Date

03 941 8999

53 Hereford Street  
Christchurch 8013

PO Box 73013  
Christchurch 8154

**ccc.govt.nz**

Name

Address line one

Address line two

Address line three

Christchurch XXXX

Dear +

**Amendment to resource consent – RMA/+ - Address**

I am pleased to confirm that the proposed amendment(s) to the above resource consent fall within the scope of the consent.

The amendments relate to *(outline the nature of the amendments, either in paragraph form if straightforward, or via bulletpoints if several amendments proposed)*

Having reviewed the plans and discussed the proposed amendments with + (Name, Position e.g. Team Leader, traffic engineer, heritage planner), I am satisfied that they will not affect the integrity of the conditions imposed. *Or delete if a straightforward amendment not requiring any technical input*

*Explain why – e.g. The amendments do not result in any significant change to the design or layout of the building / layout of the site, and do not introduce any new non-compliances with the District Plan. The effects of the amended … will be the same / similar to those of the approved plans. Add further detail if necessary..*

I note that the people / only person considered to be affected by the original proposal have / has signed a copy of the amended plans. *(Delete if no one was affected by the original application. Alternatively explain why you consider the changes reduce the scale of the non-compliance with relation to the affected person(s) and that they aren’t affected by the amendments in any other regard).*

A copy of the amended plans and this letter will be added to the resource consent file for future reference. *Save the plans as “RMA/xxxx/xxx Amended plans accepted as within scope” but don't stamp them or change the original Approved Consent Document.*

*Please note that as your building consent has already been issued an amendment to that consent will also be required. I have copied the Building Consent Officer into this email so he/she is aware that the resource consent plans have been amended.*

Yours sincerely

[Insert signature – with name and title only]

Reviewed by:

[Insert full signature]