<date>

03 941 8999

53 Hereford Street  
Christchurch 8013

PO Box 73013  
Christchurch 8154

**ccc.govt.nz**

Name

Address

Christchurch XXXX

Dear +

Resource consent application – Request for further information – RMA/+

<Address>

*Use this template where you’ve identified a need for further information but haven’t yet been able to identify any affected persons. If it’s clear which written approvals will be required use P-501 instead, or if you are only requesting written approvals use P-502.*

*Only one request for information is allowed (for notified applications it must be made prior to notification), so it’s important that you’ve carried out a comprehensive assessment of the application, including District Plan compliance check, site visit, input from technical experts where relevant, and confirmed that written approvals are correct and complete. This letter needs to include all information required to enable an assessment of the effects of the proposal on the environment and the identification of affected persons.*

Thank you for your application to + at the above property.

Further information needed

As discussed <e.g. this morning>, I’ve assessed your application against the District Plan and National Environmental Standards and found that some additional information is needed for me to finish/continue processing it: *(use continue if written approvals or notification may be required)*

1. + *and explain the reason it is required. If lots of items, use headings to group them*
2. + *and explain the reason it is required*

**Ngāi Tahu values and consultation**

1. As your property is located within a Ngāi Tahu Site of Cultural Significance (*state which category*), Rule + *(rule number and heading)* requires an assessment of your proposal against the matters of discretion in [rule 9.5.5 (Ngāi Tahu values)](https://districtplan.ccc.govt.nz/pages/plan/Book.aspx?exhibit=DistrictPlan&hid=211891) of the District Plan, including potential effects on Ngāi Tahu values and the appropriateness of any mitigation measures.

This requires input from the relevant Papatipu Rūnanga to ensure that the values relating to the application site are appropriately identified and understood. OR Rule 9.5.5.1 a. specifically requires these values to be identified by engagement with the relevant Papatipu Rūnanga *(if Wāhi Tapu/Wāhi Taonga, Silent Files or Kaitōrete Spit)*. (The Papatipu Rūnanga is the Rūnanga having guardianship (kaitiaki) for the area within which the site is located). Your application doesn’t include this type of assessment.

As discussed/requested/noted in your application, we will consult / are consulting with the Rūnanga on your behalf, as District Plan policy 9.5.2.2.5 (Engagement with Rūnanga) states that where an applicant has not engaged with the relevant rūnanga, the Council will consult with them. I will forward on their response when received if there are matters needing a response from you, e.g. regarding any requested mitigation of effects on cultural values. The application will be placed on hold until this consultation has taken place and you’ve responded to any comments from the Rūnanga (if necessary). Please note that Rūnanga consultation can take from 3-6 weeks due to their meeting schedule and workload.

*OR (include to end of MKT paragraph)*

I can consult with the Rūnanga on your behalf if you wish, as District Plan policy 9.5.2.2.5 (Engagement with Rūnanga) states that where an applicant has not engaged with the relevant rūnanga, the Council will consult with them. When comments are received from the Rūnanga I will forward them on to you for response. The application will be placed on hold until the consultation has taken place and you’ve responded to any comments from the Rūnanga. Please let me know as soon as possible if you’d like me to consult on your behalf. Rūnanga consultation can take from 3-6 weeks due to their meeting schedule and workload.

Alternatively, if you would prefer to consult with the Rūnanga yourself, the appropriate way to do this is through [Mahaanui Kurataiao Limited](https://mahaanuikurataiao.co.nz/). They can be contacted on 377 4374 or via email at [Mahaanui.admin@ngaitahu.iwi.nz](mailto:Mahaanui.admin@ngaitahu.iwi.nz). Please note that if you consult with the Rūnanga via Mahaanui Kurataiao you will be invoiced directly by them, but if the Council consults on your behalf, the costs are currently covered by the Council as part of an agreement with Mahaanui Kurataiao.

**Your application has been placed on hold under section** [**92**](http://www.legislation.govt.nz/act/public/1991/0069/latest/DLM233884.html) **of the Resource Management Act 1991 until all of the above information is received.**

Please provide the further information within 15 working days, i.e. by **<date>**.

This response timeframe can be extended, so if you need more time please contact me before this date to let me know when you expect to be able to provide the information (section [92A](https://legislation.govt.nz/act/public/1991/0069/latest/DLM233895.html)).

*Note: The RMA requires us to continue processing and publicly notify applications if further information isn’t provided within 15 working days or an agreed extended timeframe, so it’s important that you let me know if you can’t meet the above date.*

Receipt of the information

When I’ve received the information and completed my assessment of your application I’ll be able to confirm whether anyone/anyone else is affected by the proposal. If there are any affected persons you will need to obtain written approval from them in order for the application to be processed on a non-notified basis (i.e. without submissions or a hearing). If that’s the case I’ll contact you again to let you know which written approvals are required.

If the further information you provide raises any new matters that need to be clarified, your application will stay on hold until there is enough information to continue processing.

If you’re submitting amended plans as part of the additional information and you also have a current building consent application lodged with the Council, a copy of the amended plans should also be sent to the Building Consent Officer so that the building consent and resource consent plans match.

Other matters*(be more specific where possible)*

In addition to the above matters, …e.g. specialist has / I have concerns about some aspects of your proposal. I’ve outlined these below as you may wish to consider them while preparing the further information response:

* +
* +

*Check costs to date and include a fees update if needed* [*P-571 Fees update*](trim://18/240668?view)

Please don’t hesitate to contact me if you have any queries about the information requested.

Yours sincerely

[Insert signature]

***Level 2 Planners & Planning Technicians – get your letter reviewed before sending***