

# Application for Resource Consent



Under section 88 of the Resource Management Act 1991

## Send your application to:

Resource Consents and Compliance  
Upper Hutt City Council  
Private Bag 907, Upper Hutt 5140-

## For enquiries:

Telephone: (04) 527 2169  
Email: askus@uhcc.govt.nz

## General details

This application is for:	<input type="checkbox"/> Land use consent <input type="checkbox"/> Subdivision Consent	<input type="checkbox"/> Combined land use and subdivision <input type="checkbox"/> Certificate of compliance	<input type="checkbox"/> S127 variation <input type="checkbox"/> S221 variation
Property address:			
Legal description:			

## Applicant details

Full name:	Preferred contact point <input type="checkbox"/>
Postal address:	
Telephone (daytime)/Mobile:	Email:

## Agent details (if applicable)

Full name:	Preferred contact point <input type="checkbox"/>
Postal address:	
Telephone (daytime)/Mobile:	Email:

## Owner details (if different from applicant)

Full name:	Preferred contact point <input type="checkbox"/>
Postal address:	
Telephone (daytime)/Mobile:	Email:

## Invoicing

SEND ALL INVOICES TO:	<input type="checkbox"/> Applicant	<input type="checkbox"/> Agent	<input type="checkbox"/> Owner
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**Description of activity**

Describe clearly the proposal to which this application relates.

Use additional paper if required

**Other consents required**

Are any other resource consent(s) required for this proposal?     Yes     No

**Site visit requirements**

In order to assess your application it will generally be necessary for the planning officer to visit your site. This typically involves an outdoor inspection only, and there is no need for you to be home for this purpose.

Are there any locked gates, security systems or other restrictions to Council staff obtaining access to the property?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Are there any dogs on the property?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Do you require notice prior to the site visit e.g. if the property is tenanted?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Are there any other health and safety issues Council staff should be aware of before visiting your site? If so please provide details so Council staff can take the necessary precautions:		

**Information required with this application**

Attach a copy of the following information to support this application, to satisfy the requirements of Section 88(2) of the Resource Management Act 1991 (RMA) and the Upper Hutt District Plan. Failure to provide all the information will cause delays in processing.

**Assessment of environmental effects (AEE)**

If you don't provide an AEE the Council cannot assess your application. The AEE should discuss all the actual and potential effects on the environment arising from this proposal. The amount of detail provided must reflect the nature and scale of the development and its likely effects. For example, if there are major effects arising from the proposal, a detailed analysis and discussion of these effects should be included in the AEE. You may have to provide information from experts such as an acoustic consultant or traffic engineer. If the effects of the proposal are very minor then a less-detailed AEE can be submitted.

**Certificates of Title (computer freehold registers) for the subject site** (no more than 3 months old, available from LINZ)

including any relevant consent notice(s) registered on the computer register

**Locality plan (1:500) or aerial photograph (1:500) showing:**

the location of the site in relation to other streets or landmarks

street number of the subject site and those of adjoining sites (rural sites can be shown at 1:1000 if required)

**Site plan (1:100/200) showing the EXISTING situation on the subject site, including (where relevant):**

existing levels and contours of the site

layout and location of existing structures and buildings (including fences, walls, and retaining walls), depth of front yards and distances from existing buildings on adjoining sites

road frontages (including any pedestrian crossings, steps or paths)

buildings on adjacent sites

topography

watercourses and catchment orientation

all significant vegetation (including vegetation on adjacent road reserve or surrounding properties)

hazardous areas (e.g. flooding, erosion)

**Plan(s) showing the PROPOSED development including (where relevant):**

design of earthworks and final levels and contours of the site

layout and location of proposed structures and buildings or alterations to existing structures and buildings (including fences, walls, and retaining walls), depth of front yards and distances from existing buildings on adjoining sites

vehicle parking, servicing, circulation and manoeuvring, pedestrian crossings, and number and width of kerb crossing(s)

roads or right-of-way proposals

calculation of total site coverage

for a non-residential site, the net floor area of all buildings on the site (for assessing car parking requirements)

