

**Application for Other Permissions under the Local Government Act 1974/2002,  
the Reserves Act 1977 and/or the Resource Management Act 1991**

To: General Manager  
Regulatory and District Planning  
Kaipara District Council  
Private Bag 1001  
**Dargaville 0340**

**Office use only**

Application Number:

Date Received:

**1 Details of Property and Site Location**

Site Address/Location:	
Valuation Number:	Legal Description:

**2 General Application Details**

I hereby apply to Kaipara District Council for:

Certificate of compliance (s139 RMA)	Existing use certificate (s139 RMA)
Form a right-of-way (s348 LGA)	Easement cancellation (s243 RMA)
Vary or cancel a consent notice (s221 RMA)	Conservation covenant (s114 Reserves Act)
Amalgamation covenant/condition (s240/s241 RMA)	

Please enter a brief description of the proposal here:

**3 Other Resource Consents**

Are there any additional resource consents required for this proposal but not being applied for under this application?

Regional Council  No  Yes (please provide details)  
National Environmental Standards  No  Yes (please provide details)


#### 4 Other Consents/Permissions

Are there any additional Consent required for this proposal? *(Please quote reference numbers if known.)*

Is a Building Consent required?

No       Yes      Building Consent Number: BC\_\_\_\_\_

Is a Vehicle Crossing Permit required?

No       Yes      Building Consent Number: BC\_\_\_\_\_

#### 5 Applicant Details

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:

Phone Numbers – Mobile:

Work:

Home:

Fax:

Email:

**The applicant is the:** *(please tick)*

Owner	Occupier	Lessee
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Prospective purchaser (of the site to which the application relates)		
Other (please specify)		

#### 6 Agent Details *(if different from above)*

Name/s: *(please write all names in full)*

Postal Address:

Postcode:

Phone Number (Day):

Mobile:

Fax:

Email:

## 7 Address for Correspondence/Billing *(refer to Application Fees note)*

Name and address for service and correspondence *(if you are using an Agent write their details here)*

Name/s: <i>(please write all names in full)</i>	
Postal Address:	
	Postcode:
Phone Number (Day):	Mobile:
Fax:	Email:

## 8 Site Visit Requirements

Is there a locked gate or security system restricting access by Council staff?  No  Yes

Is there a dog on the property?  No  Yes

### Applications Checklist *(continues over)*

- Completed Application Form
- Certificate of Title (full current copy, should be not more than 3 months old) plus any Consent Notices and/or Encumbrances
- For Certificate of Compliance applications only:
  - Site and location plan
  - An assessment of the activity for which the application is being made against the Kaipara District Plan and relevant National Environmental Standard
- For Existing Use Certificate applications only
  - Site and location plan
  - Document detailing:
    - Full description of the activity for which existing use rights are claimed
    - Evidence that demonstrates the lawful establishment of the activity and if relevant, that the activity has continued to be lawful
    - Full description of the character, intensity and scale of the activity and how these are the same or similar to those at the time immediately before the activity first required a resource consent
    - Confirmation that the use has been continuous since the time resource consent was required or when the activity commenced and if it ceased for any period, confirmation of the period involved
- Application Fee (cheques should be made payable to the Kaipara District Council)

**Failure to provide all of the information required to support your application will result in the application being rejected pursuant to Section 88 of the Resource Management Act. Please note that there is a \$440 fee associated with the rejection of an application.**

Note: In order to assist with the timely processing of your application, please submit:

**1 complete paper copy** of your application PLUS **1 digital copy (PDF or Word formats ONLY)**.

**Flash Drives are acceptable, please do not send in CDs.**

When your application is ready to be lodged a pre-lodgement meeting may be arranged with Council Planners. There may be a charge for this pre-lodgement meeting. However a meeting should tell you if all the information Council requires has been submitted and this may save you time and money.

## Privacy Information

Once this application is lodged with Council, it becomes public information. If there is sensitive information in the proposal, please advise. The information you have provided on this form is required so that your application for a land use and/or subdivision consent can be processed under the Resource Management Act 1991. The information will be stored on a public register and held by the Kaipara District Council. The details of your application may also be made available to the public on Council's website, [www.kaipara.govt.nz](http://www.kaipara.govt.nz). These details are collected to inform the general public and community groups about all consents which have been issued through the Kaipara District Council.

**Declaration:** The information I have supplied with this application is true and complete to the best of my knowledge.

Name: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

### Note: Application Fees

You are required to pay a fixed lodgement fee at the time of lodgement. Please refer to Council's current Fees and Charges for the relevant fee. Council may charge the applicant for all costs actually and reasonably incurred in processing this application and monitoring compliance with conditions. Subject to the applicant's rights under sections 357B and 358 of the RMA to object to any costs, the applicant undertakes to pay all and future processing costs incurred by Council. Council may issue interim invoices for applications. If any steps, including the use of debt collectors and/or lawyers, are necessary to recover unpaid processing costs, the applicant agrees to pay all collection 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 the applicant binds the trust, society or company to pay all the above costs and guarantee to pay all the above costs in their personal capacity. Refer to Council's current schedule of Fees and Charges found on [www.kaipara.govt.nz](http://www.kaipara.govt.nz).

### Note: Further Information Requests (Resource Management Act Applications)

If an application is not in the required form or does not include adequate information, Council can reject the application under Section 88 (2) (3) of the Resource Management Act 1991. Council may also request further information at any stage through the process where it is considered necessary to process the application under Section 92 of the Resource Management Act 1991.