# Approvals Guide: Activity on the Kaiapoi River

This is provided as a guide and does not contain the full list of activities that may require approval from the relevant consenting authorities and parties. Come and talk to us early in your planning stages to help avoid delays and frustrations down the track.

|----------|----------------|------------------|------------------|---------------|--------------------------|-------------------------------|-----------------|

## Land Use and Permanent Moorings

- Do you require consent from the owner to use the site? **X**
- Will you require a permanent mooring or landing place for your vessel/structure? Let's Talk
- Do you currently own or are you in the process of buying an existing swing mooring? Let's Talk
- Will you moor your vessel/structure in the same/nearby river location for more than 14 days? **X**

## Building Requirements

- Do you intend to build a floating structure, i.e. on pontoons or other flotation devices? **X**
- Are you building or operating a commercially oriented excursion or passenger vessel? **X**

## Natural Environment

- Is your project likely to disturb the riverbed (inclusive of deposits)? **X**
- Is your project likely to require any riverbed draining or reclamation? **X**
- Will you need to complete earthworks in the riverbed for your project? **X**
- Will you need to complete earthworks close to the riverbed for your project? Let's Talk
- Does your project use, alter or remove structures in, on, under or over the riverbed? Let's Talk
- Does your project necessitate discharges of any kind onto the land or into water? Let's Talk
- Does your project require use of the river or ground water? Let's Talk
- Is your project likely to involve or disturb riverbank or riverbed vegetation? **X**
- Is your project likely to impact defence against water systems, i.e. the stopbanks? **X**
- Is your project likely to create construction noise (over and above relevant NZ standards)? **X**
- Will your vessel create noise emissions, i.e. boat horn, PA system etc. **X**
- Will your vessel have a solid fuel cooking or heating device? Let's Talk

## Services and Parking

- Does your project require the provision of utility services, i.e. power, water, sewer and wastewater? Let's Talk
- Is your project self-contained for all its utility service needs, i.e. power, sewer, water and wastewater? **X**
- Will you require permanent car parking (depending on location)? Let's Talk

## Public Services

- Will you be preparing food to be sold to the public? **X**
- Will you be selling liquor to be consumed on your business premise? **X**
- Will you be providing public accommodation facilities on your vessel? **X**

**KEY:**

- Let's Talk - Resource consent may be required and should be investigated with the appropriate authority.
- **X** - Regulatory and/or other approval or activation process is likely to be undertaken.
## Process Guide: Activity on the Kaiapoi River

This table is provided as a guide only and may not contain the full list of steps required when seeking approval from the relevant consenting authorities and parties.

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<th>Step</th>
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| Step 1 | Information gathering                                                | Research things you may need to consider as part of your project’s consenting process. | Waimakariri District Council Resource Consent - tinyurl.com/y28hwvogy  
Environment Canterbury Resource Consent - tinyurl.com/y24byb9h 
Maritime New Zealand Rules - maritimenz.govt.nz/rules 
Environment Canterbury Navigation Safety Advice - tinyurl.com/yen9txv  
Building Act 2004 - tinyurl.com/y3s5t6ju  
Waimakariri District Council Alcohol Licensing - tinyurl.com/y2bb7yby  
Waimakariri District Council Food Safety - tinyurl.com/y22by6xv |
| Step 2 | Draft outline of project and site plans                             | Based on your research findings, outline your project idea including any rudimentary site plans. |                                                                           |
| Step 3 | Do you require site use consent?                                    | If you require site use consent, depending on who owns or manages the land, you may need to consult with and receive permission from: |                                                                           |
|        |                                                                      | - Land Information New Zealand   
- New Zealand Transport Agency   
- Environment Canterbury   
- Waimakariri District Council   
- Other Private Landowners. |                                                                           |
| Step 4 | Have you discussed river navigation, safety and moorings with Environment Canterbury? | Contact the harbormaster at Environment Canterbury to talk through mooring options and river navigation and safety issues related to your project. | Environment Canterbury Harbormaster - tinyurl.com/y3qu91nc |
| Step 5 | Does your site require amenity and/or car park servicing?           | After identifying your amenity servicing requirements, contact the relevant providers to talk through issues and options related to your project. | MainPower - mainpower.co.nz  
Chorus - chorus.co.nz  
Waimakariri District Council - waimakariri.govt.nz |
| Step 6 | Is your project commercial in nature?                               | If you are building or operating a commercially oriented boat, then Maritime New Zealand rules and certification may apply. | Maritime New Zealand Commercial - maritimenz.govt.nz/commercial  
Waimakariri District Council Alcohol Licensing - tinyurl.com/y2bb7yby  
Waimakariri District Council Food Safety - tinyurl.com/y22by6xv |
| Step 7 | Pre-application meeting with Waimakariri District Council or Environment Canterbury | Attend a pre-application meeting with the relevant council staff to determine the scope of your Waimakariri District Council and/or Environment Canterbury resource consent application and the information required. Bring along draft plans and your project proposal outline. | Waimakariri District Council Pre Application - tinyurl.com/y3s79848  
Environment Canterbury Application Advice - tinyurl.com/y4sf9coy |
| Step 8 | Is a resource consent required?                                      | If so, you are free to conduct your activity and don’t need to complete any more process steps. | Waimakariri District Council Resource Consent - tinyurl.com/y28hwvogy  
Environment Canterbury Need a Resource Consent? - tinyurl.com/y24byb9b |
| Step 9 | Is stakeholder consultation required?                                | Based on the advice you receive at your pre-application meeting, you may need to consult with a range of affected stakeholders, some of which may include: |                                                                           |
|        |                                                                      | - Ngāi Tūāhuriri Rūnanga   
- Current river users (boating/rowing clubs, fishermen and white baiters), businesses in proximity to the river, local territory authorities and their community boards, site owners/managers and private amenity service providers. |                                                                           |
| Step 10| Finalise plans and documentation                                    | Based on any feedback you have received, prepare final copies of your plans and documentation for your resource consent application. |                                                                           |
| Step 11| Lodge resource consent application                                   | Remember to check your application for accuracy and completeness before you lodge it with Waimakariri District Council and/or Environment Canterbury. | Waimakariri District Council Resource Consent Form - tinyurl.com/y3s5t6ju  
Environment Canterbury Lodge Resource Consent - tinyurl.com/y2dmt5frd |
| Step 12| Application completion assessment                                    | Your application is assessed by Waimakariri District Council and/or Environment Canterbury planning staff for completeness. Incomplete applications are returned to the applicant with an explanation and can be re-logged after the missing sections are completed. |                                                                           |
| Step 13| Request for more information?                                        | Council staff may request clarification or ask for additional information that may aid your resource consent application. Consent processing is put on hold until the new information is received. |                                                                           |
| Step 14| Will public or limited notification be required?                     | Once a resource consent application has been submitted, council staff consider the scale of any adverse environmental effects associated with the proposed activity. After assessing the application, staff determine whether the application should be notified to the public (publicly notified), notified only to affected parties (limited notification) or if no parties are affected by the proposal (non-notified). Notified applications provide an opportunity for affected parties to give feedback on the proposed activity and help inform the application decision. | Waimakariri District Council Notification on Consents - tinyurl.com/y3y22ak  
Environment Canterbury Notifications & Hearings - tinyurl.com/y4milcvx3 |
| Step 15| Application decision                                                 | Notice of the decision (granted or declined) is issued. You may wish to object to and/or appeal a decision made during the consenting process. See the links in the adjacent box for more information about this process. | Waimakariri District Council Notification on Consents - tinyurl.com/y3y22ak  
Environment Canterbury Objections & Appeals - tinyurl.com/y6blipkn |