

# Application for resource consent

(Form 9 under Resource Management (forms, fees and procedures) Amendment Regulations 2006) Section 88, Resource Management Act 1991

APPLICANT DETAILS (FULL NAMES - NOT INITIALS)			
Full name			
Telephone		Email	
Postal Address			
ADDRESS FOR INVOICING (IF DIFFERENT FROM ABOVE)			
Postal Address			
CONTACT PERSON OR AGENT (IF DIFFERENT FROM ABOVE) (FULL NAME - NOT INITIALS)			
Full name			
Telephone		Email	
Postal Address			Post code
Correspondence will go to	<input type="checkbox"/> Applicant	<input type="checkbox"/> Agent	
Additional costs will go to	<input type="checkbox"/> Applicant	<input type="checkbox"/> Agent	
I am applying			
for a	<input type="checkbox"/> Land use consent	and/or <input type="checkbox"/> Subdivision consent	
and/or	<input type="checkbox"/> Certificate of compliance	and/or <input type="checkbox"/> Other (specify)	
Location of the activity			
ACTIVITY DETAILS			
Provide a brief description of the activity to be undertaken. <b>Note</b> A full description of the activity must be provided as part of the application. (see item 4 of the checklist at bottom of page).			
Do you agree to a s91(D) suspension to review the draft decision?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
Have you applied for a building consent for this activity?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
Building consent number			
Have you spoken to a planner about your proposal?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
If yes, name of planner			

<b>PAYMENT DETAILS</b>	
LODGEMENT AND PROCESSING FEE AS PER OUR <a href="#">FEES AND CHARGES SCHEDULE</a> MUST BE RECEIVED WITH THE APPLICATION IN ORDER FOR PROCESSING TO BEGIN. ANY ADDITIONAL STAFF TIME TAKEN TO PROCESS THE CONSENT WILL BE CHARGED BASED ON STAFF HOURLY RATES AS SET OUT IN COUNCIL'S FEES AND CHARGES	
<b>Please tick payment method</b>	
<input type="checkbox"/> Cash	<input type="checkbox"/> Eftpos
<input type="checkbox"/> Southland District Council website – Pay It function (only available to existing debtor account holders) Please state <b>debtor number</b> paid to	
<input type="checkbox"/> Paid via internet banking Southland District Council Account No: 02 0924 0064987 000	
<b>From</b> (account name)	<b>On</b> (date)
IF PAYING BY INTERNET BANKING, PLEASE USE THE APPLICANT'S NAME AS A REFERENCE AND THE WORDS "RESOURCE CONSENT" IN THE CODE AND/OR PARTICULARS FIELDS: EG: J B CITIZEN - RESOURCE CONSENT [PLEASE REFER TO LATEST APPROVED SCHEDULE OF FEES AND CHARGES	
<b>CHECKLIST: HAVE YOU INCLUDED THE FOLLOWING ITEMS?</b>	
The following items <b>must</b> be provided with the application form (see Note 1 below)	
1.	An <b>initial payment</b> in accordance with the Southland District Council's Schedule of Fees and Charges (see Note (vi) below). Payment may be made by cheque, EFTPOS, or internet banking.
2.	Copy of <b>Certificate Of Title</b> (Search Copy must be less than three months old and must include a Title Plan).
3.	<b>Plans And Diagrams - 1 Copy</b> <b>Relevant to the activity being proposed (eg, site plan, location plan, elevations), and to a recognised scale (eg, 1:100 or 1.200 if appropriate), and showing the boundaries, north point, and any other relevant information.</b>
4.	<b>Relevant information and assessment of environmental effects</b> as required by Schedule 4 of the Resource Management Act 1991.
<b>IMPORTANT NOTES</b>	
(i)	Your application will not be lodged for processing by Southland District Council unless all the above items are included with the application form.
(ii)	Your application will be checked for completeness, under Section 88 of the Resource Management Act 1991 (the Act).
(iii)	If your application is deemed to be complete, it will be formally received as from the date of lodgement. You will receive an acknowledgement letter within 10 working days advising you that the application is formally received, and advising of the name of the planner who will be processing the application.
(iv)	If your application is deemed to be incomplete (at the Section 88 check) it will be returned to you within 10 working days, along with details of the missing information (or information that is needed in order for it to be deemed complete).  If the returned application is re-lodged with Council, it will be treated as a new application, eg, the processing clock starts from the date the application is re-lodged.

<b>IMPORTANT NOTES</b>	
	If you decide not to resubmit the application, the initial payment (deposit) will be returned to you, minus the charges incurred to date (eg, for the Section 88 check by the planner), and for administration time.
(v)	After your application is formally received, Council may make further requests, including: more information; additional consents and/or written approvals from people that Council considers are adversely affected by the proposal.
(vi)	Further charges may be imposed for processing your application, including public notification, and/or consideration by the Hearings Panel (Section 36 of the Act). If your application proceeds to limited or full notification, the notification fee must be paid prior to notification.
(vii)	Once your application has been formally received by Council, it is available for public inspection.