

Planning Unit

Application for a Certificate of Compliance

Section 139 - Resource Management Act 1991

Send or deliver your application to: Selwyn District Council, PO Box 90, Rolleston 7643 or rcapps@selwyn.govt.nz

For enquiries phone: (03) 347-2800 or email: contactus@selwyn.govt.nz

1. About this form

This form is to be used where an applicant seeks certification under Section 139 of the Resource Management Act 1991 that a particular use complies with all of the rules in the District Plan and/or a National Environmental Standard (NES). It must be accompanied by the required fee, together with plans, a Certificate of Title and other supporting information.

Has a copy of the application been submitted electronically, i.e. on a flash drive or disk?

(Note: Providing an electronic copy can reduce the overall administration costs associated with the application.)

☐ Yes ☐ No

2. The Site

Location of the proposed activity (street address):

Legal description of application site:

3. The Applicant

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

Full Name:

Landline:

Mobile:

Email:

Postal Address:

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

Signature:

Date:

Name:

4. The Agent

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

Landline:

Mobile:

Email:

Postal Address:

5. The Proposal

Describe what is to be carried out on the site:

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

☐ Yes ☐ No

If Yes, what was the Planner's Name?

6. 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.

7. 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. The required **application fee** must be paid before processing of this application will start.
3. 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.
4. This application under the Resource Management Act 1991 is in addition to any building consent application required under the Building Act 2004.
5. 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.
6. **If your application is inadequate, it may be returned to you 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.

Office Check

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

☐ Receipt #: _____