**Form 10** - Resource Management (Forms, Fees and Procedure) Regulations 2003

**Application - change or cancellation of a resource consent condition**

This application form is for resource consent required under the Resource Management Act 1991 (RMA). Please note that this form is a guide only and that the Canterbury Regional Council (Environment Canterbury) reserves the right to request additional information or to reject the application as incomplete under Section 88 of the RMA if the information required under [Schedule 4 of the RMA](https://www.legislation.govt.nz/act/public/1991/0069/latest/DLM242008.html) is not supplied. Details of Schedule 4 requirements are also provided at the end of this form.

If you are applying for more than one consent for the same proposal, you can use the same application form.

If you need help filling in this form, please contact our Advisory Services Team on (03) 353 9007 or toll free 0800 EC INFO (0800 324 636).

Once completed, email the application and supporting documentation to [ecinfo@ecan.govt.nz](mailto:ecinfo@ecan.govt.nz), or post it to: Environment Canterbury, PO Box 345, Christchurch 8140.

**Privacy statement**

Your information is held and administered by Environment Canterbury in accordance with the Privacy Act 2020 and [Environment Canterbury's Privacy Policy](https://www.ecan.govt.nz/info/privacy/) on our website.

**Consent applications and documents will be made publicly available on our website. While we do not publish a private individual’s contact details, if there is any other information in any part of your application which you consider to be commercially sensitive or private, then you will need to include this information as an appendix to your application and refer to it in the relevant sections.**

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| |  | | --- | | ***Contact details – for applicant(s) only***  For **individuals,** you must provide the full legal names of all individuals who will hold the consent.  For **companies and other incorporated entities,** you must provide the full company or legal entity name, registration number and/or NZBN number.    For **partnerships and unincorporated entities** (such as private or family trusts or unincorporated societies), we must have the details of all authorised partners, trustees, members or officers.  For **companies, entities and partnerships**, provide the name of a person or persons who will represent your it and be responsible for  the consent. | |

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| **1a. Applicant details** | | | | | | | | |
| Surname: | *Click or tap here to enter text.* | | | | First names (in full): | *Click or tap here to enter text.* | | |
| Surname: | *Click or tap here to enter text.* | | | | First names (in full): | *Click or tap here to enter text.* | | |
| **OR** Registered company/ legal entity name and number: | | | | *Click or tap here to enter text.* | | | | |
| Postal address: | | *Click or tap here to enter text.* | | | | | Postcode: | *Click or tap here to enter text.* |
| Billing address  (if different): | | *Click or tap here to enter text.* | | | | | Postcode: | *Click or tap here to enter text.* |
| Phone (home): | | *Click or tap here to enter text.* | | | Phone (work): | *Click or tap here to enter text.* | | |
| Phone (cell): | | *Click or tap here to enter text.* | | | Email address: | *Click or tap here to enter text.* | | |
| Key Contact person: | | | *Click or tap here to enter text.* | | | | | |

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| **1b. Agent details – if applicable** | | | | | | | | | |
| Contact person: | *Click or tap here to enter text.* | Company: | *Click or tap here to enter text.* | | | | | |
| Postal address: | *Click or tap here to enter text.* | | Postcode: | | *Click or tap here to enter text.* | | | |
| Phone (work): | *Click or tap here to enter text.* | Phone (cell): | *Click or tap here to enter text.* | | | | | |
| Email address: | *Click or tap here to enter text.* | | | | | | | |
| During the processing of your application, who will be the contact person for making decisions? | | | |  | | Applicant |  | Agent |

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| **2. Resource consent to be changed or cancelled** | | |
| My application relates to the resource consent number I am applying to change or cancel: | | |
| RMA section: | Activity: | Brief description: |
| *Click or tap here to enter text.* | *Click or tap here to enter text.* | *Click or tap here to enter text.* |
| *Click or tap here to enter text.* | *Click or tap here to enter text.* | *Click or tap here to enter text.* |
| Provide details of the specific condition(s) to be changed or cancelled: | | |
| *Click or tap here to enter text.* | | |

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| **2b. Pre-application advice** | | | |
| Have you received any advice from Environment Canterbury prior to lodging this application? | | | |
| ☐ | Yes | ☐ | No |
| **If yes, please list the pre-application number if known:**  *This number should be provided to you by the Consents Planner or Advisory Services Team.* | | | |
| *Click or tap here to enter text.* | | | |

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| **3. Description of the site and location of the resource consent** | |
| Site address: | *Click or tap here to enter text.* | |
| Locality (city/district): | *Click or tap here to enter text.* | |
| Legal description: | *Click or tap here to enter text.* | |
| Map reference(s) NZTM2000: | *Click or tap here to enter text.* | |
| Map showing where the activity occurs (upload image here): |  | |
| Any natural and physical features that may be relevant to the consideration of the application: | *Click or tap here to enter text.* | |
| *Note: The legal description can be found on the records of title/certificate of title, valuation notice, subdivision plan or rate demand for the site.  Please include a copy of one of these, and a map with your application.* | | |

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| **4. 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). If you do not own the land to which this application relates to, you will need to provide written approval from the landowner, or they may be considered an affected party.):* | | | |
| Owner: | *Click or tap here to enter text.* | Phone: | *Click or tap here to enter text.* |
| Postal address: | *Click or tap here to enter text.* | Postcode: | *Click or tap here to enter text.* |
| Occupier: | *Click or tap here to enter text.* | Phone: | *Click or tap here to enter text.* |
| Postal address: | *Click or tap here to enter text.* | Postcode: | *Click or tap here to enter text.* |

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| **5. Other activities that are part of the proposal to change or cancel conditions** | | | | | | | | |
| Are there any other activities that are part of the proposal to which the application relates? |  | | Yes | |  | | No | |
| If yes, attach an assessment of other activities that are part of the proposal to which the application relates: | | | | | | | | |
| *Click or tap here to enter text.* | | | | | | | | |
| **6. Assessment of Effects on the Environment (AEE)** | | | | | | | | |
| I attach, in accordance with [Schedule 4 of the Resource Management Act 1991](https://www.legislation.govt.nz/act/public/1991/0069/latest/DLM242008.html), an assessment of the effects of the proposed change/cancellation on the environment in a level of detail that corresponds with the scale and significance of the effects that the proposed change may have on the environment. The AEE includes the information required by clause 6 of Schedule 4 and addresses the matters specified in clause 7 of Schedule 4. | |  | | Yes | |  | | No |

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| **7. Part 2 of the Resource Management Act 1991** | | | | |
| I attach an assessment of the proposed change/cancellation against the matters set out in [Part 2 of the Resource Management Act 1991](https://www.legislation.govt.nz/act/public/1991/0069/latest/DLM231904.html). |  | Yes |  | No |

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| **8. Section 104 of the Resource Management Act 1991** | | | | |
| I attach an assessment of the proposed change/cancellation against any relevant provisions of a document referred to in [Section 104(1)(b) of the Resource Management Act 1991](https://www.legislation.govt.nz/act/public/1991/0069/latest/DLM234355.html), including the information required by Clause 2(2) of Schedule 4 of the Resource Management Act 1991. |  | Yes |  | No |

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| **9. Marine and Coastal Area (Takutai Moana) Act 2011** | | | | |
| Is the proposed change/cancellation to a resource consent that occurs in an area within the scope of a planning document prepared by a customary marine title group under s85 of the [Marine and Coastal Area (Takutai Moana) Act 2011](https://www.legislation.govt.nz/act/public/2011/0003/latest/DLM3213131.html)? |  | Yes |  | No |
| If yes, I attach an assessment of the proposed change/cancellation against the resource management matters set out in the relevant planning document. | | | | |

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| **10. Further Information** | | | | |
| I am attaching further information: |  | Yes |  | No |
| If yes, I attach the following further information required to be included in this application as required by any regional plan, the Resource Management Act 1991 or any regulations made under that Act: | | | | |
| *Click or tap here to enter text.* | | | | |

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| **Declaration** | | | | |
| **•  •    •** | **I/We have read and understand all the information contained within this application form.**  **I/We confirm that all of the information provided is true and correct and understand that any inaccurate information provided could result in my resource consent (if granted) being cancelled.**  **I/We understand that I am liable to pay all actual and reasonable costs relating to the processing of this application.** | | | |
| Signature of applicant: | | *Click or tap here to enter text.* | Date: | *Click or tap to enter a date.* |
| Full name of person signing: | | *Click or tap here to enter text.* | | |
| Signature of agent/consultant: | | *Click or tap here to enter text.* | Date: | *Click or tap to enter a date.* |
| Full name of agent/consultant signing: | | *Click or tap here to enter text.* | | |
| Note: Environment Canterbury must have written authorisation. Both the agent (if used) and the applicant must sign this section. | | | | |

Checklist

Make sure you check the following list before you lodge the application:

* You must pay the deposit/s payable to the consent authority for the resource consent application under the Resource Management Act 1991 and send proof of payment **when the application is lodged.**
* Understand that information provided with your application, including all associated reports and attachments, is regarded as official information.
* Confirm if you have undertaken consultation with mana whenua and any other affected persons.
* Attach all the relevant documents, including any plans, reports or maps to support your application.

Please note that regardless of the information that is automatically made publicly available, all information held by Environment Canterbury can be requested under the Local Government Official Information and Meetings Act 1987 (LGOIMA). Each request for information is considered on its merits to determine if there are grounds to withhold it under LGOIMA, and with careful consideration of the principles of the Privacy Act 2020.

**Schedule 4**

**Information required in application for resource consent**

1 Information must be specified in sufficient detail.

Any information required by this schedule, including an assessment under [clause 2(1)(f) or (g)](https://www.legislation.govt.nz/act/public/1991/0069/latest/DLM242008.html#DLM242018), must be specified in sufficient detail to satisfy the purpose for which it is required.

