



# MASTERTON DISTRICT COUNCIL

64 Chapel Street – PO Box 444 – Masterton 5840 – Ph (06) 370 6300 – Fax (06) 378 8400  
Email [records@mstn.govt.nz](mailto:records@mstn.govt.nz) – Web [www.mstn.govt.nz](http://www.mstn.govt.nz)

## Application for Resource Consent under s88 of the RMA 1991

Please read notes overleaf before completing this form

### APPLICANT

Name.....  
Postal Address.....  
.....

NOTE 1

### CONTACT DETAILS FOR SERVICE OF THE APPLICANT

Name.....  
Postal Address.....  
.....  
Phone..... Mobile.....  
Fax..... Email.....

NOTE 2

### OWNER OF THE PROPERTY

Name.....  
Postal Address.....  
.....

NOTE 3

### OCCUPIER (if not the owner)

Name.....  
Postal Address.....

NOTE 4

### LOCATION AND LEGAL DESCRIPTION OF SITE

.....  
.....  
.....

CERTIFICATE OF TITLE (CT) ATTACHED

MDC TO PROVIDE CT (\$20 inc GST)

NOTE 5

### BRIEF DESCRIPTION OF PROPOSAL (also attach Assessment of Environmental Effects)

.....  
.....  
.....  
.....  
.....

NOTE 6

**OTHER CONSENTS REQUIRED OR APPLIED FOR**

.....  
.....  
.....

NOTE 7

**WRITTEN CONSENT OF AFFECTED PARTIES** (Tick appropriate box)

n/a

Gained And Attached

Not Gained

NOTE 8

**SIGNATURE**

To be signed by the applicant or person authorised to sign on behalf of the applicant

Signed..... Date.....

NOTE 9

**EXPLANATORY NOTES**

- NOTE 1            Provide the name and current postal address of the applicant.
- NOTE 2            The address for service may be your surveyor, planner or other agent. Provide the contact persons name, position, address and other particulars so that we can direct all communications to this person on your behalf.
- NOTE 3 & 4        Provide the names and addresses of the owner and the occupier (other than the applicant) of land to which the application relates if applicable.
- NOTE 5            Provide the location of the application site as it is commonly known and in a way that it can be easily identified. This may include street or road names and numbers, landmarks, rivers etc. Provide the appellation and Title references for the application site e.g. Lot 1 DP 23456 in Certificate of Title 7891011. A Certificate of Title is required for every consent application. You can either provide one yourself, or request that Council searches and provides the Title.
- NOTE 6            Provide an outline description of what is proposed. In accordance with the 4<sup>th</sup> Schedule of the Resource Management Act 1991 an Assessment of Environmental Effects must also be provided. The Assessment should be to the level of detail that corresponds with the scale and significance of the effects that the proposed activity may have on the environment. This may require specific reports from respective experts in various fields.
- NOTE 7            Specify any other consents required under the RMA 1991 or any other legislation that may be important. You can apply for more than one type of consent on the one application.
- NOTE 8            The written approval of persons who will be affected by the proposal is required as part of your application. There are also statutory bodies and iwi groups who may also need to be consulted. Gaining these consents may avoid the application being notified.
- NOTE 9            The application can be signed by the owner or on behalf of the owner by his/her representative, eg surveyor. For legal purposes the person signing the application is acting for the owner with his/her knowledge.



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### INFORMATION TO BE SUPPLIED WITH RESOURCE CONSENT APPLICATIONS

The level of detail needed to accompany a Resource Consent application depends upon the classification and the complexity of the activity. It is important that comprehensive information is supplied with the application to enable the relevant Council to clearly understand the activity, and to allow the potential effects to be assessed. Insufficient information may delay application processing, as the Council will not receive an application until all the information requirements have been met.

Information is required for applications under the Resource Management Act for:

- Certificates of compliance;
- Land use and subdivision resource consents for controlled, restricted discretionary and discretionary activities;
- Privately initiated Plan changes;
- Requirements for designations.

All applications must include the following:



#### Checklist

1 - Certificate(s) of Title for the application site searched within the last 2 months.

2 - Site plan or subdivision scheme plan to scale that shows full detail of total application site

3 - An Assessment of Environmental Effects (AEE) in accordance with the information schedules 1-7

4 - Review of relevant district plan provisions

5 - Appropriate fee deposit

All of the four following types of applications will need to show the extent to which the proposed activity complies with the relevant performance standards and then provide extra information as follows.

