



OUTLINE PLAN FOR PUBLIC WORK, PROJECT, OR WORK TO BE UNDERTAKEN ON DESIGNATED LAND

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 submit an outline plan of public work, project or work to be undertaken on designated land.

I/We confirm that we are authorised to submit this outline plan on behalf of the requiring authority (not applicable if applicant is the requiring authority):

Authorised to submit on behalf of requiring authority; letter of authorisation attached.

Brief description of the proposed activity:

Designation details

Name of Requiring Authority:

Designation Name and Purpose:

Designation Number in District Plan:

Designation Number in District Plan:

Copy of designation conditions attached

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:

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

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.

Site location/description

I am/We are the: (owner, occupier, lessee, prospective purchaser etc) of the site (tick one)

Street address of site:

Certificate of Title identifier/NZ Gazette notice reference:

Who is the current owner of the site?

Are there any other designations over the property, and if so who is the requiring authority and what is the designation for?

Detailed description of public work, project, or work

Please describe the public work, project or work in detail.

Outline plan

Scaled drawings of a site plan, floor plan, elevations showing the proposed work are required. In addition, please address each of the following matters if they are relevant.

(a) Describe the height, shape, and bulk of the public work, project, or work:

(b) Describe the location on the site of the public work, project, or work:

(c) Detail the likely finished contour of the site (and state whether and how the existing contour will be changed):

(d) Describe the vehicular access, circulation, and the provision for parking (and how any existing access, circulation and parking will be changed by the proposal):

(e) Describe the landscaping proposed (and any relevant existing landscaping):

(f) Describe any other matters that are required to avoid, remedy, or mitigate any adverse effects on the environment (for example, consider and provide details of effects such as noise, lighting, glare, odour, hazardous substances, heritage and cultural impacts):

Declaration

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

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

Council recovers all actual and reasonable costs of processing your application. Most applications require a deposit and costs above this deposit will be recovered. If the total is below the initial deposit, you will be sent a refund of the unspent money. A current fees schedule is available on www.dunedin.govt.nz or from Planning staff. Planning staff also have information on the actual cost of applications that have been processed. This can also be viewed on the Council website.

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

There is also information on our website at www.dunedin.govt.nz

Information requirements

Completed and Signed Application Form

Outline Plan (including site plan, elevations and floor plan as required)

Certificate of Title and/or NZ Gazette notice establishing the activity on the site

Copy of designation conditions

Letter of authorisation from requiring authority

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: