

**Address all correspondence to:**

Chief Executive, Ōpōtiki District Council, PO Box 44, Ōpōtiki 3162  
Ph 07 315 3030, Fax 07 315 7050  
Or return to 108 St John Street, Ōpōtiki

**Guide for applicants**

When lodging your application, please detach this page and keep it for your future reference.

**Have you provided the following?**

Your fully completed application and assessment of environmental effects.

Plans drawn to scale, including:

- Site plan that identifies the property boundaries
- Any other buildings (highlighting the proposed building)
- Distances to boundaries (between all structures and boundaries)
- Vehicle entrance, driveway, turning circle and onsite manoeuvring
- Floor plan(s)
- Identification of topography
- Certificate of title

Elevation drawings or photos if the building is being re-sited.

The written approval of any affected person(s). *Refer to the completed written approval of affected persons form.*

If Māori land, evidence of right to build e.g. licence to occupy (given by the trustees), occupation orders, hapū partition (issued by Māori Land Court).

NZTA approval if your activity going to impact on a state highway e.g. if the proposed access for your dwelling is directly off a state highway. If you have not received consent from NZTA, you must provide evidence of your consultation with NZTA.

Application fee/deposit. Note: the initial lodgement deposit paid on application may not cover the total cost of processing this application. Ōpōtiki District Council charges for receiving, processing and granting of consents on an actual costs basis. You may receive a refund or an account for additional costs.

All of the above information must be supplied with your application.

Pursuant to Section 88(3) of the Resource Management Act 1991, your application may be rejected if the information and application is incomplete.

You have the ability, under Section 88(5), to object to the decision to reject your application, if applicable.

Non-notified applications take up to 20 working days to process once accepted.

Notified applications can take up to 70 working days to allow for statutory notification time.

## Type of consent being applied for

- Land use     
  Subdivision     
  Combined land use/subdivision     
  Outline plan/outline plan waiver

## Location of proposed activity/project

Describe the location as it is commonly known and in a way that will enable it to be easily identified e.g. the street address, the legal description, the name of any relevant stream, river or other water body to which the application relates, proximity to any well-known landmark, the grid reference.

Property address		
Owned by		
Legal description	Lot:	DPS:
Cross lease/unit title	Flat/unit:	DPS:
Legal area		
Other information		

## Description of the proposed activity/project

List the reasons for the application and any District Plan rules/standards infringed

## Assessment of effects

## Additional consents required

- No additional resource consents are needed for the proposal to which this application relates.  
 The following additional resource consents are needed for the proposal to which this application relates and have/have not been applied for.

**Pre-application information**

Have you received pre-application information from the council and/or had a pre-application meeting about this proposal?

- No
- Yes (provide date of meeting and name of staff member):

**Consultation**

I/we have consulted with the following affected or interested parties:

Name	Address

The affected or interested parties listed above:

- Had no concerns
- Raised the following concerns

I have addressed these concerns by

**Approval of affected persons**

I/we have obtained the written approval of the following affected persons:

Name	Address	Owner and/or Occupier
		<input type="checkbox"/> Owner <input type="checkbox"/> Occupier
		<input type="checkbox"/> Owner <input type="checkbox"/> Occupier
		<input type="checkbox"/> Owner <input type="checkbox"/> Occupier

**Applicant details**

Full name			
Postal address			
Phone (home)		Phone (work)	
Mobile		Email	

<b>Owner/occupier of the land to which the resource consent will apply</b> <i>if different from applicant</i>			
Owner/occupier full name(s)			
Postal address			
Phone (home)		Phone (work)	
Mobile		Email	
<b>Agent or nominated contact</b> <i>if different from applicant</i>			
Agent or nominated contact's full name			
Postal address			
Phone (home)		Phone (work)	
Mobile		Email	
<b>Addresses for correspondence and payment/invoices</b>			
All correspondence (excluding invoices) sent to: <input type="checkbox"/> Applicant <input type="checkbox"/> Agent/nominated contact <input type="checkbox"/> Owner/occupier			
Person paying for this consent/invoices sent to: <input type="checkbox"/> Applicant <input type="checkbox"/> Agent/nominated contact <input type="checkbox"/> Owner/occupier			
<b>Site visit requirements</b>			
<input type="checkbox"/> As landowner and with the consent of any occupiers or lessees, I agree to Council staff or authorised consultants visiting the site that is the subject of this application, for the purpose of assessing this application.			
Signature:		Date:	
<input type="checkbox"/> If the applicant is not the land owner, please provide details of the landowners or person authorised to sign on behalf of the landowner.			
Full name:		Phone:	
Details of any entry restrictions or health and safety concerns in relation to the application site that council staff should be aware of e.g. dogs, locked gates, chemical spraying etc.			
<b>Notification information</b>			
<input type="checkbox"/> I request that this application be publicly notified.			
<input type="checkbox"/> I request that notification of this application be limited to any persons who I consider are likely to be adversely affected* by my proposal (and the adverse effects are minor or more than minor) and who have not provided their written approval. *Note: it is at the discretion of council to determine who is adversely affected.			
<b>Draft conditions</b>			
<input type="checkbox"/> Yes, I wish to see the draft conditions before release of the resource consent decision. I note that council may extend the processing timeframe pursuant to Section 37A of the Resource Management Act 1991 to give me time to consider and respond.			
<input type="checkbox"/> No, I do not wish to see the draft conditions before release of the resource consent decision.			

