

OFFICE USE	
Consent No.	RM SH
Initial payment	\$
Receipt number	
Date stamp	

APPLICATION FOR RESOURCE CONSENT

Applicant & Contact Details

Full name of applicant(s) _____

Contact person or agent _____

Address for service * (see note below) _____

_____ Post Code _____

Phone _____ Mobile _____

Fax _____ Email _____

Address for Invoicing – if different from above *(see note below) _____

Signed _____ Date _____

(Signature of applicant/person authorised to sign on behalf of applicant)

* All correspondence including the Decision Letter and Invoice will be sent to the "Address for Service". If the invoice is to be sent to a separate address, please specify above.

Property Details

Address: Number _____ Street/Road _____

Legal Description _____

Owner's name & Address _____

Occupier's Name (if different) _____

Activity Details

Provide a brief description of the activity to be undertaken; Note: a full description of the activity must be provided as part of the application (see item 4 of the Checklist on next page)

If there is an associated building consent, please quote Building Consent Number: BC _____

Type of Resource Consent(s) Sought

- Land Use Subdivision Coastal Permit* (refer to checklist overleaf)
- Discharge Permit: Water Land Air
- Water to take/dam/divert Certificate of Compliance
- Change of condition (s.127) - Existing RM No:
- Extension of time (s.125) - Existing RM No:
- Other Housing Accords and Special Housing Areas Act 2013

Please refer overleaf or items to be provided with application form → →

CHECKLIST: Have you included all of the following items?

The following items **must** be provided with the application form (see note (i) below)

		✓ x N/A
1	An INITIAL PAYMENT in accordance with the Nelson City Council Schedule of Fees & Charges (see Note (vi) below). Payment may be made by cheque, EFTPOS, or internet banking.	
2	Copy of CERTIFICATE OF TITLE (Search Copy must be less than 3 months old and must include a Title Plan)	
3	PLANS & DIAGRAMS - 1 copy <i>Relevant to the activity being proposed, (eg. site plan, location plan, elevations), and to a recognised scale, (eg. 1:100 or 1:200 if appropriate), and showing the boundaries, North point, and any other relevant information.</i>	
4	RELEVANT INFORMATION AND ASSESSMENT OF ENVIRONMENTAL EFFECTS as required by Schedule 4 of the Resource Management Act 1991 / Section 27 of the Housing Accords and Special Housing Areas Act 2013 (A 'Guide to Applying for a Resource Consent – Information to be included in an application' is available at Council reception and on Council's website)	

*Applications for Swing Moorings (Coastal Permit) also need to complete the form "**Supporting Information for a Mooring**" (Form RC22, RAD 338726)

Important Notes

- (i) Your application will not be lodged for processing by Nelson City Council unless all the above items are included with the application form.
- (ii) Your application will be checked for completeness, under Section 88 of the Resource Management Act 1991 (the Act).
- (iii) If your application is deemed to be **complete**, it will be formally received as from the date of lodgement. You will receive an acknowledgement letter within 10 working days advising you that the application is formally received, and advising of the name of the Planner who will be processing the application.
- (iv) If your application is deemed to be **incomplete** (at the Section 88 check) it will be **returned** to you within 10 working days, along with details of the missing information (or information that is needed in order for it to be deemed complete).

If the returned application is re-lodged with the Council, it will be treated as a new application, i.e. the processing clock starts from the date the application is re-lodged.

If you decide not to re-submit the application, the initial payment (deposit) will be returned to you, minus the charges incurred to date (eg. for the Section 88 check by the Planner, and for administration time).
- (v) After your application is formally received, the Council may make further requests, including: more information; additional consents; and/or written approvals from people that the Council considers are adversely affected by the proposal.
- (vi) Further charges may be imposed for processing your application, including public notification, and/or consideration by the Hearings Panel (Section 36 of the Act). If your application proceeds to limited or full notification, the notification fee must be paid prior to notification.
- (vii) Once your application has been formally received by the Council, it is available for public inspection.