

# CON060: APPLICATION FOR RESOURCE CONSENT

## TO DISCHARGE STORMWATER INTO LAND

If you need help in filling out this form please contact our Customer Services staff on (03) 353-9007 or toll free 0800 EC INFO (0800 324 636). They will be able to provide some general assistance.

Send the completed application to: *Environment Canterbury, P O Box 345, Christchurch 8140.*

FOR OFFICE USE ONLY

  
  
  
  
  
  
  
  
  
  

Receipt number: \_\_\_\_\_

Charges paid: \_\_\_\_\_ CRC: \_\_\_\_\_

### Information

Completing all the questions in this form:

- (a) may satisfy the requirements of the Resource Management Act 1991 for an application for resource consent. Environment Canterbury will inform you if further information is required.
- (b) will assist with the prompt processing of your application - any omissions in the form may result in significant delays and costs while the required information is obtained.

### Charges

Your application must be accompanied with the deposit charge specified in the "Summary of Resource Consent Charges" or at [www.ecan.govt.nz](http://www.ecan.govt.nz). When your application has been processed, if the actual and reasonable costs incurred by Environment Canterbury exceed the deposit charge, you will be invoiced for the balance. If the cost of processing an application is less than the deposit charge paid, the balance will be refunded. You can require the provision of an estimate of the charge for processing your application. If an application is declined all charges must still be paid.

All accounts are payable by the 20th day of the month following the date of invoice. If the account is not paid within 30 days after the due date, our debt collection agent may charge you a fee equal to 25% of the unpaid portion of the account, but no less than \$25.00. Where the total debt collection costs, legal and other costs arising from the collection of any amount owing exceeds the debt collection fee charged, our debt collection agent is also entitled to recover such additional costs. All Environment Canterbury charges must be met by the applicant. This may include time spent discussing issues with the applicant and any other parties involved in the process.

## Part A: Application Details

### 1. Name and address of applicant(s):

Surname: \_\_\_\_\_ First names (in full): \_\_\_\_\_ Mr

Surname: \_\_\_\_\_ First names (in full): \_\_\_\_\_ Mr

OR  
Registered Company name and number: \_\_\_\_\_

Postal address: \_\_\_\_\_ Postcode: \_\_\_\_\_

Phone (home): \_\_\_\_\_ Phone (business): \_\_\_\_\_

Fax (home): \_\_\_\_\_ Fax (business): \_\_\_\_\_

Email: \_\_\_\_\_ Cellphone: \_\_\_\_\_

Contact person: \_\_\_\_\_

You must declare by ticking this box if you are an Environment Canterbury staff member, an Environment Canterbury Commissioner, or a family member of either.

**2. Consultant/Agents details (if applicable):**

Contact person:

Company:

Postal address:

Postcode:

Email:

Phone:

Fax:

During the processing of your application who will be the contact person for making decisions?  Applicant  Consultant / Agent

*Note: All correspondence during the consent investigation process will be directed to this contact person, unless instructed otherwise.*

*Final decision documents will be sent to the applicant.*

Who will be the contact person for compliance monitoring matters?

Applicant  Consultant / Agent

**3. Names and addresses of the owner and occupier of the site to which this application relates.**

*(You only need to include this information if it is different to that of the applicant(s))*

Owner:

Phone:

Postal address:

Fax:

Postcode:

Occupier:

Phone:

Postal address:

Fax:

Postcode:

**4. The location of the site to which this application relates:**

Site address:

Locality:

Legal description:

Map reference:

*The legal description can be found on the certificate of title, valuation notice, subdivision plan or rate demand for the site. Please include a copy of one of these with your application.*

**5. Under which District Council or City Council is this site located?**

- |  |                                       |   |                                     |
|--|---------------------------------------|---|-------------------------------------|
| <input type="checkbox"/> Ashburton DC    | <input type="checkbox"/> Kaikoura DC  | <input type="checkbox"/> Timaru DC      | <input type="checkbox"/> Waitaki DC |
| <input type="checkbox"/> Christchurch CC | <input type="checkbox"/> Mackenzie DC | <input type="checkbox"/> Waimakariri DC |                                     |
| <input type="checkbox"/> Hurunui DC      | <input type="checkbox"/> Selwyn DC    | <input type="checkbox"/> Waimate DC     |                                     |

Have you consulted with the appropriate District or City Council to determine whether you need a consent from them for this activity?

Yes  No

If yes, what was their response?

