

Application for Resource Consent

Form A: Administration Form

The purpose of this Administration Form (Form A) and the relevant Activity Information and Assessment Form (Form B) is to provide the applicant with guidance on information that is required under the Resource Management Act 1991. Please note that these forms are to act as a guide only, and Horizons Regional Council reserves the right to request additional information.

Failure to provide the required information and payment will delay the processing of your application. If you do not provide adequate information then we will not be able to process your application, and will return it to you. If you do not pay the required fees, we may stop processing your application until payment is received.

1 APPLICANT DETAILS

CONTACT DETAILS – This section applies to the applicant ONLY. Please use Section 2 for consultant details. Should any of these details change, at any time, please notify us as soon as possible.

For **individuals**, you must provide the full legal names of all individuals (such as John Robert Smith and Mary Jane Williams). For **companies and other incorporated entities** you must provide the company name, registration number and registered office details. You must also provide the name of a person or persons who will represent your company and be responsible for the consent.

For **partnerships and unincorporated entities** (such as private or family trusts or unincorporated societies) we must have the details of all authorised partners, trustees, members or officers. We may also request a copy of your society's rules to verify your status as a formal body or society.

Full legal name/s of applicant

This is the name/s that the consent will be issued to. There is space in part 2 to complete consultant/contractor details

Director/Chief Executive

Company registration number

We will not accept applications made in the name of unregistered companies

Applicant's postal address

.....

Applicant's residential address

.....

If different from postal address above

Applicant's email address

Applicant's phone number/s

Home Business Mobile Fax

2 APPLICANT CONSULTANT/AGENT DETAILS

(If applicable)

Name/Company name

Contact person

Postal address

.....

Email address

Phone number/s

Home Business Mobile Fax

3 PARTNERSHIP/UNINCORPORATED ENTITY DETAILS

For partnerships or unincorporated entities (such as private or family trusts or unincorporated bodies or societies) you must provide details of all authorised partners, trustees or members. Any consent granted will then include these names (where possible), and all individuals will

be legally responsible for the consent and any associated costs. Should these persons, or their contact details change, then you must notify us. Include details of all further partners/trustees/members on a separate page if necessary.

Name of person

Status

(Such as partner or trustee)

Residential address

Name of person

Status

(Such as partner or trustee)

Residential address

Name of person

Status

(Such as partner or trustee)

Residential address

4 WHO SHOULD WE SEND APPLICATION CORRESPONDENCE TO?

☐ Applicant ☐ Consultant/Agent

Preferred address for service:

☐ Residential address ☐ Postal Address ☐ DX number ☐ Email ☐ Fax

Note: All further costs will be invoiced directly to the Applicant unless otherwise specified

5 RESOURCE CONSENT/S SOUGHT

Please select each of the following consents you are applying for. **Please note all prices are GST inclusive.**

☐ Drilling of a Well
Fixed initial deposit \$575.00

☐ Surface Water Take
Fixed initial deposit
Stock Water: \$977.50
Irrigation: \$1,207.50
Other: \$1,150.00

☐ Groundwater Take
Fixed initial deposit
Stock Water: fee \$885.50
Irrigation: \$1,863.00
Other: \$1,115.00

☐ Dairyshed Discharge
Fixed initial deposit \$885.50

☐ Land use Intensive Farming and
Associated Discharges
Fixed initial deposit \$1,725.00

☐ Land Disturbance/Vegetation
Clearance (e.g. Earthworks)
Fixed initial deposit \$920.00

☐ Land Disturbance/Vegetation
Clearance (e.g. Forestry activities
including NES Production Forestry)
Fixed initial deposit \$920.00

☐ Transfer of Consent
Fixed initial deposit \$100.00

☐ Works in a Waterbody
Fixed initial deposit \$885.50

☐ Gravel Extraction
Fixed initial deposit \$1,667.50

☐ On-site Wastewater discharge
Fixed initial deposit \$885.50

☐ Discharge to Air
Fixed initial deposit \$1,150.00

☐ Discharge to Land
Fixed initial deposit \$885.50

☐ Discharge to Water
Fixed initial deposit \$1,150.00

☐ Change of Consent Conditions
Fixed initial deposit
Administration conditions: \$500
All other conditions: \$885.50

☐ Transfer of activity location
Fixed initial deposit \$885.50

☐ Intensive Winter Grazing
Fixed initial deposit \$885.50

☐ Other
Fixed initial deposit \$885.50

5A PROVIDE A BRIEF DESCRIPTION OF THE ACTIVITY TO WHICH THIS APPLICATION RELATES

5B EFFECT ON STATUTORY ACKNOWLEDGMENTS

Is the activity on, adjacent to, or may affect land that is subject of a statutory acknowledgment?

☐

Yes

☐

No

List of statutory acknowledgments:

Ngāti Tūwharetoa (Bay of Plenty) Claims Settlement Act 2005

Ngāa Rauru Kīitahi Claims Settlement Act 2005

Ngāti Apa (North Island) Claims Settlement Act 2010

Rangitāne o Manawatu Claims Settlement Act 2016

Rangitāne Tū Mai Rā (Wairarapa Tamaki nui-ā-Rua) Claims Settlement Act 2017

Ngāti Rangī Claims Settlement Act 2019

Information on statutory acknowledgments can be found on the Horizons website: <https://www.horizons.govt.nz/about-our-region-and-council/iwi-and-hapu>

If yes, Council must have regard to the statutory acknowledgments. We recommend that applicants considering undertaking works that may affect a statutory acknowledgment make contact with local iwi and/or hapū before the lodgement of a consent application to determine if there are any effects on the statutory acknowledgment.

5C TE AWA TUPUA (WHANGANUI RIVER CLAIMS SETTLEMENT) ACT 2017

Are the proposed works in the Whanganui catchment?

☐

Yes

☐

No

Please note that this covers a large area. If you are unsure, please contact the consents team.

If yes, the Whanganui River and its wider catchment is the subject of the Te Awa Tupua (Whanganui River Claims Settlement) Act 2017. Council must have regard to the values of Te Awa Tupua when making a decision on any application we receive (regardless of activity status). On that basis, we recommend that parties undertaking works within the Whanganui catchment make contact with Ngā Tāngata Tiaki o Whanganui and local iwi and/or hapū before lodgment of a consent application to confirm any requirements under Te Awa Tupua and obtain feedback on the proposed works.

5D TE WAIŪ-O-TE-IKA - WHANGAEHU RIVER (NGĀTI RANGI CLAIMS SETTLEMENT ACT 2019)

Are the proposed works in the Whangaeahu catchment?

☐

Yes

☐

No

Please note that this covers a large area. If you are unsure, please contact the consents team.

If yes, the Whangaeahu River and its wider catchment is the subject of the Te Waiū-o-Te-Ika (Ngāti Rangī Claims Settlement Act 2019). Council must have regard to the values (Te Mana Tupua and Ngā Toka Tupua) of Te Waiū-o-Te-Ika when making a decision on any application we receive (regardless of activity status). On that basis, we recommend that parties undertaking works within the Whanganui catchment make contact with local iwi and/or hapū before lodgment of a consent application to confirm any requirements under Te Waiū-o-Te-Ika and obtain feedback on the proposed works.

5E ARE THERE ANY CURRENT OR EXPIRED CONSENTS RELATING TO THIS PROPOSAL?

If yes, please provide consent number(s) and description.

☐**YES**☐**NO****5F IF THIS IS A RENEWAL OR REPLACEMENT APPLICATION, DO YOU AGREE TO SURRENDER YOUR CURRENT CONSENT SHOULD THIS APPLICATION BE GRANTED?**☐**YES**☐**NO****5G ARE THERE ANY OTHER CONSENTS REQUIRED FROM HORIZONS REGIONAL COUNCIL?**

If yes, please state the type of consent required and status.

☐**YES**☐**NO****5H DO YOU REQUIRE ANY OTHER RESOURCE CONSENT FROM ANY LOCAL AUTHORITY FOR THIS ACTIVITY?**

If yes, please state the relevant authority, type of consent required and status.

☐**YES**☐**NO****6 VALUE OF INVESTMENT (RENEWAL APPLICATIONS ONLY)**

Please complete this section ONLY if your application is to renew an existing consent. Select the value below of your investment which is dependent on this consent. Please note this must be on the book/market value (as opposed to replacement value).

☐

< \$10,000

☐

\$50,000 TO \$250,000

☐

\$1M TO 5 M

☐

>\$50 M

☐

\$10,000 – 50,000

☐

\$250,000 - \$1,000,000

☐

\$5M - \$50M

☐

If the scope of the investment relating to the activity(ies) which is reliant on the granting of this application is significant, you will need provide evidence of this valuation with the application; such as a valuation or other credible indication of current/recent market value.

7 LOCATION OF PROPOSED ACTIVITY

Is the activity in a coastal marine area?

(As defined in the RMA 1991)

☐ **YES** ☐ **NO**

Property address

Legal description

(This can be found on your rates invoice)

Valuation number/s

Map reference (NZTM 2000) E N

(If known)

7A IF THE OWNER AND/OR OCCUPIER OF THE ACTIVITY SITE DIFFERS FROM THE APPLICANT, PLEASE PROVIDE THEIR NAMES AND CONTACT DETAILS

Owner Name

Postal address

Email address

Phone number/s

Home Business Mobile Fax

Please note that written approval is required from this landowner and should accompany this application.

8 DO YOU WANT TO SEE DRAFT CONDITIONS BEFORE COUNCIL ISSUES ITS DECISION?

☐ **YES** ☐ **NO**

Form continues on following page

FIXED INITIAL DEPOSIT FOR APPLICATION

Please refer to the table in Section 5 for the relevant lodgement fee required with your application.

This fee is **REQUIRED** when an application is submitted and is an initial deposit towards the final cost of processing the application. Failure to pay the fee upon lodging your application may result in rejection of your application.

Please note that this initial deposit payment may not cover the full cost of processing the application. In accordance with Section 36(3) of the RMA, Council reserves the right to recover actual and reasonable costs for consent applications where the costs exceed the initial preliminary deposit. In some instances, where additional information is sought by either party, costs can increase and additional charges may be invoiced. Any additional charges will be payable in accordance with the schedule of additional charges laid out in

our Annual Plan. Any additional costs will be invoiced following a decision on your application.

If a refund is due, you will be notified by letter or email advising you of the process to receive this.

Payment Methods for Deposit

- Internet banking to Horizons Regional Council bank account (see below)
- Over the counter – payments can be made at any of our offices listed on our website, using credit card, EFTPOS or cash

Please note – you will be liable for any current charges associated with this consent up until Horizons Regional Council receives a surrender or transfer form.

Name of account	Bank	Branch	Account No.	Suffix
Horizons Regional Council	02	0630	0024883	003

Note:

Payer Particulars – Applicant surname or party making payment on behalf of applicant

Payer Code – CONSENTS

Payer Reference – Company name or surname of applicant

Please write below what you have entered for the PayerCode/Payer Reference details when making your deposit online.

C O N S E N T S									
Payer Particulars			Payer Code				Payer Reference – Name of Applicant		

Total amount paid \$ Payment date

Is the Council required to quote a purchase order number on future invoices for this application?

All Local and Central Government Agencies will require a Purchase Order

☐ Yes ☐ No Order Number

DECLARATION REGARDING COMPLIANCE HISTORY

Select one of the following statements, if applicable.

☐ I declare that **I am not a natural person** and that I have been the subject of the following abatement notices, enforcement orders, infringement notices, and convictions under the Resource Management Act 1991. Please list all matters and the date of each.

Or

☐ I declare that **I am a natural person** and that in the past seven years I have been the subject of the following abatement notices, enforcement orders, infringement notices, and convictions under the Resource Management Act 1991. Please list all matters and the date of each.

11 FINAL CHECKLIST

Have you attached the following?

- ☐ Activity Information and Assessment form/s as ticked above (Form B)
- ☐ Detailed map showing location and all required points of reference as requested on the activity application form.
- ☐ Fixed initial deposit payment

If you have already dealt with a member of Horizons Regional Council regarding your application, please specify their name.

.....

Please contact the consents team on freephone **0508 800 800** if you require assistance with your application.

12 APPLICANT DECLARATION

I confirm the information contained within this application and additional information is true and correct at the time of submission.

Signature of applicant  Date
(Or person authorised to sign on behalf of the applicant)

Please email your application to **regulatory.administrator@horizons.govt.nz** or alternatively you can post your application to:

Horizons Regional Council

11-15 Victoria Avenue
Private Bag 11025
Manawatu Mail Centre
Palmerston North 4442

IMPORTANT INFORMATION – PLEASE READ CAREFULLY

Official Information

Horizons Regional Council takes your privacy seriously. Any information you provide with this application, including documentation provided in support of your application, is official information. It will be used to process your resource consent application and, together with other official information, assist in the management of the region's natural and physical resources.

This information will be held and administered by Horizons Regional Council in accordance with the Local Government Official Information and Meetings Act 1987 and the Privacy Act 1993.

Your information may be disclosed in accordance with the terms of these Acts. It is therefore important you advise the Council if your application includes trade secrets and/or commercially sensitive material. You have the following rights with regard to the information held about you:

- To access your personal information.
- To request incorrect information to be amended.
- To expect the information to be safely stored and used by or disclosed to authorised users only.
- To expect your personal information to be accurate and consistent in accordance with sound practices of record keeping and information systems management.

Failure to provide the necessary information will mean that Horizons Regional Council will be unable to process your application.

Consent Holder Costs – All Consents

Once granted, most resource consents will incur an annual research and monitoring charge and a compliance monitoring charge pursuant to Section 36 of the Resource Management Act. Application charges involve payment of an initial fixed deposit (minimum application fee) at the time an application is lodged with Council. Where an application is to be limited or publicly notified, a further fixed deposit is required to be paid to Council one week prior to notification occurring. In instances where the total cost of processing an application is not fully covered by the fixed deposit(s), an additional charge(s) will be made under Section 36(5) of the RMA to recover the actual and reasonable costs incurred by the Council in carrying out its statutory functions.

Ongoing Responsibilities

If your application is granted you will be responsible for complying with your consent conditions and payment of your consent charges until your consent expires. If you wish to cancel (surrender) your consent, transfer responsibility to another party, or make changes to your consented activity before it expires, you must submit notice to us in writing or make an application to change your consent.