

SIGNAGE RESOURCE CONSENT CHECKLIST

Applicant's Name:

Site Address:

This check sheet is to assist you in lodging a complete resource consent application and to avoid delays in processing. Please return this check sheet with your completed application.

Tick each box that is relevant as you compile the information. If it is not relevant, please write NA across the box. Please attach a copy of the required information with your completed resource consent application form and this check sheet.

☐ **Completed Application Form**

Ensure applicant/agent contact and property details are correctly and completely filled out.

Check application form is signed.

☐ **Locality Plan (1:1000) or Aerial Photograph (1:10,000)** (*Rural sites can be shown at 1:10,000 scale if required*)

Showing the physical location of the subject site in relation to adjoining streets and sites.

☐ **Description of Application**

Explaining the application in full, including the zoning and specifying the exact matter(s) for which consent is sought and quantifying of degree of non-compliance.

☐ **Assessment of Environmental Effects**

This is required by the Fourth Schedule of the Resource Management Act 1991 commensurate with the application type.

☐ **Written Consents of Affected Parties**

☐ Affected persons consent form signed.

☐ Affected persons signature and date shown on the site and/or elevation plans as relevant.

☐ **Plans**

☐ Site plan (including north point) (1:100/1:200).

☐ Elevations (1:100/1:50).

☐ Dimensions and height.

☐ Colours.

☐ Design/Content.

☐ Illumination (colour and positioning thereof).

☐ **Areas of Non-Compliance Shaded/Indicated on Plans**

e.g. maximum height and height plane angle infringements.

☐ **Application Fee(s)**

Contact the Dunedin City Council's City Planning Department for relevant fees. Fixed fees or deposits must be paid at the time the application is lodged.

PLEASE NOTE

Council may request further information under Section 92 of the Resource Management Act 1991. In addition, Council may require the applicant to provide certification by a registered surveyor in respect of contours, natural ground level, siting of buildings or structures, location of boundaries or any other feature which may affect the validity of the proposal which is the subject of the application.

Once the above attachments have been compiled and the resource consent application form and this check sheet completed, deliver or post your application to:

City Planning
Dunedin City Council
1st Floor, Civic Centre
50 The Octagon
PO Box 5045
Dunedin

For further information contact the Dunedin City Council Planning Enquiries Team on:

Phone 03 477 4000

Fax 03 474 3451

DISCLAIMER

Please note that the completion of this form does not comprise any type of Council approval under the Resource Management Act 1991. Nor does the completion of the form in any way prevent Council from making a request pursuant to Section 92 of the Resource Management Act 1991 for additional information required for processing the application.