

# APPLICATION FOR RESOURCE CONSENT

Office Use Only



## FORM 1: ADMINISTRATION

### Notes

- You must **fully** complete both this administration form and all related activity forms. Provide as much detail as you can.
- You must pay the required initial fee (as stated on page 9 of this form) when you submit your consent application forms, or your application will be returned to you.**
- Failure to provide the required information and payment will delay the processing of your application. If you do not provide adequate information then we will not be able to process your application, and will return it to you.
- Remember to sign and date all forms. A signature is not required if you email or submit your application by electronic means.

If you need any further help, please phone a member of the Consents team on **(03) 768 0466 or 0508 800 118.**

Office use only

Application Number:

Initial Fee Paid:

\$

Date Initial Fee Paid:

### Contact details

#### Applicant details

For **individuals**, you must provide the full names of all individuals (such as John Robert Smith and Mary Jane Williams).

For **companies and other incorporated entities** you must provide the company name and you must also provide the name of a person or persons who will represent your company and be responsible for the application.

For **partnerships, groups and unincorporated entities** (such as private or family trusts or unincorporated societies) we must have the details of all authorised partners, trustees, members or officers. We may also request a copy of your society's rules to verify your status as a formal body or society.

<b>Full name/s of applicant/s</b> This is the name/s that the consent will be issued to. We will not accept applications made in the name of unregistered companies.				
<b>Applicant's postal address</b>				
<b>Applicant's residential address</b> If different from postal address				
<b>Primary contact person/s</b>				
<b>Email address</b>				
<b>Phone number/s</b>	Home:		Business:	
	Mobile:		Fax:	

### Partnership / Groups / Unincorporated entity details

For **partnerships, groups or unincorporated entities** (such as private or family trusts or unincorporated bodies or societies) you must provide details of all authorised partners, trustees or members. Any consent granted will then include these names, and all individuals will be legally responsible for the consent and any associated costs. Should these persons change, then you must notify us.

<b>Name of person:</b> <b>Status</b> (such as partner, member or trustee): <b>Residential address:</b>	
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Include details of any further partners/trustees/members on a separate page if necessary.

### Application consultant/agent details (if applicable)

<b>Name/company name</b>			
<b>Contact person</b>			
<b>Postal address</b>			
<b>Email address</b>			
<b>Phone number/s</b>	<b>Home:</b>		<b>Business:</b>
	<b>Mobile:</b>		<b>Fax:</b>

Who should we send application correspondence to?

Applicant       Consultant/Agent

Have you discussed this application with a West Coast Regional Council staff member:       Yes       No

Name of staff member(s):

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## Consultation

Please list the persons that you believe to have an interest in, or that may be affected by, the proposal.

<b>Affected Party name/s</b>				
<b>Postal address</b>				
<b>Email address</b>				
<b>Phone number/s</b>	<b>Home:</b>		<b>Business:</b>	
	<b>Mobile:</b>		<b>Fax:</b>	
<b>Affected Party name/s</b>				
<b>Postal address</b>				
<b>Email address</b>				
<b>Phone number/s</b>	<b>Home:</b>		<b>Business:</b>	
	<b>Mobile:</b>		<b>Fax:</b>	
<b>Affected Party name/s</b>				
<b>Postal address</b>				
<b>Email address</b>				
<b>Phone number/s</b>	<b>Home:</b>		<b>Business:</b>	
	<b>Mobile:</b>		<b>Fax:</b>	

Have you discussed your proposal with your neighbours and other parties who may be affected, eg, Fish & Game, Department of Conservation, Iwi, New Zealand Transport Agency, user groups and interest groups:

Yes  No

If yes, who was consulted (Attach any correspondence if appropriate):

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Do they have any concerns:

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How can these concerns be met:

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**Location**

<b>Property address / Location:</b>	
<b>Legal description / Site description:</b>	
<b>Name of closest road/street or nearest settlement/town</b>	
<b>Map reference (NZTM):</b>	

**Territorial Authority in which the activity will be located**

Buller       Grey       Westland

**Note:** West Coast Regional Council can help you create a base map to assist with your location plan. Please call us on (03) 768 0466 or 0508 800 118 during office hours for assistance, or call in to our office at 388 Main South Road, Paroa, Greymouth.

