

Planning Unit

Application for Resource Consent

Resource Management Act 1991 - Form 9

Send or deliver your application to: Selwyn District Council, PO Box 90, Rolleston 7643

Or email to: rcapps@selwyn.govt.nz

For enquiries phone: (03) 347-2800

For enquiries email: contactus@selwyn.govt.nz

1. Application

This form is to be used for an application as required under Section 88 of the Resource Management Act 1991 and must be accompanied by the required fee, together with an assessment of environmental effects, plans and a Record of Title and any other supporting information.

This application is for:

☐ Land Use Consent ☐ Subdivision Consent (please confirm subdivision type below)

Subdivision type (fee-simple, boundary adjustment, cross lease, unit titles):

Please note – for subdivision applications, the provisions of any other relevant zone/activity rules for land use activities may apply. Should an activity not comply with one or more of those rules, then application for land use consent will also need to be made in respect to those rules.

2. The Agent / Consultant

Name of Agent (include the contact person's name if a company, trust or similar):

Landline:

Mobile:

Email:

Postal Address:

3. The Applicant

(Note: The Applicant is responsible to the Council for all costs associated with this application)

The applicant is the: ☐ Owner ☐ Occupier ☐ Lessee ☐ Prospective purchaser

☐ Other (please specify):

Full Name:

Landline:

Mobile:

Email:

Postal Address:

Signature of Applicant (Or person authorised to sign on behalf of Applicant)

Signature:

Date:

Name:

4. The Site

Location of the proposed activity (street address):

Legal description of application site (state legal description (see the Record of Title) as at the date of application and, if titles are not yet available, include details of relevant lot numbers and subdivision consent number):

☐

I have provided a Record of title less than 3 months old, including a copy of any relevant consent notice, covenant, or other encumbrance to which the Council is a party. Note: These can be obtained from Land Information New Zealand.

Please note: If it is needed for the processing of this application, the Council may obtain any other relevant copies of the title and any relevant encumbrances from Land Information New Zealand, at the applicant's expense.

Site visits

A site visit may be required by the processing planner to fully understand the environmental effects of the proposal. By applying for this consent, you acknowledge this and agree to the processing officer, and/or specialists to enter the property to undertake this review.

☐ Y ☐ N Do you wish to be notified of when the site visit is to occur? (either agent or owner)

Is there a locked gate, dogs/livestock, or other reason that council staff would be restricted from entering the site? If yes, please identify below:

5. The Proposal

Controlled Activity application

Is this a land use consent application for a **controlled activity** only, under the District Plan? (defined as a fast-track application under section 87AAC of the RMA)

☐ Y ☐ N

Proposal description

Describe what is to be carried out on the site, including a list of the ways it does not comply with the Selwyn District Plan

Was there any pre-application advice / discussion prior to this application being filled out?

☐ Y ☐ N

If Yes, what was the Planner's Name?:

6. National Environmental Standard (NES)

Every applicant must answer the questions contained within Table One.

Table One

Please identify whether the application involves any of the activities below:		
Does your application involve changing the use of the land? (e.g. erecting a dwelling on an area of land which previously had no dwelling erected upon it)	☐ Y	☐ N
Does the proposed activity involve disturbance of soil? (more than 25m ³ per 500m ² of land) or removing soil? (more than 5m ³ per 500m ² of land) (e.g. foundations, on-site effluent treatment and disposal systems, wells or bores)	☐ Y	☐ N
Does the application involve removing or replacing a fuel storage system or parts of it?	☐ Y	☐ N
Does the proposed activity involve sampling soil?	☐ Y	☐ N
Are you proposing to subdivide the land as part of this application?	☐ Y	☐ N

If all of the answers to the questions in Table One are **NO** then you may stop here. You must, however, sign and date the bottom of page 1 of this form.

If you answered **YES** to any of the questions in Table One, you must complete Table Two

Table Two

Is the land currently being used, has been used in the past, or is likely to have been used for an activity described on the HAIL?	☐ Y	☐ N
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If the answer to the question in Table Two is **NO** then you may stop here. You must, however, sign and date the bottom of page 2 of this form.

If you answered **YES** to the question in Table Two, you are required to undertake an assessment in accordance with the National Environmental Standard for Assessing and Managing Contaminants in Soil to Protect Human Health.

Until such time as a satisfactory NES assessment has been undertaken, no building work will be permitted to commence.

For more information on this process please contact the Duty Planner of (03) 347-2800 or go to the Ministry for the Environment website <https://environment.govt.nz/acts-and-regulations/regulations/national-environmental-standard-for-assessing-and-managing-contaminants-in-soil-to-protect-human-health/>

Please complete Table Three.

Table Three

☐ Assessment under the NES is attached

☐ The assessment work is to be undertaken. Anticipated completion date?

Please note that any inaccuracies may result in the applicant being in breach of the Resource Management Act 1991 and / or exposed to liability if the site is subsequently found to be contaminated, including being liable for remedial works.

