activity or a rural activity a statement identifying the number of staff which will be associated with the activity.
  - (t) In the case of an application adjacent or abutting a State Highway a description of the outcome of consultation undertaken with the NZ Transport Agency.
  - (u) In the case of an application for a proposal relating to a heritage resource identified in the schedule contained within the District Plan a description of the outcome of consultation undertaken with the New Zealand Historic Places Trust where the item is within the New Zealand Historic Places Trust Register.
  - (v) In the case of an application adjacent or in the vicinity of a site administered by the Department of Conservation a description of the outcome of consultation, if any, undertaken with the Department of Conservation and any response to the views of those consulted.
  - (w) To the extent relevant to the scale and nature of the proposal:
    - (i) Traffic impact assessments.
    - (ii) Visual and landscape assessments, both site specific and for the wider environment.
    - (iii) Site specific archaeological and heritage assessments.
    - (iv) Assessments in relation to the level of noise produced by the activity and whether it can comply with the underlying zone noise requirements.
  - (x) In the case of an application that may result in an adverse effect on sports fish and game bird resources a description of the outcome of consultation, if any, with the Fish and Game Council (or its appropriate regional authority) and DOC for example the management of Lake Otamangakau, and Taupo Fishery and any response to the views of those consulted.
  - (y) In the case of an application within 32m of the centre line of a high voltage transmission line a description of consultation undertaken with the line owner if any, and any response to the views expressed by the line owner.
- Advice Note: In relation to the National Grid (transmission lines) the line owner is Transpower New Zealand Limited (or any successor).*





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## Ruapehu District Plan

# Affected Person(s) Consent Form

Section 95, Resource Management Act 1991

### Affected Person(s) Details

Full Name(s)

Address of Property

Daytime Phone

Mobile

Email

In relation to the property, I am (we are) the  Owner(s)  Occupier(s)  Owner(s) and Occupier(s)

I have the authority to sign on behalf of all the other owners/occupiers of the property

Note: If you are signing on behalf of others (eg, a Trustee on multiple-owned Māori land), please provide evidence to show that you have this authority

### Consent Details

I have read and understand the information on the reverse of the page and consent to the proposal described below

Applicant

Location of Property

Description of Proposal

### Signatures *(a signature is not required if you give your written approval by electronic means)*

Signed

Signed

Date

Date

### Queries

If you have any queries regarding the Resource Consent process and the roles and rights of adversely affected person(s), please contact the Resource Management Team at Council.



## Other Potential Affected Parties

Are there any other potentially affected parties that Council needs to be aware of? For example, any person who has agreed in writing to purchase your land or leasehold estate is potentially affected if that agreement is still in place. A tenant of your property may also be affected, especially if they are a longer-term tenant.

Name of Other Party

Contact Details

## Notes

### Introduction

Any proposal to do something that is not provided for as a Permitted Activity in Ruapehu District Council's District Plan will require a Resource consent.

If you have been asked to sign this form, it will be because the applicant is proposing to do something that is not a Permitted Activity and therefore their proposal requires a Resource Consent. This is not, in itself, a bad thing but the Resource Consent process provides the opportunity to determine whether the proposal can be granted consent in terms of the Act.

### Why is your Consent Required?

If an application for a Resource Consent is to be proposed as a Non-Notified application, the Resource Management Act requires that the proposed activity should have no more than minor effects on the environment and that written approval be obtained from any person Council considers may be adversely affected. If you have been asked to give your consent, it is because Council considers you may be adversely affected by the proposed activity.

Just because your consent is being sought, it does not mean you are definitely adversely affected. The affected persons consent process is designed to give you the opportunity to consider the particular proposal and decide for yourself whether you are adversely affected and/or the degree to which you may be adversely affected.

### What Should You Do?

If you are asked to give your consent to someone's proposal as part of their application for a Resource Consent, you should do the following:

- 1 Request that your neighbour (or their representative) explain the proposal clearly and fully to you.
- 2 Study the application and associated plans of the proposed activity provided by then in order to understand the effects of the proposal. If there are no plans available at this stage, you are quite entitled to wait until they are available.
- 3 Decide whether the proposal will adversely affect your property and, if so, to what extent. You can take your time over this decision and you are quite entitled to ask the applicant for more information. You may suggest amendments to the proposal that you consider improve aspects of the proposal in terms of its adverse effects on you.
- 4 If you are satisfied that the proposed activity will not adversely affect you, **complete and sign the affected person(s) consent form** (on reverse) and **sign a copy of the associated plans and the Assessment of Environmental Effects**.

Please also list these documents below, including version numbers and date of the document.

If you wish to consent to the proposed activity, subject to conditions, these should be discussed with the applicant (or their representative) directly and a satisfactory conclusion reached before your consent is given. Any agreed changes need to be included by the applicant in the consent application. Your written approval cannot be subject to conditions. Council will not enter into any negotiations on the subject.

- 5 Return all documentation to the applicant (or their representative).

### Important Information

Please note that, even though you may sign the affected person(s) consent form, Council must still give full consideration to the application in terms of the Act. However, **if you give your approval to the application, Council will not have regard to any actual or potential effects the proposal may have on you**. Should Resource Consent be approved by Council, there is no way for either you or Council to retract it later. You are therefore encouraged to weigh up all the effects of the proposed activity before consenting to it.

If you do not give your approval and you are considered by Council to be an adversely affected party, then the application must be treated as a Notified application, as a result of which you will have a formal right of objection by way of submission. If, after consenting to the proposed activity, you change your mind, your consent may be withdrawn before determination of the application (by Hearing or otherwise) by advising Council in writing that your consent is withdrawn.