**Permitted activity:** applications made for Certificates of Compliance need to illustrate how the development complies with the relevant performance standards.

**Controlled activity:** the application for Resource Consent will also need to illustrate how the development complies with the relevant performance standards and refer specifically to the aspects of the proposed activity which the Council has retained control over, as listed within the rule for the activity.

**Restricted discretionary activity:** the application for Resource Consent will be more detailed again, and the application should refer specifically to the aspects of the proposed activity over which the Council has retained discretion, as listed within the rule for the activity.

**Discretionary and Non-complying activities:** a more thorough application for Resource Consent needs to address all aspects and potential effects of the activity as the 'discretionary' and 'non-complying' classifications apply to activities where there is reasonable potential for the activity to adversely affect the environment.

## INFORMATION TO BE SUPPLIED WITH RESOURCE CONSENT APPLICATIONS

The "Information Required" table below indicates what type of information is required for each type of activity. Detailed guidelines are then given in the Information Schedules.

INFORMATION REQUIRED							
SCHEDULES	1	2	3	4	5	6	7
ACTIVITY							
PERMITTED	Y	Y	Y	Y			
CONTROLLED	Y	Y	Y	Y	Y		
SUBDIVISION	Y	Y	Y	Y	Y	Y	Y
RESTRICTED DISCRETIONARY	Y	Y	Y	Y		Y	
DISCRETIONARY NON COMPLYING	Y	Y	Y	Y			Y

### Information Schedule 1: General Information

All applications must give a general description of the activity the consent is being applied for, covering some or all of the following, as appropriate:

- (i) A site description;
- (ii) Address and legal description of the property(ies) where the activity will take place;
- (iii) A statement setting out what other resource consents are required and whether they have been applied for;
- (iv) Existing and proposed activities, buildings and structures;
- (v) A description and evaluation of any existing indigenous flora and fauna and natural landscape features that exist on or adjoin the area where the activity is proposed, including neighbouring sites;
- (vi) Existing landscaping to be retained and any proposed landscaping;
- (vii) Parking, access and loading space required for vehicles;
- (viii) Extent of any previous or proposed earthworks including filling and excavation measured horizontally and vertically, and the program of restoration;
- (ix) Provision and availability of utility services such as water supply and disposal of sewer and stormwater;
- (x) Any known sites of natural and historic heritage;
- (xi) Any known natural hazards or hazard-prone areas;
- (xii) Designations or heritage orders that apply to the site;
- (xiii) Hazardous substance contamination of the site;
- (xiv) Easements or other restrictions over the site;
- (xv) Any public infrastructure and open drains;
- (xvi) Performance standard information, where appropriate.

### Information Schedule 2: Plans

In addition to the above information, any application for Resource Consent for land use and subdivision shall include a set of plans illustrating the proposal with the following, as applicable:

- (i) A plan to scale, showing the location of the site, with:
  - Road name;
  - Street number;
  - Legal description;
  - North point, and scale.

(ii) A site plan showing:

Site boundary, legal boundary lengths and other dimensions in metres;

Location of all existing and proposed buildings with distances marked from the buildings to boundaries (including any eaves, decks, or other features) and to neighbouring structures and/or activities;

Proposed use of each building;

Position of all utility services (public and private);

Vehicle parking, access and loading areas;

Existing ground level and contours;

Proposed retaining walls, excavations, land filling and resultant contours;

Location of bores and wells;

Location of natural and artificial water courses;

Position of any easements and other restrictions over the allotment;

Existing and proposed landscaping;

Existing and proposed sealed areas.

(iii) A floor plan of any proposed building(s) showing:

Use of all parts of the building including basements, parking, lifts, storage and service areas.

(iv) Elevations of each proposed building(s) showing:

Ground levels, building heights and height in relation to any boundary;

Maximum permitted height marked;

Where relevant, appropriate shadow diagrams or models showing overshadowing on adjacent properties;

External appearance of the building;

The number of floors and their proposed use.

### **Information Schedule 3: Assessment of Environmental Effects**

In preparing the Assessment of Effects on the Environment, the following issues should be addressed in conjunction with the Fourth Schedule of the Resource Management Act 1991, and in relation to the provisions of the Plan:

(i) Environmental effects of the proposal on affected persons(s);

(ii) Effects of the proposal on the natural and historic heritage environment;

(iii) Evidence of consultation where it has been carried out with any affected person(s);

(iv) Visual impact of the proposal on the surrounding landscape and environment;

(v) Amenity values existing in the area and the proposals effect on these values;

(vi) An assessment of effects on the reticulation network, which will be referred to the relevant controlling authority for written comment and recommendations unless already provided with the application;

(vii) Proposed methods to avoid, remedy or mitigate any identified adverse effects of the proposal.

