

**Lodgement of your application to:**  
Waimakariri District Council  
Private Bag 1005  
Rangiora 7440

**For planning enquiries please phone or email:**  
**Phone:** 0800 965 468  
**Email:** [duty.planner@wmk.govt.nz](mailto:duty.planner@wmk.govt.nz)

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

## 1. Application

**About this form:** This form is to be used for an application as required under Section 88 of the Resource Management Act 1991 and must be accompanied with an assessment of environmental effects, full set of scaled plans, a Certificate of Title and any other supporting information.

A fixed fee / deposit is required to be paid prior to the processing of the application. An invoice for the fixed fee payable will be issued once the application has been formally received (unless payment is made at the time of lodgement). Additional fees will be invoiced in accordance with Waimakariri District Council's fees and charges schedule.

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:** .....

☐ **s.125 Time Extension (extension of time to RC No:.....)**

## 2. Applicant Details

Please note: The **applicant** is responsible for all fees and costs associated with this application, unless specified otherwise in Section 4

Full Name:	
Company / Trust / Organisation name:	
Contact person / Trustee names	
Postal Address:	
Email Address:	
Mobile No:	

**The applicant is the:** ☐ Owner(s) ☐ Occupiers (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

### 3. Agent / Consultant

Name of Agent	
Company (if applicable)	
Postal Address:	
Email Address:	
Mobile No:	

### 4. Invoicing details

All consent related invoices to be made out to:

☐ Applicant ☐ Agent ☐ Other (specify below)

Name:	
Company (if applicable)	
Postal Address:	
Email Address:	
Mobile No:	

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

### 5. The Location/Site

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

<b>Street Address</b>	
<b>Legal description</b>	
<b>General description*</b>	

- ☐ I have provided a Certificate 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 Certificate 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: <https://apps.linz.govt.nz/survey-titles/order-copy>
- If a Certificate 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 & Purchase Agreement.

## 6. The Proposal

The activity to which the application relates (the **proposed activity**) is as follows (*describe the proposed activity, using additional paper if required*):

**Note:**

*Please advise length of time extension being applied for and reasons why.*

*Provide full details of what progress has been made and/or continues to be made to give effect to the consent.*

## 7. Pre-application discussions

Was there any pre-application advice / discussion prior to this application being lodged?

☐ Yes ☐ No

If Yes, what was the Planners name?:.....

## 8. Attachments

**I/We attach** the following documents:

**Assessment of Environmental Effects (AEE)**

- ☐ An assessment of the proposed activity's effect on the environment that—
- (a) includes the information required by [clause 6](#) of Schedule 4 of the Resource Management Act 1991; and
  - (b) addresses the matters specified in [clause 7](#) of Schedule 4 of the Resource Management Act 1991; and
  - (c) includes such detail as corresponds with the scale and significance of the effects that the activity may have on the environment.
- ☐ An assessment of the proposed activity against the matters set out in [Part 2](#) of the Resource Management Act 1991.
- ☐ An assessment of the proposed activity against any relevant provisions of a document referred to in [section 104\(1\)\(b\)](#) of the Resource Management Act 1991, including the information required by [clause 2\(2\)](#) of Schedule 4 of that Act.
- ☐ A current search of the Certificate of Title (within last 3 months) (*see section 5 above*)
- ☐ Full Details of what progress has been made and/or continues to be made to give effect to the consent.
- ☐ Any further information required to be included in this application by the district plan, the regional plan, the Resource Management Act 1991, or any regulations made under that Act.\*

*\* This information should include (if applicable) the information required by clauses 10, 11 and 13 of Form 9 – Application for Resource consent (or fast-track consent) of the Resource Management (Forms, Fees, and Procedure) Regulations 2003 and should be listed in the AEE.*

## 9. Fees & Charges

I/We enclose the required processing fee of:  
(see *Waimakariri District Council fees and charges schedule*)

\$

- ☐ 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 20<sup>th</sup> 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.

## 10. 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.

## 11. 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 Councils Fees & 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 Councils website. .

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

**Print Name:** ..... **Date** .....

- \* 1. Signature not required if lodging form electronically
- 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.

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## 12. Notes to applicants

1. You must include all information required by this form. The information must be specified in sufficient detail to satisfy the purpose for which it is required.
2. You may apply for two or more resource consents that are needed for the same activity on the same form. If you lodge the application with the Environmental Protection Authority, you must also lodge a notice in Form 16A at the same time.
3. If your application is to the Environmental Protection Authority, you may be required to pay actual and reasonable costs incurred in dealing with this matter (see section 149Z of the Resource Management Act 1991).

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## 13. Further Information for applicants

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. If resource consent is granted, the applicant has a legal obligation to comply with any conditions of the consent.
3. 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.
4. The application for resource consent under the Resource Management Act 1991 is separate from and in addition to any building consent application required under the Building Act 2004 and any consents, approvals or licences required under any other legislation. Any application for building consent must be applied for separately.
5. The written approval of persons the Council considers may be adversely affected by the proposal may be required as part of the application, if it is to be processed on a non-notified basis. This will be determined after the application has been lodged and assessed. Pre Application consultation with neighbours and other affected persons is at the discretion of and responsibility of the applicant.
6. Under section 88 of the Resource Management Act 1991, if your application is deemed incomplete, it may be returned to you. If additional information is required, you will be advised and processing of the application will be suspended until the information is received. To avoid any delays it is in your best interests to submit a complete application.
7. **Monitoring Fees** – Please note that if this application is approved you will be required to meet the costs of monitoring undertaken by Council pursuant to section 35 of the Resource Management Act 1991, in accordance with section 36 of that Act.
8. **Development Contributions** – Your development, if granted, may also incur development contributions under the Local Government Act 2002 in accordance with the Council's Development Contributions Policy. Any development contributions payable will be invoiced to the applicant. For any subdivision consent, these development contributions are invoiced at the time a section 224 application is lodged.
12. The Waimakariri District Council Resource Management Fees & Charges Schedule may be viewed at: <https://www.waimakariri.govt.nz/services/fees-and-charges/resource-management-fees-and-charges>