



# APPLICATION FORM FOR A RESOURCE CONSENT CONDITION CHANGE OR CANCELLATION

(S127 of the Resource Management Act 1991)

PLEASE FILL IN ALL THE FIELDS

## Application details

I/We

(must be the FULL name(s) of an individual or an entity registered with the New Zealand Companies Office. Family Trust names and unofficial trading names are not acceptable: in those situations, use the trustee(s) and director(s) names instead) hereby apply for a change/cancellation (delete one if not applicable) of a condition(s) of a resource consent, pursuant to section 127 of the Resource Management Act 1991.

## Contact details

Name: ( applicant agent (tick one))

Address:

Postcode:

Phone (daytime):

Email:

**Chosen contact method** (this will be the first point of contact for all communications for this application)

I wish the following to be used as the address for service (tick one): Email Post Other:

## My/our application relates to the following resource consent

(state the application number (RMA or LUC or SUB), briefly describe the type/purpose of the resource consent and state the property to which it relates):

Please note: You cannot apply to change or cancel a condition relating to the duration of a resource consent or apply to change or cancel a condition relating to a subdivision consent if the survey plan has been deposited by the Registrar General of Land.

An application for a new resource consent may be required if a fundamentally different activity will result or if the new activity has materially different effects.

## Current conditions

My/our application relates to the following specific condition(s) of the resource consent (please refer to the specific condition number(s)) and outline what the condition requires:

### Proposed change or cancellation of conditions

The proposed change or cancellation of condition(s) is as follows (give details of the proposal, and explain why the change or cancellation is necessary):

### Affected persons' approvals

I/We have obtained the written approval of the following people/organisations and they have signed the plans of the proposal:

Name:

Address:

Name:

Address:

Please note: You must submit the completed written approval form(s), and any plans showing the proposal signed by affected persons, with this application, unless it is a fully notified application in which case affected persons' approvals need not be provided with the application. If a written approval is not obtained from an affected person, it is likely that the application will be fully notified or limited notified.

### Planning application fees payment details (who are we invoicing)

**THIS FORM MUST BE COMPLETED FOR ALL PLANNING APPLICATIONS THAT ATTRACT A FEE. ALL FIELDS ARE MANDATORY.**

This information is required to assist us to process resource consent invoices and refunds at lodgement and the end of the process. If you have any queries about completing this form, please email [planning@dcc.govt.nz](mailto:planning@dcc.govt.nz)

### Deposit payment payee details:

Full name of deposit payee (person or company):

Mailing address of deposit payee (please provide po box number where available):

Email address of deposit payee:

Daytime contact phone number:

**Important Note: The Payee will automatically be invoiced for the deposit and/or any additional costs. Should a portion of the deposit be unspent, it will be refunded to the payee.**

## Assessment of effects on environment

In this section you need to consider what effects the proposed change or cancellation will have on the environment. Discuss both positive and adverse (negative) effects. The extent of the assessment must be proportional to the degree of potential effects of the proposed activity.

The assessment only needs to consider the effects of the change or cancellation respectively, not the total effects of the existing activity.

Schedule 4 of the Resource Management Act 1991 provides some guidance as to what to include. Also refer also to the Council's relevant checklist and brochure on preparing this assessment. Also see the Ministry for the Environment's publication "A Guide to Preparing a Basic Assessment of Environmental Effects" available on [www.mfe.govt.nz](http://www.mfe.govt.nz).

## What happens when further information is required?

If an application is not in the required form or does not include adequate information, the Council can reject the application. In addition, section 92 of the Resource Management Act 1991 allows the Council to request further information from an applicant at any stage through the process where it is considered necessary to better understand the nature of the activity, the effects it may have on the environment, or the ways in which adverse effects may be mitigated.

## Declaration

I certify that, to the best of my knowledge and belief, the information given in this application is true and correct.

I accept that I have a legal obligation to comply with any conditions imposed on the Resource Consent should this application be approved.

Subject to my/our rights under section 357B and 358 of the RMA to object to any costs, I agree to pay all the fees and charges levied by the Dunedin City Council for processing this application, including a further account if the cost of processing the application exceeds the deposit paid.

Signature of      Applicant      Agent (tick one):

Date:

## Privacy – Local Government Official Information and Meetings Act 1987

You should be aware that this document becomes a public record once submitted. Under the above Act, anyone can request to see copies of applications lodged with the Council. The Council is obliged to make available the information requested unless there are grounds under the above Act that justify withholding it. While you may request that it be withheld, the Council will make a decision following consultation with you. If the Council decides to withhold an application, or part of it, that decision can be reviewed by the Office of the Ombudsmen.

Please advise if you consider it necessary to withhold your application, or parts of it, from any persons (including the media) to (tick those that apply):

☐ Avoid unreasonably prejudicing your commercial position

☐ Protect information you have supplied to Council in confidence

☐ Avoid serious offence to tikanga Māori or disclosing location of waahi tapu

## Fees

The actual deposits, fees and rates are set annually during the annual plan process. These are intended to cover the actual and reasonable costs of processing your application. Most applications require a deposit and costs above this deposit will be recovered. A current fees schedule is available on [www.dunedin.govt.nz](http://www.dunedin.govt.nz) or from Planning staff. Planning staff also have information on the actual cost of applications that have been processed.

## Further assistance

Please discuss your proposal with us if you require any further help with preparing your application. The Council does provide pre-application meetings without charge to assist in understanding the issues associated with your proposal and completing your application. This service is there to help you.

Please note that we are able to provide you with planning information but we cannot prepare the application for you. You may need to discuss your application with an independent planning consultant if you need further planning advice.

### City Planning Staff can be contacted as follows:

**IN WRITING:** Dunedin City Council, PO Box 5045, Dunedin 9054

**IN PERSON:** Customer Services Centre, Ground Floor, Civic Centre, 50 The Octagon

**BY PHONE:** (03) 477 4000

**BY EMAIL:** [planning@dcc.govt.nz](mailto:planning@dcc.govt.nz)

There is also information on our website at [www.dunedin.govt.nz](http://www.dunedin.govt.nz)

## Information requirements

Original Consent Decision

Completed and Signed Application Form

Written Approvals

Forms and plans and any other relevant documentation signed and dated by Affected Persons

Particular Conditions Specified

Clear Discussion of Proposed Change or Cancellation

Assessment of Effects of Proposed Change or Cancellation

Certificate of Title including any relevant restrictions (such as consent notices, covenants, encumbrances, building line restrictions)

Payee details

Application fee (cash, eftpos, direct credit or credit card (surcharge may apply))

In order to ensure your application is not rejected or delayed through requests for further information, please make sure you have included all of the necessary information.

## OFFICE USE ONLY

Has the application been completed appropriately (including necessary information)?      Yes      No

Application:      Received      Rejected

Received by:      Counter      Post      Courier      Other:

Comments:

(Include reasons for rejection and/or notes to handling officer)

Planning Officer:

Date: