



Certificate of Compliance

Section 139 - Resource Management Act 1991

Guide for Applicants (please detach for your future reference)

Have you provided:

1. Five copies of your application and attachments. (Note: If five complete copies are not supplied, actual time and cost for administration and photocopying will be charged and requires payment before the resource consent can be issued).

2. Plans drawn to scale including:
 - (a) Site plan that identifies the property boundaries.
 - (b) Any other buildings (highlighting the proposed building or location of activity).
 - (c) Distances to boundaries.
 - (d) Vehicle Entrance, Driveway, Turning Circle, Carparking and On-site Manoeuvring.
 - (e) Floor plan of building.
 - (f) Identification of topography.
 - (g) Identification of any natural features e.g. native bush, water course, wetlands etc.
 - (h) Any proposed earthworks/ground re-contouring.
 - (i) Any relevant existing landscaping and proposed landscaping.
 - (j) Certificate of Title.

3. Elevation Drawings or photos of any existing buildings that are relevant.

4. Photographs of site, entrance way on road, or anything else that will assist your application.

5. Application fee \$400.00 (minimum fee) including GST (fee valid to 30 June 2010).

All of the above information must be supplied with your application. Your application may be rejected if the information and application is incomplete. A Certificate of Compliance may take up to 20 working days to process, once accepted.

Please do not hesitate to contact the Duty Planner at our Barks Corner Office (07) 571 8008 or 0800 726 732 if you require any assistance. Our postal address is Private Bag 12803, Tauranga.

In accordance with s36(3) of the Resource Management Act 1991, Council will be recovering and charging for those processing costs over and above the application lodgement (minimum) fee already paid. Please note that this may or may not pertain to your particular application and will only apply where the fixed lodgement fee is exceeded.

Please note that in accordance with Council policy, Council will not issue your consent approval to you until all processing costs have been paid.

Failure to complete this information may lead to your application being refused



Office Use Only

Criteria for Acceptance: Counter and Postal Applications

Application

Page 1	Q1	Application Details completed in full	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No
	Q5	Legal Description	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No
	Q9 & 11	Address for Service – Owner or Agent	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No
	Q10	Payment Details	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No
All Pages		Check all questions answered and application fee provided	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No

Guide for Applicants

Q2	Check that plans drawn to scale indicate:					
	(a)	Site plan that identifies the property boundaries.	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No
	(b)	Any other buildings (highlighting the proposed building)	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No
	(c)	Distances to boundaries (between all structures and title boundaries).	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No
	(d)	Vehicle entrance, turning circle, on-site manoeuvring, carparking and pedestrian access.	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No
	(e)	Floor plan(s).	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No
	(f)	Identification of topography.	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No
	(g)	Identification of any natural features e.g. native bush, water course, wetlands etc.	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No
	(h)	Any proposed earthworks/ground recontouring	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No
	(i)	Any relevant existing landscaping and proposed landscaping	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No
Q3	Elevation Drawings <u>or</u> photos of existing buildings		<input type="checkbox"/>	Yes	<input type="checkbox"/>	No
Q4	Photographs		<input type="checkbox"/>	Yes	<input type="checkbox"/>	No
Q6	Application fee \$400.00 (minimum fee)		<input type="checkbox"/>	Yes	<input type="checkbox"/>	No

Note: If any criteria indicates "NO", the application may be incomplete.

Planner's Assessment	Is application complete?	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No
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If incomplete, the reasons are:

DATE
STAMP
(if accepted as complete)

Reference of Advice to Applicant

Date: _____ Letter Reference: _____

Payment Details: RC Lodgment Account

Date Paid: _____ Receipt Number: _____

Failure to complete this information may lead to your application being refused



Office Use Only
Application No

Certificate of Compliance

1. Applicant Details

First Name/s: _____ Surname: _____
First Name: _____ Surname: _____

2. Postal Address

3. Contact Details

Phone: _____ () _____ Mobile: _____ () _____
Fax: _____ () _____ Email: _____

4. Certificate of Compliance - Application for

PLEASE PROVIDE FULL DETAILS OF PROPOSAL (HOURS OF OPERATION, TRAFFIC MOVEMENTS, NOISE, ETC) AND DEMONSTRATE

WHICH RULE MAKES IT A PERMITTED ACTIVITY, AND HOW IT COMPLIES WITH ALL RELEVANT PERFORMANCE STANDARDS

5. Property Details

Number Road/Street

6. Legal Description

Lot DP(S), SO, or ML (please state)

Failure to complete this information may lead to your application being refused

7. Valuation Roll Number

(from Rates Slip)

8. I am (please tick that which is applicable)

The Owner Occupier Lessee
 Potential Owner Agent Acting for Owner Other (please state) _____

9. Owner Details (if not the applicant)

First Name/s (in full): _____ Surname: _____

Postal Address _____

Phone: () _____ Mobile: () _____

Fax: () _____ Email: _____

10. Payment Details:

Name and address of person liable for application processing fees/refunds (where applicable).

A minimum fee is payable on lodgement of all applications. In some cases, this will be the whole cost of the application. In other cases a further invoice will be issued at the time of the decision (s36 Resource Management Act).

Application processing fees

Name and address for accounts/ refunds:

First Name/s (in full): _____ Surname: _____

Postal Address _____

Phone: () _____ Mobile: () _____

Fax: () _____ Email: _____

Signature of person responsible for the payment of any invoices associated with the process of this application:

Signature: Date:

Failure to complete this information may lead to your application being refused

Note: Some applications may incur additional processing fees. In these circumstances the name and address of the person responsible for the **payment** of the further invoices **must** be included, and their signature provided in this section of the application form. Please note that by signing section 10(i) of this application form you are agreeing to be responsible for payment of invoices. In addition to meeting the costs of any other invoices you will be liable to pay all costs and expenses of debt recovery and/or legal costs incurred by the Council of and incidental to enforcement of any debt.

11. Address for Service of Agent (if not the applicant)

First Name/s (in full): _____ Surname: _____

Postal Address _____

Phone: () _____ Mobile: () _____

Fax: () _____ Email: _____

(Note: It is mandatory to provide an accurate address for service and contact phone details).

Applicant's Signature _____ **Date** _____
(To be signed for or on behalf of the applicant)

Failure to complete this information may lead to your application being refused