6. Attachments

Assessment of any effects on the environment in accordance with Schedule 4 of the Resource Management Act 1991.

I attach:

- ☐ AEE *This section MUST be completed to a level of detail that corresponds with the scale and significance of the effects that the proposed activity may have on the environment.* (Use additional pages as necessary). *Applications without an AEE will be returned as incomplete.*
- ☐ A recent search of the Record of Title (less than 3 months old)
- ☐ Details of proposal including scaled plans and supporting information
- ☐ Sufficient detail to satisfy the requirements of the NES for Assessing & Managing Contaminants in Soil to Protect Human Health
- ☐ Geotechnical report (subdivision only)

7. Other Applications

Have you applied for, or are you required to apply for, any other resource consents for this project, either from the Selwyn District Council or Environment Canterbury, and if so, what type?

		Has been applied for	Is required to be applied for	Has been obtained
Selwyn District Council	Subdivision Consent	☐	☐	☐
	Other Land Use Consent	☐	☐	☐
Environment Canterbury	Water Permit	☐	☐	☐
	Discharge Permit	☐	☐	☐
	Coastal Permit	☐	☐	☐

OR

- ☐ No additional resource consents are needed for the proposed activity

Have you applied for a Project Information Memorandum (PIM) or a building consent for this project? ☐ Y ☐ N

If so, what is the PIM/BC number?

8. Development Contributions

The following information is required for assessment of levies under the Council's Development Contributions Policy.

Brief Description of intended use:

Residential development

The use of land or buildings for living accommodation purposes including residential units such as dwellings, serviced apartments and unit/strata development, but excluding retirement villages and travellers' accommodation.

Existing:

Number of residential units or lots:

New total:

Number of residential units or lots:

8. Development Contributions

Is/are the existing residential unit/s connected to Council's reticulated services?:

Water ☐ Y ☐ N
Wastewater ☐ Y ☐ N

Has a residential unit been demolished/removed from the site?

☐ Y
☐ N

Date:

The following section applies where there will be more than one residential unit on the site:

Gross floor area (all buildings) in m²:

Gross floor area of each unit in m²: (area of garaging excluded)

The following section applies where there will be two or more attached units on the site:

Total gross floor in m²: (area of garaging excluded)

Non-residential development

The use of land or buildings for commercial premises/offices, shopping centres, supermarkets, service stations, markets, bulk goods/home improvement stores, retail facilities, manufacturing industries, drive-in fast food restaurants, warehouse/storage, retirement villages and commercial accommodation.

Existing:

Gross floor area in m²:

New total:

Gross floor area in m²:

Gross floor area for each land use activity:

Gross floor area in m² and land use:

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Gross floor area in m² and land use:

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Gross floor area in m² and land use:

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Gross floor area in m² and land use:

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Gross floor area for each land use activity:

Gross floor area in m² and land use:

--	--

Gross floor area in m² and land use:

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Gross floor area in m² and land use:

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Gross floor area in m² and land use:

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8. Development Contributions

Special Assessment

If the development is not recognised as a residential or non-residential land use (as above), please provide the following information for a special assessment of development levies.

Existing:

Gross floor area in m²:

Car movements per day:

Truck movements per day:

Truck & trailer movements per day:

Litres of wastewater per day:

New total:

Gross floor area in m²:

Car movements per day:

Truck movements per day:

Truck & trailer movements per day:

Litres of wastewater per day:

Connections to Council Infrastructure

Does this development require connection/s to the following?:

Water Supply ☐ Y ☐ N
Stormwater ☐ Y ☐ N
Wastewater ☐ Y ☐ N

Note: For mixed use developments, please complete all relevant sections above.

9. Notification

Are you requesting the application to be publicly notified?

☐ Y ☐ N

Are you requesting the application to be limited notified (as not all parties considered affected have provided their written approval)

(Please note it is at the discretion of Council if an application should be limited notified)

☐ Y ☐ N

Have all the persons you consider to be adversely affected given their written approval to the proposal?

(ensure affected persons form is completed & plans signed)

☐ Y ☐ N

☐ N/A

10. Privacy Information

All the relevant information on this form is required to be provided under the Resource Management Act 1991 for Selwyn District Council to process your application. Under this Act this information has to be made available to members of the public, including business organisations. The information contained in this application may be made available to other departments of the Council. You have the right to access the personal information held about you by the Council which can be readily retrieved. You can also request that the Council correct any personal information it holds about you.

11. Declaration

I have completed all relevant sections of this form, and I understand that my application may be returned as incomplete if it does not include all of the relevant information.

I understand that fees paid on lodgement are a deposit only (unless stated in the list of fees), and that the Council will invoice all costs actually and reasonably incurred in processing this application.

All information submitted with this application is, to the best of my knowledge, true and correct.