2 Information required in all applications.

(1) An application for a resource consent for an activity (the **activity**) must include the following:

(a) a description of the activity:

(b) a description of the site at which the activity is to occur:

(c) the full name and address of each owner or occupier of the site:

(d) a description of any other activities that are part of the proposal to which the application relates:

(e) a description of any other resource consents required for the proposal to which the application relates:

(f) an assessment of the activity against the matters set out in [Part 2](https://www.legislation.govt.nz/act/public/1991/0069/latest/DLM231904.html#DLM231904):

(g) an assessment of the activity against any relevant provisions of a document referred to in [section 104(1)(b)](https://www.legislation.govt.nz/act/public/1991/0069/latest/DLM234355.html#DLM234355).

(2) The assessment under subclause (1)(g) must include an assessment of the activity against—

(a) any relevant objectives, policies, or rules in a document; and

(b) any relevant requirements, conditions, or permissions in any rules in a document; and

(c) any other relevant requirements in a document (for example, in a national environmental standard or other regulations).

(3) An application must also include an assessment of the activity’s effects on the environment that—

(a) includes the information required by [clause 6](https://www.legislation.govt.nz/act/public/1991/0069/latest/DLM242008.html#DLM6399039); and

(b) addresses the matters specified in [clause 7](https://www.legislation.govt.nz/act/public/1991/0069/latest/DLM242008.html#DLM6399041); and

(c) includes such detail as corresponds with the scale and significance of the effects that the activity may have on the environment.

3 Additional information required in some applications.

An application must also include any of the following that apply:

(a) if any permitted activity is part of the proposal to which the application relates, a description of the permitted activity that demonstrates that it complies with the requirements, conditions, and permissions for the permitted activity (so that a resource consent is not required for that activity under [section 87A(1)](https://www.legislation.govt.nz/act/public/1991/0069/latest/DLM2414711.html#DLM2414711)):

(b) if the application is affected by [section 124](https://www.legislation.govt.nz/act/public/1991/0069/latest/DLM235206.html#DLM235206) or [165ZH(1)(c)](https://www.legislation.govt.nz/act/public/1991/0069/latest/DLM236097.html#DLM236097) (which relate to existing resource consents), an assessment of the value of the investment of the existing consent holder (for the purposes of [section 104(2A)](https://www.legislation.govt.nz/act/public/1991/0069/latest/DLM234355.html#DLM234355)):

(c) if the activity is to occur in an area within the scope of a planning document prepared by a customary marine title group under [section 85](https://www.legislation.govt.nz/act/public/2011/0003/latest/DLM3597401.html#DLM3597401) of the Marine and Coastal Area (Takutai Moana) Act 2011, an assessment of the activity against any resource management matters set out in that planning document (for the purposes of [section 104(2B)](https://www.legislation.govt.nz/act/public/1991/0069/latest/DLM234355.html#DLM234355)).

4 Additional information required in application for subdivision consent.

Details of this section are not included as subdivisions of land are not with Canterbury Regional Council’s jurisdiction.

5 Additional information required in application for reclamation.

An application for a resource consent for reclamation must also include information to show the area to be reclaimed, including the following:

(a) the location of the area:

(b) if practicable, the position of all new boundaries:

(c) any part of the area to be set aside as an esplanade reserve or esplanade strip.

*Assessment of environmental effects*

6 Information required in assessment of environmental effects.

(1) An assessment of the activity’s effects on the environment must include the following information:

(a) if it is likely that the activity will result in any significant adverse effect on the environment, a description of any possible alternative locations or methods for undertaking the activity:

(b) an assessment of the actual or potential effect on the environment of the activity:

(c) if the activity includes the use of hazardous installations, an assessment of any risks to the environment that are likely to arise from such use:

(d) if the activity includes the discharge of any contaminant, a description of—

i. the nature of the discharge and the sensitivity of the receiving environment to adverse effects; and

ii. any possible alternative methods of discharge, including discharge into any other receiving environment:

(e) a description of the mitigation measures (including safeguards and contingency plans where relevant) to be undertaken to help prevent or reduce the actual or potential effect:

(f) identification of the persons affected by the activity, any consultation undertaken, and any response to the views of any person consulted:

(g) if the scale and significance of the activity’s effects are such that monitoring is required, a description of how and by whom the effects will be monitored if the activity is approved:

(h) if the activity will, or is likely to, have adverse effects that are more than minor on the exercise of a protected customary right, a description of possible alternative locations or methods for the exercise of the activity (unless written approval for the activity is given by the protected customary rights group).

(2) A requirement to include information in the assessment of environmental effects is subject to the provisions of any policy statement or plan.

(3) To avoid doubt, subclause (1)(f) 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 any person; or

(b) create any ground for expecting that the applicant will consult any person.

7 Matters that must be addressed by assessment of environmental effects.

(1) An assessment of the activity’s effects on the environment must address the following matters:

(a) any effect on those in the neighbourhood and, where relevant, the wider community, including any social, economic, or 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 value, 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 hazardous installations.

(2) The requirement to address a matter in the assessment of environmental effects is subject to the provisions of any policy statement or plan.