## Information Schedule 4: Subdivision

Every application for subdivision consent must include the following information, where it is appropriate:

- (i) A description of the consent being applied for;
- (ii) A site description;
- (iii) Address and legal description of the site;
- (iv) A current (no more than 3 months old) search copy of the Certificate(s) of Title for the land to be subdivided, a copy of the Deposited Plan for that Title(s) and any covenants, Consent Notices or easement documents registered on the Title(s);
- (v) A statement specifying what other resource consents are required and whether they have been applied for;
- (vi) All abutting and underlying title boundaries, and identification of all existing easements, rights of ways, covenants and building line restrictions;
- (vii) Proposed and existing activities, buildings and structures;
- (viii) Existing services including water supply, electricity, gas and telephone services within or adjacent to the proposed subdivision, and indicative servicing proposals;
- (ix) Existing and proposed sewer and stormwater systems including invert and manhole levels;
- (x) A description and evaluation of any existing indigenous flora and fauna and natural landscape features;
- (xi) Any known natural hazards or hazard prone areas;
- (xii) The numbers, areas and dimensions of all proposed lots;
- (xiii) Proposed roads, accessways, service lanes, access lots, and private ways with relevant width, areas and proposed gradients;
- (xiv) Proposed reserves with suggested classifications and improvements (pathways, rest areas, play areas, landscaping etc);
- (xv) Proposed esplanade reserves, esplanade strips and access strips;
- (xvi) Proposed easements (drainage, rights of way etc) with suitable memorandum and/or schedule;
- (xvii) Proposed areas of excavation and filling, together with proposed finished contours where earthworks involving cuts and/or fills exceeding 1 metre are proposed;
- (xviii) Watercourses, including ephemeral watercourses;
- (xix) For Rural (Primary Production) Zone subdivision, information on water supply and waste water disposal, identification of house/building sites, and evidence that the proposed building sites are suitable for buildings in relation to land stability and the proposed waste water disposal system;
- (xx) For subdivision outside of the Rural (Primary Production) Zone, outline plans of proposed development of sufficient quality and detail to demonstrate that it is practicable to construct on all allotments, as a permitted activity, a dwelling or other buildings that do not contravene any permitted activity rule or performance standard;
- (xxi) For land with access from a State Highway, evidence that the proposed subdivision has been discussed with Transit New Zealand together with the outcomes of those discussions;
- (xxii) For the balance area of the subdivider's property, where there is potential for further subdivision, indicative information about the implications of further subdivision for future services, roading and development;
- (xxiii) For land with access over the railway, evidence that the proposed subdivision has been discussed with the rail licensed access provider (ONTRACK) together with the outcomes of those discussions.

## **Information Schedule 5: Controlled Activities**

Additional information requirements relating to controlled activities shall be supplied as appropriate to the nature of the activity and will address those matters specified in the Plan over which Council has retained control.

### **(a) Subdivision**

- (i) Information required in Information Schedules 1, 2, 3, 4 and 5;
- (ii) The design and location of network utilities, including information regarding continuity of existing and future network utilities, such as through adjacent blocks of land for future subdivision and development; and the locations where it is possible to underground these facilities;
- (iii) Proposed areas of earthworks, both excavation and fill, including any methods planned to avoid, remedy or mitigate any potentially adverse effects of these works;
- (iv) A description and evaluation of any indigenous flora and fauna and natural landscape features including aquatic features and the effect of the proposed subdivision and development on these areas including any methods planned to avoid, remedy or mitigate any potentially adverse effects of these works;
- (v) A description and evaluation of any historic heritage and the effect of the proposed subdivision and development on it;
- (vi) Financial contribution details and the way these contributions will avoid, remedy or mitigate any adverse effects on the environment.

### **(b) Natural Hazard Areas**

- (i) The information required in Information Schedules 1, 5, and 6;
- (ii) Design and construction of any building and the location of all buildings and sealed surfaces within the site and the resulting effect on the building from the natural hazard area;
- (iii) Ground alteration or disturbance including any sub-surface excavation, an assessment of site stability, and the resulting effect on the proposal from the natural hazard;
- (iv) Proposed methods associated with the proposal to avoid or mitigate any adverse effects of the natural hazard;
- (v) The effect of the natural hazard on the health and safety of occupants and users of the site and the general public, as associated with the proposal.

