

APPLICATION FOR RESOURCE CONSENT

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

Applicant & Contact Details

Full name of applicant(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) _____

Signed _____ Date _____

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

* 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.

Property Details

Address: Number _____ Street/Road _____

Legal Description _____

Owner's name _____

Activity Details

Provide a brief description of the activity to be undertaken; a full description of the activity must be provided as part of the application (see item 4 of the Checklist on next page)

If there is an associated building consent, please quote Building Consent Number: BC _ _ _ _ _

Type of Resource Consent(s) Sought

Land Use Consent Subdivision Consent Coastal Permit

Discharge Permit : Water Land Air

Water to take/dam/divert Certificate of Compliance

Other

Change of condition (s.127) - Existing RM No:.....

Extension of time (s.125) - Existing RM No:.....

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 INITIAL PAYMENT in accordance with the Nelson City Council Schedule of Fees & Charges (see Note (vi) below)	
2	Copy of CERTIFICATE OF TITLE <i>(Search Copy must be less than 3 months old and must include a Title Plan)</i>	
3	PLANS & DIAGRAMS - 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 FULL DESCRIPTION of the proposed activity – 2 copies	
5	An ASSESSMENT OF ENVIRONMENTAL EFFECTS – 2 copies <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) This application will be checked for completeness, under Section 88 of the Resource Management Act 1991 (the Act).
- (iii) 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.
- (iv) 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).

- (v) 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.
- (vi) 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.
- (vii) Once this application has been formally received by the Council, it is available for public inspection.