

Resource Consents Unit

# Application for a Resource Consent: Land Use

Resource Management Act 1991 – Form 9

Submit this form online at: [onlineservices.ccc.govt.nz](https://onlineservices.ccc.govt.nz); or

Email to: [resourceconsentapplications@ccc.govt.nz](mailto:resourceconsentapplications@ccc.govt.nz); or

Deliver to: Resource Consents Unit, Christchurch City Council, 53 Hereford Street, Christchurch; or

Send to: Resource Consents Unit, Christchurch City Council, PO Box 73013, Christchurch Mail Centre, Christchurch, 8154

For enquiries phone: (03) 941 8999 or email [DutyPlanner@ccc.govt.nz](mailto:DutyPlanner@ccc.govt.nz)

## About this form

This form is to be used for an application for land use consent under Section 88 of the Resource Management Act 1991. It must be accompanied by plans, a Certificate of Title and other supporting information.

A deposit (minimum application fee) is required to be paid before processing will commence (refer Resource Management [Fee Schedule](#)). An invoice will be issued when the application has been received.

Applications are checked for completeness prior to acceptance. Please ensure that you have compiled your documents carefully to avoid delays accepting your application. A checklist is included at the end of this form.

Please also refer to the important information for applicants contained in Sections 15 and 16 of this form.

## 1. Pre-application discussions

Have you had a pre-application meeting or discussions with any Council staff about this proposal?  Yes  No

If yes, what was the name of the planner or other staff member(s)?

Date of pre-application meeting (if applicable):

Meeting reference number:

## 2. Controlled activity application

Is this a land use consent application for a **controlled activity** only, under the District Plan? (defined as a fast-track application under section 87AAC of the RMA)  Yes  No

If **Yes**, do you wish to opt out of the fast-track process?  Yes  No

**Please note:**

- If the application involves any activities other than controlled land use activities under the District Plan, it is not a fast-track application.
- An application ceases to be fast-track if it is publicly notified or limited notified, or a hearing is to be held.
- An electronic address for service must be provided for an application to be a fast-track application.

## 3. Application site

Street address:

Legal description:

I have provided a Certificate of Title (Computer Register) less than 3 months old, including a copy of any consent notice, covenant or other encumbrance to which the Council is a party. Note: These can be obtained from Land Information New Zealand: <https://apps.linz.govt.nz/survey-titles/order-copy/>

**OR**

I request that the Council obtain a copy of the Certificate of Title (Computer Register) and any relevant encumbrances from Land Information New Zealand and on-charge the cost to me.

#### 4. Applicant details

Please note that the **applicant** is responsible for the fees associated with this application, unless specified otherwise in Section 6. Where there is an agent, it is the Council's practice to communicate with both the agent and the applicant.

Full name (including middle name):	<input type="text"/>				
<b>OR</b>					
Registered Company / Trust / Organisation name:	<input type="text"/>				
Contact person / Trustee names:	<input type="text"/>				
Landline:	<input type="text"/>	Mobile :	<input type="text"/>		
Email:	<input type="text"/>				
Postal Address:	<input type="text"/>				
The applicant is the:	<input type="checkbox"/> Owner	<input type="checkbox"/> Occupier	<input type="checkbox"/> Lessee	<input type="checkbox"/> Prospective purchaser	of the application site
<input type="checkbox"/> Other (please specify):	<input type="text"/>				

#### 5. Agent details

Name of Agent:	<input type="text"/>		
Name of firm:	<input type="text"/>		
Landline:	<input type="text"/>	Mobile :	<input type="text"/>
Email:	<input type="text"/>		
Postal Address:	<input type="text"/>		

#### 6. Invoicing details

All consent-related invoices are to be made out to:

<input type="checkbox"/> Applicant	<input type="checkbox"/> Agent
<input type="checkbox"/> Existing 'on-account' customer	State name of PMO: <input type="text"/>
<input type="checkbox"/> Other (specify below)	

Name:	<input type="text"/>
Email:	<input type="text"/>
Postal Address:	<input type="text"/>

Note: Any refunds will be paid to the receipted name unless written authorisation has been received from the receipted person or company.

