

# Application Certificate of Compliance



Property, Consents and Licensing under section 139 of the Resource Management Act 1991.

This form provides Council with your contact information and details about your proposal. If you need help completing this form or you are unsure about which form to use contact the Duty Planner.

Note: your application may be returned to you if the form is incomplete or the necessary information is not provided or the deposit is not paid.

## 1. General details

This application is for a certificate of compliance for the following activities:

Site which the application relates to is described as:

No:  Street:  Suburb

Legal description:

## 2. Applicant details

Name in full:

Surname

First name(s)

Physical address:

No.

Street/Road

Suburb

Town/City

Postcode

Postal address: If different from above

Phone:

Day

Mobile

Email:

Please tick if email is your preferred method of contact.

The applicant is:  Owner  Occupier  Lessee  Prospective purchaser  The Crown

Network Utility Operator  Other

of the site to which the application relates.

## 3. Agent / consultant details (if different from above)

Company:

Contact person:

Postal address of agent:

Phone:

Day

Mobile

Email:

Please tick if email is your preferred method of contact.

#### 4. Address for correspondence and invoices

All correspondence (excluding invoices) sent to:  Applicant  Agent/Consultant  Other

Invoices sent to:  Applicant  Agent/Consultant  Other

#### 5. Description of proposed activity

#### 6. Pre-application information

Have you received pre-application information or had a pre-application meeting regarding this proposal from Council?

Yes  No  Copy of meeting minutes attached Date of meeting:

If yes, provide the reference number and/or name of staff members(s):

#### 7. Site visit requirements

As landowner and with the consent of any occupiers or lessees, I agree to council staff or authorised consultants visiting the site, which is the subject of this application, for the purpose of assessing this application.

OR

If applicant is not the landowner:

Landowner's full name:

Landowner's signature:

Date signed:

Person authorised to sign on behalf of landowner:

Authorising person's signature:

Is there a locked gate or security system restricting access by council staff?

Yes  No

Do you have a dog on the property?

Yes  No

Provide details of any entry restrictions that council staff should be aware of, such as health and safety, organic farm, etc.

## 8. Information to be submitted with the application

Attach the following information in support of your application. If inadequate information is supplied with your application, this will cause delays in processing the application or may result in the application being returned.

Either provide an electronic copy to [rclodgement@gdc.govt.nz](mailto:rclodgement@gdc.govt.nz) or two paper copies (including one unbound) of all the information required. Please note if the combined file size of your documents exceeds 30MB you will need to contact us on the above email address so we can send you a secure link to upload your files.

- A completed application form including authorisation for site inspection signed and dated by persons responsible for payment of fees and charges.
- Site plan.
- Locality plan or aerial photo at 1:500 scale.  
*Indicate the location of the site in relation to the street and other landmarks.  
Show the street number of the subject site and those of adjoining sites (rural sites can be shown at 1:1000 if required).*
- Certificates of title less than 3 months old for the subject site.  
*Attach any relevant consent notices, covenants, easements etc attached to the title if relevant or impacted by the use of the property.*
- An assessment of the activity for which the application is made against the Tairāwhiti Resource Management Plan rule(s) or relevant National Environmental Standard showing that the activity can be lawfully established without a resource consent.

## 9. Deposit fees

The required deposit must be paid before any processing of the application will start.

I enclose a deposit fee of \$

for the processing of this application. I/we understand that Council may invoice me for the actual and reasonable costs incurred in the processing of this application.\*

## 10. Declaration concerning payment of fees

I/we understand that Council may charge for all costs actually and reasonably incurred in processing this application.

Subject to rights under sections 357B and 358 of the RMA to object to any costs, I/we undertake to pay all processing costs incurred by Council. Without limiting Council's legal rights, if any steps, including the use of debt collectors, are necessary to recover unpaid processing costs, I/we agree to pay all costs of recovering those processing costs. If this application is made on behalf of a trust (private or family), a society (incorporated or unincorporated) or a company, in signing this application I/we are binding the trust, society or company to pay all the above costs and guaranteeing to pay all the above costs in my/our personal capacity.

Full name:

Signature:

Date:

## 11. Signature of applicant

Full name:

Signature:

Date:

Full name:

Signature:

Date:

## 14. Privacy information

The information you have provided on this form is required so that your application can be processed under the RMA, so that statistics can be collected by Council. The information will be stored on a public register, and held by Council. The details may also be made available to the public on Council's website. These details are collected to inform the general public and community groups about all consents which have been issued through Council. If you would like to request access to, or correction of your details, please contact Council.

\* Refer to Fees and Charges Schedule.

**OFFICE USE ONLY**

- Certificate of title
- Description of proposal
- All information listed in Section 8 of this form

Application No:  Receipt date:  Deposit paid: