

Application for resource consent

Development, Planning & Compliance

Wellington.govt.nz/services/reconsent

Under section 88 of the Resource Management Act 1991

Send or deliver your application to Development, Planning & Compliance
PO Box 2199, 101 Wakefield Street, Wellington.

For enquiries, phone 801 3590 or Fax 801 3165 or email planning@wcc.govt.nz

SR No. _____

Customer ID No. _____

General details

This application is for land use consent subdivision consent combined land use/subdivision consent

This decision is to be mailed to be collected

Site

The site to which this application relates is described as:

No. _____ Street _____ Suburb _____

Legal description _____

Applicant's details

Name _____

Postal address _____

Phone (day) _____ Mobile _____ Fax _____

Email _____

Your agent (if applicable)

Name _____

Postal address _____

Phone (day) _____ Mobile _____ Fax _____

Email _____

Owner's details (if different from above)

Name _____

Postal address _____

Phone (day) _____ Mobile _____ Fax _____

Important

Send all invoices to Applicant Agent Owner

Description of activity

Describe clearly the proposal to which this application relates:

(Continue on a separate page if necessary.)

Are any other resource consent(s) required for this proposal? Yes No

(To find out, please contact a planning technician on 801 3590)

If yes, show any other resource consent(s) required as part of this proposal by ticking the relevant boxes.

	Resource consent required	Resource consent applied for
Land use consent	<input type="checkbox"/>	<input type="checkbox"/>
Subdivision consent	<input type="checkbox"/>	<input type="checkbox"/>
Coastal permit	<input type="checkbox"/>	<input type="checkbox"/>
Water permit	<input type="checkbox"/>	<input type="checkbox"/>
Discharge permit	<input type="checkbox"/>	<input type="checkbox"/>
Land use consent	<input type="checkbox"/>	<input type="checkbox"/>

Wellington
Regional Council

Information which must be submitted with this application

Attach **two** copies of the following information to support this application, to satisfy the requirements of Section 88(2) of the Resource Management Act 1991 (RMA) and rule 3.2.2 in the District Plan. Failure to provide all the information will cause delays in processing (see notes for applicant below).

Assessment of environmental effects (AEE)

If you don't provide an AEE the Council cannot assess your application. The AEE should discuss all the actual and potential effects on the environment arising from this proposal. The amount of detail provided must reflect the nature and scale of the development and its likely effects. For example, if there are major effects arising from the proposal, a detailed analysis and discussion of these effects should be included in the AEE. You may have to provide information from experts such as an acoustic consultant or traffic engineer. If the effects of the proposal are very minor then a less-detailed AEE can be submitted.

For more information see *A Guide to Resource Consents in Wellington City*, page 6 or the *Fourth Schedule of the Resource Management Act 1991*, which lists the matters to be covered in an AEE.

Certificates of title (computer freehold registers) for the subject site (no more than three months old)

including any relevant consent notice(s) registered on the computer register

Locality plan (1:500) or aerial photograph (1:500) showing:

the location of the site in relation to other streets or landmarks

street number of the subject site and those of adjoining sites, (rural sites can be shown at 1:1000 if required)

Site plan (1:100/200) showing the EXISTING situation on the subject site, including (where relevant):

- design of earthworks and final levels and contours of the site
- layout and location of proposed structures and buildings or alterations to existing structures and buildings (including fences, walls, retaining walls 2.5m or higher), depth of front yards and distances from existing buildings on adjoining sites
- road frontages (including any pedestrian crossings, steps or paths)
- buildings on adjacent sites
- topography
- watercourses and catchment orientation
- all significant vegetation (including vegetation on adjacent road reserve or surrounding properties)
- hazardous areas

Plan/s showing the PROPOSED development including (where relevant):

- design of earthworks and final levels and contours of the site
- layout and location of proposed structures and buildings or alterations to existing structures and buildings (including fences, walls, retaining walls 2.5m or higher), depth of front yards and distances from existing buildings on adjoining sites
- vehicle parking, servicing, circulation and manoeuvring, pedestrian crossings and number and width of kerb crossing/s
- roads or right-of-way proposals
- calculation of total site coverage
- for a non-residential site, the gross floor area of all buildings on the site (for assessing car parking requirements)
- for a subdivision, the position of all allotment boundaries and the area of all allotments
- details of any signs
- all landscape design proposals, site planting and fencing
- photo montages

Elevation drawings (1:50/1:100) of all structures to be built or altered, showing:

- relationship of buildings to the natural ground level, existing and finished ground levels and certificate of title boundaries
- relevant District Plan sunlight access planes and maximum height, the street elevation, and the relationship of proposed structures to structures on adjacent sites, including the location of existing private outdoor spaces and main living area windows (where these overlook the development)

Other information which may be required by the District Plan including:

- design statement (if the proposal involves multi-units, alteration to the design and external appearance of a building in the Central Area, development within a character area or precinct)
- wind report (if the proposal alters the external structure of a building above 18.6 metres in the Central Area)

Written approvals from affected parties:

- letter or neighbours' approval form dated and signed by the affected parties AND their signature and the date on the plans submitted with this application

Information required to calculate any development contribution:

- household units: number existing _____ number proposed _____
- commercial: gross floor area existing _____ gross floor area proposed _____
- residential subdivision: allotments existing _____ allotments proposed _____

Fees

An initial fee must be paid before we can process your application.

I enclose the initial fee of \$_____. I understand that the Council may invoice me for the actual and reasonable costs incurred in processing this application as identified in section 36 of the Resource Management Act and the Council's current schedule of fees.

A development contribution may be required to proceed with an approved development for:

- additional household units
- increase in gross floor area of commercial developments.

Details of exact fees applying in different areas are contained in the Development Contributions Policy available from the Council.

Additional fees

Further charges will be invoiced if there is additional time spent processing requests or for expenses incurred. Additional fees may be charged once a decision on your application is made or during processing. Additional fees will only be charged for amounts over \$65. Likewise, refunds will only be made for unused amounts over \$65.

Our terms of payment

Payment of additional fees is due by the 20th of the month following an invoice. If payment is not received, you will be liable for all legal and collection fees.

The declaration below must be signed by the person(s) or entity responsible for paying the costs of processing this application. If you are an agent, you will need to obtain the signature of the person(s) responsible for paying the fees before submitting the application to the Council.

Declaration

Subject to my rights under sections 357B and 358 of the RMA to object to any costs, I undertake to pay all costs associated with this application. I also agree to pay all the costs (including debt-collection or legal fees) of recovering any unpaid costs.

Send all invoices to:

Full name _____ Address _____

Applicant/Agent/Other (give details) _____

Phone _____ Email _____

I have read and understand the above conditions.

Signed _____ Date _____

Notes for the applicant

Incomplete applications will be returned. The Council may also request further information under Section 92 of the Resource Management Act 1991, to better understand the potential effects of the proposal.

Once this application is lodged with the Council, it becomes public information. If there is sensitive information in the proposal, please let us know.

The Council may require a registered surveyor to certify contours, natural ground level, building site(s) or structure(s), location of boundaries or any other feature which may affect this proposal.

Privacy information

The information you have provided on this form is required so that your application can be processed under the Resource Management Act 1991, and so that statistics can be collected by Wellington City Council. The information will be stored on a public register and held by Wellington City Council.

Under the Privacy Act 1993, you have the right to see and correct personal information.