#### 7. Owners and occupiers of the application site

The full name and postal address of each owner and occupier of the application site (if different to the applicant):

<input type="text"/>
<input type="text"/>
<input type="text"/>
<input type="text"/>
<input type="text"/>



## 11. National Environment Standard (NES)

This section relates to the National Environmental Standard (NES) for Assessing and Managing Contaminants in Soil to Protect Human Health. [www.mfe.govt.nz/laws/standards/contaminants-in-soil](http://www.mfe.govt.nz/laws/standards/contaminants-in-soil)

The NES includes regulations controlling **soil disturbance, change of use, subdivision and removal/replacement of fuel storage systems** on properties which have been used either now or in the past for a hazardous activity or industry (known as HAIL) that may have resulted in contamination of the soil.

Please answer the following questions to determine whether the NES applies to your proposal.

Is the application site listed on Environment Canterbury's Listed Land Use Register (LLUR)? <a href="https://llur.ecan.govt.nz/">https://llur.ecan.govt.nz/</a> . If YES, please include a copy of the LLUR statement with your application.	<input type="checkbox"/> Yes	<input type="checkbox"/> No
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If the site is not listed on the LLUR, is an activity described on the Hazardous Substances and Industries List (HAIL) currently being undertaken on the piece of land to which this application relates, or is it more likely than not to have ever been undertaken on the land? The HAIL list is available at: <a href="https://www.mfe.govt.nz/land/hazardous-activities-and-industries-list-hail">https://www.mfe.govt.nz/land/hazardous-activities-and-industries-list-hail</a>	<input type="checkbox"/> Yes	<input type="checkbox"/> No
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Type of HAIL activity:

**If the answer to either of the above questions is YES, then the NES may apply, depending on the proposed activity. Please identify whether the application involves any of the activities below.**

*(If the answer to both of the above questions is NO, you do not need to answer the remaining questions in this section).*

Will the proposed activity involve disturbance of more than 25m <sup>3</sup> of soil (per 500m <sup>2</sup> of disturbed area)?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
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Volume of soil disturbance:

Will the proposed activity involve removal of more than 5m <sup>3</sup> of soil (per 500m <sup>2</sup> of disturbed area) from the site?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
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Volume of soil removal:

Does the application involve changing the use of the land to one which, because the land has been subject to a HAIL activity, is reasonably likely to harm human health? (e.g. service station to office, orchard to residential)	<input type="checkbox"/> Yes	<input type="checkbox"/> No
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Does the application involve removing or replacing a fuel storage system or parts of it?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
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Does the application involve subdivision of the land?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
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**If the answer to any of the above activity questions is also YES, then the NES will apply.**

- Soil disturbance or removal exceeding the specified volumes requires resource consent.
- Changing the land use or subdividing the land will require resource consent if the permitted activity requirements of the NES are not complied with. These include provision of a Preliminary Site Investigation carried out by a suitably qualified and experienced practitioner.
- Removal or replacement of a fuel storage system will require consent if the permitted activity requirements of the NES are not complied with.

<b>Does the proposed activity require resource consent under the NES?</b>	<input type="checkbox"/> Yes	<input type="checkbox"/> No
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If the answer is YES, an assessment of the application under the NES must be provided as part of your Assessment of Effects on the Environment (refer Section 10 above). A Detailed Site Investigation may be required.

## 12. Other Applications

Have you applied for, or are you required to apply for, any other **resource consents** for this project, either from the Christchurch City Council or Environment Canterbury, and if so, what type?

		Has been applied for:	Is required to be applied for:	Has been obtained:	Reference no. (if applicable):
Christchurch City Council	Subdivision Consent	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>
	Other Land Use Consent	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>

Environment Canterbury	Water Permit	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>
	Discharge Permit	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>
	Coastal Permit	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>

**OR**

No additional resource consents are needed for the proposed activity.

Have you applied for a **Project Information Memorandum (PIM)** or a **building consent** for this project?  Yes  No

If yes, what is the project number (BCN number)?

### 13. Development Contributions

The following information is required for assessment of levies under the [Development Contributions Policy](#).

#### Residential development

The use of land or buildings for living accommodation purposes including residential units such as dwellings, serviced apartments and until/strata development but excluding retirement villages and travellers accommodation such as hotels, motels and hostels.

<b>Existing:</b>		<b>New Total</b> ( <i>Existing plus proposed</i> ):	
Number of residential units:	<input type="text"/>	Number of residential units:	<input type="text"/>
Has a residential unit been demolished/removed from the site?	<input type="checkbox"/> Yes	Date:	<input type="text"/>
The following section applies when there will be more than one residential unit on the site:			
Gross floor area (all buildings):	<input type="text"/> m <sup>2</sup>	Gross floor area of each unit: ( <i>Attach separate page if necessary</i> )	<input type="text"/> m <sup>2</sup>
The following section applies where there will be two or more <b>attached</b> residential units are on the site:			
Impervious surface area:*	<input type="text"/> m <sup>2</sup>	Impervious surface area:	<input type="text"/> m <sup>2</sup>

*\*Impervious Surface Area includes the area of roofs, paving and gravel.*

#### Non-residential Development

The use of land or buildings for commercial premises/offices, shopping centres, supermarkets, service stations, market, bulk goods/home improvement stores, retail facilities, manufacturing industries, restaurants, drive-in fast food restaurants, warehouse/storage, retirement villages and commercial accommodation.

<b>Existing:</b>		<b>New total</b> ( <i>Existing plus proposed</i> ):	
Impervious surface area:*	<input type="text"/> m <sup>2</sup>	Impervious surface area:*	<input type="text"/> m <sup>2</sup>
Landscaping area (lawn/garden):	<input type="text"/> m <sup>2</sup>	Landscaping area (lawn/garden):	<input type="text"/> m <sup>2</sup>
Gross floor area for each land use activity:		Gross floor area for each land use activity:	
Gross floor area:	<input type="text"/> m <sup>2</sup>	Land Use:	<input type="text"/> m <sup>2</sup>
Gross floor area:	<input type="text"/> m <sup>2</sup>	Land Use:	<input type="text"/> m <sup>2</sup>
Gross floor area:	<input type="text"/> m <sup>2</sup>	Land Use:	<input type="text"/> m <sup>2</sup>
Total gross floor area:	<input type="text"/> m <sup>2</sup>	Total gross floor area:	<input type="text"/> m <sup>2</sup>

*\*Impervious Surface Area includes the area of roofs, paving and gravel.*

#### Special Assessment

If the development is one that is not recognised as a residential or non-residential land use (as above), please provide the following information for a special assessment of development levies.

<b>Existing:</b>		<b>New total</b> ( <i>Existing plus proposed</i> ):	
Impervious surface area:*	<input type="text"/> m <sup>2</sup>	Impervious surface area:*	<input type="text"/> m <sup>2</sup>
Traffic movements per day:	<input type="text"/>	Traffic movements per day:	<input type="text"/>

Litres of water usage per day:	<input type="text"/>	Litres of water usage per day:	<input type="text"/>
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\*Impervious Surface Area includes the area of roofs, paving and gravel.

**Note:** For mixed use developments please complete all relevant sections above.

### Connections to Council Infrastructure

Does this development require connection/s to the following:

Water supply	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Stormwater	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Wastewater	<input type="checkbox"/> Yes	<input type="checkbox"/> No

## 14. Declaration

I have completed all relevant sections of this form (including the checksheet in Section 16), and I understand that my application may be returned as incomplete if it does not include all of the relevant information.

I understand that the fees paid on lodgement **are a deposit only**, and that the Council will invoice all costs actually and reasonably incurred in processing this application.

All of the information provided with this application is, to the best of my knowledge, true and correct. I understand that all information submitted as part of an application is required to be kept available for public record, therefore the public (including business organisations, media and other units of the Council) may view this application, once submitted. It may also be made available to the public on the Council's website. If there is commercially sensitive information in your application please let us know. If you would like to request access to, or correction of, your details, please contact the Council.

**Signature of Applicant** (or person authorised to sign on behalf of applicant):

Date	<input type="text"/>	Print name	<input type="text"/>
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If you are signing this application on behalf of a company/trust/other entity (the applicant), you are declaring that you are duly authorised to sign on behalf of the applicant to make such an application.

