

## Application for Outline Plan / Outline Plan Waiver

Section 176A, Resource Management Act

If you are unsure of how to complete this form it is recommended that you engage the services of a suitably qualified planning consultant to help you with your application. Please note that all the information provided in this application is available to the public and for statistical purposes.

<b>A.1 APPLICANT DETAILS</b> <small>(the name of the consent holder who will be responsible for the consent and any associated costs, unless otherwise stated in Section A.10)</small>	
<b>Full Name</b> (please write all names in full)	
<b>OR</b> <b>Name of Company Trust/Organisation</b> (Please note that if a Trust, all Trustee Names must be included)	
<b>Postal Address</b>	<b>Post Code</b>
<b>Email</b>	
<b>Phone:</b>	<b>Mobile phone</b>
<b>How do you wish to receive correspondence? (Please tick)</b>	<b>Post</b> <input type="checkbox"/> <b>E-mail</b> <input type="checkbox"/>
If you have an agent / spokesperson acting on your behalf, tick here <input type="checkbox"/> and enter their details below in <b>A.2</b> <i>Please note: if you appoint an agent, the Council will contact <u>only</u> the agent regarding this application unless you specifically request otherwise. To request copies of all correspondence sent to the agent, please tick</i> <input type="checkbox"/>	

<b>A.2 AGENT DETAILS</b>	Tick here if N/A <input type="checkbox"/>
<b>Company</b>	<b>Contact Person</b>
<b>Postal Address:</b>	<b>Post Code</b>
<b>Email:</b>	
<b>Phone:</b>	<b>Mobile Phone</b>
<b>How do you wish to receive correspondence? (Please tick)</b>	<b>Post</b> <input type="checkbox"/> <b>E-mail</b> <input type="checkbox"/>

<b>A.3 APPLICATION TYPE</b>	
<b>This application is an (tick one of the following options)</b>	
<b>Outline Plan</b> <input type="checkbox"/>	<b>Outline Plan Waiver</b> <input type="checkbox"/>

#### A.4 APPLICATION SITE DETAILS

Site/Street Address:		Town/Location	
Legal Description (from your Rates Notice or Certificate of Title)			
Certificate of title		Area of Site	ha / m <sup>2</sup>
Designation Number (In District Plan)		Requiring Authority	
Purpose of Designation			

#### A.5 BRIEF DESCRIPTION OF PROPOSED ACTIVITY AND REASONS FOR APPLICATION

#### A.6 RULE BOOK

Waikato District Plan (Waikato Section) 2013	<input type="checkbox"/>	Proposed Plan Change(s)	<input type="checkbox"/>
Waikato District Plan (Franklin Section) 2000	<input type="checkbox"/>	National Environmental Standard	<input type="checkbox"/>

#### A.7 PREVIOUS ADVICE

Have you had any previous advice and/or correspondence from Council in regards to your proposal? Yes    No

Duty Planner  Building Consent/PIM Officer

Pre application PRE /  Name of person you received advice from

Copy of advice and/or correspondence attached

#### A.8 OTHER CONSENTS

Additional consents required from Waikato Regional Council	<input type="checkbox"/>	Is a Building Consent required?	Yes	No
Discharge consent	<input type="checkbox"/>	If "Yes", has it been applied for?	Yes	No
Regional land use consent	<input type="checkbox"/>	Building Consent Application Reference	BLD	
Coastal consent	<input type="checkbox"/>			
Water take consent	<input type="checkbox"/>			
Other	<input type="checkbox"/>			
Are these being sought at the same time?		Yes	No	

#### A.9 NUMBER OF COPIES

Please provide ONE (1) complete electronic version of the application on CD or memory stick or by emailing it to [applications@waidc.govt.nz](mailto:applications@waidc.govt.nz) and/or TWO (2) complete hard copies.

It is recommended that you separate your resource consent application/s from any other type of application you may be submitting to Council (e.g. building consent applications). In some instances a combined land use consent and subdivision is acceptable. Please discuss with a Planner prior to lodgement.

