**Public notice – Planner’s template**

Send this form to CCRCDevelopmentSupportTeam@ccc.govt.nz

Please arrange public notification of the following application:

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| **APPLICATION DETAILS** |
| **RMA No.** | RMA/+ |
| **Address** | + |
| **Consent sought** | Land use consent / Subdivision consent, etc |
| **Proposal** | + *The public notice must contain only a short summary. If more detail is needed, provide a separate lengthier description for the Have Your Say webpage.* |
| **Applicant** | + |
| **Applicant’s address for service** | + *(including their email address)* |
| **Council planner**  | + *(name and phone number)* |

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| **NOTIFICATION DETAILS** |
| **Date(s) to be advertised** | + *Preferred date (admin will confirm)* |
| **No. of site notices** | + *If you don’t state the number or location of notices only one sign will be erected* |
| **Location of site notice(s)** | + |

**Map of properties (owners and occupiers) that are to be served notice:**

+

*Insert a map with properties clearly identified OR the Team Leader can sign a printout instead, which should be saved to TRIM. The s95 report generally doesn’t identify affected persons, and if the applicant requested public notification there won’t be a s95 report, so you need to consider and identify who may be affected.*

**Approved by:**

[Signature – must be a Team Leader or Planning Manager]