

MAKING A RESOURCE CONSENT APPLICATION

What is a resource consent?

A resource consent is required if you are proposing to build a structure and/or carry out an activity that does not comply with one or more of the “standards” an “rules” in the District Plan. Any proposed activity or structure requires land use or subdivision consent unless it is a permitted activity and fully complies with all the relevant standards and rules in the District Plan.

What does “activity status” mean?

The District Plan divides activities into categories as follows:

- Permitted Activity
- Restricted Discretionary Activity
- Non-complying Activity
- Controlled Activity
- Discretionary Activity

The differences between them are:

- Whether or not a resource consent application is required; and
- How the application is assessed by Council refer to the sections under each relevant rule for the “information requirements for resource consent applications” and “assessment criteria;” and
- Whether the consent may be refused and what conditions could be imposed on the consent.

How do I prepare a resource consent application?

To start with you will need to figure out what the activity status of your proposal would be under the provisions of the District Plan. In order to find this out you will need to know the address, “zoning” of the land on which the activity is to be carried out and Road Order (refer to appendix 5).

If you have a Land Information Memorandum (LIM) this will identify the zoning of your property. Or you could visit our Customer Services Team to ask them what the zoning is, as this information is held on Council’s Geographical information Systems (GIS). You can also speak to your resource management professional (a planning consultant or surveyor) who can usually obtain this information for you.

What is a pre-application meeting?

A pre-application meeting is helpful, particularly if you are unfamiliar with the consent process. You can organise an appointment with Council’s District Planner. To do this you need to phone the Council to book a meeting (0800 738 199).

You will need to bring with you:

- Preliminary site plans, floor plans and elevation drawings for the activity.
- The road address of the land where the proposed activity will occur.

The matters that can be addressed at such a meeting are:

- Confirm whether you will actually need resource consent by determining the activity status under the District Plan.
- Provide the relevant assessment criteria of the District Plan that need to be addressed by you in your application.
- Determine the fee required to lodge the application.
- Identify the minimum information requirements to accompany the application.
- Explain the general resource consent process and the statutory timeframes for processing the application.
- Identify properties and people that may be affected by your proposal.

What information should I include with my application?

Usually, the better you can explain your proposal, the how, when, where, what and why – the easier it will be to make a determination on your application. The obvious information requirements are certificates of title, site plans, elevation plans etc. Please refer to Planning Information– Resource Consent Information Requirements for a more detailed list.

What is an Assessment of Environmental Effects (AEE)?

Under the provisions of the Resource Management Act 1991 a Council may only grant resource consent if it is satisfied that the effects on the environment actually or potentially resulting from a proposal will be no more than minor. As the RMA legislation is “effects based” it is important that the Council has a good understanding of the likely environmental effects of your proposal. Accordingly, **every resource consent application must be accompanied by an AEE**. For more detailed information on how to prepare an AEE refer to Planning Information– Assessment of Environmental Effects (AEE).

How do I hand in my application?

You can deliver your application to Council’s Office in person or you can mail the documents to Otorohanga District Council, PO Box 11, Otorohanga 3940.

What happens once my application is received?

The application is checked by the District Planner to make sure that all the required information and the appropriate deposit application fee have been submitted. If any information is missing or inadequate, Council can reject the application by returning all the submitted documents to you. The Council may do this pursuant to Section 88 of the RMA. When an application is rejected in this manner it will always be accompanied by a letter stating the additional information/payment that is required.

If the information and fee payment is appropriate, the consent will be lodged and you will be sent an acknowledgement letter outlining the consent reference number and the name of the Handling Officer. Processing of the application then begins in the sense that the Council now has 20 working days to make a decision on the application.

Will my application be publicly notified?

Your application will be notified if the Council, after due consideration of the information submitted, cannot be satisfied that the environmental effects of your proposal will be no more than minor. The Council must also consider the effect of the proposal on affected persons.

The public notification and limited notification processes are outlined in further detail in Planning Information – Notification of Resource Consent Applications.

How long does it take to process my resource consent?

The Council has 20 working days to process your application. This timeframe is often put on hold or extended when the Council asks for further information (pursuant to Section 92 of the RMA) or if the Council gives notice that it is extending the usual timeframe (pursuant to Section 37 RMA).

If the application is to be publicly notified this time frame is extended quite considerably to allow for interested parties to make submissions (20 working days); to thereafter (25 working days) hold a hearing and to carry out deliberations (15 working days) before a decision is issued. The decision is issued in writing and a signed copy is released and mailed to the applicant (or their agent if specified on the application form) once any outstanding application fees have been settled.

Who can provide me with more information on the resource consent process?

If you have any questions please call Council’s District Planner.