**A.10 BILLING DETAILS** *This identifies who will be receiving any invoices associated with processing this resource consent. By signing below you agree that you are responsible for all outstanding fees incurred during consent processing*

<b>Full Name</b> (please write all names in full)			
<b>Postal Address</b>			<b>Post Code</b>
<b>Email</b>			
<b>Phone:</b>		<b>Mobile phone</b>	
<b>How do you wish to receive correspondence? (Please tick)</b>	<b>Post</b>	<input type="checkbox"/>	<b>E-mail</b> <input type="checkbox"/>

The deposit applicable for your application can be found under fees and charges on the Council website <http://www.waikatodistrict.govt.nz>  
**Payment Options – Please tick -** NB: Council’s preferred method of payment is internet banking  
*Please note: your application will not be processed until the required deposit is received*

**Internet Banking**  
 Payment made via Internet Banking – Use the Bill Payment option for your bank, select **Waikato DC Resource Consents**, quote the property address of the activity, your name/client(s) name and the application number if known

Date of Payment

Payment Advice Information attached

**Cheque**

**Council Offices**  
 Payment made at Council Office      Receipt Number

Date of Payment

**Invoice Payment** NB your application will not be processed until payment is received

**Important Privacy Information**  
 The information you provided in your application (including personal information) is official information. Your application documents, the details of this consent and any ongoing communications between you and Council will be held at Council’s offices and maybe accessed upon request by a third party. Access to information held by Council is administered in accordance with the Local Government Official Information and Meetings Act 1987 and the Privacy Act 1993. Your information may be disclosed in accordance with the terms of these Acts. If you have any concerns about this, please discuss with a Council Planner prior to lodging your consent

## A.11 SIGNATURE

### Note to Applicant

I/We understand that the Council may charge me/us all costs that are actually and reasonably incurred in processing this application. I/we undertake to pay all actual and reasonable processing costs incurred by the Council subject to my/our rights under sections 357B and 358 of the RMA to object to such costs. Without limiting Waikato District Council's legal rights, if any actions are necessary to recover unpaid processing costs or fees associated with the resource consent(s), including debt recovery fees, I/we agree to pay all costs of recovering those costs.

If this application is made on behalf of a company, society (incorporated or unincorporated) or trust, in signing this application I/we acknowledge that:

- I am/we are authorised to make this application on behalf of that company, society or trust; and
- The company, society or trust will pay the actual and reasonable costs of processing the application, including any debt recovery costs.

By signing this form, I hereby certify that, to the best of my knowledge and belief, the information given in this application is true and correct.

Signed by Applicant/s:

Dated

### Note to Agent

By signing this form, I hereby certify that:

- To the best of my knowledge and belief, the information given in this application is true and correct;
- I am authorised to submit this application on behalf of the applicant/s, and
- I have explained to the applicant/s their obligation to pay all actual and reasonable processing costs incurred by Council under Section 36 of the RMA

Signed by Agent:

Dated

Name and Role (Please print)

Please email draft conditions to me (applicant) or my agent. I also understand that the opportunity to review the draft conditions is an act of good faith by the Council and is intended to assist with identifying errors, not to encourage debate over conditions. I further understand that the Council has the right to continue processing the consent if too much time is taken with the circulation of draft conditions. By requesting draft conditions and signing below you agree to an extension of time under section 37 of the RMA for the time it takes to resolve draft conditions.

Signed by Applicant/s or Agent:

Dated

### Note to Applicant

It is advisable to lodge all the consent applications that you need at the same time. If the application is lodged with the Environmental Protection Authority you must also lodge form 16A (under the RMA regulations) at the same time. You must pay the charge payable to the consent authority for the resource consent application under the RMA (if any). If your application is to the Environmental Protection Authority, you may be required to pay actual and reasonable costs incurred in dealing with this matter (see section 149ZD of the RMA.)

## B: Information needed for lodging your application

Your application must meet the requirements of both Section 176A of the Resource Management Act and any relevant National Environmental Standards. To assist you with this we have developed a checklist below with some of the more common matters to be addressed.

