



APPLICATION FOR LAND USE CONSENT

FORM 9

Resource Management Act (1991) Sec 88

PART ONE: Applicant and agent details

Name of Applicant:	
Phone:	
Email:	
Agent name/Company name:	
Agent phone:	
Agent email:	

PART TWO: Activity Details

Address of Applicant:		
Location of Activity:		
Legal Description: (you can obtain this from your rates notice or ask at Council reception)		
Valuation number: (you can obtain this from your rates notice or ask at Council reception)		
Brief Description of activity: (use additional sheet if necessary)		
A copy of the Certificate of Title no longer than 6 months old:	<input type="checkbox"/> Yes, I have a record of title.	<input type="checkbox"/> No, I do not have a record of title, and I need Council to obtain one for me for an additional \$30.00
All required information as per the attached information sheet:	<input type="checkbox"/> Yes, I have included all relevant information	

Email: planning@kaikoura.govt.nz

Website: www.kaikoura.govt.nz

Phone: (03) 319 5026

PART THREE: Fees information

I enclose the base fee as indicated below and I understand that I will be invoiced for any additional actual costs relating to this application:

Description of activity (LAND USE):	All prices include GST and are subject to additional actual costs
Category 1: Non-notified Land Use Base fee: 1. Non-compliance with the following performance standards of no more than 20% - Internal boundary or road setback - Recession plane - Site coverage - Height - Density 2. Relocate buildings 3. Earthworks or modifications with an archaeological area or site	\$1,073.00
Category 2: Non-notified Land Use Base Fee: 1. Temporary activities	\$490.00
Category 3: All non-notified land use consent applications not listed above	\$2,100.00
If an application requires a hearing:	An additional base fee of \$6,250.00 plus additional actual costs if any
*For a Visitor Accommodation Form 9 Application, please refer to KDC's <i>Application For Resource Consent FOR A BED AND BREAKFAST, HOMESTAY (B&B) OR A COMMERCIAL HOLIDAY HOME</i> (link)	

For a more detailed breakdown of Council's fees and charges, you can find this on the website ([here](#)). Alternatively, you can call Council to ask for a link to be emailed to you.

- Internet banking to 'Kaikōura District Council', bank account number 02-0856-0011698-000. Please use "Resource Consent" alongside property address and applicant name as the reference
- Pay at Council offices at 96 West End. Go to reception on the 2nd floor.

Please note:

1. *The applicant and their agent are liable for all fees and charges relating to this application. In the event of non-payment the applicant and/or the agent will be liable for all legal and other costs of recovery.*
2. *Where this application is completed and signed by an agent, the invoice for the fees will be sent to the agent and all communication regarding the application will be with the agent.*

Signature: _____

Date: _____

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LAND-USE INFORMATION SHEET:

Where relevant the following information must be submitted with any application. (Tip – read through and cross out any question that is irrelevant to your application before you begin).

Assessment of the Environmental Effects (required for all applications)

- An assessment of any actual or potential effects that the activity may have on the environment and the ways in which those adverse effects may be avoided, remedied, or mitigated. This requirement is found in the Fourth Schedule s88(6)(b) of the Resource Management Act.
- It is important to remember that an assessment should be in such detail as corresponds with the scale and significance of the actual or potential effects that the activity may have on the environment. Effects can be both positive and negative.

Please note: Applications for resource consents for either controlled activities, or discretionary activities where Council has restricted the exercise of its discretion, the assessment only needs to address those matters specified in the Plan over which the Council has reserved control or its discretion. These questions can be answered in a pre-application meeting with a Council planner.

Please also note: additional information may be required from an applicant where it is considered necessary to better understand the nature of the activity, the effect it may have on the environment, or the ways in which adverse effects may be mitigated. The Council may also commission a report, at the applicant's expense, on any matters raised in relation to the application or on any environmental assessment or effects. The Council will notify applicant before such report is undertaken. This does not include assessment by Council's Engineers.

1. DESCRIPTION OF PROPOSAL: For which consent is sought, including where relevant, the following information:	
Existing uses	<input type="checkbox"/> YES
Buildings	<input type="checkbox"/> YES
Topography and, including information on the extent and nature of any fill on the site	<input type="checkbox"/> YES
A description of the existing natural environment (including areas of indigenous vegetation, habitat of indigenous birds and animals, and landscape features)	<input type="checkbox"/> YES

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2. NEIGHBOURS: Please consider any environmental, socio-economic or cultural effects including:

Will there be any effects on neighbours, others in the neighbourhood and/or the wider community?	<input type="checkbox"/> YES
Effects if any on Māori culture, spiritual and traditional values?	<input type="checkbox"/> YES (The outcome of any consultation with Te Rūnanga o Kaikōura and/or Ngāi Tahu should be included. Contact TROK before you apply.)
Effects if any on people's health and safety	<input type="checkbox"/> YES
The effects on recreational values and facilities and recreational uses in the vicinity	<input type="checkbox"/> YES
<p>You should attempt to get approval from all parties affected by your proposal. In most applications, this is only the neighbours bordering your property. If an affected party will not give approval (which is their right) please note their concerns and your response to these concerns. In some cases, a cultural impact assessment may also be required.</p>	

3. Reverse Sensitivity:

Are there any reverse sensitivity issues that may affect the proposed activity?	<input type="checkbox"/> YES
<i>Unsure what this means?</i>	
<p>a. Where an existing lawfully established activity has the potential to adversely affect a proposed or subsequent activity which is in the vicinity or, or adjacent to, the existing activity (For example: Wanting to locate residential sections next to a pig farm) or;</p>	<p>b. Where a proposed activity restricts, or has the potential to restrict, the operation of a lawfully established existing facility. (For example, proposing elderly housing near a disco.)</p>

4. Hazardous Substances:

Will there be any hazardous substances to be stored or used on-site or the discharge of any contaminate?	<input type="checkbox"/> YES
<p>- Please provide the type and volume of those substances; proposed methods of containment; including in emergencies the location on site or within buildings of any transfer, or storage points; transport arrangements on site; and routes and methods of transport to and from the site.</p>	

- Please provide an assessment of any risks to the environment which are likely to arise from such use.
- Where the activity includes the discharge of any contaminant do you require consent from Environment Canterbury? Has this been obtained? please provide a copy of the decision.
- A description of mitigation measures (safeguards and contingency plans where relevant), to be undertaken to help prevent or reduce the actual or potential effects.

5. Geological or other natural hazards:

Are there any geological or other natural hazards to which the site may be subject?	<input type="checkbox"/> YES
Is the site subject to or will the use of the site be likely to accelerate or worsen, material damage to the land by erosion, falling debris, subsidence, slippage, flooding, or inundation from any source?	<input type="checkbox"/> YES
Please address the sites suitability for the activity proposed given these hazards, and the means by which any adverse effects of the hazards are to be avoided, remedied or mitigated	

6. Noise:

Is there a potential for odour, other emissions and/or glare?	<input type="checkbox"/> YES
In respect of any potential for noise generation, the type and power of any proposed machinery or equipment; its location on site or within buildings; the material of which the buildings are constructed; details of any proposed measures to reduce noise, including any insulating materials or structures; hours of operation; and the expected nature and frequency of noise events.	
A description of the mitigation measures (safeguards and contingency plans where relevant), to be undertaken to help prevent or reduce the actual or potential effects.	

7. Odour, Glare and Other Emissions:

Does this activity generate noise of any kind?	<input type="checkbox"/> YES
In respect of any potential for odour generation and emissions, please contact Environment Canterbury. If consent is needed from Environment Canterbury please include a copy of the consent with this application.	

In respect of any potential for glare, the nature and location of any highly reflective surfaces; the location, nature and power of lighting on the site; and means of directing its spill.

A description of the mitigation measures (safeguards and contingency plans where relevant), to be undertaken to help prevent or reduce the actual or potential effects.

8. Waste management:

Will this activity generate waste?

YES

Please describe the proposed management of any waste which will be generated, including alternatives considered with respect to minimisation, generation, storage, collection and disposal of waste; the quantities and categories of waste which will be generated; the proposed system of waste storage, collection and disposal; measures taken to avoid or mitigate adverse effects.

Refer to the Waste Management Protocol in the District Plan and/or Innovative Waste Kaikoura Ltd (319-7148) for guidance.

9. Filling or Excavation:

Any filling or excavation proposed?

YES

Please provide information on the type of fill, the volume and depth of fill and excavation, identification of those areas on the site subject to fill or excavation, the impact on utilities, or on any archaeological sites.

A description of the mitigation measures (safeguards and contingency plans where relevant), to be undertaken to help prevent or reduce the actual or potential effects.

10. Landscape and Visual Amenity Values:

Will your proposal add or detract from landscaping or visual amenity values?

YES

Please describe the effects on landscape values, and visual amenity, views, natural landscape patterns and natural vegetation patterns.

Please describe any landscaping to be provided, including areas for planting, the location and types of trees to be planted, the location of any outdoor storage areas, and how these are to be screened from view

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11. Notable Trees, Heritage Items, and Archaeological Sites:

Is the activity on or near a site containing Notable Trees, Heritage Items, Archaeological Sites identified in the District Plan?

YES

The location of any notable trees identified in the District Plan on the site or adjoining sites, and whether they are to be removed, trimmed or subject to any building or earthworks in the vicinity of the tree.

The effect of the proposal on any listed heritage items including plans and photographs showing existing interior or exterior original features, and plans of these features should any alterations proposed be carried out. A statement must also be provided as to whether any activity will adversely affect the whole or part of a listed heritage item.

A description of the mitigation measures (safeguards and contingency plans where relevant), to be undertaken to help prevent or reduce the actual or potential effects. Plan. Note: if archaeological artefacts or bones are discovered during any works, Section 15 sets out a procedure that must be followed.

An archaeological authority may also be required from the Historic Places Trust. Contact- Office for Canterbury, South Canterbury, Kaikoura, West Coast, PO Box 4403, Christchurch Phone (03) 365-2897

12. Significant/Outstanding Landscape:

Is your proposal located on a site in a significant or outstanding landscape as identified in the Kaikoura District Plan Maps?

YES

The effect of the proposal on any listed significant or outstanding landscape areas.

A description of the mitigation measures (safeguards and contingency plans where relevant), to be undertaken to help prevent or reduce the actual or potential effects.

13. Nature Conservation and Ecosystems:

Will your proposal effect Nature Conservation and Ecosystems?

YES

Please describe the effects of the proposal on any significant nature conservation areas, including indigenous vegetation, ecosystems, the margins of water bodies, or wetlands.

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14. Site Drawings/Site Plans:

In addition to the above information, any application for land use consent shall, where relevant, include a set of drawings illustrating the proposal. **Two scaled copies** of each drawing are required, including accurate dimensions. Your site plan should include:

SITE LOCATION DRAWING:

Road names	<input type="checkbox"/>
Property number	<input type="checkbox"/>
North point	<input type="checkbox"/>
Any significant built or topographical features	<input type="checkbox"/>
The location of any waahi taonga (sacred/important places) or mahinga kai (food gathering) areas	<input type="checkbox"/>

SITE PLAN OF AREA:

Site boundary lengths and other dimensions in metres	<input type="checkbox"/>
Location with distances to site boundaries, of all existing buildings which are to remain on site, and all proposed buildings and structures (including where applicable, eaves, balconies, courts and verandas)	<input type="checkbox"/>
Proposed use of each building	<input type="checkbox"/>
All signs, both existing and proposed	<input type="checkbox"/>
Position of any easement over the site	<input type="checkbox"/>
Position, location and dimensions of every parking and loading space	<input type="checkbox"/>
Location of roads adjacent to the site and the formation status of the road and any footpath	<input type="checkbox"/>
Location of all vehicle access points and driveways at the street boundary	<input type="checkbox"/>
Levels on the site boundaries and around any buildings; and except in cases where the site is less than 1000m ² , or has a uniform grade of less than 1 in 10, contours of the site	<input type="checkbox"/>
Proposed retaining walls, excavations and fill	<input type="checkbox"/>
Existing trees and proposed landscaping (particularly where this is a requirement of the rules for the zone). Dimensioned areas of the landscaping should be shown together with all existing and proposed sealed areas;	<input type="checkbox"/>
Indigenous vegetation areas, streams, wetlands and heritage items	<input type="checkbox"/>
Recession line diagrams or models	<input type="checkbox"/>
Watercourses and drainage and sewerage pipes within and adjacent to the site	<input type="checkbox"/>
The means proposed to deal with all stormwater and sanitary drainage and to provide for water supply	<input type="checkbox"/>
The location of any water supply bores and effluent disposal areas on the site and on adjoining sites	<input type="checkbox"/>

A FLOOR PLAN OF EACH BUILDING

(at a scale of not less than 1:100) showing:

Use of all parts of the building, including basements, parking, lift towers, storage or service areas	<input type="checkbox"/>
Room layout of the building, if this is known, and a clear identification of the use of different rooms or parts of a floor.	<input type="checkbox"/>

ELEVATIONS OF EACH BUILDING

Only needed for external changes, relocation, and all new construction (at a scale not less than 1:100) showing:

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External appearance of the building including doors and windows	<input type="checkbox"/>
Number of floors and their proposed usage	<input type="checkbox"/>
Building heights and height in relation to any boundary	<input type="checkbox"/>

PLEASE NOTE:

Resource consent is **not** a building consent.

If your proposal involves new construction, structural re-modelling, plumbing, a relocated building or a change of use you will also require a building consent. If you have any questions, please contact a Council Planner on 03 319 5026.

You may also require consent from Canterbury Regional Council. Please contact them directly for uses such as discharge, earthworks, and water divergence.

Please remember Council is happy to answer any questions you may have. Pre-application appointments are available and many consents can be successfully completed by the applicant and few require notification. We also have a handy fact sheet available on our website for you to view.

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