day month year

03 941 8999

53 Hereford Street  
Christchurch 8013

PO Box 73013  
Christchurch 8154

**ccc.govt.nz**

Name

Address line one

Address line two

Address line three

Christchurch XXXX

Dear +

Application for permitted boundary activity – RMA/+ - Address

Thank you for your application for a permitted boundary activity, which I’ve assessed against the requirements of Section 87AAB and Section 87BA of the Resource Management Act.

Unfortunately, your application is incomplete because it doesn’t contain sufficient information to confirm that the proposal is a permitted boundary activity.

The following information is missing: *(select as relevant)*

1. A description of the activity
2. A plan (drawn to scale) of the site at which the activity is to occur, showing the height, shape and location on the site of the proposed activity
3. The full name and address of each owner of the site
4. The full name and address of each owner of a property with an infringed boundary
5. Written approval form / plans signed by +
6. +

This information is required to confirm that the proposal complies with Rule + in the District Plan. For your proposal to be a boundary activity it must not breach any rules that are not boundary rules.

The RMA doesn’t enable permitted boundary activity applications to be placed on hold, so to progress from here you will need to resubmit your application with the additional information listed above.

When you resubmit the application it will be entered into our consent system as a new application and given a new RMA number.

*If deposit already paid*

If you resubmit your application within 15 working days, the costs incurred in receiving and checking this original application will be deducted from the initial deposit and we’ll transfer any remaining balance across to the new application number.

If you haven’t resubmitted your application within this timeframe, we’ll arrange for any unused portion of the deposit to be refunded to you. A new deposit would then be required if you wish to resubmit your application after this time.

*OR if deposit not paid when letter sent*

I note that at the time of writing this letter the initial deposit fee had not yet been paid, so that invoice will be cancelled.

If you resubmit your application within 15 working days we’ll send you a new deposit invoice and transfer the costs of receiving and checking the original application across to the new RMA number. If the application is not resubmitted within 15 working days, you will receive an invoice for those costs.

Please contact me if you have any queries regarding this letter, or about the information that needs to be supplied.

Yours sincerely

[Insert signature with name and position]

**Delegated Officer:**

[Insert signature with name, position and date]