



What can you do to minimise costs?

- **Check** with us that you have provided the correct details on your application before you lodge it. Get it right the first time. We encourage pre-application meetings.
- **Complete** applications thoroughly. If there is something left out, we may have to write to you for more information or spend time researching, which can add to the costs.
- **Consult** with and get approval from affected parties. This may be your neighbours, iwi groups, and special interest groups. If this is not done, then your application could be publicly notified and submissions made against it.

Transferring Consents

Resource Consent Holders are able to transfer their consents. This is usually done when properties are changing ownership and the new owner wishes to continue with the activity authorised by the Resource Consent.

The Consent Holder will remain liable for the consent until such time that HRC has received and processed the request for a transfer.

The transfer of resource consent must be done in writing to the Regional Council and/or by completing the transfer form for resource consent. The transfer form must be completed and signed by both parties. There is no fee for this transaction. Transfer forms can be obtained from our office or they can be downloaded from our website.

Surrender of Consents

If you are no longer undertaking the activity authorised by your resource consent and it is no longer required your consent will need to be

surrendered. Surrendering resource consents must be done in writing to the Regional Council's Consents Team. Please note that should such a letter be received, a Compliance Officer may undertake a site visit to ensure the activity is not being carried out and consent is not required.

We are here to help

We offer a resource consent advisory service. Call us on freephone 0508 800 800 and ask our Consents Team for advice and information on obligations under the Resource Management Act. We can explain the resource consent process, charges and any associated costs.

Other brochures available

- Resource Consents: Submissions, Pre-Hearings and Hearings (BR218).
- Completing your Application Form for a Land Use Consent to Disturb the Bed of any Lake or River (BR215)
- Completing your Application Form for a Land Use Consent to Log, Clear Land or Put in Tracks (BR216)
- Completing your Application Form for a Discharge Permit to Discharge Contaminants to Water or Land (BR213)
- Completing your Application Form for a Discharge Permit to Discharge Contaminants to Air (BRL212)
- Completing your Application Form for a Water Permit to Take, Dam or Divert (BRL214)
- Completing your Application Form for a Coastal Permit (BR217)



Information on Resource Consents

This brochure provides a general guideline for the resource consent process, along with general information that you may want to know. If at any time you require further assistance, please do not hesitate to contact any member of our Consents Team on freephone 0508 800 800 or have a look at our website www.horizons.govt.nz.

What is a resource consent?

Resource Consents are tools used to achieve sustainable use of natural and physical resources. They help ensure that the environment we enjoy today will be looked after for future generations.

The Resource Management Act 1991 (RMA) gives regional councils, like Horizons Regional Council (HRC), the authority to issue resource consents to people who plan to undertake certain activities that affect water, air, and land.

If you are granted a resource consent, you have the right, often subject to conditions, to use or affect the natural resource.

When do I need one?

Under the RMA you may need a resource consent before you:

- take, dam or divert water (Water Permit)
- discharge contaminants into water, into air or onto land (Discharge Permit)
- use, disturb or build a structure below the coastal high water mark (Coastal Permit)
- use, disturb or build a structure on a river or lake bed, including gravel extraction (Land Use Consent)
- disturb or clear vegetation from erosion prone land (Land Use Consent).

Sometimes an activity requires more than one resource consent. For example, river protection works may need a Land Use Consent and a Water Permit.

City and District Councils also issue consents for some land uses and subdivisions. Contact your local council to check if the activity you are planning requires consent from them.

How do I apply?

We have a standard application form for all types of resource consent. You can pick up an application form and information sheets from any HRC office or download them from our website (www.horizons.govt.nz).

The application form is a legal document. You need to fill it out thoroughly, sign it and send it to us with an application deposit. Our job is to process your application impartially, in accordance with the RMA.

What happens to your application?

If you supply all the necessary information and pay the application deposit, our staff then decide whether the consent will be processed in one of three ways as stated below. This decision is based on the legal requirements under the RMA.

Non-Notified

If the environmental effects of your proposed activity are minor, and you have received written approval from all adversely affected parties, then your application may be processed 'non-notified'.

The decision to issue a non-notified consent is made by senior staff. If you are unhappy with their decision an objection can be made to HRC

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or the matter can be appealed to the Environment Court.

Limited Notification

If the environmental effects of your proposed activity are minor and it has been possible to identify all affected parties and you have provided nearly all of the written approvals from those affected parties then your application may be processed by "Limited Notification".

When an application is notified by way of limited service, the Regional Council identifies those parties adversely affected by the proposal pursuant to Section 94B and then notifies them directly. Limited notification is an alternative step to full public notification when an application which has minor effects cannot be processed non-notified. No public notice is placed in the newspaper and there is no sign placed at the site of the proposed activity. The only people who can make a submission are those parties directly notified. A submission period of at least 20 working days is allowed for this.

If no submissions are received then a decision will be made within 20 working days. If submissions are received then the process continues as if the application was notified.

Notified

The presumption under the RMA is that an application is notified, as a rule of thumb, when the environmental effects of the proposed activity are not minor, and/or you do not have written approval from adversely affected parties.

