

# Application for Change or Cancellation of Consent Condition

*Section 127, Resource Management Act*

If you are unsure of how to complete this form it is recommended that you engage the services of a suitably qualified planning consultant to help you with your application. It is important that you answer all questions in full otherwise your application may be returned to you as incomplete. Please note that all the information provided in this application is available to the public and for statistical purposes.

<b>A.1 APPLICANT DETAILS</b> <small>(the name of the consent holder who will be responsible for the consent and any associated costs, unless otherwise stated in Section D.2)</small>	
<b>Full Name</b> (please write all names in full)	
<b>OR</b> <b>Name of Company</b> <b>Trust/Organisation</b> (Please note that if a Trust, all Trustee Names must be included)	
<b>Postal Address</b>	<b>Post Code</b>
<b>Electronic Address (email)</b>	
<b>Phone</b>	<b>Mobile phone</b>
<b>How do you wish to receive correspondence? (Please tick)</b>	<b>Post</b> <input type="checkbox"/> <b>Email</b> <input type="checkbox"/>
If you have an agent / spokesperson acting on your behalf, tick here <input type="checkbox"/> and enter their details below in <b>A.2</b> <i>Please note: if you appoint an agent, the Council will contact <u>only</u> the agent regarding this application unless you specifically request otherwise. To request copies of all correspondence sent to the agent, please tick</i> <input type="checkbox"/>	

<b>A.2 AGENT DETAILS</b> <span style="float: right;">Tick here if N/A <input type="checkbox"/></span>	
<b>Company</b>	<b>Contact Person</b>
<b>Postal Address</b>	<b>Post Code</b>
<b>Electronic Address (email)</b>	
<b>Phone</b>	<b>Mobile Phone</b>
<b>How do you wish to receive correspondence? (Please tick)</b>	<b>Post</b> <input type="checkbox"/> <b>Email</b> <input type="checkbox"/>

<b>A.3 APPLICATION SITE DETAILS</b>	
<b>Site/Street Address:</b>	<b>Town/Location</b>
<b>Legal Description (from your Rates Notice or Certificate of Title)</b>	

#### A.4 ORIGINAL CONSENT DETAILS

Please indicate whether the change/cancellation relates to a subdivision or land use and give the consent number

**Land Use Consent**            **Consent Number**      **LUC**      /  
**Subdivision Consent**            **Consent Number**      **SUB**      /

Please list the conditions to which the change/cancellation relates:

If a separate document including a description of the proposal and AEE is provided please tick the box and attach it to the application. Place N/A in boxes B.1, B.2, B.3     

#### A.5 SITE VISIT REQUIREMENTS

A site visit may be required by Council staff or authorised consultants to visit the application site for the purposes of assessing this application. Council staff will call or email the landowner or agent before going onto site.

As landowner and with the consent of any occupiers or lessees, I agree to Council staff or authorised consultants visiting the application site for the purposes of assessing this application     

**OR**

If applicant is not the landowner     

<b>Landowner's full name:</b>			
<b>Landowners signature</b>		<b>Date Signed</b>	
<b>Email</b>			
<b>Phone</b>		<b>Mobile Phone</b>	

Is there a locked gate or security system restricting access by Council staff?	Yes	No
Do you have any dogs on the property?	Yes	No
If so, will these be locked up during the site visit?	Yes	No

Please provide details of any entry restrictions/hazards that the Council staff or authorised consultants should be aware of?

