

Resource Consents Unit

Application for a Certificate of Compliance

Resource Management Act 1991 - s.139

Submit your application online at: onlineservices.ccc.govt.nz; or

Email your application to resourceconsentapplications@ccc.govt.nz; or

Send to: Resource Consents Unit, Christchurch City Council, PO Box 73014, Christchurch Mail Centre, Christchurch 8154;

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

For enquiries phone: (03) 941 8999

About this form

This form is to be used where an applicant seeks certification under Section 139 of the Resource Management Act 1991 that a particular use complies with all of the rules in the District Plans and/or a National Environmental Standard (NES). 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 in accepting your application. A checklist is included at the end of this form.

1. Pre-application information

Have you had a pre-application meeting or other discussions with 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 no:

2. Application Site

Location of the proposed activity (street address):

Legal description of application site:

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.

3. Applicant details

*Please note that the **applicant** is responsible for the fees associated with this application, unless specified otherwise in Section 5. Please note it is The Council's practice to communicate with the agent and the applicant.*

Full name (including middle name):

OR

Registered Company / Trust / Organisation name:

Contact person / Trustee names:

Landline: Mobile:

Email:

Postal Address: Post Code:

The applicant is the:

Owner Occupier Lessee Prospective purchaser of the application site

Other (please specify)

4. Agent details

Name:

Name of firm:

Landline: Mobile:

Email:

Postal Address: Post Code:

5. Invoicing details

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

- Applicant Agent
- Existing 'on-account' customer (state name or PMO/organisation):
- Other (specify below):

Name:

Email:

Postal Address: Post Code:

(Please note: any refunds will be paid to the receipted name unless written authorisation has been received from the receipted person or company)

6. The Proposal

Describe what is to be carried out on the site (use additional pages if necessary).

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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. www.mfe.govt.nz/laws/standards/contaminants-in-soil

The NES includes regulations controlling **soil disturbance, change of use, 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 If YES, please include a copy of the LLUR statement with your application.	Yes <input type="checkbox"/>	No <input type="checkbox"/>
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: www.mfe.govt.nz/laws/standards/contaminants-in-soil	Yes <input type="checkbox"/>	No <input type="checkbox"/>

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 ³ of soil (per 500m ² of disturbed area)? Volume of soil disturbance:	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Will the proposed activity involve removal of more than 5m ³ of soil (per 500m ² of disturbed area) from the site? Volume of soil removal:	Yes <input type="checkbox"/>	No <input type="checkbox"/>
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 <input type="checkbox"/>	No <input type="checkbox"/>
Does the application involve removing or replacing a fuel storage system or parts of it?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Does the application involve subdivision of the land?	Yes <input type="checkbox"/>	No <input type="checkbox"/>

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 under the NES.
- Changing the land use or subdivision of 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.

Is your proposal a permitted activity under the NES?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
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Note: A Certificate of Compliance cannot be issued unless the activity is permitted under the NES.

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

9. Declaration

I have completed all relevant sections of this form, including the checksheet 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 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:

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.

10. 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: <http://www.ccc.govt.nz/consents-and-licences/resource-consents/fees-and-charges/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 of the debt.

11. Additional notes for the applicant

1. 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. Inaccuracies may also result in possible revocation of any certificate issued (if the Council is satisfied any inaccuracies were material in satisfying the Council that it must issue the certificate).
2. This application is for certification 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.
3. 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.
4. 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.
5. 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.

12. Checksheet

This checksheet 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 either a **U** or **Y** where the information is provided, or **X** or **N** where the information is not required.

Customer use		For office use only
<input type="checkbox"/>	a. Application Form: <input type="checkbox"/> Completed and signed application form, including a full description of the proposal.	<input type="checkbox"/>
<input type="checkbox"/>	b. Location of Application Site: <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"/>
<input type="checkbox"/>	c. Application Fee / Deposit: <input type="checkbox"/> Refer to the Resource Management Fee Schedule .	<input type="checkbox"/>
<input type="checkbox"/>	d. Site Plan (1:200) showing (where relevant): <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; <input type="checkbox"/> Vehicle access, manoeuvring, parking areas 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 metres; and <input type="checkbox"/> Surveyed ground and floor levels (especially at critical points to show compliance with the City/District Plan).	<input type="checkbox"/>
<input type="checkbox"/>	e. Floor Plans (1:100 / 1:50) showing (where relevant): <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"/>
<input type="checkbox"/>	f. Elevations (1:100 / 1:50) showing (where relevant): <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).	<input type="checkbox"/>

Note: This is a preliminary checksheet only. It is general in nature and does not cover all rules in the City/District Plan, nor is all of the information relevant to all types of 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.