

PLAN IMPLEMENTATION

Application for a Certificate of Compliance

Section 139 Resource Management Act 1991

About this form

A Certificate of Compliance gives certified recognition from the Waimakariri District Council that the activity applied for complies with the relevant District Plan and with the National Environmental Standard if applicable. Applying for a Certificate of Compliance is not mandatory.

Applicant details

Please note: The applicant is responsible for all fees and costs associated with this application, unless specified otherwise in the "Invoicing details" section.

Full name: _____

Company/trust/organisation name: _____

Postal address: _____

Email address: _____

Mobile: _____

The applicant is the: Owner(s) Occupier(s) Prospective purchaser Director(s)
 Trustee(s) Other (please specify below) of the site.

If the applicant is not the only owner and occupier of the site, please provide the full name and address of each owner or occupier (other than the applicant) of the site to which the application relates:

Full Name	Address

Agent/consultant

Name of agent: _____

Company (if applicable): _____

Postal address: _____

Email address: _____

Mobile: _____

Invoicing details

All consent-related invoices to be made out to: Applicant Agent Other (specify below)

Full name: _____

Company (if applicable): _____

Postal address: _____

Email address: _____

Mobile: _____

Please note: Any refund will only be paid to the receipted name on the invoice.

The location/site

This application relates to the property located at the below location(s):

Street address: _____

Legal description: _____

General description*:

I have provided a Record of Title (Computer Register) less than 3 months old, **including** a copy of any consent notice, covenant or other encumbrance to which the Council is a party.**

I request that the Council obtain a copy of the Record of Title (Computer Register) and any relevant encumbrances from Land Information New Zealand and on-charge the cost to me.

- * Describe the site including its location as it is commonly known and in a way that will enable it to be easily identified (eg the name of any relevant stream, river or other water body to which the application relates, proximity to any well-known landmark etc) and its natural and physical characteristics and any adjacent uses that may be relevant to the consideration of the application.

** Notes:

- These documents can be obtained from Land Information New Zealand: linz.govt.nz/products-services/land-records/types-land-records/property-title
- If a Record of Title is not yet available, include details of relevant lot numbers and subdivision consent numbers. If you are purchasing a lot from a new subdivision, please provide a copy of your Sale and Purchase Agreement.

Site visit requirements

Is there a locked gate or security system restricting access by Council staff? Yes No

Is there a dog on the property? Yes No

Pre-application discussions

Was there any pre-application advice/discussion prior to this application being lodged? Yes No

If yes, what was the Planner's name: _____

Proposal

Provide a description of the proposed activity, include scaled plans as required to show compliance with the district plan rules or relevant National Environmental Standard showing that the activity can be lawfully established without a resource consent.

Supporting documentation

A current search of the Record of Title (within last 3 months).

Scaled plans of the activity and/or buildings.

Summary against the relevant District Plans rules/National Environmental Standards that demonstrates the activity is permitted under the Resource Management Act 1991.

Any other further information required to support your application.

Privacy information

All the relevant information on this form is required to be provided under the Resource Management Act 1991 for Waimakariri District Council to process your application.

Under this Act, this information has to be made available to members of the public, including business organisations and the media. The information contained in this application may also be made available to other departments of the Council. If there is commercially sensitive information in the proposal, please let us know.

You have the right to access the personal information held about you by the Council which can be readily retrieved and you can request that the Council correct any personal information it holds about you.

Fees and charges

I/We understand that as the applicant I am/we are responsible for payment of all fees associated with this application. The payment terms for processing fees and those relating to disbursements, hearings and additional charges are payable by the 20th of the month following the month in which the invoice is issued.

I/We understand that the processing fee must be paid before processing of the application will start.

I/We understand that the fees paid on lodgement are a fixed fee (where indicated) and that the Council is able to charge additional fees to recover actual and reasonable costs.

I/We agree to pay according to those terms for any goods or services Waimakariri District Council supplies for processing this application and should failure to meet the terms of trade result in debt recovery and/or legal proceedings, any costs incurred in the collection of the debt will be payable by me/us.

I/We understand where an invoiced amount has not been paid by the stated due date, the Council may commence debt recovery action. The Council reserves the right to charge interest, payable from the date the debt became due, and recover the costs it incurs in pursuing recovery of the debt.

Declaration

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

I/We understand that the fees paid on lodgement are a deposit only (unless charged as a Fixed Fee as per the Council's Fees and Charges Schedule) and that the Council will invoice all costs actually and reasonably incurred in processing this application.

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

I/We understand that all information submitted as part of an application is required to be kept for public record, therefore the public (including business organisations and other areas of the Council) may view this application, once submitted. It may also be made available to the public on the Council's website.

Signature of applicant: _____

*(or person authorised to sign on behalf of applicant)**

Print name: _____

Date: _____

* 1. A signature is not required if you submit this form electronically. By entering your name in the box above you are giving your authority for this application to proceed.

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

Further information for applicants

1. This application is for certification under the Resource Management Act 1991. When processing this application the Council can only check relevant matters under the Resource Management Act 1991. Dependant on the nature of the proposal, other permits, consents or licences may also be required.
2. A Certificate of Compliance certifies that the proposal submitted with this application complies with the provisions of the District Plan at the time the approval is given.
3. Further information may be required to determine if the proposed Activity complies with the District Plan. This information may be requested under Section 139(4) of the Resource Management Act 1991.
4. The required application fee/deposit will be invoiced and emailed (if applicable) upon formal acceptance of the application. Please note that any fee is required to be paid prior to the processing of any application.

5. Monitoring fees – Please note that if this application is approved you will be required to meet the costs of monitoring undertaken by the Council pursuant to section 35 of the Resource Management Act 1991, in accordance with section 36 of that Act.
6. The Waimakariri District Council Resource Management Fees & Charges Schedule may be viewed at: waimakariri.govt.nz/services/fees-and-charges/resource-management-fees-and-charges

Lodgement

Lodgement of your application to either:

Waimakariri District Council
Private Bag 1005
Rangiora 7440

Electronic applications (up to 22MB) may be lodged via email to: RCapplications@wmk.govt.nz

For planning enquiries please phone or email:

Phone: 0800 965 468

Email: duty.planner@wmk.govt.nz