



# Land Use Consent

## Discretionary and Non-Complying Applications Notified or Non-Notified

Cameron Road  
Private Bag 12803  
**Tauranga 3143**  
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### 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:
  - Site plan that identifies the property boundaries.
  - Any other buildings (highlighting the proposed building).
  - Distances to boundaries.
  - Vehicle Entrance, Driveway, Turning Circle and On-Site Manoeuvring.
  - Floor plan of building.
  - Identification of topography.
  - Identification of any natural features e.g. native bush, water course, wetlands etc.
  - Any proposed earthworks/ground re-contouring.
  - Any relevant existing landscaping and proposed landscaping.
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 \$1,250.00 (minimum fee) including GST for non-notified, \$1,500.00 (deposit) including GST for limited notified or \$2,000.00 (deposit) including GST for notified.
  - Refer to Part 4 of kit for details of processing costs. (fees valid until 30 June 2010).

All of the above information must be supplied with your application. **Pursuant to Section 88(3) of the Resource your application may be rejected if the information and application is incomplete.** You have the ability, under Section 88(5), to object to the decision to reject your application, if applicable. Non Notified applications take up to 20 working days to process, once accepted. Notified applications can take up to 70 working days to allow for statutory notification time and convening of a Hearing and Consents Committee meeting.

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.**

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.



### Office Use Only

### Criteria for Acceptance: Counter and Postal Applications

#### Application

- |               |                    |   |                              |                             |
|---------------|--------------------|---|------------------------------|-----------------------------|
| <b>Page 1</b> | <b>Q1</b>          | Application Details completed in full                     | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
|               | <b>Q5</b>          | Legal Description   | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
|               | <b>Q9 &amp; 10</b> | Address for Service                                       | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
|               | <b>Q11</b>         | Assessment of Environmental Effects                       | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
|               | <b>All Pages</b>   | 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  Yes  No
  - b) Any other buildings (highlighting the proposed building)  Yes  No
  - c) Distances to boundaries  Yes  No
  - d) Vehicle entrance, turning circle, and on-site manoeuvring car parking and pedestrian access  Yes  No
  - e) Floor plan  Yes  No
  - f) Identification of topography  Yes  No
  - g) Identification of any natural features e.g. native bush, water course, wetlands etc.  Yes  No
  - h) Any proposed earthworks/ground re-contouring  Yes  No
  - i) Any relevant existing landscaping and proposed landscaping  Yes  No
- Q3** Elevation Drawings or if the building is being resited, photos  Yes  No
- Q4** Photographs  Yes  No
- Q5** Application fee  Yes  No

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

#### Planner's Assessment

Is the application complete?

Yes  No

DATE  
STAMP  
(if accepted as  
complete)

If incomplete the reasons are:

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#### Reference of Advice to Applicant

Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

Letter Reference: \_\_\_\_\_

#### Payment Details: RC Lodgment Account

Date Paid: \_\_\_\_/\_\_\_\_/\_\_\_\_

Receipt Number: \_\_\_\_\_



# Land Use Consent

## 1. Applicant Details

First Name/s: \_\_\_\_\_

Surname: \_\_\_\_\_

Postal Address: \_\_\_\_\_

\_\_\_\_\_

## 2. Postal Address

\_\_\_\_\_

\_\_\_\_\_

## 3. Contact Details

Phone: \_\_\_\_\_ Mobile: \_\_\_\_\_

Fax: \_\_\_\_\_ Email: \_\_\_\_\_

## 4. Land Use Consent Application

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

## 5. Property Details

\_\_\_\_\_ *Number*                      \_\_\_\_\_ *Road/Street*

## 6. Legal Description

\_\_\_\_\_ *Lot*                      \_\_\_\_\_ *DP9S), SO or ML (Please State)*

## 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 \_\_\_\_\_



**9. Owner Details**

First Name/s: \_\_\_\_\_

Surname: \_\_\_\_\_

Postal Address: \_\_\_\_\_

\_\_\_\_\_

Phone: \_\_\_\_\_ Mobile: \_\_\_\_\_

Fax: \_\_\_\_\_ Email: \_\_\_\_\_

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

First Name/s: \_\_\_\_\_

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**

.....  
*To be signed for or on behalf of the applicant*

Date: .....



