

# Application for a certificate of compliance

Section 139 Resource Management Act 1991

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 used to request a certificate under section 139 of the Resource Management Act 1991 stating that a particular use complies with all relevant rules in the Christchurch District Plan and/or a National Environmental Standard. It must be accompanied by plans and other supporting information necessary to confirm compliance.

A deposit must be paid before processing will commence (refer to the Resource Management [Fee Schedule](#)). An invoice will be issued when your 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 contained in Sections 10 and 11 of this form.

## 1. Pre-application discussions

Have you had a pre-application meeting or discussion 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. Application site

Street address:

Legal description:

I have provided a Record of Title 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://www.linz.govt.nz/land/land-records/order-copy-land-record/land-record-order-form>

**OR**

If it is needed for the processing of this application, I request that the Council obtain the Record of Title and any relevant encumbrances from Land Information New Zealand.

## 3. Applicant details

Please note that the **applicant** is responsible for the fees associated with this application, unless specified otherwise in Section 5. 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):

**OR**

Registered Company / Trust /

Organisation name:

Contact person / Trustee names:



## 7. National Environment Standard (NES)

This section relates to the National Environmental Standard (NES) for Assessing and Managing Contaminants in Soil to Protect Human Health. <https://environment.govt.nz/acts-and-regulations/regulations/national-environmental-standard-for-assessing-and-managing-contaminants-in-soil-to-protect-human-health/>

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)?  
[www.llur.ecan.govt.nz](http://www.llur.ecan.govt.nz). If YES, please include a copy of the LLUR statement with your application.

Yes

No

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?

Yes

No

The HAIL list is available at: <https://environment.govt.nz/publications/hazardous-activities-and-industries-list-hail/>

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)?

Yes

No

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?

Yes

No

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)

Yes

No

Does the application involve removing or replacing a fuel storage system or parts of it?

Yes

No

Does the application involve subdivision of the land?

Yes

No

**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.

**Does the proposed activity require resource consent under the NES?**

Yes

No

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.

## 8. Other Applications

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)?

## 9. Declaration

I have completed all relevant sections of this form (including the checklist in Section 12), 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 sensitive information in your application please let us know.

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

Date  Print name

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.

### Privacy information

The Council is subject to the Privacy Act 1993. For a full privacy statement see: <https://ccc.govt.nz/the-council/how-the-council-works/privacy-statement/>. If you would like to request access to, or correction of, your details, please contact us.

## 10. Fee information

The required deposit must be paid before processing of this application will start. A further invoice will be issued when processing has been completed if the cost of processing exceeds the deposit paid. If the processing cost 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, including where the applicant is an account holder.

The Resource Management Fee 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.

## 11. Additional notes for the applicant

1. This application is for certification under the Resource Management Act 1991. When processing the application the Council can only check 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. 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.
4. 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.
5. Please make sure the information supplied is accurate. Inaccurate information can cause difficulties at a later date, such as additional costs, delays and legal proceedings initiated by the Council and/or by other persons. They may also result in possible revocation of a certificate (if the Council is satisfied any inaccuracies were material in satisfying the Council that it must issue the certificate).

## 12. 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.  |
| <input type="checkbox"/> | <b>b. Location of Application Site</b>   |
| <input type="checkbox"/> | Copy of current property Title 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> . An invoice will be issued when the application is received.  |
| <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 (measured in accordance with Appendix 6.11.5.2 and 6.11.5.3 of the District Plan);   |
| <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 compliance with the District Plan).  |
| <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 (including those with obscure glazing).  |

**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 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.