12. Information

1. All applicants are asked to check the accuracy of the information supplied. Inaccuracies in information supplied can cause difficulties at a later date, such as additional costs, delays and legal proceedings initiated by the Council and/or by other persons.
2. If resource consent is granted the applicant has a legal obligation to comply with any conditions of the consent.
3. The required **Application Fee** must be paid before processing of any application will start.
4. A further invoice will be sent **to the applicant** when the processing of this application has been completed if the cost of processing it exceeds the fee paid (excluding fixed fee applications). If you are an agent for the owner and do not wish to be legally liable for additional fees then you should ask the **owner** to sign the form.
5. At the completion of the process any refunds due will be issued to the **person who paid the fee** (excluding fixed fee applications).
6. Dependant on the nature of the proposal other consents/licences may also be requested under such legislation as the Health Act 1956 and the Sale of Liquor Act 1989.
7. The application for resource consent under the Resource Management Act 1991 is in addition to any building consent application required under the Building Act 2004.
8. The written approval of persons the Council considers may be adversely affected by the proposal may be required as part of the application, if it is to be processed on a non-notified basis. This will be determined after the application has been lodged and assessed, and if necessary, a site visit carried out.
9. Consultation with neighbours and other affected persons is at the discretion of and responsibility of the applicant.
10. When this application is lodged with the Selwyn District Council, it becomes public information and is available for public inspection. If there is commercially sensitive information in the proposal, please let us know.
11. **If your application is inadequate, it may be returned unprocessed.** If additional information is required, you will be advised and processing of the application will be suspended until the information is received. To avoid delays and cost it is in your best interests to submit a complete application.

13. Check List

This checklist is provided to assist with the preparation and submission of the application. The provision of correct and accurate information will assist processing. Please complete all sections.

a. Application form

- ☐ Completed and signed application form, including a full description of the proposal, a list of the ways in which it does not comply with the District Plan and/or NES, and an assessment of effects on the environment.

b. Location of the application site

- ☐ Copy of the current Record of Title less than 3 months old, including a copy of any relevant consent notice, covenant, or other encumbrance to which the Council is a party. Note: These can be obtained from Land Information New Zealand.

c. Application fee/deposit

- ☐ Fees payable and internet banking details are set out in the fee schedule. Payment details will be issued when the application is received. Please note that the application is not formally received until the full deposit is received by Council.

d. Plan (at appropriate scale) showing (where applicable):

- ☐ Net areas for all new allotments, together with areas in access (subdivision only);
- ☐ The position of all new boundaries, including clearly labelled allotment dimensions (subdivision only);
- ☐ Existing crossings, kerb and channel (subdivision only);
- ☐ All easements clearly labelled and right of way easements with dimensions marked for the full width (subdivision only);
- ☐ A 'memorandum of easements' (subdivision only);
- ☐ Existing reticulated services (subdivision only);
- ☐ Location and use of all existing and proposed buildings in relation to legal and internal boundaries;
- ☐ Location of any waterbody and dimensions from its banks to any new buildings and/or earthworks;
- ☐ Vehicle access, manoeuvring, parking spaces and access gradients;
- ☐ Outdoor living, service and storage space;
- ☐ Landscape plan showing location, species and height of all existing and proposed plants;

- ☐ Location of any heritage features or protected trees on the site or adjoining sites;
- ☐ Areas of proposed filling or excavation, retaining walls and existing/proposed ground levels;
- ☐ Building coverage (proposed and existing) in square metres; and
- ☐ Surveyed ground and floor levels (where required to show District Plan compliance).

e. Floor plans (at appropriate scale) showing (where applicable):

- ☐ Proposed uses;
- ☐ Gross floor areas for each use;
- ☐ Location of all/any kitchen facilities;
- ☐ Doors and windows; and
- ☐ Overall dimensions of all buildings.

f. Elevations (at appropriate scale) showing (where applicable):

- ☐ Recession planes from accurate levels (where the adjoining property is at a lower level, the recession plane must be adopted from that level);
- ☐ Maximum height; and
- ☐ Doors and windows.

g. Assessment of Environmental Effects (AEE)

- ☐ 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 assessment may require technical specialist reports on matters including transportation, heritage, noise, protected trees, contaminated land, geotechnical conditions, landscape and urban design.

h. HAIL/contaminated land:

- ☐ Site investigation details and an assessment, if the land is HAIL land and the volumes of soil disturbed exceed the limits of the NESCS.

i. Reserves:

- ☐ Whether reserves to vest will include easements (existing or new);
- ☐ Council's approval under s239 required.

j. Consultation with other agencies

- ☐ Orion – availability of power;
- ☐ Transpower – Electricity Transmission Corridors;
- ☐ Waka Kotahi (NZTA) – State Highways; and
- ☐ Mahaanui Kurataiao Ltd (MKT) – issues of significance to Tangata Whenua

Note: that is a preliminary checksheet only, intended to assist with Section 88 of the Act. It is general in nature and does not cover all rules contained in the Plan, nor is all of the information relevant to all activities. Please check with the Council if you are unsure of the information requirements. contactus@selwyn.govt.nz

Office Check

- ☐ Information received and complete **yes / no** Resource consent #: _____ Date: _____
- ☐ Receipt #: _____