

Resource Consents Unit

# Application to Change or Cancel Resource Consent Condition(s)

Section 127 or 221(3) of the Resource Management Act 1991 – Form 10

Submit your application online at: [onlineservices.ccc.govt.nz](http://onlineservices.ccc.govt.nz); or

Email your application to [resourceconsentapplications@ccc.govt.nz](mailto:resourceconsentapplications@ccc.govt.nz); or

Deliver to: Resource Consents Unit, Christchurch City Council, 53 Hereford Street, Christchurch; or

Send to: Resource Consents Unit, Christchurch City Council, PO Box 73014, Christchurch Mail Centre, Christchurch 8154.

For enquiries phone: (03) 941 8999

## About this Form

This form is to be used for an application to change or cancel a condition of an existing resource consent, or to vary or cancel a condition specified in a subdivision consent notice. It must be accompanied by plans, a Certificate of Title and other supporting information.

A deposit (minimum application fee) is required to be paid before processing will commence (refer Resource Management [Fee Schedule](#)). An invoice will be issued when the application has been received.

Applications are checked for completeness prior to acceptance. Please ensure that you have compiled your documents carefully to avoid delays in accepting your application.

## 1. Pre-application information

Have you had a pre-application meeting or other discussions with Council staff about this proposal?  Yes  No

If yes, what was the name of the planner or other staff member(s)? .....

Date of pre-application meeting (if applicable): ..... Meeting reference no: .....

## 2. Type of application

This application is for (select as relevant):

Change/cancellation of condition(s) under section 127  Variation/cancellation of consent notice under section 221(3)

Reference number for the consent to which the condition relates: .....

## 3. Application site

Address of the site to which the consent / consent notice relates: .....

Legal description of application site: .....

I have provided a Certificate of Title (Computer Register) less than 3 months old, including a copy of any consent notice, covenant or other encumbrance to which the Council is a party. Note: These can be obtained from Land Information New Zealand: <https://apps.linz.govt.nz/survey-titles/order-copy/>.

OR

I request that the Council obtain a copy of the Certificate of Title (Computer Register) and any relevant encumbrances from Land Information New Zealand and on-charge the cost to me.

## 4. Applicant

Please note that the **applicant** is responsible for the fees associated with this application, unless specified otherwise in Section 6. Please note it is The Council's practice to communicate with the agent and the applicant.

Full name of applicant (including middle name): .....

OR

Registered Company / Trust / Organisation name: .....

Contact person / Trustee names: .....

Landline: ..... Mobile: .....

Email: .....

Postal Address: ..... Post Code: .....

## 5. Agent

Name: ..... Surveyor's Ref No. (if applicable): .....

Name of firm: .....

Landline: ..... Mobile: .....

Email: .....

Postal Address: ..... Post Code: .....

## 6. Invoicing details

All consent-related invoices are to be made out to:

Applicant  Agent

Existing 'on-account' customer (state name of PMO/organisation): .....

Other (specify below):

Name: .....

Email: .....

Postal Address: ..... Post Code: .....

*(Please note: any refunds will be paid to the receipted name unless written authorisation has been received from the receipted person or company)*

## 7. Proposed change/cancellation

Describe the proposed change or cancellation, including condition number(s) and reasons. Attach a copy of the resource consent or consent notice, and any other supporting information.

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## 8. Assessment of Effects

Assessment of any effects on the environment, in accordance with Schedule 4 of the Resource Management Act 1991. This section must be completed to a level of detail that corresponds with the scale and significance of the effects that the proposed change or cancellation of the condition may have on the environment. (Use additional pages if necessary).

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## 9. Declaration

I have completed all relevant sections of this form, and I understand that my application may be returned as incomplete if it does not include all of the relevant information.

I understand that the fees paid on lodgement **are a deposit only**, and that the Council will invoice all costs actually and reasonably incurred in processing this application.

All of the information provided with this application is, to the best of my knowledge, true and correct. I understand that all information submitted as part of an application is required to be kept available for public record, therefore the public (including business organisations and other units of the Council) may view this application, once submitted. It may also be made available to the public on the Council's website. If there is commercially sensitive information in your application please let us know. If you would like to request access to, or correction of, your details, please contact the Council.

**Signature of Applicant:** (or person authorised to sign on behalf of applicant)

..... Date: .....

Print name: .....

If you are signing this application on behalf of a company/trust/other entity (the applicant), you are declaring that you are duly authorised to sign on behalf of the applicant to make such an application.

## 10. Fee information

The required deposit (Minimum Application Fee) must be paid before processing of the application will start. A further invoice will be issued when the processing of this application has been completed if the cost of processing it exceeds the deposit paid. If the cost of processing the application is less than the deposit a refund will be issued to the **person who paid the fee**.

Where the application fee is to be charged to an **account holder** no deposit is required. Instead the actual fees will be invoiced on completion of processing.

Interim invoices may be issued on a monthly basis for all applications, including where the applicant is an account holder.

The Resource Management Fees Schedule can be viewed at: <http://www.ccc.govt.nz/consents-and-licences/resource->

**DEBT RECOVERY** - Where an invoiced amount has not been paid by the stated due date, the Council may commence debt recovery action. The Council reserves the right to charge interest, payable from the date the debt became due, and recover costs incurred in pursuing recovery of the debt.

**DEVELOPMENT CONTRIBUTIONS** – Your development, if granted, may also incur development contributions under the Local Government Act 2002 in accordance with the Council's Development Contributions Policy. Any development contributions payable will be invoiced to the applicant.

## 11. Additional notes for the applicant

1. The written approval of persons the Council considers may be adversely affected by the proposal may be required as part of the application, if it is to be processed on a non-notified basis. This will be determined after the application has been lodged and assessed, and a site visit carried out.
2. Consultation with neighbours and other affected persons is at the discretion of and is the responsibility of the applicant.
3. The costs incurred in receiving and checking incomplete applications are invoiced to the applicant. To avoid delays and cost please ensure that you submit a complete application.
4. If further information is required after your application is accepted, you will be advised as soon as possible and processing of the application will be suspended until the information is received.
5. All applicants are asked to check the accuracy of the information supplied. Inaccuracies in information supplied can cause difficulties at a later date, such as additional costs, delays and legal proceedings initiated by the Council and/or by other persons.
6. For applications granted under s.221(3), the Council will issue a certificate confirming that the condition specified in the consent notice has been varied or cancelled, for your registration with Land Information New Zealand.