

Please return this form to: [info@adc.govt.nz](mailto:info@adc.govt.nz) or Ashburton District Council, PO Box 94, Ashburton 7740

## Applicant Details

Applicant(s) name:  
(please write all  
names in full)

Applicant address:

Home number:

Work number:

Mobile number:

Email address:

## Primary Contact (if different from applicant)

Name:

Address:

Home number:

Work number:

Mobile number:

Email address:

## Site Information

Location of proposed works:

Legal description:

Valuation reference (on rates notice):

Owner's name:

Occupier's name:

## Description of Activity

Describe clearly the activity which this application is for:

Type of resource consent required:

Subdivision

Land Use

Is the site on which it is proposed to carry out the activity contaminated i.e., is a listed HAIL site (it is identified in the Environment Canterbury contaminated land database), or is the applicant or their agent aware of any contamination.

**Note: that as well as industrial type activities this list also includes but is not limited to sheep dips, market gardens, orchards, glasshouses, spray sheds associated with agricultural or horticultural activities where hazardous materials may have been stored as well as places where vehicles have been repaired or dismantled or fuel stored.**

Yes

No

If **yes** please state details:

If **yes** have you provided a Preliminary Site Investigation under the Resource Management (National Environmental Standard for Assessing and Managing Contaminants in Soil to Protect Human Health) Regulations 2011?

Yes

No

## Other Resource Consents

Does your application require additional resource consents from this Council i.e. if this application is for a land use consent are you also applying for a subdivision resource consent or vice versa?

Yes

No

If **yes** please summarise what the other application is for:

Are resource consents required from Environment Canterbury? (Please phone ECAN on 0800 324 636 if you are unsure)

Yes

No

If **yes** tick the resource consents you require:

Coastal Permit

Land Use Consent

Discharge Permit

Water Permit

If an ECAN consent has already been applied please provide -

ECAN reference number:

Application status i.e. applied for, granted etc:

## **Assessment of Environmental Effects (AEE)**

Describe the effects of your proposal here:

## Site Visit Requirements

Is there anything Officers need to be aware of before visiting the site? (e.g. dogs, stock, hazards etc):

**I/we provide the following information in support of this application to satisfy the requirement of Section 88 of the Resource Management Act 1991 and applicable requirements of the Ashburton District Plan.**

Affected Person Approval form(s)

The position of all new boundaries (**plans should be to a stated scale and show a north point**)

The areas of all new allotments (not required for cross-lease, company-lease or unit plans)

The location and area of existing and new reserves to be created, including any esplanade reserves, esplanade strips or access strips

I have attached a separate assessment of environmental effects or use the box on the previous page

Any other matters of note

## Declaration

I/we certify that, to the best of my knowledge and belief, the information given in this application is true and correct.

I/we accept that I/we have a legal obligation to comply with any conditions imposed on the Resource Consent should this application be approved.

I/we understand that the Council may charge me/us for all costs actually and reasonably incurred in processing this application. Subject to my/our rights under section 357B and 358 of the RMA to object to any costs, I/we agree to pay all the fees and charges levied by the Ashburton District Council for processing this application, including a further account if the cost of processing the application exceeds the deposit paid. Without limiting the Council's legal rights, if any steps, including the use of debt collectors, are necessary to recover unpaid processing costs, I/we agree to pay all costs of recovering those processing costs. If this application is made on behalf of a trust (private or family), a society (incorporated or unincorporated), or a company, in signing this application I/we are binding the trust, society or company to pay all the above costs and guaranteeing to pay all the above costs in my/our personal capacity.

**Signature:**

**Date:**

**Please print your name:**

## Check Sheet

**I/we provide the following information in support of this application to satisfy the requirements of Section 88 of the Resource Management Act 1991 and applicable requirements of the Ashburton District Plan.**

**Note:** This is a preliminary check list only. It is general in nature and does not cover all rules in the District Plan and, not all of the information is relevant to all types of application. Please check with a planner at the Council if you are unsure of the information requirements for your particular application. Please also note that the detailed technical review of your application may identify the need for you to supply further information, in which case you will be advised as soon as possible.

Application form (one copy):

Complete application form, including a full description of the proposal

Completed Assessment of Environmental Effects

Location of application site:

- Copy of current Certificate of Title, or
- Copy of purchase agreement, where Certificate of Title not yet issued

Application base fee/deposit:

Amount paid: \$ (internet banking/cheque/paid at counter)

**NOTE:** An application will not be accepted for processing if fees are outstanding

**NOTE:** Internet banking to include the **name of the applicant** and recourse consent number (if known) or the letters "RC" in the reference field

**NOTE:** A full digital copy of the application and attachments should be provided or forwarded within 24 hours to avoid attracting an \$80 scanning fee. Digital format only applications are also accepted and should be sent to [info@adc.govt.nz](mailto:info@adc.govt.nz)

Site Plan (1:200) showing (where relevant):

- Location and use of all existing buildings in relation to all boundaries
- Building coverage (proposed and existing) in square metres
- Vehicle access, manoeuvring, parking areas and driveway gradients
- Outdoor living and service space
- Landscape plan showing location, species and height of all existing and proposed plants
- Location of protected buildings, sites or trees on the site or adjoining sites
- Locations of street trees on road reserve adjoining the application site
- Areas of proposed filling or excavation, retaining walls and existing and proposed ground levels
- Surveyed ground and floor levels
- Location of any waterway and dimensions from its banks to any new buildings and/or earthworks

Floor Plans (1:100 / 1:50) showing (where relevant):

Proposed uses

- Gross floor area for each use
- Location of all/any kitchen facilities
- Doors and windows
- Overall dimensions of all buildings

Elevations (1:100 / 1:50) showing (where relevant):

Recession planes from accurate levels

- Maximum height

Doors and windows

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## Notes for the Applicant

1. All applicants are asked to check the accuracy of the information supplied. Inaccuracies in information supplied can cause difficulties at a later date including additional costs, delays and legal proceedings initiated by the Council and/or by other persons. Please see the check sheet page five for how to identify your payment if you are paying Council through online banking.
2. The required minimum application fee must be paid before processing of this application will start.
3. Additional charges may be payable if the cost of processing the application exceeds the application fee paid. If you are an agent for the applicant and do not wish to be legally liable for additional fees then you should ask the applicant to sign the form.
4. Depending on the nature of the proposal other consents/licences may be required.
5. This application under the Resource Management Act 1991 is in addition to any building consent application required under the Building Act 2004.
6. When this application is lodged with the Ashburton District Council, it becomes public information and is available for public inspection. If there is commercially sensitive information in the proposal, please let us know.
7. If your application is inadequate, it may be rejected and returned to you. You will be advised as to what additional information is required and will need to submit a new application with the additional information. There is an administration charge for rejected applications. To avoid delays and cost it is in your best interests to submit a complete application.
8. If there is evidence that your site is contaminated you must provide an assessment of the proposal against the National Environmental Standard for Assessing and Managing Contaminants in Soils.
9. If you are relocating a building, you will be required to gain confirmation from a suitably qualified person of the cost of works to put the structure on permanent foundations and any external works required. You will also be asked to pay a bond or commit to an undertaking that funds are available to Council to complete the works should they not be completed in accordance with the consent. Failure to supply this or an adequate justification as to why such details are not required may result in delay or refusal of the application.

## Privacy Act 1993

The personal information requested in this form is being collected by the Planning Department of the Ashburton District Council so that we can process your application. This information is required by the Resource Management Act 1991 and will be held by the Council.

The personal information collected will not be shared with any departments of the Council not involved in processing your application. However under the Official Information and Meetings Act 1987 this information may be made available on request to parties within and outside the Council.

## Financial Contributions

If your resource consent application is for:

- A subdivision in a residential, Aquatic Park or business zone; or
- The construction of more than one residence on a site; or
- Service, industrial, commercial, recreational, or community activities or visitor accommodation;

It may be subject to financial contributions in respect of water and sewer connections, stormwater disposal, road widening, construction and or formation, open space and reserves, and esplanade provisions. If in doubt, please contact the Planning department.

## Assessment of Environmental Effects

Your resource consent application must include an "Assessment of Effects" as outlined in the Fourth Schedule of the Resource Management Act 1991 (a copy of the Fourth Schedule is included in this form).

In your assessment of effects please

- Describe any effects (actual, potential, negative or positive) produced by your proposal e.g. noise, glare, odour, traffic, visual, vibration, dust, jobs, impact on traffic safety, etc.
- If your proposal generates any negative effects, please explain how they may be mitigated (lessened) remedied, or avoided e.g. landscaping, provision of onsite car-parking etc.

The next page of the form is only useful for small scale proposals. A larger, more in-depth assessment may be required for applications which are likely to produce a range of effects.

If you have any queries about an assessment of effects or why it is required, please contact the Planning Department of the Ashburton District Council.

## Notes for the Applicant continued

If you would like some help with your assessment of effects, the section of the District Plan called “Assessment Matters” lists a range of specific effects/questions relevant to your application that the Council will consider. Contact the Planning Department if you would like a copy.

### **Fourth Schedule of the Resource Management Act 1991    Assessment of Effects on the Environment**

#### **1 - Matters that should be included in an assessment of effects on the environment**

Subject to the provisions of any policy statement or plan, an assessment of effects on the environment for the purposes of section 88 should include—

- (a) a description of the proposal
- (b) where it is likely that an activity will result in any significant adverse effect on the environment, a description of any possible alternative locations or methods for undertaking the activity
- (c) [Repealed]
- (d) an assessment of the actual or potential effect on the environment of the proposed activity
- (e) where the activity includes the use of hazardous substances and installations, an assessment of any risks to the environment which are likely to arise from such use
- (f) where the activity includes the discharge of any contaminant, a description of—
  - (i) the nature of the discharge and the sensitivity of the proposed receiving environment to adverse effects; and
  - (ii) any possible alternative methods of discharge, including discharge into any other receiving environment
- (g) a description of the mitigation measures (safeguards and contingency plans where relevant) to be undertaken to help prevent or reduce the actual or potential effect
- (h) identification of the persons affected by the proposal, the consultation undertaken, if any, and any response to the views of any person consulted
- (i) where the scale or significance of the activity’s effect are such that monitoring is required, a description of how, once the proposal is approved, effects will be monitored and by whom.

#### **1AA -**

To avoid doubt, clause 1(h) obliges an applicant to report as to the persons identified as being affected by the proposal, but does not—

- (a) oblige the applicant to consult with any person; or
- (b) create any ground for expecting that the applicant will consult with any person.

#### **1A - Matters that must be included in an assessment of effects on the environment**

An assessment of effects on the environment for the purposes of section 88 must include, in a case where a recognised customary activity is, or is likely to be, adversely affected, a description of possible alternative locations or methods for the proposed activity (unless written approval for that activity is given by the holder of the customary rights order).

#### **2 - Matters that should be considered when preparing an assessment of effects on the environment**

Subject to the provisions of any policy statement or plan, any person preparing an assessment of the effects on the environment should consider the following matters:

- (a) any effect on those in the neighbourhood and, where relevant, the wider community including any socio-economic and cultural effects:
- (b) any physical effect on the locality, including any landscape and visual effects:
- (c) any effect on ecosystems, including effects on plants or animals and any physical disturbance of habitats in the vicinity
- (d) any effect on natural and physical resources having aesthetic, recreational, scientific, historical, spiritual, or cultural, or other special value for present or future generations
- (e) any discharge of contaminants into the environment, including any unreasonable emission of noise and options for the treatment and disposal of contaminants:
- (f) any risk to the neighbourhood, the wider community, or the environment through natural hazards or the use of hazardous substances or hazardous installations.