<b>B1: General Requirements:</b>		<b>Applicant</b> <input checked="" type="checkbox"/>	<b>Council Check</b> <input checked="" type="checkbox"/>
<b>B1.1</b>	<p>An assessment against any relevant national environmental standards.</p> <p>e.g.</p> <ol style="list-style-type: none"> <li>1. National Environmental Standard for Assessing and Managing Contaminants in Soil to Protect Human Health*</li> <li>2. National Environmental Standards for Telecommunication Facilities</li> <li>3. National Environmental Standard for Electricity Transmission Activities</li> </ol> <p>*Refer to Section A.7 of this application form for more information.</p>	<input type="checkbox"/>	<input type="checkbox"/>

<b>B2: Section 176A – Specific Requirements:</b>		<b>Applicant</b> <input checked="" type="checkbox"/>	<b>Council Check</b> <input checked="" type="checkbox"/>
<b>B2.1</b>	The height, shape, and bulk of the public work, project, or work	<input type="checkbox"/>	<input type="checkbox"/>
<b>B2.2</b>	The location on the site of the public work, project, or work	<input type="checkbox"/>	<input type="checkbox"/>
<b>B2.3</b>	The likely finished contour of the site	<input type="checkbox"/>	<input type="checkbox"/>
<b>B2.4</b>	The vehicular access, circulation, and the provision for parking	<input type="checkbox"/>	<input type="checkbox"/>
<b>B2.5</b>	The landscaping proposed	<input type="checkbox"/>	<input type="checkbox"/>
<b>B2.6</b>	<p>Any other matters to avoid, remedy, or mitigate any adverse effects on the environment.</p> <p>e.g. Noise, Dust, Odour, Lighting, Glare etc</p> <p>For relevant matters, please provide an assessment of these potential or actual effects – <b>SEE APPENDIX A FOR A GUIDE ON WHAT TO INCLUDE FOR THIS SECTION.</b></p> <p>These ‘other matters’ will be limited if the requiring authority provided details on mitigation of effects as part of the notice of requirement, or relevant conditions were imposed on the notice of requirement.</p>	<input type="checkbox"/>	<input type="checkbox"/>



<b>B4:</b>	<b>Reports/Technical Information Checklist</b>	<b>Applicant</b> <input checked="" type="checkbox"/>	<b>Council Check</b> <input checked="" type="checkbox"/>
<b>B4.1</b>	<p>The following reports may need to be provided:</p> <p>(a) Geotechnical report from a suitably qualified and experienced geotechnical professional identifying any requirements for site specific foundation design, wastewater, storm water disposal and/or earthworks.</p> <p>(b) A report from a suitably qualified person if the activity requires site specific design for building works, wastewater, stormwater disposal, or earthworks.</p> <p>(c) A report from a suitably qualified person if the activity will generate any non-compliance with noise requirements under the District Plan.</p> <p>(d) A Traffic Impact Assessment (TIA) from a suitably qualified person if the activity will generate any non-compliance with parking, manoeuvring or access requirements under the District Plan and/or if the activity results in significant changes to traffic movements on roads</p> <p>(e) A report from a suitably qualified person if the proposal affects a tree, cultural or historical heritage protected under the relevant District Plan.</p> <p>(f) An archaeology assessment from a suitably qualified archaeologist if there are any known or suspected archaeological sites that may be adversely affected by the proposed activity.</p> <p>(g) A lighting report from a suitably qualified person to enable an assessment of the effects on the environment to be determined if the proposal includes external light fixtures or stadium type lighting.</p>		
	<p>(h) Where land has been identified as being subject to a HAIL activity in accordance with Regulation 6 of the NES, the following reports may be required:</p> <p>(i) Preliminary Site Investigation Report (PSI)</p> <p>(ii) Detailed Site Investigation Report (SIR)</p> <p>(iii) Site Remedial Action Plan (RAP)</p> <p>(iv) Site Validation Report (SVR)</p> <p>(v) Ongoing Monitoring and Management Plan (MMP)</p> <p>All reports must be prepared by a suitably qualified and experienced practitioner in accordance with the current edition of the Ministry for the Environment Contaminated Land Management Guidelines No. 1, <i>Reporting on Contaminated Sites in New Zealand</i>.</p>		
	<p>(i) A detailed site investigation report is required where an underground fuel storage system is being removed or replaced. This must be prepared in accordance with the requirements of the <i>Guidelines for Assessing and Managing Petroleum Hydrocarbon Contaminated Sites in New Zealand, 1999</i>, and with the current edition of the Ministry for the Environment Contaminated Land Management Guidelines No. 1, <i>Reporting on Contaminated Sites in New Zealand</i>.</p>		
	<p>(j) A Cleanfill Management Plan may be required if proposed cleanfill volumes exceed the permitted activity thresholds for earthwork / cleanfill is to be imported to the site. This should be prepared in general accordance with the Ministry for the Environment <i>A Guide to the Management of Cleanfills, 2002</i>.</p>		





