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**Affected Person's Written Approval (Section 95E (3) (a)/95F (b) of the  
Resource Management Act 1991)****To: Kaipara District Council****1 To be completed by the person requesting approval****Application Address:** .....**Applicant:** .....**Description of Proposal:** .....

.....

**2 To be completed by the person or organisation giving his or her approval:****Full Name(s):** .....

.....

**I am the owner/occupier (*delete one*) of the property located at:** .....

.....

**Contact Telephone Number:** .....

I/we have sighted plans and supporting information for the above activity.

I/we understand that, if I/we give my/our approval, the Kaipara District Council shall not take into account any effects that the proposed activity may have on me/us, when considering the application (Section 104(3)(a)(ii) of the Resource Management Act 1991).

.....

*Signature of Person Affected*

.....

*Date*

.....

*Signature of Person Affected*

.....

*Date***NOTE: If you do not understand what this form is, or details about the application associated with this form, do not sign it.**

## **Guidelines for Potentially Affected Parties Request for Written Approval**

### **Why is your written approval required?**

If you have been asked to sign this form, it will be because someone is proposing an activity that requires a resource consent and you have been identified as a potentially affected party.

For a resource consent application to be processed on a non-notified process, the applicant needs to:

- 1 Show that the proposed activity has no more than minor effects on the environment; and
- 2 Obtain the written approval of any person that the Council considers may be potentially affected to at least a minor degree.

The process is designed to give you an opportunity to consider the proposal and decide for yourself whether you are affected or not and, if so, to what extent.

### **What should you do?**

- 1 Study the application and plans (if any) of the proposed activity. These should help you understand any potential effects.
- 2 Decide whether the proposal will have any environmental effects on you – and if so to what extent.
- 3 If you are happy with the proposal and wish to give your approval, you may do so by signing the written approval form, and copies of any associated plans.

If you are concerned about giving your written approval, you may wish to discuss the proposal with the applicant and/or the Kaipara District Council. Discussing the proposal may assist with resolving any issues of concern.

If you continue to be concerned with the proposal, you do not have to sign the form. However, it is important that you let the Kaipara District Council and the applicant know you will not be giving your approval and why.

If after assessing your reasons for not signing, the Kaipara District Council still considers that you are a potentially affected party due to demonstrated environmental effects, the application will be publicly or limited notified (submissions sought).

### **Note:**

- 1 By signing the written approval form you still retain the right to contact the Kaipara District Council or lodge a complaint if you become concerned that the applicant is not complying with the conditions of their resource consent.
- 2 Approval may be withdrawn in writing up to the time that the application is considered and determined.

If you have any queries relating to written approvals, please contact the Kaipara District Council.