If the owner and/or occupier of the activity site differ from the applicant please provide their names and contact details

<b>Owner name/s</b>			
<b>Postal address</b>			
<b>Email address</b>			
<b>Phone number/s</b>	<b>Home:</b>		<b>Business:</b>
	<b>Mobile:</b>		<b>Fax:</b>

<b>Occupier name/s</b>			
<b>Postal address</b>			
<b>Email address</b>			
<b>Phone number/s</b>	<b>Home:</b>		<b>Business:</b>
	<b>Mobile:</b>		<b>Fax:</b>

**Resource consents sought**

Provide a brief description of the activity to which your application(s) relates

**Tick the type/s of resource consent/s you are seeking from the West Coast Regional Council.**

If you are replacing any existing or previous consents, please state the existing or previous consent number(s) in the space below, and complete the Section "Value of Consent Holder Investment".

Remember that for each consent application you must complete the relevant 'activity form'.

<input type="checkbox"/> <b>Coastal permit</b> For activities that are within the coastal marine area (CMA).	Previous Consent Number/s  
<input type="checkbox"/> <b>Discharge permit</b> For activities outside the CMA that may discharge contaminants into the air, water and onto or into land.	Previous Consent Number/s  
<input type="checkbox"/> <b>Land use</b> For activities and structures outside the CMA that are on land, or in, on or over a river or lake bed.	Previous Consent Number/s  
<input type="checkbox"/> <b>Water</b> For activities outside the CMA that involve the abstraction, impoundment (damming), diversion and/or use of ground, geothermal or surface water.	Previous Consent Number/s  

Are related consents required from other authorities?

Yes

No

If **yes**, please provide details.

Consent required	Consent authority (such as district council, DoC, NZHPT)	Date applied for	Date granted

Should your application/s be granted, do you have a consent term or expiry date you would prefer for your consent/s?

Yes

No

If **yes**, provide details:

Months

Years

***Provide information to demonstrate that the degree of adverse environmental effect of the activity is likely as a result of this application. The following information requirements were introduced by the Resource Management Amendment Act 2013 and took effect on 3 March 2015. These are mandatory requirements for all applications. The sections require varying degrees of familiarity with the RMA and documents produced under the RMA. If you need any further help, please phone a member of the Consents team.***

**Related permitted activities**

List any activities that are part of your proposal and are permitted (allowed without resource consent) under the Regional Air Quality Plan, the Regional Coastal Plan for the West Coast and the Regional Land and Water Plan.

Provide information that shows how each permitted activity will comply with the conditions of the relevant rule.

**Other activities**

Describe any other activities related to your proposal that you think the West Coast Regional Council may need to be aware of.

## Part 2 of the RMA

**Part 2 of the RMA is attached at the end of this document.**

Provide an assessment of your proposed activity/activities against the matters set out in Part 2.

## Other policies, rules and requirements

Assess your proposal against any relevant provisions of:

- national environmental standards
- other regulations
- national policy statements
- the West Coast Regional Policy Statement (RPS)
- Regional Air Quality Plan, the Regional Coastal Plan for the West Coast and the Regional Land and Water Plan

Please complete an assessment of environmental effects in the detail that corresponds with the scale and significance of the effects that the activity may have on the environment (This may be covered by the appropriate activity form(s)).

**Advice Note: Please attach a separate sheet(s) if required.**

**Schedule 4 of the RMA is attached at the end of this document.**

## Value of Consent Holder investment

Please complete this section only if your application is to renew an existing consent

**Important:** You must complete this question if your application is intended to replace a currently operative resource consent, and this application will be lodged with the West Coast Regional Council at least 3 months before that consent expires.

1. Provide an assessment of the value of your investment. You need to:
  - specify the value of investment of the activities/infrastructure that are reliant on the resource consent/s you are applying for here. This must be the 'book value' of the investment (not the replacement value).

<input type="checkbox"/>	< \$10,000	<input type="checkbox"/>	\$1 Million to \$5 Million
<input type="checkbox"/>	\$10,000 to \$50,000	<input type="checkbox"/>	\$5 Million to \$50 Million
<input type="checkbox"/>	\$50,000 to \$250,000	<input type="checkbox"/>	>\$50 Million
<input type="checkbox"/>	\$250,000 to \$1,000,000		

- include evidence that supports the assessment.



## Application fees

### Initial Fee

- You will be charged the West Coast Regional Councils full actual and reasonable costs for processing this application.
- The minimum estimated initial fee is required to be paid when you submit your application. For simple consents that are processed quickly the initial fee is likely to cover your full costs.
- For complex proposals that exceed the initial fee, you will generally receive an invoice monthly. A final invoice will be sent to you after you receive the final decision on your application.

Please refer to the table below for the **minimum estimated initial fee** required for your application (updated 25 August 2023).

Description	Minimum estimated initial fee \$ excluding GST	Minimum estimated initial fee \$ including GST
<b>RESOURCE CONSENTS</b>		
Land use consent and associated consents for dry bed gravel extraction	\$930	\$1,069.50
Land use consent and associated consents for river protection works	\$1,500	\$1,725
Discharge permits for dairy effluent discharges	\$1,500	\$1,725
Land use consent	\$1,500	\$1,725
Land use consent and associated consents for land based alluvial gold mining operations	\$2,240	\$2,576
Coastal permits	\$1,500	\$1,725
All other resource consents	\$1,500	\$1,725
<b>CONSENT ADMINISTRATION</b>		
Application for a change or cancellation of consent conditions	\$750	\$862.50
Application for a Certificate of Compliance or an Existing Use Certificate	\$750	\$862.50
Application to extend the lapsing period for a consent	\$750	\$862.50
Transfer of consents from the consent holder to another (payable by the person requesting the transfer)	\$185	\$212.50
Request for a change to consent holders name (payable by the person requesting the change)	\$185	\$212.50
<b>TRANSFER EXISTING WATER PERMIT BETWEEN SITES WITHIN A CATCHMENT</b>		
Non-notified	\$185	\$212.50

### Payment can be made in the following ways:

- at the West Coast Regional Council Office by cash or cheque
- by electronic banking using the details below:

WEST COAST REGIONAL COUNCIL

WESTPAC BANK ACCOUNT NUMBER:

0	3	0	8	4	6	0	1	2	1	5	0	0	0	0	
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Bank    Branch Number    Account Number    Suffix

Payer particulars – **Name of applicant**

Payer reference - **RCAPPLN**

Payer particulars (max 12 characters)

Payer code (max 12 characters)

Payer reference (max 12 characters)

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## Declaration

"I/the applicant, hereby certify that, to the best of my knowledge and belief, the information given in this application is true and correct. I/the applicant, agree to pay all actual and reasonable costs incurred by the West Coast Regional Council in processing the consent application/s regardless of whether or not the application is granted. I/the applicant, also agree to pay 10% penalty interest on amounts not paid within 30 days of the due date. This also applies to any subsequent compliance monitoring charges relating to the resource consent.

Signature of applicant or applicant's agent

Date

--	--

Print Name (BLOCK CAPITALS)

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**A signature is not required if the application is made by electronic means.**

## Final checklist

### Have you?

Please tick

- Filled in all parts of this form.
- Completed and attached all related activity forms.
- Included a sketch or location map that shows us exactly where your activity will take place.
- Attached any written approvals obtained from parties potentially affected by your proposal.
- Supplied a detailed assessment of environmental effects.
- Paid the required deposit/fee.

## Important information – please read carefully

### Official information

The information you provide with your application is public information. It is used to help process your resource consent application and assess the impact of your activity on the environment and other people.

Your information is held and administered by the West Coast Regional Council in accordance with the Local Government Official Information and Meetings Act 1987 and the Privacy Act 1993. This means that your information may be disclosed to other people who request it in accordance with the terms of these Acts. It is therefore important you let us know if your application includes trade secrets, commercially sensitive material or any other information you consider should not be disclosed.

### Consent holder costs – Ongoing responsibilities

If your application is granted, the Consent Holder has a legal obligation to comply with any conditions of the consent. Consent conditions will be monitored. Monitoring will incur additional fees which will be charged to the Consent Holder. Please contact us if you have any queries regarding your deposit/fee or processing costs or the monitoring charges for your activity.

### Consultation

Consultation with other parties who may be interested in or affected by your activity is encouraged. This involves discussing your activity with others who may have some concerns, listening to what others have to say, considering their responses and deciding what will be done.

### More information

For more information on the application process or resource consents, visit our website at [www.wcrc.govt.nz](http://www.wcrc.govt.nz) or phone the Consents team on (03) 768 0466 or 0508 800 118.