## 15. Fee information

The required deposit (Minimum Application Fee) must be paid before processing of the application will start. A further invoice will be issued when the processing of this application has been completed if the cost of processing it exceeds the deposit paid. If the cost of processing the application is less than the deposit a refund will be issued to the **person who paid the fee**.

Where the application fee is to be charged to an **account holder** no deposit is required. Instead the actual fees will be invoiced on completion of processing.

Interim invoices may be issued on a monthly basis for all applications, including where the applicant is an account holder.

The Resource Management Fees Schedule can be viewed at: <https://ccc.govt.nz/consents-and-licences/resource-consents/resource-management-fees/>

**DEBT RECOVERY** – Where an invoiced amount has not been paid by the stated due date, the Council may commence debt recovery action. The Council reserves the right to charge interest, payable from the date the debt became due, and recover costs incurred in pursuing recovery to the debt.

**MONITORING FEES** – Please note that if this application is approved you will be required to meet the costs of monitoring any conditions applying to the consent, pursuant to Section 35 of the Resource Management Act 1991.

**DEVELOPMENT CONTRIBUTIONS** – Your development, if granted, may also incur development contributions under the Local Government Act 2002 in accordance with the Council's Development Contributions Policy. Any development contributions payable will be invoiced to the applicant.

## 16. Additional notes for the applicant

1. This application is for resource consent under the Resource Management Act 1991. In processing the application the Council can only consider relevant matters under the Resource Management Act. Please be aware that there may be a range of other matters which could affect your ability to carry out the proposed development or activity, and it is your responsibility to investigate these.
2. If your proposal involves building work or change of use of a building you may also require a building consent under the Building Act 2004. This must be applied for separately. Dependant on the nature of the proposal, other consents or licences may also be required under such legislation as the Health Act 1956 and the Sale of Liquor Act 1989.
3. You may apply for two or more resource consents that are needed for the same activity on the same form.
4. The written approval of persons the Council considers may be adversely affected by the proposal may be required as part of the application, if it is to be processed on a non-notified basis. This will be determined after the application has been lodged and assessed, and a site visit carried out.
5. Consultation with neighbours and other affected persons is at the discretion of and is the responsibility of the applicant.
6. The costs incurred in receiving and checking incomplete applications are invoiced to the applicant. To avoid delays and cost please ensure that you submit a complete application.
7. If further information is required after your application is accepted, you will be advised as soon as possible and processing of the application will be suspended until the information is received.
8. All applicants are asked to check the accuracy of the information supplied. Inaccuracies in information supplied can cause difficulties at a later date, such as additional costs, delays and legal proceedings initiated by the Council and/or by other persons.
9. If resource consent is granted the applicant has a legal obligation to comply with any conditions of the consent.

## 17. Checklist

This checklist has been produced to assist you in the preparation and lodgement of your application. The provision of correct and accurate information will ensure that delays are kept to a minimum. Please complete all sections using **Y** where the information is provided, or **N** where the information is not required.

<input type="checkbox"/>	<b>a. Application Form P-001 (1 copy)</b> <input type="checkbox"/> Completed and <b>signed</b> application form, including a full description of the proposal, a list of the ways in which it does not comply with the Christchurch District Plan and/or NES, and an assessment of effects on the environment
<input type="checkbox"/>	<b>b. Location of Application Site</b> <input type="checkbox"/> Copy of current Certificate of Title (Computer Register) less than 3 months old, including any consent notices, covenants or other encumbrances to which the Council is a party. <i>(Note: The Council can obtain this from Land Information New Zealand on your behalf)</i>
<input type="checkbox"/>	<b>c. Application Fee / Deposit</b> <input type="checkbox"/> Fees payable and internet banking details are set out in the Resource Management <a href="#">Fee Schedule</a> .
<input type="checkbox"/>	<b>d. Site Plan (1:200) showing (where relevant)</b> <input type="checkbox"/> Location and use of all existing and proposed buildings in relation to legal and internal boundaries; <input type="checkbox"/> Location of any waterway and dimensions from its banks to any new buildings and/or earthworks (see also g. below); <input type="checkbox"/> Vehicle access, manoeuvring, parking spaces and driveway gradients; <input type="checkbox"/> Outdoor living, service and storage space; <input type="checkbox"/> Landscape plan showing location, species and height of all existing and proposed plants; <input type="checkbox"/> Location of protected trees on the site or adjoining sites; <input type="checkbox"/> Location of street trees on road reserve adjoining the application site; <input type="checkbox"/> Areas of proposed filling or excavation, retaining walls and existing and proposed ground levels;

