



Affected Person's Written Approval under Section 95E(3)(a)/95F(b) of the Resource Management Act 1991

To: General Manager
 Regulatory, Planning and Policy
 Kaipara District Council
 Unit 6
 6 Molesworth Drive
 Mangawhai 0505

Office use only

Application Number: _____

Date Received: _____

Part A : Applicant Details - to be completed by the person requesting approval

Name/s: (please write all names in full) **Note:** Applicant must be a person or legal entity. Full name of Individual, Limited Liability Company or Trust is required.

Or Company/Trust/Organisation: _____

Postal Address: _____ Postcode: _____

Legal Description: _____

Telephone - Mobile: _____	Work: _____	Home: _____
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Email: _____

Description of activity

I am applying to Kaipara District Council for resource consent to:

Resource Consent being sought:

Record any areas of non-compliance (including Rule reference and description)

Documents for signing	Document Title and Date (list all applicable documents)	Yes	No
Assessment of Environmental Effects (AEE)			
Technical Reports			
Plan Sets			

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Part B: To be read by the persons(s) giving approval

If giving approval, please only sign this form once you have carefully read and understood all of the notes below:

Notes to affected person signing written approvals:

1. You are under no obligation to sign the consent form or any development plans for the proposed activity.
2. You should only sign this form if you fully understand the proposal, and if you support or have no opposition to the proposal you have been asked to consider. **Council will not accept conditional approvals.** If you have conditions on your approval, these should be discussed and resolved with the applicant directly. If you have specific conditions, you may want to see these incorporated into the application before providing unconditional written approval.
3. Under Section 104 (3)(b) of the Resource Management Act 1991 when you give your consent to an application, Council must not have regard to any actual or potential effects of the proposed activity on you.
4. If you have any concerns about giving consent, or need help understanding this proposal, please feel free to contact the Duty Planner on 0800 727 059. Kaipara District Council also has information on its website www.kaipara.govt.nz.
5. You may also obtain your own professional advice on the application before deciding whether or not to give your consent to the proposal.
6. It is acceptable for you to request that you be given some time to consider the application before you decide whether or not to give your consent to the proposal.
7. Your approval can be withdrawn at any time by giving written notice to Council.

Note: If you sell your property while the application is being processed, you may wish to disclose the approval information to the new owner and recommend they contact Council regarding the application.

Part C: To be completed by the person(s) giving approval

If giving approval, please only sign and date below once you have carefully read and understood all the notes below:

Please answer all questions fully:

Registered owner(s) on title			
Occupier(s) of the property			
Postal address* must be provided			
Address of property affected by this application (including legal description)			
Telephone		Mobile	
Email			
I am/we are the <input type="checkbox"/> Owner(s) only <input type="checkbox"/> Owner(s) and Occupiers of the property <input type="checkbox"/> Occupier(s) only			
Please note: In most instances, Council will require the approval of the legal owners and the occupiers of the property			
Do you have authority to sign on behalf of any person (e.g. a Trust) <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A			
I have the authority to sign on behalf of <input type="checkbox"/> All the owners <input type="checkbox"/> All the occupiers <input type="checkbox"/> N/A			
I have provided written evidence that I have the signing authority (*if yes please attached evidence) <input type="checkbox"/> Yes <input type="checkbox"/> No			
1. I/we confirm that and I/we have read and understood the application in full and have signed and dated each page of the plans of the proposal prepared by the applicant.			
2. I/we understand that once I/we give my/our written approval the Council cannot take account of any actual or potential effects of the activity me/us when considering the application.			
3. Further, I/we understand that at any time before a decision is made on the application, I/we may give notice in writing to Council that this approval is withdrawn.			

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All owners and occupiers of the property must give their written approval by signing and dating below

Person Name		Signature		Date	
Person Name		Signature		Date	
Person Name		Signature		Date	

Privacy Information

Note: The personal information requested in this form is being collected by Kaipara District Council in relation to a resource consent application. This information is required by the Resource Management Act 1991. This information will be held by the Council and under the Official Information and Meetings Act 1987 this information may be made available on request to parties within and outside the Council. If you consider there are compelling reasons why your contact details should be kept confidential, you should contact the Council.

Affected Person's Written Approval - Guidance Notes

Potentially Affected Persons

Why is your written approval being requested?

If you have been asked to sign an affected person's written approval form, it is likely to be because someone is proposing an activity that requires a resource consent from Kaipara District Council, and either they consider you will be potentially adversely affected, or the Council considers you will be potentially adversely affected.

The process is designed to give you an opportunity to consider the proposal and understand what effects there might be on you and your property. You can then decide whether you support the proposal and therefore wish to complete the form.

What should you do?

- Carefully review the application and plans for the proposed activity. You should also request/review any technical reports or additional information that is referred to in the application. This should help you understand the potential effects on you and your property.
- Decide whether the proposal will have environmental effects on you - and if so to what extent.
- If you are satisfied with the proposal and wish to give your support/approval, you may do so by signing the written approval form and copies of any associated plans.
- If you are unhappy with the proposal, and do not wish to give your approval, you should not sign this form.

If you are concerned about being asked for your written approval, you may wish to discuss the proposal with the applicant and/or Kaipara District Council. Discussing the proposal may assist with resolving any issues of concern. You should also seek independent professional advice, e.g. from a lawyer or planner, if you are unclear on your rights and/or obligations.

Please note, the applicant may seek written approval from you prior to lodging their resource consent application, and therefore Kaipara District Council may not be aware of the proposal.

What happens if you give your written approval?

You do need to be aware that if you give your written approval to a proposed activity then the adverse effects on you will not be considered when Council decide whether to notify the application, or to grant or decline the application. You also cannot appeal the decision after the resource consent decision has been issued.

Please note, your written approval can be withdrawn at any time before the Council makes a decision on the application via providing written notice to the Council.

You also still retain the right to contact Council or lodge a complaint if you become concerned that the applicant/consent holder is not complying with the conditions of their resource consent once it is granted.

If you have any queries relating to affected persons written approvals, please contact Kaipara District Council on 0800 727 059

Applicant

- Written consent must be obtained from all registered owners and occupiers (i.e. trustees, tenants, lessor, etc)
- The original copy of this signed form and all signed plans(s) and supporting documents are to be supplied to Kaipara District Council.
- Council does not accept conditional written approvals.

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