

# Application Outline Plan of Works

Property, Consents and Licensing Under section 176A of the Resource Management Act 1991



This form provides Council with your contact information and details about your proposal. If you need help completing this form or you are unsure about which form to use contact the Duty Planner.

Note: your application may be returned to you if the form is incomplete or the necessary information is not provided or the deposit is not paid.

## 1. General details

Site to which the application relates is described as:

No:  Street:  Suburb:

Legal description:

Designation ref:  Requiring Authority:

Purpose of designation:

## 2. Applicant details

Name in full:

Surname  First name(s)

Physical address:

No.  Street/Road  Suburb

Town/City  Postcode

Phone:

Day  Mobile

Email:

Please tick if email is your preferred method of contact.

The applicant is:  Owner  Occupier  Lessee  Prospective purchaser  The Crown  
 Network Utility Operator  Other

of the site to which the application relates.

## 3. Agent / consultant details (if different from above)

Company:

Contact person:

Postal address of agent:

Phone:

Day  Mobile

Email:

Please tick if email is your preferred method of contact.

#### 4. Address for correspondence and invoices

All correspondence (excluding invoices) sent to:  Applicant  Agent/Consultant  Other

Invoices sent to:  Applicant  Agent/Consultant  Other

#### 5. Description of proposed activity

#### 6. Site visit requirements

As landowner and with the consent of any occupiers or lessees, I agree to council staff or authorised consultants visiting the site, which is the subject of this application, for the purpose of assessing this application.

OR

If applicant is not the landowner:

Landowner's full name:

Landowner's signature:

Date signed:

Person authorised to sign on behalf of Landowner:

Authorising person's signature:

Date signed:

Is there a locked gate or security system restricting access by council staff?  Yes  No

Do you have a dog on the property?  Yes  No

Provide details of any entry restrictions that council staff should be aware of, such as health and safety, organic farm, etc.

#### 7. Information to be submitted with the application

Either provide an electronic copy to [rclodgement@gdc.govt.nz](mailto:rclodgement@gdc.govt.nz) or two paper copies (including one unbound) of all the information required. Please note if the combined file size of your documents exceeds 30MB you will need to contact us on the above email address so we can send you our a secure link to upload your files. If inadequate information is supplied with the application, this will cause delays in processing.

Completed application form, including authorisation for site inspection and signed and dated by persons responsible for payment of fees and charges.

I attach plans and information that shows:

- the height, shape, and bulk of the public work, project, or work;
- the location on the site of the public work, project, or work;
- the likely finished contour of the site;
- the vehicular access, circulation, and the provision for parking;
- the landscaping proposed;
- any other matters to avoid, remedy, or mitigate any adverse effects on the environment.

I attach the information that satisfies/addresses the conditions imposed on the designation (if relevant).

## 8. Deposit fees

The required deposit must be paid before any processing of the application will start.

I enclose a deposit fee of \$

for the processing of this application. I/we understand that Council may invoice me for the actual and reasonable costs incurred in the processing of this application.\*

## 12. Declaration concerning payment of fees

I/we understand that Council may charge me/us for all costs actually and reasonably incurred in processing this application.

Subject to my/our rights under sections 357B and 358 of the RMA to object to any costs, I/we undertake to pay all processing costs incurred by Council. Without limiting Council's legal rights, if any steps, including the use of debt collectors, are necessary to recover unpaid processing costs, I/we agree to pay all costs of recovering those processing costs. If this application is made on behalf of a trust (private or family), a society (incorporated or unincorporated) or a company, in signing this application I/we are binding the trust, society or company to pay all the above costs and guaranteeing to pay all the above costs in my/our personal capacity.

Full name:

Signature:

Date:

## 13. Signature of applicant

Full name:

Signature:

Date:

Full name:

Signature:

Date:

## 14. Privacy information

The information you have provided on this form is required so that your application can be processed under the RMA, so that statistics can be collected by Council. The information will be stored on a public register, and held by Council. The details may also be made available to the public on Council's website. These details are collected to inform the general public and community groups about all consents which have been issued through the Council. If you would like to request access to, or correction of your details, please contact Council.

\* Refer to Fees and Charges Schedule.

## OFFICE USE ONLY

Certificate of title

Description of activities

Plans that show:

- the height, shape, and bulk of the public work, project, or work;
- the location on the site of the public work, project, or work;
- the likely finished contour of the site;
- the vehicular access, circulation, and the provision for parking;
- the landscaping proposed;
- any other matters to avoid, remedy, or mitigate any adverse effects on the environment.

Accepted by:

Name:

Date: