

Planning Unit

## Notice of surrender of a resource consent

Section 138 - Resource Management Act 1991

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

For enquiries phone: (03) 347-2800

Email to: [Online.ResourceConsentApplications@selwyn.govt.nz](mailto:Online.ResourceConsentApplications@selwyn.govt.nz)

### 1. Details of the consent to be surrendered

**This form is to be used where a consent holder wishes to surrender an existing resource consent under section 138 of the Resource Management Act 1991.**

Resource Consent reference:

Street Address:

Legal Description:

**I wish to surrender this resource consent:** (please tick one)

☐

In whole.

☐

In part only, as per the explanation in Section 4 below.

### 2. The Agent

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

Landline:

Mobile:

Email:

Postal Address:

### 3. Consent Holder details

(Note: The consent holder is responsible for all costs associated with this application)

Full Name:

Landline:

Mobile:

Email:

Postal Address:

**Signature of Consent Holder** (Or person authorised to sign on behalf of Consent Holder)

Signature: .....

Date: .....

Name:

If you are signing this on behalf of a company/trust/other entity, you are declaring that you are duly authorised to sign on behalf of that entity.

## 4. Explanation for partial surrender

Reason for surrender: (If in part, provide details of the part(s) of the consent to be retained)

*Note: This section does not need to be completed if the whole consent is being surrendered.*

## 5. 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 fees paid on lodgement may be deposit only, and that the Council will invoice all costs actually and reasonably incurred in processing this application.

## 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 **deposit** must be paid before processing of this application will start.
3. 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.
4. **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 management #: \_\_\_\_\_ Date: \_\_\_\_\_

☐ Receipt #: \_\_\_\_\_