

## AFFECTED PARTIES WRITTEN APPROVAL

The written approval of affected parties is required pursuant to Section 94 of the Resource Management Act 1991 in order for this application to proceed on a non-notified basis. Please note: Council requires the approval of all legal owners **and** occupiers of an affected property. If the owner and occupier are different, please use a separate form.

**PLEASE READ THE NOTES OVERLEAF BEFORE COMPLETING THIS FORM**

<b>I / We</b> <i>(please print)</i>	
<input type="checkbox"/>	being the owner(s) / and occupier(s)
<input type="checkbox"/>	being the owner(s)
<input type="checkbox"/>	being the occupier(s)
Of the property at:	

<b>Have seen the application of:</b>
Applicant:
Site Address:
Proposal: <i>(what activity is taking place?)</i>

<b>Please sign this form AND ALL OF THE FOLLOWING:</b>	
<input type="checkbox"/>	A description of the proposal
<input type="checkbox"/>	Elevation Plans
<input type="checkbox"/>	Site Plan

<b>Hereby give my / our consent</b>	
Signature:	Signature:
Date:	Date:
Postal Address:	Postal Address:
Postcode:	Postcode:
Contact Phone Number:	Contact Phone Number:

**Please note: You should only give your written approval if you clearly understand the proposal and its possible effects on you. You do not have to give your written approval if you do not wish to.**

# NOTES FOR AFFECTED PARTIES

**1. Why have I been asked for my approval?**

You have been consulted and/or asked to give written approval to a proposal, because you are the owner or occupier of land or a building and may be affected in some way by a proposal in your neighbourhood. You are under no obligation to sign the consent form or any development plans for the proposal.

**2. Who decides who is affected by a proposal?**

A Council Planner makes the decision as to who may be affected and whose written approval is required.

**3. What happens if I give my approval?**

If you give your written approval, pursuant to Section 104(6) of the Resource Management Act 1991, Council is **not** able to take into account any adverse effects on you.

If you and the other people likely to be affected have given your written approval, the Planner makes a recommendation and the decision on the application is made under delegated authority and usually no hearing is held.

It is very important that you understand a proposal fully before you give your written approval. If you are in any doubt, contact Council's District Planner to discuss a proposal or its possible effects. It is acceptable for you to request that you be given some time to consider the application before you decide whether or not to give your approval to the proposal.

**4. How much information should I be given?**

You should be given enough information to understand the proposal and how it will affect you.

**5. Can I ask for changes to an application?**

You can ask an applicant to change their proposal; for example by reducing the hours or by providing screening so that the possible side effects on you are minimized or avoided.

**6. Can I put conditions in my written approval?**

Council will not accept a written approval with conditions. If you request any conditions to your approval, please ask the applicant to amend their application to reflect these changes. These changes can only be included in the application if they can be enforced as a condition of Council's consent. In some cases a separate agreement between you and the applicant might be made.

**7. Can I refuse to give written approval?**

Yes. You do not have to explain your reasons but it is helpful to the applicant if you do. You can let the Council know so that your refusal can be recorded on the file.

**8. What happens if I refuse to give written approval?**

If any of the people likely to be affected have not given written approval then the Planner cannot make a decision on the application. The applicant does however have the right to make a **notified** application. Council would advise you if this happens and you would have the opportunity to make a submission.

**9. Can I change my mind?**

You can withdraw your written approval at any time up until Council issues a decision. You must advise Council in writing that your approval has been withdrawn. You should also let the applicant know.