If a consent is required, have you applied for it?  Yes  No

**PART B: ASSESSMENT OF EFFECTS**

**1. INTRODUCTION**

You must include an assessment of the effects of your activity on the environment as part of your application.

Section 88 of the Resource Management Act 1991 requires that each application must include an assessment of the actual and potential effects of the activity on the environment. This assessment must be prepared in accordance with the Fourth Schedule of the Resource Management Act. A copy of this schedule is available from Customer Services.

- Is this application for:  industrial property  residential property  commercial property
- Indicate whether this application is for:  New activity  Existing Activity
- Are there any previous or existing consents relating to the proposal?  No  
 Yes, give reference number and description:
- Are there any previous or existing consents relating to the site?  No  
 Yes, give reference number and description:
- List any other consents required from the Canterbury Regional Council and indicate whether they have been applied for:

*Note: Consents for the excavation of stormwater systems and installation of structures may also be required.*

**2. DESCRIPTION OF THE PROPOSED ACTIVITY**

**Please provide a description of the proposed activities on your site. If there are commercial or industrial activities on your site, please describe them in detail:**

**(a) Site details:**

(circle one)

- Total area of site: Square metres/hectares
- Total roof area: Square metres/hectares
- Area of roads: Square metres/hectares
- Hardstand area on lots: Square metres/hectares
- Other hardstand areas: Square metres/hectares  
(including rights-of-way)

- Is the application for a subdivision or a single lot?  Subdivision  Single lot
- If the discharge is from a subdivision, what is the total number of lots?  
*Note: Every lot, including reserves, for all stages of the development must be included in your total.*
- Will separate resource consents be required to authorise stormwater from each individual lot?  Yes  No  
*Note: If 'Yes', please supply a map reference for each individual lot in the NZMS 260 X##:1234-5678 format.*
- Is your site listed on the Listed Land Use Register database?  Yes, the Site Number is:  No  
 The historical/current activities are:

*Note: A formal contaminated land request can be ordered from Customer Services free of charge. Please note there is a 10 working day turnaround time for this service.*

*Please attach (i) a map showing the location of the site and (ii) a plan showing the following details:*

- Total contributing stormwater catchment for each outfall/discharge point;
- All mitigation measures and features of the stormwater treatment and disposal system;
- Stormwater discharge points;
- Property boundaries and any watercourses within or near the site;
- Directional stormwater flow arrows;
- Secondary flow paths; and
- Erosion and sediment control features/components (if applicable)

**The map and plan should be no larger than A3 and have a scale, legend and north point.**

**(b) Treatment and capacity of the stormwater system**

**Please fully describe the stormwater treatment system:**

Roofs

- Will the stormwater be discharged via a subsurface drainage system located in the soil layer?  Yes  No
- Will the stormwater system be designed to prevent the entry of all other surface runoff?  Yes  No

If other, please describe:

Roads, hardstand areas on individual lots, rights-of-way, and roofs (if not treated separately)

- Will stormwater be treated by an infiltration system, e.g. swales, infiltration basins, etc?  Yes  No
- Will stormwater be treated by an filtration system, e.g. swales, etc?  Yes  No
- Will the first flush of stormwater be treated separately from the rest of the stormwater?  Yes  No

If yes, from which surfaces?  Roads  Hardstand areas on lots  Other hardstand areas

If yes, which depth will be treated?  25 mm  No, other:

If yes, what volume will be treated? cubic metres

If yes, will a splitter box be used?  Yes  No, other:

- What is the capacity of the stormwater system(s) in terms of treatment and storage:

Storm events:

Duration:

Volumes (m<sup>3</sup>):

*If the different stormwater system components have a variety of capacities, provide details of all, including total capacity.*

- What are the secondary flow paths for stormwater that exceeds the capacity of the stormwater system?

