

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

SECTION 1: CONSENT DETAILS

This transfer relates to the following resource consent/s

Consent number/s	Purpose of consent (as stated on resource consent document)	Activity location (as stated on resource consent document)

SECTION 2: CURRENT CONSENT HOLDER DETAILS

Complete any remedial or required works before transferring your consent. You will remain liable for any non-compliance with your consent conditions that occurred prior to transfer, and for any consent related charges up to the time of transfer.

Your consent will not be transferred until Ōpōtiki District Council (ODC) has received written authorisation from both parties. Please ensure this form is completed and signed, then returned to ODC as soon as possible.

ODC will send you written notice when the transfer is completed.

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

Declaration

I/we wish to transfer the above resource consent/s to the person(s) detailed in Section 3.

Full name	
Signature	
Date	

By or on behalf of the current consent holder

SECTION 3: NEW CONSENT HOLDER DETAILS

Individuals: provide the full names of all individuals.

Companies and other incorporated entities: provide the company name and the name of a person or persons who will represent the company and be responsible for the application.

Partnerships, groups and unincorporated entities: provide details of all authorised partners, trustees, members or officers.

ODC may also request a copy of your society's rules to verify your status as a formal body or society.

ODC will send you written notice when the transfer is completed.

Full name(s)			
Address			
Postal address (if different)			
Primary contact person			
Phone (home)		Phone (work)	
Mobile		Email	

Declaration

I/we agree to the transfer for the resource consents identified in section 1.

Full name			
Signature	By or on behalf of the new consent holder		
Date			

Partnership/unincorporated entity details
Provide details of all authorised partners, trustees or members. Include details of any further partners/trustees/members on a separate page if necessary. Your consent will then include these names, and all individuals will be legally responsible for the activity and any associated compliance issues. Should these persons change, then you must notify us.

Full name			
Status (e.g. partner, member or trustee)			
Address			
Signature			
Full name			
Status (e.g. partner, member or trustee)			
Address			
Signature			

SECTION 3: NEW CONSENT HOLDER DETAILS

If the owner and/or occupier of the activity site differ from the new consent holder, please provide their names and contact details

Full name			
Address			
Primary contact person			
Phone (home)		Phone (work)	
Mobile		Email	
Full name			
Address			
Primary contact person			
Phone (home)		Phone (work)	
Mobile		Email	

IMPORTANT INFORMATION – please read carefully

Unless it expressly provides otherwise, a resource consent may be transferred to another person or party if they will be operating the same activity at the same location. That transfer can involve the whole or part of a resource consent, and if it is a water or discharge permit, may be temporary or permanent.

Please note, this form is not for the transfer of location of a resource consent.

A resource consent is a legal document. This means that written authorisation from all relevant parties is required before it can be transferred. This form enables the transfer process, and must be completed and signed by both the current and the new consent holder.

If you need any assistance, please phone the Consents team at Ōpōtiki District Council.