

SECTION 10 RMA - APPLICATION FOR EXISTING USE RIGHTS CERTIFICATE

Prior to, and during, completion of this application form, please refer to Resource Consent Guidance Notes and Schedule of Fees and Charges – both available on the Council’s web page.

1. Pre-Lodgement Meeting:

Have you met with a Council Resource Consent representative to discuss this application prior to lodgement? Yes No

If yes, please specify who the meeting was with:

2. Pre-Application Checklist:

Please refer to the “Guidance and Checklist for Applying for an Existing Use Rights Certificate” which is available on Council’s website. **It is a comprehensive checklist which is required to be attached to this application.**

You must include all additional information required by this form. The information must be specified in sufficient detail to satisfy the purpose for which it is required.

3. Applicant Details:

Provide the full name of the persons, company or society applying for this certificate.

Name/s:

Email Address:

Contact Number:

Postal Address:

(or alternative method of service under section 352 of the Act)

Post Code:

4. Address for Correspondence:

Name and address for service and correspondence (if using an Agent, write their details).

Name/s:

Email Address:

Contact Number:

Postal Address:

(or alternative method of service under section 352 of the Act)

Post Code:

All correspondence will be sent by email. Please advise us if you would prefer an alternative means of communication.

5. Application Site Details: Location and/or Property Street Address for which Existing Use Certificate is sought.

Site Address/
Location:

Legal Description:

Val Number:

Record of Title:

Please remember to attach a copy of your Record of Title to the application, along with relevant consent notices and/or easements and encumbrances (search copy must be less than 3 months old)

Site Visit Requirements:

Is there a locked gate or security system restricting access by Council staff?

Yes No

Is there a dog on the property?

Yes No

Please provide details of any other entry restrictions that Council staff should be aware of, e.g. health and safety, caretaker's details. This is important to avoid a wasted trip and having to re-arrange a second visit.

6. Description of Existing Land Use:

Please provide a brief description of the existing land use, and also attach all information contained in the "Guidance and Checklist for Applying for an Existing Use Rights Certificate". This comprehensive checklist is required and is available on Council's website.

I have filled in and attached the checklist available on Council's website:

Yes No

7. Billing Details:

This identifies the person or entity that will be responsible for paying any invoices or receiving any refunds associated with processing this resource consent. Please also refer to Council's Fees and Charges Schedule.

Name/s: (please write all names in full)

Email Address:

Postal Address:

Post Code:

Contact Number:

Fees Information: A deposit is required for processing this application and is set out in Councils Fees and Charges. Once the application has been accepted via the s88 vetting process, you will receive a formal acknowledgement and an invoice. Processing will not begin until the deposit invoice has been paid. Please note that if the deposit fee is insufficient to cover the actual and reasonable costs of work undertaken to process the application you will be required to pay any additional costs. Invoiced amounts are payable by the 20th of the month following invoice date. You may also be required to make additional payments if your application requires notification.

Declaration concerning Payment: I/we understand that the Council may charge me/us for all costs actually and reasonably incurred in processing this application. Subject to my/our rights under Sections 357B and 358 of the RMA, to object to any costs, I/we undertake to pay all and future processing costs incurred by the Council. Without limiting the Council's legal rights if any steps (including the use of debt collection agencies) are necessary to recover unpaid processing costs I/we agree to pay all costs of recovering those processing costs. If this application is made on behalf of a society (incorporated or unincorporated) or a company in signing this application I/we are binding the society or company to pay all the above costs and guaranteeing to pay all the above costs in my/our personal capacity.

Name:

Signature of bill payer (mandatory - please print and sign):

Date:

8. Important Information:

Note to applicant

You must include all information required by this form. The information must be specified in sufficient detail to satisfy the purpose for which it is required.

Privacy Information:

Once this application is lodged with the Council it becomes public information. Please advise Council if there is sensitive information in the proposal. The information you have provided on this form is required so that your application consent pursuant to the Resource Management Act 1991 can be processed under that Act. The information will be stored on a public register and held by the Westland District Council. The details of your application may also be made available to the public on the Council's website, www.westlanddc.govt.nz. These details are collected to inform the general public and community groups about all consents which have been issued through the Council.

Declaration: The information I have supplied with this application is true and complete to the best of my knowledge.

Name:

Signature: Date:

(mandatory - please print and sign, or sign digitally)

9. Application Checklist: (please tick if information is provided)

- A current Record of Title (Search Copy not more than 3 months old)
- Copies of any listed encumbrances, easements and/or consent notices relevant to the application
- Location of property and description of proposal
- Assessment of the relevant Operative and Proposed Te Tai o Poutini Plan rules, objectives and policies
- Reports from technical experts (if required)
- Copies of other relevant consents associated with this application
- Location and Site plans (land use)
- Elevations / Floor plans
- Topographical / contour plans

Please refer to the Council's Operative District Plan or Proposed Te Tai o Poutini Plan for guidance, notes, and further details of the information that must be provided with an application. Please also refer to the RC Checklist available on the Council's website. This contains more helpful hints as to what information needs to be shown on included plans.

Only one copy of an application is required, but please note for copying and scanning purposes, all attached documentation should be no larger than A3 in size.