

OFFICE USE	
Consent No.	RM
Initial payment	\$
Receipt number	
Date stamp	

# NOTICE OF TRANSFER OF RESOURCE CONSENT TO ANOTHER PERSON

## Type of Resource Consent(s) To Be Transferred

- [ ] Land Use Consent (use of beds of lakes and rivers)  
 [ ] Coastal Permit  
 [ ] Discharge Permit : Water [ ] Land [ ] Air [ ]  
 [ ] Water to take/dam/divert

## Transfer Details

**Resource Consent Number** to be transferred: RM\_\_\_\_\_

**Site(s)** to which this application this application relates is described as:

**Address:** Number\_\_\_\_\_Street/Road\_\_\_\_\_

Legal Description (or for water/coastal permits, Map Reference NZTM): \_\_\_\_\_

Date Transfer is Effective From: \_\_\_\_\_

## Existing Consent Holder Details

Full name of **existing consent holder(s)** \_\_\_\_\_

**Contact person or agent** \_\_\_\_\_

**Address for service** \* (see note below) \_\_\_\_\_

\_\_\_\_\_ Postcode\_\_\_\_\_

Phone \_\_\_\_\_ Mobile \_\_\_\_\_

Fax \_\_\_\_\_ Email \_\_\_\_\_

**Address for Invoicing** – if different from above \*(see note below)

\_\_\_\_\_  
\_\_\_\_\_

*\*All correspondence including the Decision Letter and Invoice will be sent to the "Address for Service". If the invoice is to be sent to a separate address, please specify.*

## Existing Consent Holder Declaration

The consent holder declares that to the best of their knowledge the resource consent is in full compliance with all terms and conditions of the resource consent and as such, the consent holder's interest in the consent is hereby transferred, subject to the provisions of the Resource Management Act and any relevant consent conditions.

**Signed** \_\_\_\_\_ **Date** \_\_\_\_\_

(Signature of consent holder/person authorised to sign on behalf of applicant)

## New Consent Holder Details

Full name of **new consent holder(s)** \_\_\_\_\_

**Contact person or agent** \_\_\_\_\_

**Address for service** \* (see note below) \_\_\_\_\_

\_\_\_\_\_ Post Code \_\_\_\_\_

Phone \_\_\_\_\_ Mobile \_\_\_\_\_

Fax \_\_\_\_\_ Email \_\_\_\_\_

**Address for Invoicing** – if different from above \*(see note below)

\_\_\_\_\_

\* All correspondence including the Decision Letter and Invoice will be sent to the "Address for Service". If the invoice is to be sent to a separate address, please specify.

## New Consent Holder Declaration

I/we the undersigned have reviewed the consent conditions and we acknowledge that the consent is to be transferred as described above, and undertake to comply with all conditions of the resource consent. I/we undertake that I/we will be liable for annual charges and other monitoring and supervision charges associated with the consent, effective from the date of transfer.

**Signed** \_\_\_\_\_ **Date** \_\_\_\_\_

*(Signature of applicant/person authorised to sign on behalf of applicant)*

**Please refer overleaf for items to be provided with application form → → →**

## CHECKLIST: Have you included all of the following items?

The following items must be provided with the application form (see note (i) below)

		✓ x N/A
1	An <b>INITIAL PAYMENT</b> in accordance with the Nelson City Council Schedule of Fees & Charges (see Note (vi) below)	
2	Copy of <b>CERTIFICATE OF TITLE</b> <i>(Search Copy must be less than 3 months old and must include a Title Plan)</i>	
3	<b>PLANS &amp; DIAGRAMS</b> - 2 copies <i>Relevant to the activity being proposed, (eg. site plan, location plan, elevations), and to a recognised scale, (eg. 1:100 or 1:200 if appropriate), and showing the boundaries, North point, and any other relevant information.</i>	
4	A <b>FULL DESCRIPTION</b> of the proposed activity (including new site details for transfers under s136(2)(b)(ii) and s137(3)(b) – 2 copies	
5	An <b>ASSESSMENT OF ENVIRONMENTAL EFFECTS</b> – 2 copies <i>For transfers for water permits under s136(2)(b)ii and transfer of discharge permits under s137(3)(b) (to another person on another site or to another site).</i> <i>The AEE must correspond with the scale and significance of the effects that the activity may have on the environment (Fourth Schedule Resource Management Act 1991).</i>	

## Important Notes

- (i) The application will not be lodged for processing by Nelson City Council unless all the above items are included with the application form.
- (ii) Once this application has been formally received by the Council, it is available for public inspection.

### **For transfers for water permits under s136(2)(b)ii and transfer of discharge permits under s137(s)(b)**

- (iii) This application will be checked for completeness, under Section 88 of the Resource Management Act 1991 (the Act).
- (iv) If the application is deemed to be **complete**, the application will be formally received as from the date of lodgement. The applicant will receive an acknowledgement letter within 5 working days advising that the application is formally received, and advising of the name of the Planner who will be processing the application.
- (v) If the application is deemed to be **incomplete** (at the Section 88 check) it will be **rejected** and returned to the applicant, within 5 working days, along with details of the missing information (or information that is needed in order for it to be deemed complete).  
If the rejected application is re-lodged with the Council, it is treated as a new application, i.e. the processing clock starts from the date the application is re-lodged.  
If the applicant does not re-submit the rejected application, the initial payment (deposit) will be returned to the applicant, minus the charges incurred to date (eg. for the Section 88 check by the Planner, and for administration time).
- (vi) After the application is formally received, the Council may make further requests, including: more information; additional consents; and/or written approvals from people that the Council considers are adversely affected by the proposal.
- (vii) Further charges may be imposed for processing the application, including public notification, and/or consideration by the Hearings Panel (Section 36 of the Act). If the application proceeds to limited or full notification, the notification fee must be paid prior to notification.