# Land Use Consent

## Assessment of Environmental Effects (AEE)

It is **mandatory** to complete this section of the application form. Please complete on another page if you require more room.

### 11. Full Description of Proposal

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### 12. District Plan Zones/District Plan Rules

Which District Plan Zone are you in and which District Plan Rule can you not comply with?

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### 13. Rule Compliance/Alternatives

Why can you not comply with this Rule and what alternatives have you considered so you wouldn't have to apply for a resource consent?

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**14. Environmental Effects**

What are the environmental effects of not complying with this rule? Please describe the effects and whether you consider them to be minor or not. You may like to continue on another piece of paper.

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**15. Lessening the Environmental Effects**

What are the ways you can avoid, remedy or lessen (mitigate) the environmental effects identified in Q.14?

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**16. Consents of Affected Parties**

Have you provided the written consent of neighbours and other affected parties?  Yes  No  
If yes, please list the persons giving their consent

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If not, why not?

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If yes, please note any comments or statements that they made that will assist us in processing your application. Also please attach a list of affected parties and if possible a note on each as to why you deem them to be affected.

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**17. Your business or activity**

In the case of a Place of Assembly, what is the total number you propose to cater for? \_\_\_\_\_

What is the total number of people to be employed by your business? \_\_\_\_\_

What hours will these people be working? \_\_\_\_\_

What are your intended hours of operation? \_\_\_\_\_

In the case of Intensive Farming Activities, how many animals/poultry do you intend to accommodate? \_\_\_\_\_

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**18. Noise Assessment**

Please provide an assessment of the noise generated. This should tell us what sort of noise you will be generating, what is going to be generating that noise, what is the level of that noise (actual figures if possible dBA) ad what hours will this noise be generated.

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**19. Traffic Assessment**

Please provide an assessment of the traffic that is going to be generated by this activity. This should tell us the number of traffic movements (including staff), how access to the site is proposed, what sort of vehicles will be making those traffic movements and what hours these traffic movements are intended to be.

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## 20. Access

Is this application for a Second Dwelling?

Yes – Complete ALL Sections

No – Complete Section A (incl photographs)

### A. Vehicle Crossing

Does your property have an existing vehicle crossing?

Yes

No

If yes then:

a) What is the current formation? (*tick one*)

Metalled

Concrete

Sealed

Other

.....

b) Does the street have: (*tick one*)

Kerbing

Unsealed edge (i.e. metalled road)

Sealed edge

c) Does the berm area include a watertable drain? (*tick one*)

(a shallow open drain running beside the road – usually found in rural areas)

Yes

No

d) Does the crossing have an existing culvert? (*tick one*)

(pipe under the crossing – usually found in rural areas)

Yes

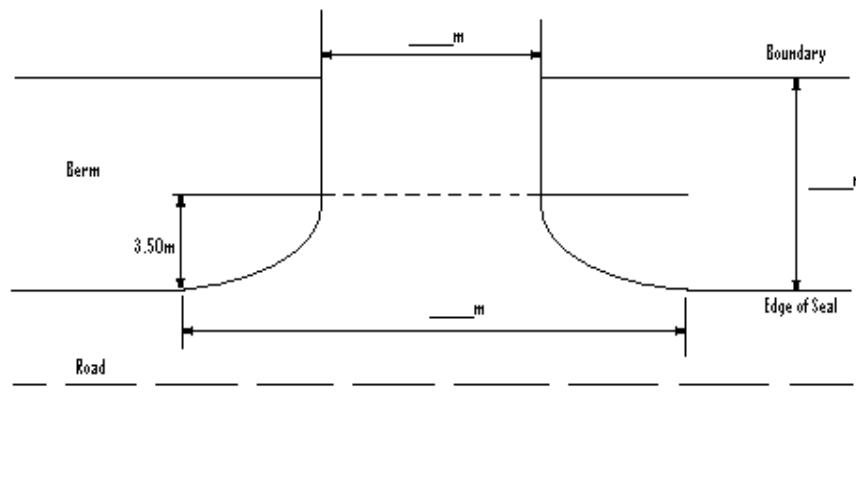
No

e) If yes to (d) above, what is the internal diameter in millimetres?

.....mm

Provide a minimum of two photographs taken in each direction as per the diagram below that show the entire crossing and the view along the road beyond (see attachment examples photos 1-3 for guidance). At least two of the photographs should be taken at point 3.5m from the edge of the road or kerb. [Note: You may include handwritten notes, arrows etc on the photographs if you wish].

Fill in the crossing dimensions (length to boundary, width at road edge, width at boundary) on the diagram below.



Examples on following page.

## Example: Vehicle Crossing Photographs



Photo 1: Looking North



Photo 2: Looking South

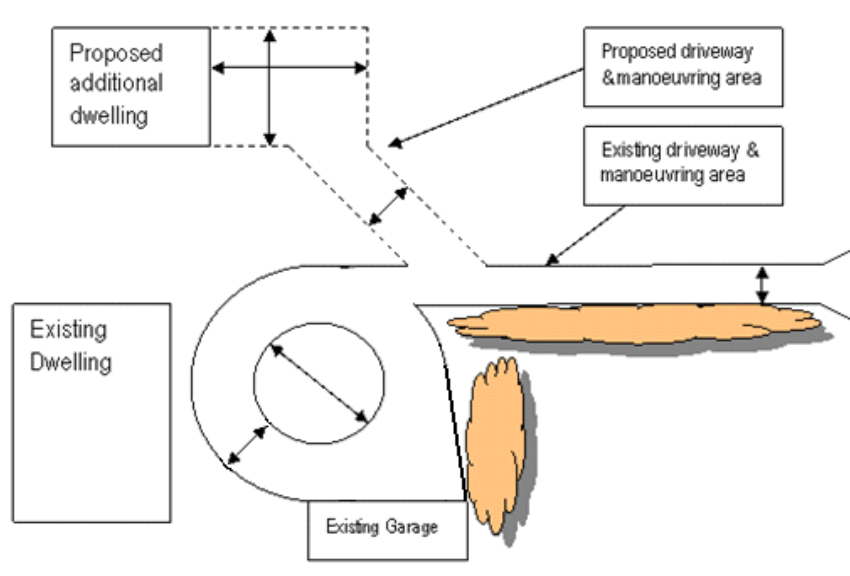


Photo 3: Looking at crossing from opposite side of road

**B Driveway**

Does your property have an existing formed driveway?  Yes  No  
 If yes then:

- a) What is the current formation? *(tick one)*
  - Metalled
  - Sealed
  - Cobbles
  - Concrete
  - Other .....
- b) What is the average width of the existing formation in metres?.....
- c) Do you intend to utilise all or some of the existing driveway? *(tick one)*  Yes  No  
 (a shallow open drain running beside the road – usually found in rural areas)  
 If No go to (f).
- d) Please show on your plans the layout of the proposed internal driveway system and manoeuvring areas and if possible, draw to scale or at least show the dimensions (see example below).
- e) Provide photographs of the existing driveway from the boundary looking into the dwelling area(s) – see attachment examples photos 4-7.
- f) Please show on your plans the layout of the proposed internal driveway system and manoeuvring areas and if possible, draw to scale or at least show the dimensions (see example below).



**Example layout – similar to property shown in example photographs 3-7**

## Example: Driveway Layouts



Photo 4: Looking at crossing from opposite end of road



Photo 5: Looking at crossing from opposite end of road but further along driveway with proposed additional dwelling site on RHS with existing dwelling and parking area behind hedge on LHS.



Photo 6: Existing parking/manoeuvring area



Photo 7: Looking at proposed additional dwelling site from existing parking area