**Deposit fee** Note: the initial lodgement deposit paid on application may not cover the total cost of processing this application. Ōpōtiki District Council charges for receiving, processing and granting of consents on an actual costs basis. You may receive a refund or an account for additional costs.

- I/we enclose a deposit fee of \$
- I/we agree to Ōpōtiki District Council obtaining a certificate of title for \$40.

**Declaration**

- Payment of fees and charges: Ōpōtiki District Council may charge the applicant for all costs actually and reasonably incurred in processing this application. Subject to the applicant’s rights under Sections 357B and 358 of the RMA to object to any costs, the applicant undertakes to pay all and future processing costs incurred by the council. The council may issue interim invoices for applications. If any steps, including the use of debt collectors and/or lawyers, are necessary to recover unpaid processing costs, the applicant agrees to pay all collection 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 the applicant binds the trust, society or company to pay all the above costs and guarantee to pay all the above costs in their personal capacity. Refer to [www.odc.govt.nz/feescharges](http://www.odc.govt.nz/feescharges) for applicable fees.
- Privacy information: Ōpōtiki District Council requires the information you have provided on this form to process your application under the RMA and to collect statistics. The council will hold and store the information, including all associated reports and attachments, on a public register. The details may also be made available to the public on the council’s website. These details are collected to inform the general public and community groups about all consents that have been processed or issued through the council. If you would like to request access to, or correction of any details, please contact the council.


**Declaration for the applicant or authorised agent or other**

- I/we confirm that I/we have read and understood the notes above. If a private or family trust is the applicant, at least two New Zealand-based trustees are required to provide contact details and sign this form.

Applicant’s full name			
Applicant’s signature		Date	
Applicant’s full name			
Applicant’s signature		Date	
Applicant’s full name			
Applicant’s signature		Date	

**Declaration for the agent authorised to sign on behalf of the applicant**

- As authorised agent for the applicant, I confirm that I have read and understood the above notes and confirm that I have fully informed the applicant of their/its liability under this document, including for fees and other charges, and that I have the applicant’s authority to sign this application on their/its behalf.

Agent’s full name			
Agent’s signature		Date	

**OFFICE USE ONLY**

Date received		Processed by	
Amount paid		Receipt number	

**Planner's assessment**

<input type="checkbox"/> Yes <input type="checkbox"/> No	Application details completed in full?
<input type="checkbox"/> Yes <input type="checkbox"/> No	Legal description
<input type="checkbox"/> Yes <input type="checkbox"/> No	Address for service
<input type="checkbox"/> Yes <input type="checkbox"/> No	Assessment against district plan or national environmental standard (NES)

Check that plans drawn to scale indicate:

<input type="checkbox"/> Yes <input type="checkbox"/> No	Site plan that identifies the property boundaries
<input type="checkbox"/> Yes <input type="checkbox"/> No	Any other buildings (highlighting the proposed building)
<input type="checkbox"/> Yes <input type="checkbox"/> No	Distances to boundaries (between all structures and boundaries)
<input type="checkbox"/> Yes <input type="checkbox"/> No	Vehicle entrance, turning circle, and onsite manoeuvring
<input type="checkbox"/> Yes <input type="checkbox"/> No	Floor plan(s)
<input type="checkbox"/> Yes <input type="checkbox"/> No	Identification of topography
<input type="checkbox"/> Yes <input type="checkbox"/> No	Certificate of title
<input type="checkbox"/> Yes <input type="checkbox"/> No	Elevation drawings or photos if the building is being re-sited
<input type="checkbox"/> Yes <input type="checkbox"/> No	If Māori land, evidence of right to build
<input type="checkbox"/> Yes <input type="checkbox"/> No	Application fee of \$

Note: If any criteria indicates "NO", the application may be incomplete (Section 88(3) RMA 1991)

<input type="checkbox"/> Yes <input type="checkbox"/> No	Application complete? If no, indicate why:
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Date	
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