Waimakariri District Council
215 High Street
Private Bag 1005
Rangiora 7440, New Zealand
Phone 0800 965 468

PLAN IMPLEMENTATION

Outline Plan of Works on Designated Land or a Request for an Outline Plan Waiver

Section 176A Resource Management Act 1991

This form is used by a requiring authority (or an agent on behalf of the requiring authority) to submit an outline plan or request a waiver of the need to submit an outline plan, for a public work, project or work to be constructed on designated land, under section 176A of the Resource Management Act 1991. It must be accompanied by plans and other supporting information.

If applying for an Outline Plan of Works, a deposit must be paid before processing will commence (refer to Waimakariri District Council's Fees and Charges Schedule). An invoice will be issued when the application has been formally received.

Applications are checked for completeness prior to acceptance. Please ensure that you have compiled your documents carefully to avoid delays in accepting your application.

This application is for:

☐ Outline plan of works ☐ Request for outline plan waiver

Requiring authority details

Name of requiring authority: _____

Contact name: _____

Postal address: _____

Email address: _____

Contact phone number: _____

Agent details

Name of agent: _____

Company (if applicable): _____

Postal address: _____

Email address: _____

Contact phone number: _____

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Invoicing details

Please note: The name provided below is responsible for all fees and costs associated with this application.

All related invoices to be made out to: ☐ Applicant ☐ Requiring authority ☐ Other (specify below):

Name: _____

Company (if applicable): _____

Postal address: _____

Email address: _____

Contact phone number: _____

The location/site

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

Address: _____

Legal description: _____

General description

Description of the proposed works occurring on the designated site:

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: _____

Attachments

For an outline plan or outline plan waiver, documentation should also include:

☐ Record of Title (current within three months)

☐ Scaled application plans, showing:

- the height, shape, and bulk of the activity
- the location of the site
- the likely finished contour of the site
- vehicle access and any parking
- any landscaping proposed
- any other matters to avoid, remedy, or mitigate any adverse effects on the environment.

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 be 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.

Privacy information

All the 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.

Declaration

☐ I/We have completed all relevant sections of this form and understand that my 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 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.*

Notes to the applicant

- Within 20 working days after receiving the outline plan, the territorial authority may request the requiring authority to make changes to the outline plan.
- If the requiring authority decides not to make the changes requested, the territorial authority may, within 15 working days after being notified of the requiring authority's decision, appeal against the decision to the Environment Court.

Lodgement

Lodgement of your application to:

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