- Have you used any published guidelines or specifications to design the stormwater system?  No

Yes, specifically:

*Note: Please ensure that you provide all calculations that support the sizing of the treatment systems and capacities given above. This should include a description of the methodology used, and all assumptions and data used in assessing runoff volumes and the capacity of the treatment system.*

**(c) Design details of the stormwater system**

- Do any / all the sumps have submerged outlets?  No  N/A

Yes, these:

- Will the infiltration system be lined with at least 150 mm of sandy loam topsoil?  Yes  No  N/A
- Will the infiltration system be vegetated with grass or plants?  No  N/A  
 Yes, as follows:
- Will the infiltration system have an infiltration rate between 20 and 50 mm/hr?  Yes  No  N/A
- Will the infiltration system be fitted with an underdrain(s)?  No  N/A  
 Yes, they will discharge into:
- Will the rain garden be designed with at least 1000 mm of topsoil?  Yes  No  N/A
- Will the rain garden be vegetated with water tolerant plant species?  No  N/A  
 Yes, as follows:
- Will there be a minimum of one metre between the base(s) of the stormwater system component(s) and the highest recorded groundwater level?  No  N/A  
 Yes, the separation distance will be at least:
- Will the base(s) of any soakpits extend into free-draining gravels?  No  N/A  
 Yes, as follows:
- Please describe any other components of the stormwater system, including all relevant design specifications, treatment capabilities, and capacities.
  
- At least one month prior to the construction of the stormwater system, will you submit to the Canterbury Regional Council, Attention: RMA Compliance and Enforcement Manager, design plans of the stormwater system to be installed?  
 Yes  No
- Will you submit a certificate signed by the person responsible for designing the stormwater system or an equivalently qualified person to the Canterbury Regional Council, Attention: RMA Compliance and Enforcement Manager, to certify that the stormwater system has been constructed in accordance with the design plans?  
 Yes  No

Please supply design plans for each of the treatment devices and mitigation measures used, e.g. swales, sumps, oil-water interceptors, detention/retention ponds, infiltration basins or wetlands.

**(d) Nature of the discharge**

- List all potential sources of contaminants at the site. Include those that may result from accidental spills.
- In the table below (extend it as required), please list:
  - All contaminants that could be washed off surfaces during rainfall events;
  - The concentrations of these contaminants in stormwater prior to and after any treatment proposed;
  - The contaminant removal efficiency of the stormwater system; and
  - Any appropriate guideline value that you may have used in your assessment to evaluate the effect of the discharge.

Contaminant	Concentration (pre-treatment) (mg/L)	Efficiency of stormwater treatment device (% Contaminant Removal)	Concentration (Post-treatment) (mg/L)	Guideline Value (mg/L) (if applicable)

Describe the source of the information (i.e. technical publication, monitoring data) and the assumptions used to determine the types and concentrations of contaminants listed above.

Performance of mitigation measures

- Will any potential contaminants NOT be treated by the stormwater system?  Yes  No  N/A

Please detail:

- Provide information and/or calculations to support the treatment efficiencies used in the analysis of residual contaminant concentrations.

**(e) Inspections, maintenance and monitoring of the stormwater system**

- Who will be responsible for maintaining the stormwater system for the duration of the consent?
  - The lot owner(s)
  - The Territorial Authority (TA)
  - A body corporate
  - Other:

*Note: For city and district councils, please provide their written confirmation/approval/acceptance.*

*Note: For a body corporate, please provide details of who will hold responsibility for operating and maintaining the stormwater system, and the organisational structure which will support this process. Please advise measures in place to prevent dissolution of the body corporate or steps that will be taken if dissolution occurs.*

- How often will the stormwater system be inspected?  Annually  6-monthly  4-monthly  Other:
- Will maintenance of the system include:
  - (i) Removal of litter, visible layers of hydrocarbons and accumulated sediment?  Yes  No
  - (ii) Maintaining a healthy and continuous vegetative cover?  Yes  No
  - (iii) Repairing erosion and scour at inlets and outlets?  Yes  No
  - (iv) Removal of sediment from sumps when it occupies more that one quarter of the capacity of the sump below the outlet?  Yes  No
- Will you monitor contaminant concentrations in the soil at 50 mm below the surface?  No
- Yes, every 2 or 5 or 10 or            years.

The following contaminants will be monitored:

The proposed trigger levels are:

Trigger levels determined using:

- Will the contaminated soil be removed and replaced with uncontaminated soil?  Yes  No

- Will you dispose of any material removed from the stormwater system at a facility authorised to receive it and provide Environment Canterbury written confirmation of this disposal?  Yes  No
- Will you retain the records of services carried out on the stormwater system and make these available to Environment Canterbury on request?  Yes  No
- Is there a management plan or do you propose to develop one for the site that sets out how the stormwater system will be operated and maintained?  Yes  No
- Please describe any additional inspections, maintenance and monitoring proposed.
- Please describe any emergency response procedures that will be undertaken in the event of a spill of fuel or any other contaminant to ensure that the spill is contained, cleaned up and does not result in any adverse effects on the receiving environment or the effectiveness of the stormwater system.

**(f) Construction Phase**

- Does the discharge include stormwater from the construction phase of the site?  No

Yes, the following mitigation is proposed:

*Note: Please ensure that you provide a plan that clearly shows and/or describes the type and location of all proposed mitigation measures.*

- Were best practice guidelines used?  No  
 Yes, these:

*Note: Please ensure that you provide all calculations that support the sizing and capacities of the proposed mitigation measures described above.*

**3. LEGAL AND PLANNING MATTERS**

Please tick all conditions in the General Authorisations for Stormwater included in the Transitional Regional Plan 1991 (TRP) and/or which conditions in Rule WQL5 of Chapter 4 of the Proposed Natural Resources Regional Plan (PNRRP), you consider you CAN comply with using  and ones you CANNOT comply with using . If any of the conditions are not applicable to your proposal, please draw a line through the entire condition.

- If your site is located within the boundary of the Nelson Marlborough TRP (NMTRP), please fill in the PNRRP section below and provide a full assessment of the legal and planning matters associated with the NMTRP:
- If your site is located within the boundary of the Waimakairiri River Regional Plan (WRRP) or the Opihi River Regional Plan (ORRP), please fill in the TRP section below and provide a full assessment of the legal and planning matters associated with the WRRP or ORRP:

TRP	PNRRP
1 <input type="checkbox"/> Roof into land via sealed system, except	1 <input type="checkbox"/> No network available
<input type="checkbox"/> Chch Urban Area	2 <input type="checkbox"/> Roof via subsurface
<input type="checkbox"/> Chch S of estuary and Heathcote R	<input type="checkbox"/> prevents other runoff
<input type="checkbox"/> Kaiapoi Urban Area	<input type="checkbox"/> no runoff off-site
<input type="checkbox"/> Banks Peninsula	<input type="checkbox"/> <400 m2 not in sw mgmt area
<input type="checkbox"/> SDC east of Halswell River	<input type="checkbox"/> <50 m2 in sw mgmt area
<input type="checkbox"/> Timaru Urban Area	3 <input type="checkbox"/> No Schedule WQL3 activities
2 <input type="checkbox"/> N/A	4 <input type="checkbox"/> Rule WQL7 operative
3 <input type="checkbox"/> N/A	5 <input type="checkbox"/> Stormwater area >500 m2 Zone BP
4 <input type="checkbox"/> Roads into land outside Chch Urban Area	<input type="checkbox"/> Stormwater area >2 ha outside Zone BP
5 <input type="checkbox"/> <30 residential lots, groundwater >10 mbgl	6 <input type="checkbox"/> Un/Semi-confined gw <2 mbgl, but meets Condition 2
<input type="checkbox"/> <i>Silent re: hardstand areas, cannot comply</i>	7 <input type="checkbox"/> Un/Semi-confined gw 2-30 mgbl, 1+ m of material bw d/c and gw
	8 <input type="checkbox"/> 20 m swale for road runoff bf soakhole
	9 <input type="checkbox"/> Not in CDWS protection zone
	10 <input type="checkbox"/> No discharge in Zone 1, or Sub-Zones 1B or 1D

If any other legal and planning matters require further clarification, please explain here:

*Note: Please contact Customer Services if you require help to answer these questions.*

**4. CONSULTATION**

- Are there any parties that could be adversely affected by the proposed discharge?  No  N/A  
 Yes, they are:
- Has written approval of these parties been obtained?  Yes  No  N/A

*Note: A written approval form is available at [www.ecan.govt.nz](http://www.ecan.govt.nz) or you can obtain one from Customer Services. If applicable, please provide a map that identifies the properties of those who have provided their written approval to your proposal.*

**5. DESCRIPTION OF THE AFFECTED ENVIRONMENT**

**This information is essential for the processing of this application. Please fill out in as much detail as possible and attach all evidence or documentation you have that supports your descriptions.**

- Describe the topography of the land, the history of the site, previous land uses, and surrounding land-use(s).

