

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

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			
Zone	Zoning of the site in the Ōpōtiki District Plan or relevant national environmental standard (NES)		

Activities for which the Certificate of Compliance is sought

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Assessment of activities against the rules of the Ōpōtiki District Plan or national environmental standard (NES)

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Applicant details

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

Owner/occupier of the land to which the resource consent will apply *if different from applicant*

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

Agent or nominated contact *if different from applicant*

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

Addresses for correspondence and payment/invoices

All correspondence (excluding invoices) sent to: Applicant Agent/nominated contact Owner
Person paying for this consent/invoices sent to: Applicant Agent/nominated contact Owner/occupier

Site visit requirements

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: _____

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.

Information to be submitted with the application

Attach the following information in support of your application. If inadequate information is supplied, this will cause delays in processing the application.

- A completed application form including authorisation for site inspection and signed and dated by persons responsible for payment of fees and charges.
- Site plan.
- Locality plan or aerial photo at 1:500 scale. Indicate site location in relation to the street and other landmarks. Show the street number of the subject site and those of adjoining sites (rural sites can be shown at 1:1000 if required).
- Certificates of title less than 3 months old for the subject site. Attach any relevant consent notices, covenants, easements etc. attached to the title if relevant or impacted by the use of the property.
- An assessment of the activity for which the application is made against the relevant district rule(s) or relevant national environmental standard showing that the activity can be lawfully established without resource consent.

Deposit fee

The required deposit fee must be paid before any processing of the application will start. 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 enclose a deposit fee of \$

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 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 which 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 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 if the building is being re-sited, photos
<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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