

Do you need a Resource Consent?

The first thing you should do is check with Council's Duty Planner, who can provide you with free advice about resource consents. To do this, ask at the front counter or call 06 869 2444.

No resource consent is needed? Great – what you are proposing is a permitted activity and you can go for it. You'll still need to check whether a building consent is required though.

A resource consent is needed?

You'll need to:

- ▶ Grab a copy of Council's info guides "Applying for a Resource Consent" and "A beginner's guide to Resource and Building Consent processes" to get a better understanding of what is required.
- ▶ Grab a copy of Council's info guide "Preparing and Assessment of Environmental Effects (AEE) for a resource consent application" (every resource consent application requires an AEE to be submitted with it).
- ▶ Fill out a resource consent application form, using the info guides and the checklist in the back of the application form to see what information you need to include.



Prior to lodging your application you should arrange a meeting with the Duty Planner to double-check you have included all the required information. To do this, ask at the front counter or call 06 869 2444.

We're here to help! If you have any questions or need any further advice please contact the Duty Planner by asking at the front counter or calling 06 869 2444.



Things to remember:

- ▶ Needing a resource consent doesn't mean you can't do what you propose – it just means Council needs to assess if any more-than-minor environmental effects will result from your proposal, and what can be done about them.
- ▶ Most resource consents take at least 20 working days for us to process (which is about a month), and may take longer if they need to be notified or if more information is required from you. The better and more complete the information you provide with your application, the quicker it will be processed.
- ▶ The resource consent and building consent processes are separate. Different information is required for each and different fees and charges apply.
- ▶ You'll be charged an hourly rate for the time taken to process your application. For charges please see our Fees and Charges document on our website.
- ▶ Your deposit fee will be deducted from the final invoice amount – deposit fees are listed in the resource consent application form.



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