**(a) Soils and groundwater**

Soil

- What are the soil and subsoil types at the site?
- Is the soil below your proposed stormwater system free-draining?  Yes  No
- What is the soil infiltration rate beneath the stormwater system?
- How was the soil infiltration rate beneath the stormwater system determined?
- Was a test pit used to identify the underlying soils?  Yes, records are included with application  No

Groundwater

- Groundwater is:  confined  semi-confined  unconfined
- What is the direction of groundwater flow (ie, northwest to southeast)?
- What is the highest seasonal groundwater level beneath the site or near the site (in metres)? metres
- How many wells are located within 1-kilometre down-gradient of the discharge?
- What depths are the down-gradient wells screened to? to metres
- How many are active? They are used for:  Domestic Supply  Irrigation  Stock water  
 Monitoring  Commercial  Other
- Will the discharge occur within a Community Water Supply Protection Zone?  No  
 Yes, for the following well(s):
- Will the discharge occur within the Christchurch Groundwater Protection Zone?  No  
 Yes, it is in:  Zone 1  Sub-zone 1A  Sub-zone 1B  Sub-zone 1C  Sub-zone 1D  Zone 2  Zone 3
- Are there any NES drinking water sites located within a 1-kilometre radius down-gradient of the discharge?  No  
 Yes, they are:
- What are the following contaminant levels at the nearest groundwater monitoring sites?  
 Copper: (min) to (max) Hydrocarbons: (min) to (max)  
 Zinc: (min) to (max) Faecals: (min) to (max)  
 Lead: (min) to (max) Other: (min) to (max)

*Note: Please provide details of the wells used and when sampling occurred.*

**(b) Surface Water**

- Are there any water bodies (including lakes, wetlands, rivers, streams, drains and stockwater races) within, or immediately adjacent to, the site and the stormwater system?

Yes, name(s): \_\_\_\_\_ (if known)  No

**(c) Other discharge consents**

- Are there any other authorised discharges into land within 1-kilometre of your site?  No

Yes, they are:

*Please detail consent numbers and associated activities.*

**6. ASSESSMENT OF ACTUAL AND POTENTIAL EFFECTS**

**(a) Adverse effects of the discharge of contaminants on groundwater quality**

- What effects will the expected concentrations of contaminants in the stormwater after treatment have on groundwater quality? Explain.

**(b) Adverse effects from slow entry of stormwater into groundwater (ponding)**

- Are there any likely adverse effects due to stormwater overflowing, or 'backing up', in the stormwater system?

Yes  No

Describe or explain:

**(c) Adverse effects of localised changes in groundwater levels**

- Is it likely that groundwater levels beneath your stormwater system will be increased due to the discharges from your site?

Yes  No

Describe or explain:

- Is there obvious hydraulic connectivity between groundwater under the site and any surface water bodies within, or immediately adjacent to, the site?

Yes  No

Describe or explain:

- Are there any anticipated effects on the surface water courses that may occur as a result of the change in land-use and discharge of stormwater, i.e. will the discharge affect base flows?

Yes  No

Describe or explain:

**(d) Adverse effects on the accumulation of contaminants in soil**

- If you have proposed to discharge stormwater via an infiltration system(s), have you proposed mitigation to ensure that

contaminants do not cause adverse effects on soil and water quality?

Yes       No

Describe or explain:

**(e) Cultural effects**

A silent file area is an area identified by Ngai Tahu to advise of the general location of wahi tapu (sacred places) or other special sites. The silent file areas have been specified in 'Te Whakatu Kaupapa' – the Ngai Tahu Resource Management Strategy for the Canterbury Region.

• Is the site in a silent file area?  Yes       No

*Note: Customer Services can advise you if your site is located in a silent file area.*

• If yes, have you consulted with the local Runanga?  No

Yes, they said:

*Attach any emails, letters, etc. from the Runanga that clearly shows the result of your consultation.*

**(f) Cumulative effects**

• Please provide an assessment of the expected cumulative effects of your stormwater discharges with regards to the matters discussed above:

**7. ADDITIONAL MITIGATION MEASURES**

• Please provide details of any additional mitigation measures you propose that have not been included elsewhere in this application form.

**8. CONSIDERATION OF ALTERNATIVES**

• Were any alternative locations or treatment options considered?  Yes       No

If yes, what were they and why were they rejected?

**PART C: OTHER INFORMATION**

**1. PREVIOUS CONSENTS**

- (a) Have you held any previous consents at this site for this activity or any related activities?  Yes  No  
 If yes, please supply the consent reference number(s) or consent holder’s name (if different from current applicant’s name).  
 CRC \_\_\_\_\_ Name: \_\_\_\_\_
- (b) If your application is to replace an existing consent which has not yet expired, do you agree to your application being processed outside the timeframes set out in the Resource Management Act (Section 37(5A) approval) but before the expiry of your existing consent?  Yes  No  N/A

**2. NOTIFICATION**

If your assessment of effects has shown that adverse effects on the environment are likely to be more than minor and/or there are people who may be adversely affected from whom you are unable to obtain written approval, you may wish to request that your application be publicly notified in order to avoid possible delays in the processing of your application.  
 The final decision to notify or not notify an application will still be made by Environment Canterbury.  
 Please note that an application cannot be notified unless there is sufficient information for the notice that makes it clear what is being applied for, and how it might affect the environment (including people).

I request that my application is notified.  (check box)

**3. DURATION REQUESTED**

Please specify the duration sought for your consent(s): \_\_\_\_\_ years \_\_\_\_\_ months.  
*Note: The maximum duration allowed under the Act is 35 years.*

**4. START DATE**

Resource consents lapse five years after their commencement date unless the consent has been given effect to or an application is made to Environment Canterbury to extend this period.  
 When do you propose to start the activity? \_\_\_\_\_ (date/month/year)

**5. ERRORS AND OMISSIONS**

When you receive your Resource Consent Documents please check that the details are correct. You have a 15 working day period after the decision is notified to allow you to object or advise of errors or omissions without cost.

**ADDITIONAL NOTES TO APPLICANTS**

1. Your application must be publicly notified unless Environment Canterbury is satisfied that the adverse effects on the environment will be minor and written approval has been obtained from every person Environment Canterbury considers may be adversely affected by the granting of your application (unless Environment Canterbury considers it unreasonable to require the obtaining of every such approval). Enclosed is a form “Written Approval of Persons Likely to be Adversely Affected” to help you obtain such approvals.
2. Section 128 of the Resource Management Act 1991 sets out the circumstances in which Environment Canterbury may review the conditions of a resource consent. Under Section 128(c) Environment Canterbury may undertake a review at any time if the application contained any inaccuracies which materially influenced the decision made.
3. The information you provide with your application is official information. It will be used to process your application and, together with other official information, assist in the management of the region’s natural and physical resources. Access to information held by Environment Canterbury is administered in accordance with the Local Government Official Information and Meetings Act 1987, and Privacy Act, 1993. Your information may be disclosed in accordance with the terms of these Acts. Public access is also provided to consent information via Environment Canterbury’s website. It is therefore important you advise Environment Canterbury if your application includes trade secrets and/or commercially sensitive material.

**PART D: SIGNATURE AND DATE**

**I have read** all of the information on this application form and I understand that I am liable to pay all actual and reasonable charges relating to the processing of this application.

**I also understand** that if the application is granted, I will be liable to pay all actual and reasonable charges related to compliance monitoring of that consent.

\_\_\_\_\_  
Signature of **consultant**

\_\_\_\_\_  
Date

\_\_\_\_\_  
Full name of person signing – please print

\_\_\_\_\_  
Signature of **applicant**

\_\_\_\_\_  
Date

\_\_\_\_\_  
Full name of person signing – please print

*Note: Environment Canterbury must have written authorisation. Both the consultant (if used) and the applicant must sign this section.*

**LIST OF ATTACHMENTS TO BE INCLUDED WITH THE APPLICATION**

- Map showing location of the site.
- A list or table of map references for each individual lot (if applicable).
- Plan showing the layout of the site and stormwater system.
- A plan(s) indicating the dimensions of the key features of the stormwater system.
- A cross-section plan of key features of the stormwater treatment system.
- Calculations for the design of the stormwater system and mitigation during the construction phase.
- Evidence of the proposed maintenance arrangement.
- A map that indicates the properties of people who have provided their written approval (if applicable).
- The contaminated land request response (if applicable).

**CHECKLIST**

Have you remembered to:

- Complete all the details set out in **Part A** of this application form.
- Include an assessment of effects of the activity on the environment, set out in **Part B** of this application form
- Enclose a **site plan**.
- Include a copy of the **certificate of title**, rates demand, subdivision plan or valuation notice for the site your application relates to.
- Sign and date** Part C of this application form.
- Include the **appropriate deposit** charge as set out in the “Summary of Resource Consent charges”.
- Consult local Runanga if your proposed activity occurs:
  - (a) Within a statutory acknowledgement area?
  - (b) Within a silent file area?
  - (c) Close to a site of cultural significance? or
  - (d) Otherwise affects a site of cultural significance?