Form updated 25 August 2023



**THE WEST COAST**  
REGIONAL COUNCIL

388 Main South Road, Paroa, Greymouth 7805  
PO Box 66, Greymouth 7840  
Telephone (03) 768 0466  
Toll Free 0508 800 118  
Facsimile (03) 768 7133  
Email [info@wcr.govt.nz](mailto:info@wcr.govt.nz)  
Website [www.wcrc.govt.nz](http://www.wcrc.govt.nz)

## Part 2 of the Resource Management Act 1991

### Purpose and principles

#### 5 Purpose

- (1) The purpose of this Act is to promote the sustainable management of natural and physical resources.
- (2) In this Act, *sustainable management* means managing the use, development, and protection of natural and physical resources in a way, or at a rate, which enables people and communities to provide for their social, economic, and cultural well-being and for their health and safety while—
  - (a) sustaining the potential of natural and physical resources (excluding minerals) to meet the reasonably foreseeable needs of future generations; and
  - (b) safeguarding the life-supporting capacity of air, water, soil, and ecosystems; and
  - (c) avoiding, remedying, or mitigating any adverse effects of activities on the environment.

#### 6 Matters of national importance

In achieving the purpose of this Act, all persons exercising functions and powers under it, in relation to managing the use, development, and protection of natural and physical resources, shall recognise and provide for the following matters of national importance:

- (a) the preservation of the natural character of the coastal environment (including the coastal marine area), wetlands, and lakes and rivers and their margins, and the protection of them from inappropriate subdivision, use, and development:
- (b) the protection of outstanding natural features and landscapes from inappropriate subdivision, use, and development:
- (c) the protection of areas of significant indigenous vegetation and significant habitats of indigenous fauna:
- (d) the maintenance and enhancement of public access to and along the coastal marine area, lakes, and rivers:
- (e) the relationship of Maori and their culture and traditions with their ancestral lands, water, sites, waahi tapu, and other taonga:
- (f) the protection of historic heritage from inappropriate subdivision, use, and development:
- (g) the protection of protected customary rights.

#### 7 Other matters

In achieving the purpose of this Act, all persons exercising functions and powers under it, in relation to managing the use, development, and protection of natural and physical resources, shall have particular regard to—

- (a) kaitiakitanga:
  - (aa) the ethic of stewardship:
- (b) the efficient use and development of natural and physical resources:
  - (ba) the efficiency of the end use of energy:
- (c) the maintenance and enhancement of amenity values:
- (d) intrinsic values of ecosystems:
- (e) [Repealed]
- (f) maintenance and enhancement of the quality of the environment:
- (g) any finite characteristics of natural and physical resources:
- (h) the protection of the habitat of trout and salmon:
- (i) the effects of climate change:
- (j) the benefits to be derived from the use and development of renewable energy.

#### 8 Treaty of Waitangi

In achieving the purpose of this Act, all persons exercising functions and powers under it, in relation to managing the use, development, and protection of natural and physical resources, shall take into account the principles of the [Treaty of Waitangi](#) (Te Tiriti o Waitangi).

## Schedule 4

### Information required in application for resource consent

#### 1 Information must be specified in sufficient detail

Any information required by this schedule, including an assessment under clause 2(1)(f) or (g), must be specified in sufficient detail to satisfy the purpose for which it is required.

#### 2 Information required in all applications

- (1) An application for a resource consent for an activity (the *activity*) must include the following:
  - (a) a description of the activity;
  - (b) a description of the site at which the activity is to occur;
  - (c) the full name and address of each owner or occupier of the site;
  - (d) a description of any other activities that are part of the proposal to which the application relates;
  - (e) a description of any other resource consents required for the proposal to which the application relates;
  - (f) an assessment of the activity against the matters set out in Part 2;
  - (g) an assessment of the activity against any relevant provisions of a document referred to in section 104(1)(b).
- (2) The assessment under subclause (1)(g) must include an assessment of the activity against—
  - (a) any relevant objectives, policies, or rules in a document; and
  - (b) any relevant requirements, conditions, or permissions in any rules in a document; and
  - (c) any other relevant requirements in a document (for example, in a national environmental standard or other regulations).
- (3) An application must also include an assessment of the activity's effects on the environment that—
  - (a) includes the information required by clause 6; and
  - (b) addresses the matters specified in clause 7; and
  - (c) includes such detail as corresponds with the scale and significance of the effects that the activity may have on the environment.

#### 3 Additional information required in some applications

An application must also include any of the following that apply:

- (a) if any permitted activity is part of the proposal to which the application relates, a description of the permitted activity that demonstrates that it complies with the requirements, conditions, and permissions for the permitted activity (so that a resource consent is not required for that activity under section 87A(1));
- (b) if the application is affected by section 124 or 165ZH(1)(c) (which relate to existing resource consents), an assessment of the value of the investment of the existing consent holder (for the purposes of section 104(2A));
- (c) if the activity is to occur in an area within the scope of a planning document prepared by a customary marine title group under section 85 of the Marine and Coastal Area (Takutai Moana) Act 2011, an assessment of the activity against any resource management matters set out in that planning document (for the purposes of section 104(2B)).

#### 4 Additional information required in application for subdivision consent

An application for a subdivision consent must also include information that adequately defines the following:

- (a) the position of all new boundaries;
- (b) the areas of all new allotments, unless the subdivision involves a cross lease, company lease, or unit plan;
- (c) the locations and areas of new reserves to be created, including any esplanade reserves and esplanade strips;
- (d) the locations and areas of any existing esplanade reserves, esplanade strips, and access strips;
- (e) the locations and areas of any part of the bed of a river or lake to be vested in a territorial authority under section 237A;
- (f) the locations and areas of any land within the coastal marine area (which is to become part of the common marine and coastal area under section 237A);
- (g) the locations and areas of land to be set aside as new roads.

#### 5 Additional information required in application for reclamation

An application for a resource consent for reclamation must also include information to show the area to be reclaimed, including the following:

- (a) the location of the area;
- (b) if practicable, the position of all new boundaries;
- (c) any part of the area to be set aside as an esplanade reserve or esplanade strip.

## **Assessment of environmental effects**

### **6 Information required in assessment of environmental effects**

- (1) An assessment of the activity's effects on the environment must include the following information:
  - (a) if it is likely that the activity will result in any significant adverse effect on the environment, a description of any possible alternative locations or methods for undertaking the activity;
  - (b) an assessment of the actual or potential effect on the environment of the activity;
  - (c) if the activity includes the use of hazardous substances and installations, an assessment of any risks to the environment that are likely to arise from such use;
  - (d) if the activity includes the discharge of any contaminant, a description of—
    - (i) the nature of the discharge and the sensitivity of the receiving environment to adverse effects; and
    - (ii) any possible alternative methods of discharge, including discharge into any other receiving environment;
  - (e) a description of the mitigation measures (including safeguards and contingency plans where relevant) to be undertaken to help prevent or reduce the actual or potential effect;
  - (f) identification of the persons affected by the activity, any consultation undertaken, and any response to the views of any person consulted;
  - (g) if the scale and significance of the activity's effects are such that monitoring is required, a description of how and by whom the effects will be monitored if the activity is approved;
  - (h) if the activity will, or is likely to, have adverse effects that are more than minor on the exercise of a protected customary right, a description of possible alternative locations or methods for the exercise of the activity (unless written approval for the activity is given by the protected customary rights group).
- (2) A requirement to include information in the assessment of environmental effects is subject to the provisions of any policy statement or plan.
- (3) To avoid doubt, subclause (1)(f) obliges an applicant to report as to the persons identified as being affected by the proposal, but does not—
  - (a) oblige the applicant to consult any person; or
  - (b) create any ground for expecting that the applicant will consult any person.

### **7 Matters that must be addressed by assessment of environmental effects**

- (1) An assessment of the activity's effects on the environment must address the following matters:
  - (a) any effect on those in the neighbourhood and, where relevant, the wider community, including any social, economic, or cultural effects;
  - (b) any physical effect on the locality, including any landscape and visual effects;
  - (c) any effect on ecosystems, including effects on plants or animals and any physical disturbance of habitats in the vicinity;
  - (d) any effect on natural and physical resources having aesthetic, recreational, scientific, historical, spiritual, or cultural value, or other special value, for present or future generations;
  - (e) any discharge of contaminants into the environment, including any unreasonable emission of noise, and options for the treatment and disposal of contaminants;
  - (f) any risk to the neighbourhood, the wider community, or the environment through natural hazards or the use of hazardous substances or hazardous installations.
- (2) The requirement to address a matter in the assessment of environmental effects is subject to the provisions of any policy statement or plan.