E.g. health and safety matters, organic farm etc:

#### A.6 RULE BOOK

<b>Waikato District Plan (Waikato Section) 2013</b>	<input type="checkbox"/>	<b>Proposed Plan Change(s)</b>	<input type="checkbox"/>
<b>Waikato District Plan (Franklin Section) 2000</b>	<input type="checkbox"/>	<b>National Environmental Standard</b>	<input type="checkbox"/>

**B.1 PROPOSAL AND DESCRIPTION OF CONDITIONS TO BE CHANGED/CANCELLED**

Please describe in detail the proposal and the conditions which require changes or are to be deleted. Give reasons for the change/cancellation and suggested wording for any amended or new conditions:

**B.2 ENVIRONMENTAL EFFECTS**

Please provide an assessment of effects in terms of your proposal. Give reasons for the change/cancellation and suggested wording for any amended or new conditions:

**PLEASE SEE APPENDIX A OF THIS APPLICATION FORM FOR A GUIDE ON WHAT TO INCLUDE FOR AN ASSESSMENT OF ACTUAL OR POTENTIAL ENVIRONMENTAL EFFECTS**

**B.3 PROPOSED MEASURES TO AVOID, REMEDY OR MITIGATE EFFECTS**

Please describe in detail the proposed measures to avoid, remedy or mitigate effects. Give reasons for the change/cancellation and suggested wording for any amended or new conditions:

**B.4 ASSESSMENT OF ANY RELEVANT OBJECTIVES AND POLICIES UNDER THE DISTRICT PLAN**

Please provide your assessment of any relevant objectives and policies under the District Plan. Give reasons for the change/cancellation and suggested wording for any amended or new conditions:

**C.1 NON RESIDENTIAL ACTIVITIES ONLY  
INFORMATION REQUIRED FOR ASSESSMENT OF DEVELOPMENT CONTRIBUTIONS**

Is the proposal for a non-residential activity?		Yes	No
If YES, what type of industry/business is proposed? (please tick all those that apply)			
Industrial	<input type="checkbox"/>	Commercial	<input type="checkbox"/>
Rural	<input type="checkbox"/>	School	<input type="checkbox"/>
Other (please specify)			
<b>Services</b>			
What council supplied services are you proposing to connect to (please tick all those that apply)			
Water	<input type="checkbox"/>	Wastewater	<input type="checkbox"/>
Stormwater	<input type="checkbox"/>		<input type="checkbox"/>
If connecting to water and wastewater, please provide the following information:			
Estimated daily water usage in cubic metres			m <sup>2</sup>
Estimated daily wastewater discharge in cubic metres			m <sup>2</sup>
<b>Building</b>			
Is a Building Involved?	Yes	No	
If <b>Yes</b> , is it an existing building?	Yes	No	
What is the proposed <b>additional</b> gross floor area in square metres?			m <sup>2</sup>
What is the total proposed impervious surface area in square metres?			m <sup>2</sup>
<i>An impervious surface area is the total covered area of the site where water cannot soak into the ground. This includes buildings, access, manoeuvring areas, parking areas and any pathways.</i>			
<b>Roading</b>			
Has a Traffic Impact Assessment report been provided?	Yes	<input type="checkbox"/>	No <input type="checkbox"/>
How many vehicle movements are anticipated as the result of this proposal?			
Per day			
Per week			
Per calendar month			

**C.2 WRITTEN APPROVALS**

Written approval must be provided from all parties identified by the Council as being affected by the proposal unless you have requested that your application be fully notified or notified on a limited basis (NB. The Council has statutory authority to determine affected persons. If you are unsure as to who may be affected by your proposal or if you believe it is unreasonable to seek approval from a particular party, please contact a Council Consents Planner to discuss this matter).

Please note, pursuant to Section 127 (4) when determining who is affected by change/cancellation of consent conditions Council considers every person who;

- (a) Made a submissions on the original application; and
- (b) May be affected by the change or cancellation.

If written approvals are provided please tick the box.

Affected Person's Written Approval forms can be downloaded from [Affected Person's Written Approval Form](#)

**Comments:**

### C.3 INFORMATION/PLANS TO BE INCLUDED

Please provide ONE (1) complete electronic version of the application on CD or memory stick or by emailing it to [applications@waidec.govt.nz](mailto:applications@waidec.govt.nz) and/or TWO (2) complete hard copy sets.