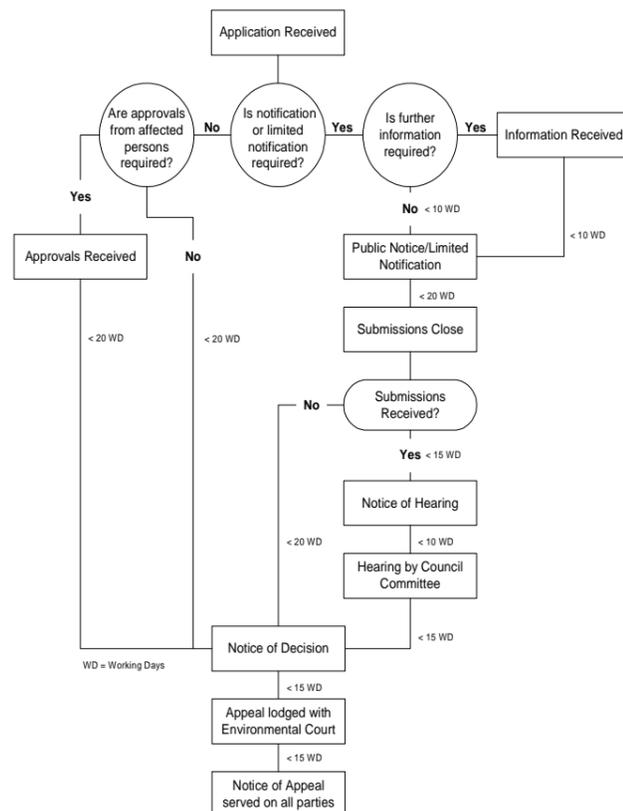
We place a public notice in the newspaper, and at, or near the site of the proposed activity. We also send copies of the application to the relevant District or City Council, neighbours, affected parties, iwi authorities, and special interest groups.

Anyone can make a submission on a notified application during a specified period of at least 20 working days.

If we receive submissions we may hold a pre-hearing meeting to try and clarify or resolve any concerns. We also encourage Applicants to talk to Submitters. Concerns are often resolved this way, however, if no agreement is reached, we may hold a formal hearing to gain an outcome.

The decision of the Hearing Committee can be appealed to the Environment Court. Please ask for our information sheet on making a submission, pre-hearings and hearings.

Resource Consent application process



A Working Day (WD) is any day except:

- Saturday
- Waitangi Day
- Easter Monday
- Queen's Birthday
- or a day in the Christmas/New Year holiday period, from 20 December to 10 January.
- Sunday
- Good Friday
- ANZAC Day
- Labour Day

Application deposits and charges

The RMA allows HRC to charge resource consent Applicants for actual and reasonable costs in relation to processing a consent application. We have no legal power to charge submitters.

As an Applicant you pay 100% of the processing costs for your resource consent.

The Regional Council requires an application deposit to be paid on lodgement of a consent application. Applications will not be processed until the deposit is paid.

As a general rule the deposit does not cover the total costs of processing your application when your application is required to go to pre-hearing or hearings. If charges incurred during the processing of your application exceed the deposit paid, additional charges are invoiced.

Application deposits vary depending on the activity sought. A schedule of deposit charges and staff charge out rates can be viewed on our website (www.horizons.govt.nz) or are available on request.

What your application deposit covers

Depending on the type of resource consent, the application deposit covers advertising (notified only), administration, and routine investigation.

We assess your application for accuracy and completeness, according to the RMA and HRC's Plans. We aim to ensure the resource consent decision is legally and environmentally sound.

Staff involved in this assessment include:

- Administrators - who deal with the daily running of the consent process.
- Planners - who deal with the planning requirements.
- Scientists - who assess possible environmental effects of activities.
- Field staff - who understand the Region's specific environmental needs and undertake site inspections.
- Consultants - contracted to work on Council's behalf.

If your consent application is notified or requires a hearing you may also receive charges for:

- advertising;
- laboratory costs;
- mileage;
- independent reporting;
- pre-hearings;
- document preparation and circulation; and
- hearing committee time.

Charge during the lifetime of Resource Consents

Research and Monitoring Charges

All holders of Water Permits, Discharge Permits and gravel extraction Resource Consents pay an annual charge. For water takes and discharges the charge is invoiced annually while gravel monitoring charges are invoiced quarterly.

These are charged on a per cubic metre of extraction or discharge basis depending on what is specified in the individual Consent. This revenue contributes to Horizons scientific research into the effect of consented activities on water quality and quantity, and gravel resources.

Resource Consent Monitoring Charges

If your consent states monitoring is required you will incur this charge for each inspection. Costs are invoiced after the inspection and sent with the monitoring report.

These charges are levied when a Horizons Environmental Compliance Officer visits and inspects the activity covered by the Consent. The amount of the inspection fee is based on the type of activity. 20% of the cost of monitoring a Resource Consent that is complying is covered by all ratepayers through the General Rate, however if the activity is not complying, 100% of the cost is charged to the Consent Holder. Because all ratepayers benefit from a healthy environment and a strong economy, it is considered fair everyone contribute to monitoring complying Consents.

How will you be billed for the charges

- Resource Consent Application Processing charges are invoiced when a decision is made on the consent application or interim billing may occur where an application takes some time to process.
- Research and Monitoring Charges for water takes and discharges will be sent to you annually.
- Research and Monitoring Charges for gravel takes will be sent to you quarterly.
- Resource Consent Monitoring Charges are sent to you after each inspection.