<ul style="list-style-type: none"> <li><input type="checkbox"/> for a subdivision, the position of all allotment boundaries and the area of all allotments</li> <li><input type="checkbox"/> details of any signs</li> <li><input type="checkbox"/> all landscape design proposals, site planting and fencing</li> <li><input type="checkbox"/> photo montages</li> </ul>
<p><input type="checkbox"/> <b>Elevation drawings (1:50/1:100) of all structures to be built or altered, showing:</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> relationship of buildings to the natural ground level, existing and finished ground levels and certificate of title boundaries</li> <li><input type="checkbox"/> relevant District Plan height control planes and maximum height, the street elevation, and the relationship of proposed structures to structures on adjacent sites, including the location of existing private outdoor spaces and main living area windows (where these overlook the development)</li> </ul>
<p><input type="checkbox"/> <b>Written approvals from affected parties:</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> neighbours' approval form dated and signed by the affected parties AND their signature(s) and the date ON THE PLANS submitted with this application</li> </ul>
<p><b>National Environmental Standard (NES) for Assessing and Managing Contaminants in Soil to Protect Human Health</b> This site may be subject to or covered by the NES for Assessing and Managing Contaminants in Soil to Protect Human Health Regulations 2011. This is determined by reference to the Hazardous Activities and Industries List (HAIL) which identifies those activities and industries which are more likely to use or store hazardous substances and therefore have a greater probability of site contamination. A full list can be found on the Ministry for the Environment's website <a href="http://www.mfe.govt.nz/issues/hazardous/contaminated/hazardous-activities-industries-list.pdf">www.mfe.govt.nz/issues/hazardous/contaminated/hazardous-activities-industries-list.pdf</a></p> <p>Has the piece of land subject to this application been used for (including its present use), or is it more likely than not to have been used for an activity on the HAIL? <span style="float: right;">Yes      No</span></p> <p>If 'Yes', and your application involves subdividing or changing the use of the land, sampling or disturbing soil, or removing or replacing a fuel storage system, then the NES may apply and you may need to seek consent for this concurrently in your application.</p>

**Fees**

An initial fee must be paid before we can process your application.

<p>I enclose the initial fee of \$_____. I understand that the Council may invoice me for the actual and reasonable costs incurred in processing this application as identified in section 36 of the Resource Management Act and the Council's current schedule of fees.</p>
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**Additional fees**

Further charges will be invoiced if there is additional time spent processing requests or for expenses incurred. Additional fees may be charged once a decision on your application is made or during processing. Additional fees will only be charged for amounts over \$40.00. Refunds will only be made for unused amounts over \$40.00.

**Our terms of payment**

Payment of additional fees is due by the 20th of the month following an invoice. If payment is not received, you will be liable for all legal and collection fees.

The declaration below must be signed by the person(s) or entity responsible for paying the costs of processing this application. If you are an agent, you will need to obtain the signature of the person(s) responsible for paying the fees before submitting the application to the Council.

**Declaration**

Subject to my rights under sections 357B and 358 of the RMA to object to any costs, I undertake to pay all costs associated with this application. I also agree to pay all the costs (including debt-collection or legal fees) of recovering any unpaid costs.

I have read and understand the above conditions.

Name:	Signed:	Date:
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**Notes for the applicant**

1. This is an application for resource consent under the Resource Management Act 1991. Additional Council approvals (such as building consent) may also be required.
2. Incomplete applications will be returned. The Council may also request further information under Section 92 of the Resource Management Act 1991, to better understand the potential effects of the proposal.
3. Once this application is lodged with the Council, it becomes public information. If there is sensitive information in the proposal, please let us know.
4. The Council may require a registered surveyor to certify contours, natural ground level, building site(s) or structure(s), location of boundaries or any other feature which may affect this proposal.