The following information is required to accompany your application and the information required above:

Current copy of certificate(s) of title (less than 2 months old) including diagram page and copies of any interests i.e. encumbrances, easements, consent notices etc

Locality plan showing the location of the site

A site plan (to scale)

Elevations of buildings (to scale)

Please note additional information may also need to be provided depending on the conditions which are to be changed or cancelled, for example some items to consider are:

Traffic impact assessment report Yes  No

Landscape assessment report Yes  No

Geotechnical report Yes  No

Stormwater management report Yes  No

### C.4 SIGNATURE

#### Note to Applicant

I/We understand that the Council may charge me/us all costs that are actually and reasonably incurred in processing this application. I/we undertake to pay all actual and reasonable processing costs incurred by the Council subject to my/our rights under sections 357B and 358 of the RMA to object to such costs. Without limiting Waikato District Council's legal rights, if any actions are necessary to recover unpaid processing costs or fees associated with the resource consent(s), including debt recovery fees, I/we agree to pay all costs of recovering those costs.

If this application is made on behalf of a company, society (incorporated or unincorporated) or trust, in signing this application I/we acknowledge that:

- I am/we are authorised to make this application on behalf of that company, society or trust; and
- The company, society or trust will pay the actual and reasonable costs of processing the application, including any debt recovery costs.

By signing this form, I hereby certify that, to the best of my knowledge and belief, the information given in this application is true and correct.

Signed by Applicant/s:  Dated

*A signature is not required if the application is made by electronic means.*

#### Note to Agent

By signing this form, I hereby certify that:

- To the best of my knowledge and belief, the information given in this application is true and correct;
- I am authorised to submit this application on behalf of the applicant/s; and
- I have explained to the applicant/s their obligation to pay all actual and reasonable processing costs incurred by Council under Section 36 of the RMA

Signed by Agent:  Dated

Name and Role (Please print)

*A signature is not required if the application is made by electronic means.*

Please email draft conditions to me (applicant) or my agent. I also understand that the opportunity to review the draft conditions is an act of good faith by the Council and is intended to assist with identifying errors, not to encourage debate over conditions. I further understand that the Council has the right to continue processing the consent if too much time is taken with the circulation of draft conditions. By requesting draft conditions and signing below you agree to an extension of time under section 37 of the RMA for the time it takes to resolve draft conditions.

Signed by Applicant/s or Agent:  Dated

*A signature is not required if the application is made by electronic means.*

## Note to Applicant

It is advisable to lodge all the consent applications that you need at the same time. If the application is lodged with the Environmental Protection Authority you must also lodge form I6A (under the RMA regulations) at the same time. You must pay the charge payable to the consent authority for the resource consent application under the RMA (if any). If your application is to the Environmental Protection Authority, you may be required to pay actual and reasonable costs incurred in dealing with this matter (see section I49ZD of the RMA.)

### D.1 BILLING DETAILS *This identifies who will be receiving any invoices associated with processing this resource consent. By signing Section C4 you agree that you are responsible for all outstanding fees incurred during consent processing*

<b>Full Name</b> (please write all names in full)			
<b>Postal Address</b>			<b>Post Code</b>
<b>Email</b>			
<b>Phone</b>		<b>Mobile phone</b>	
<b>How do you wish to receive correspondence? (Please tick)</b>	<b>Post</b>	<input type="checkbox"/>	<b>E-mail</b> <input type="checkbox"/>

The deposit applicable for your application can be found under [fees and charges](#) on the Council website.

**Payment Options – Please tick -** NB: Council's preferred method of payment is internet banking

*Please note: your application will not be processed until the required deposit is received*

#### **Internet Banking**

Payment made via Internet Banking – Use the Bill Payment option for your bank, select **Waikato DC Resource Consents**, quote the property address of the activity, your name/client(s) name and the application number if known

Date of Payment

Payment Advice Information attached

#### **Cheque**

#### **Council Offices**

Payment made at Council Office  Receipt Number

Date of Payment

**Invoice Payment** NB your application will not be processed until payment is received

## Important Privacy Information

The information you provided in your application (including personal information) is official information. Your application documents, the details of this consent and any ongoing communications between you and Council will be held at Council's offices and maybe accessed upon request by a third party. Access to information held by Council is administered in accordance with the Local Government Official Information and Meetings Act 1987 and the Privacy Act 1993. Your information may be disclosed in accordance with the terms of these Acts. If you have any concerns about this, please discuss with a Council Planner prior to lodging your consent

# Appendix A: An Assessment of the Actual or Potential Environmental Effects – Guide only

The effects listed below is not an exhaustive list and is only intended as a guide to provide a starting point for providing an assessment of the actual or potential effect on the environment of the activity.