	<input type="checkbox"/> Building coverage (proposed and existing) in square meters; and <input type="checkbox"/> Surveyed ground and floor levels (especially at critical points to show District Plan compliance).
<input type="checkbox"/>	<b>e. Floor Plans (1:100 / 1:50) showing (where relevant)</b> <input type="checkbox"/> Proposed uses; <input type="checkbox"/> Gross floor areas for each use; <input type="checkbox"/> Location of all/any kitchen facilities; <input type="checkbox"/> Doors and windows; and <input type="checkbox"/> Overall dimensions of all buildings.
<input type="checkbox"/>	<b>f. Elevations (1:100 / 1:50) showing (where relevant)</b> <input type="checkbox"/> Recession planes from accurate levels; <input type="checkbox"/> Maximum height; and <input type="checkbox"/> Doors and windows.
<input type="checkbox"/>	<b>g. Water body setback intrusions (in addition to other information on this checksheet)</b> <input type="checkbox"/> The location of the required water body setback, measured in accordance with Appendix 6.11.5.2 and 6.11.5.3 of the District Plan; <input type="checkbox"/> The amount of building intrusion within the setback (in m <sup>2</sup> ), including any proposed decking; <input type="checkbox"/> Volume and location of proposed excavation and filling within the water body setback; <input type="checkbox"/> An assessment of the effects of the intrusion on the water body environment; covering the matters in Rule 6.6.7 of the District Plan; <input type="checkbox"/> For water bodies defined as Nga Wai in Appendix 9.5.6.4, an assessment of the proposal against the matters in Rule 9.5.5.3 of the District Plan (also refer to the Mahaanui Iwi Management Plan at <a href="http://www.mkt.co.nz">www.mkt.co.nz</a> ) <input type="checkbox"/> Details of any bank maintenance and/or enhancement works; and <input type="checkbox"/> An assessment of the effects of the activity where the water body is identified as a Site of Ecological Significance in Schedule A of Appendix 9.1.6.1.
<input type="checkbox"/>	<b>h. HAIL (land contamination) information</b> <input type="checkbox"/> Details of any known areas of contamination, or potential contamination identified on Environment Canterbury's Listed Land Use Register ( <a href="https://llur.ecan.govt.nz/">https://llur.ecan.govt.nz/</a> ) and/or in a contamination investigation report. <input type="checkbox"/> A copy of the LLUR statement if the site is listed on the Register. <input type="checkbox"/> If the land is contaminated or potentially contaminated (refer Section 8 of this form) a report from a suitably qualified and experienced practitioner (e.g. consultant experienced in investigating and managing contaminated land) outlining how the works will be managed to avoid potential effects on the health of neighbours and people living and working on the site, and on the environment. A Preliminary Site Investigation or Detailed Site Investigation may be required.
<input type="checkbox"/>	<b>i. Assessment of Environmental Effects</b> <input type="checkbox"/> An assessment of effects on the environment in accordance with Schedule 4 of the RMA, at a level of detail that corresponds with the scale and significance of the effects that the proposed activity may have on the environment. This assessment may require technical specialist reports on matters such as traffic, heritage, noise, protected trees, contaminated land, geotechnical assessment, landscape and urban design.

**Note:** This is a preliminary checksheet only. It is general in nature and does not cover all rules in the District Plan, nor is all of the information relevant to all types of application. Please check with a planner at the Council if you are unsure of the information requirements for your particular application. Please also note that the detailed technical review of your application may reveal the need for you to supply further information, in which case you will be advised as soon as possible.