# Appendix A: An Assessment of the Actual or Potential Environmental Effects – Guide only

The effects listed below is not an exhaustive list and is only intended as a guide to provide a starting point for providing an assessment of the actual or potential effect on the environment of the activity.

	<p><b>Effects on the character/amenity values of the area</b></p> <ul style="list-style-type: none"> <li>- How will the character/amenity values of the area be maintained as result of the proposal?</li> </ul> <p style="text-align: center;"><b>Or</b></p> <ul style="list-style-type: none"> <li>- How will the proposal change the character/amenity values of the area? How will these effects be mitigated?</li> </ul>
	<p><b>Visual amenity effects</b></p> <ul style="list-style-type: none"> <li>- Is any existing fencing and/or vegetation proposed to be removed as result of the proposal?</li> <li>- Is there any fencing and/or landscaping proposed to mitigate any visual amenity effects?</li> </ul>
	<p><b>Streetscape effects</b></p> <ul style="list-style-type: none"> <li>- How will the development appear when viewed from the road?</li> <li>- Is the proposal consistent with the appearance of other development/building in the area when viewed from the road?</li> <li>- What (if any) measures are proposed to mitigate streetscape effects?</li> </ul>
	<p><b>Building effects</b></p> <ul style="list-style-type: none"> <li>- Will the proposal result in any dominance effects?</li> <li>- Will the proposal result in any shading effects?</li> <li>- Will the proposal result in any sunlight effects?</li> <li>- Will the proposal result in any privacy effects?</li> <li>- What (if any) measures are proposed to mitigate building effects?</li> </ul>
	<p><b>Traffic effects</b></p> <ul style="list-style-type: none"> <li>- What effect will the proposal have on the roading network?</li> <li>- What is the anticipated number of vehicle movements as result of activity?</li> <li>- Is proposal utilising an existing access or proposing new access?</li> <li>- Is their sufficient parking/loading/manoeuvring on site?</li> <li>- What (if any) measures are proposed to mitigate traffic effects?</li> </ul>
	<p><b>Noise effects</b></p> <ul style="list-style-type: none"> <li>- Duration and types of construction noise</li> <li>- Anticipated noise effects as result of proposal being established</li> <li>- What (if any) measures are proposed to mitigate noise effects?</li> </ul>
	<p><b>Dust effects</b></p> <ul style="list-style-type: none"> <li>- What (if any) measures are proposed to avoid, remedy and mitigate dust effects?</li> </ul>
	<p><b>Odour effects</b></p> <ul style="list-style-type: none"> <li>- What (if any) measures are proposed to avoid, remedy and mitigate odour effects?</li> </ul>

	<p><b>Earthwork effects</b></p> <ul style="list-style-type: none"> <li>- Duration of activity</li> <li>- Hours of operation (e.g. Monday to Friday between 7.30am and 5pm)</li> <li>- What erosion and sediment controls are going to be installed on site</li> <li>- Location of any cut material being taken off site</li> <li>- Number of traffic movements associated with earthworks including machinery, staff vehicles and transportation of material off site.</li> <li>- Timeframes for revegetation of site post earthworks</li> </ul>
	<p><b>Servicing effects</b></p> <ul style="list-style-type: none"> <li>- How is stormwater proposed to be managed?</li> <li>- How is wastewater proposed to be managed?</li> <li>- Details of proposed water supply</li> <li>- Is the proposal utilising existing power &amp; telephone connections?</li> </ul>

**To find an example of an Assessment of Environmental Effects (AEE), please refer to Appendix 2 of Ministry for the Environment’s “A Guide to Preparing a Basic Assessment of Environmental Effects” at <https://www.mfe.govt.nz/sites/default/files/media/RMA/aee-guide-aug06.pdf>**