	<p><b>Effects on the character/amenity values of the area</b></p> <ul style="list-style-type: none"> <li>- How will the character/amenity values of the area be maintained as result of the proposal?</li> <li><b>Or</b></li> <li>- How will the proposal change the character/amenity values of the area? How will these effects be mitigated?</li> </ul>
	<p><b>Visual amenity effects</b></p> <ul style="list-style-type: none"> <li>- Is any existing fencing and/or vegetation proposed to be removed as result of the proposal?</li> <li>- Is there any fencing and/or landscaping proposed to mitigate any visual amenity effects?</li> </ul>
	<p><b>Streetscape effects</b></p> <ul style="list-style-type: none"> <li>- How will the development appear when viewed from the road?</li> <li>- Is the proposal consistent with the appearance of other development/building in the area when viewed from the road?</li> <li>- What (if any) measures are proposed to mitigate streetscape effects?</li> </ul>
	<p><b>Building effects</b></p> <ul style="list-style-type: none"> <li>- Will the proposal result in any dominance effects?</li> <li>- Will the proposal result in any shading effects?</li> <li>- Will the proposal result in any sunlight effects?</li> <li>- Will the proposal result in any privacy effects?</li> <li>- What (if any) measures are proposed to mitigate building effects?</li> </ul>
	<p><b>Traffic effects</b></p> <ul style="list-style-type: none"> <li>- What effect will the proposal have on the roading network?</li> <li>- What is the anticipated number of vehicle movements as result of activity?</li> <li>- Is proposal utilising an existing access or proposing new access?</li> <li>- Is their sufficient parking/loading/manoeuvring on site?</li> <li>- What (if any) measures are proposed to mitigate traffic effects?</li> </ul>
	<p><b>Noise effects</b></p> <ul style="list-style-type: none"> <li>- Duration and types of construction noise</li> <li>- Anticipated noise effects as result of proposal being established</li> <li>- What (if any) measures are proposed to mitigate noise effects?</li> </ul>
	<p><b>Dust effects</b></p> <ul style="list-style-type: none"> <li>- What (if any) measures are proposed to avoid, remedy and mitigate dust effects?</li> </ul>
	<p><b>Odour effects</b></p> <ul style="list-style-type: none"> <li>- What (if any) measures are proposed to avoid, remedy and mitigate odour effects?</li> </ul>

	<p><b>Earthwork effects</b></p> <ul style="list-style-type: none"> <li>- Duration of activity</li> <li>- Hours of operation (e.g. Monday to Friday between 7.30am and 5pm)</li> <li>- What erosion and sediment controls are going to be installed on site</li> <li>- Location of any cut material being taken off site</li> <li>- Number of traffic movements associated with earthworks including machinery, staff vehicles and transportation of material off site.</li> <li>- Timeframes for revegetation of site post earthworks</li> </ul>
	<p><b>Servicing effects</b></p> <ul style="list-style-type: none"> <li>- How is stormwater proposed to be managed?</li> <li>- How is wastewater proposed to be managed?</li> <li>- Details of proposed water supply</li> <li>- Is the proposal utilising existing power &amp; telephone connections?</li> </ul>

To find an example of an **Assessment of Environmental Effects (AEE)**, please refer to **Appendix 2 of Ministry for the Environment’s “A Guide to Preparing a Basic Assessment of Environmental Effects”** at <https://www.mfe.govt.nz/sites/default/files/media/RMA/aee-guide-aug06.pdf>