**(Under Section 139A of the Resource Management Act.)**

**Application for certificate of existing use**

**Definition**

A certificate of existing use is issued by a local authority that allows certain existing lawful activities but require a consent as a result of a rule in a proposed or operative plan to continue.

*If you need help filling out this form, please contact our Advisory Services Team on (03) 353 9007 or toll free on 0800 EC INFO (0800 324 636). Email the completed application and supporting documentation to:* [ecinfo@ecan.govt.nz](mailto:ecinfo@ecan.govt.nz) *or send to: Canterbury Regional Council (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 While we do not publish a private individual’s contact details, if there is any other information in any part of your application which you consider to be commercially sensitive or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):***  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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| **1. 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.* | | |
| Contact person: | | | *Click or tap here to enter text.* | | | | | |

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| **1b. Agent/consultant 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. 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.)* | | | | | | |
| Contact person: | *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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| **3. Location of the existing activity** | | |
| The site at which the activity exists is: | | |
| 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 references (NZTM2000): | *Click or tap here to enter text.* | |
| Map showing where the activity occurs  (please upload image): | A white square with a blue border  Description automatically generated | |
| 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. Consents from local authorities** | | | | | | | | | | |
| Under which territorial authority is the land situated: | | | | | | | | | | |
|  | Ashburton  District Council |  | Christchurch  City Council |  | Hurunui  District Council |  | Kaikōura  District Council |  | Mackenzie  District Council |
|  | Selwyn  District Council |  | Timaru  District Council |  | Waimakariri  District Council |  | Waimate  District Council |  | Waitaki  District Council |

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| **5. Do you require consent from the local authority for this proposal?** | | | |
| *Note: You may need to consult with the relevant local authority to determine this* | | | |
|  | Yes |  | No |
| ***If yes***, please list the activity and brief description: | | | |
| *Click or tap here to enter text.* | | | |

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| **6. If a consent is required from the district or city council, have you applied for it?** | | | |
|  | Yes |  | No |
| If yes, have you applied for it and what is the consent number and status? | | | |
| *Click or tap here to enter text.* | | | |
| Please list any permitted activities under the District or City Plan that are part of the proposal to which the application relates: | | | |
| *Click or tap here to enter text.* | | | |

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| **7. Description of the proposal** |
| Please describe fully the proposal for which a certificate of existing use is being sought. Include details of activities associated with the proposal to which this application relates. Attach additional information as necessary – for example, plans and diagrams – that will help to describe the activity: |
| *Click or tap here to enter text.* |

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| **8. Legal and planning matters** |
| Please classify the proposal against the relevant rule(s) in the relevant regional plan |
| Which regional plan does this activity fall under? |
| *Click or tap here to enter text.* |
| Please list the relevant rule(s) of this plan: |
| *Click or tap here to enter text.* |
| Please provide a full assessment of the proposal against the above rule(s), including an assessment against each condition of the rule(s) how the activity or activities complies with the conditions: |
| *Click or tap here to enter text.* |
| If there are no relevant rules permitting to this activity, please explain why the activity does not require resource consent from Environment Canterbury: |
| *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/consultant (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.