

# Application for Amendments Within the Scope of an Existing Resource Consent

Send or deliver your application to: Selwyn District Council, PO Box 90, Rolleston 7643  
Or email to: [rcapps@selwyn.govt.nz](mailto:rcapps@selwyn.govt.nz)

This form is used to request minor amendments to approved resource consent plans, where the amendments are within the scope of the consent granted. A deposit must be paid before the amendments will be considered (refer to the Resource Management Fee Schedule).

An invoice will be issued when your application has been received. Note: Amendments that are not within the scope of the consent will require either an application for a change or cancellation of conditions under section 127 of the Resource Management Act, or a new resource consent. This will require a new application to be lodged with the necessary deposit/fee paid.

## 1. Pre-application discussions

Have you had a pre-application meeting or discussions with any Council staff about this amendment? ☐ Yes ☐ No

If yes, what was the name of the planner or other staff member(s):

Date of pre-application meeting / advice (if applicable):

Meeting reference number:

## 2. Consent details

RC Number:

Date of issue of the consent:

Site address:

Legal description:

## 3. The Agent / Consultant

Name of Agent:

Name of Firm:

Landline:

Mobile:

Email:

Postal Address:

## 4. The Applicant

Please note: The Applicant is responsible to the Council for all costs associated with this application. Where there is an agent, it is the Council's practice to communicate primarily with the agent.

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:

## 6. Proposed Amendments

Describe the proposed amendments, itemising all of the areas where the amended plans differ from the consent plans. Attach a copy of the amended plans and any other supporting information.

## 7. 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.

## 8. 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 necessary information.

I understand that the application fee is non-refundable should the application for a Within Scope amendment be declined and that the Council will invoice all costs actually and reasonably incurred in processing this application. Where an amendment is not considered by the Council to be within scope, a separate application for a change of conditions (s127) and a new deposit will be required. I understand that where an invoiced amount has not been paid by the stated due date, the Council may commence debt recovery action.

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

Signature of Applicant (or person authorised to sign on behalf of applicant):

Date

Print name

If you are signing this application on behalf of a company/trust/other entity (the applicant), you are declaring that you are duly authorised to sign on behalf of the applicant to make such an application.