



# Non-Complying Sign

## Guide for Applicants *(Please detach for your future reference)*

Cameron Road  
Private Bag 12803  
Tauranga 3143  
Phone: 07 571 8008  
Fax: 07 5779820  
customerservice@westernbay.govt.nz  
www.westernbay.govt.nz

### 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 and proposed sign(s) location.
  - Any other buildings (highlighting the proposed building or location of activity).
  - Distances to boundaries.
  - Photographs of building(s), site, views of proposed sign location(s) from road network or other sites.
  - Identification of topography.
  - Plan of proposed sign(s) including dimensions of sign(s) and details of how it is to be supported or constructed.
  - Provide a photo-montage (or similar) or the proposed sign and its content and how it will look on the site.
  
3.  Application fee of \$500 (minimum fee) including GST (fee only valid until 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 Land Use Consent may take up to 20 working days to process, once accepted.

Please do not hesitate to contact the Duty Planner at our Barkes 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.**



### Office Use Only

### Criteria for Acceptance: Counter and Postal Applications

#### Application

- Page 1**
- Q1** Application Details completed in full  Yes  No
  - Q5** Legal Description  Yes  No
  - Q9 & 11** Address for Service – Owner or Agent  Yes  No
  - All Pages** Check all questions answered and application fee provided  Yes  No

#### Guide for Applicants

- Q2** Check that plans drawn to scale indicate:
- a) Site plan that identifies the property boundaries and proposed sign(s) location  Yes  No
  - b) Any other buildings (highlighting the proposed building)  Yes  No
  - c) Distances to boundaries  Yes  No
  - d) Photographs of building(s), site, views of proposed sign Location(s) from Road network or other sites  Yes  No
  - e) Identification of topography  Yes  No
  - f) Plan of proposed sign(s) including dimensions of sign(s) and details of how it is to be supported or constructed.  Yes  No
  - g) Provide a photo-montage (or similar) of the proposed sign and its content and how it will look on the site  Yes  No
- Q3** Application fee (\$500 minimum incl GST)  Yes  No

**Note: If any criteria indicates "NO", the application may be incomplete (Setion 88 (3) RMA 1991)**

#### 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: \_\_\_\_\_



# Land Use Consent Non-Complying Sign

## 1. Applicant Details

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

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

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

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

## 2. Postal Address

\_\_\_\_\_  
\_\_\_\_\_

## 3. Contact Details

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

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

## 4. Land Use Consent Application for:

\_\_\_\_\_  
\_\_\_\_\_

## 5. Property Details *(Where sign is/to be located)*

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

### Legal Description

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

## 6. Property Details *(Where activity is/to be located)*

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

### 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. Payment Details** *Note: Only where applicable (if not the applicant):*

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).

**i) Application processing fees**

Name and address for accounts/refunds:

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

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

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

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

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

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

..... **Date:**.....

**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:** \_\_\_\_\_

**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**



# Assessment of Environmental Effects (AEE)

## Signs – Non Complying

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

### 12. Full Description of Proposal

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### 13. 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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### 14. 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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### 15. Environmental Effects

What are the environmental effects of not complying with this rule?

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### 16. Lessening the Environmental Effects

What are the ways you can avoid, remedy or lessen (mitigate) the environmental effects identified above?

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### 17. Consents of Affected Parties

Have you provided the written consent of neighbours and other affected parties?  Yes  No  
Note: Transit NZ is deemed an affected party for a sign on a State Highway.  
It is mandatory to include a completed "affected parties" form where the sign is located off-site.

If no, why not?

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