### **(c) Network Utilities**

- (i) Information regarding the effect of the proposal on the environment including:
  - structure size;
  - location and siting of the structure(s) within the legal road;
  - design and external appearance of the structure(s); and
  - road users safety;
  - any method to avoid, remedy or mitigate any adverse effects.

### **(d) Relocated Buildings**

- (i) Information regarding the effects of the proposal on the surrounding Zone including:
  - design and external appearance of the structure;
  - any method to avoid, remedy or mitigate any adverse effects.

### **(e) Hazardous Substances and Facilities**

The AEE must be appropriate to the nature and scale of the proposed hazardous facility and its associated potential or actual environmental effects, and must include the following matters:

- (i) A description of the nature and scale of the proposed hazardous facility.
- (ii) An inventory, including quantities, of all hazardous substances proposed to be stored and/or used on the site, which is to be resubmitted at specified intervals (usually yearly);

- (iii) A description of the location of the hazardous facility in relation to more sensitive land uses (e.g., schools, rest homes etc.) or sensitive environments (aquifers, surface waters, protected eco-systems), and an evaluation of the risk from the facility;
- (iv) Proposed site management including:
  - the management of wastes containing hazardous substances;
  - monitoring and maintenance measures;
  - emergency management plan;
  - the transport of hazardous substances to and from the facility, where this forms a significant part of the operations.
- (v) Risk of natural hazards to the site, as applicable.

### **Information Schedule 6: Restricted Discretionary Activities**

Additional information requirements relating to restricted discretionary activities are listed in this schedule.

#### **(a) Natural Hazard Areas**

- (i) The information required in Information Schedules 1, 5, and 6;
- (ii) The design and construction of the building and location of the building and sealed surfaces within the site and the resulting effect on the building from the natural hazard;
- (iii) The alteration or disturbance of the ground including any below ground excavation, and an evaluation of site stability and the resulting effect on the proposal from the natural hazard;
- (iv) Proposed methods associated with the proposal to avoid or mitigate any adverse effects of the natural hazard;
- (v) The effect of the natural hazard on the health and safety of occupants and users of the site and the general public, as associated with the proposal.

#### **(b) Historic Values**

- (i) Effect of the proposal on the protection of the value, integrity and character of the historic site.
- (ii) The degree of modification or disturbance resulting from the proposal on the historic site.
- (iii) A statement as to whether the activity will affect the whole or part of the listed item(s).
- (iv) Where a significant adverse effect will result, a description of any possible alternative locations or methods for undertaking the activity.
- (v) The preferred option for protecting the listed item(s).
- (vi) What consultation (if any) has occurred with Tangata Whenua if it relates to a site of significance to Maori.
- (vii) A statement of the actual and potential effects of the proposal on heritage values.

### **Information Schedule 7: Discretionary and Non-Complying Activities**

Additional information requirements relating to discretionary and non-complying activities are listed in this schedule.

#### **(a) Future Development Areas**

Any Development Concept Plan submitted as part of a resource consent application must include the following:

- (i) A clear indication of the area that is to be the subject of the Comprehensive Development Plan;
- (ii) Plans showing the linkages to services, including sewerage, water supply, electricity, telecommunications and stormwater systems;
- (iii) Plans showing proposed internal roads, and linkages to external public roads;
- (iv) Plans for public open space and pedestrian access;
- (v) Details of any amenity/buffer strip with a minimum width of 50 metres, in order to minimise reverse sensitivity effects between residential and neighbouring activities;

- (vi) Details of the site's significant natural features, historic heritage, waahi tapu and archaeological sites, proposed environmental enhancement areas, and the ways these will be managed;
- (vii) The capability of the land to accommodate the proposed development, and the proposed measures, including avoidance, to address any natural hazards and/or geotechnical issues;
- (viii) Any proposed staging of the development;
- (ix) An assessment of the proposal against the objectives and policies of the Plan;
- (x) An assessment of the proposal against the rules and assessment criteria of the Plan.

### **26.3.10 Further Information**

Further information may be required from an applicant under Section 92 of the Act, where it is necessary to better understand the nature of the activity, its environmental effects, or the ways in which adverse effects may be avoided, remedied or mitigated.