<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 – Further information & affected persons – RMA/+

<Address>

*Use this template where you’ve identified a need for further information and affected persons. If you don’t yet know whether there will be any affected persons use P-500 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 continue processing it:

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. Please note that Rūnanga consultation can take from 3-6 weeks due to their meeting schedule and workload.

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). Rūnanga consultation can take from 3-6 weeks due to their meeting schedule and workload.

*OR (include to end of Mahaanui 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.

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.

Written approval from affected persons

It’s likely we can process your application on a non-notified basis (without the need for formal notification to neighbours and a hearing) if you can obtain written approval from the owners and occupiers of the following properties:

* +
* +, which is owned by Christchurch City Council. To request this approval, please complete the written approval form and send it with plans and supporting documentation to [**propertyprojectbriefs@ccc.govt.nz**](mailto:propertyprojectbriefs@ccc.govt.nz). The Council’s Property Consultancy Team will aim to provide you with a response within 10 working days. Queries can be directed to that email address.

Note: If there is more than one owner or occupier (e.g. there are joint owners or tenants), they all need to give their written approval unless one person has authority to sign on behalf of the others.

AND/OR

In addition, as the proposed building is located within <e.g. the 50 dB Ldn Air Noise Contour; a site of Ngāi Tahu cultural significance (Wāhi Tapu / Wāhi Taonga *state which one*) and the site is on the New Zealand Heritage List / Rārangi Kokero> Rule + requires written approval from <e.g. Christchurch International Airport Limited; the relevant rūnanga and Heritage New Zealand Pouhere Taonga>. If you’re unable to obtain their written approval the application is required to be limited notified to them, and they will have the opportunity to make a submission and attend a hearing.

Approval should be obtained using our form [P-003 Written Approval of Affected Persons](https://www.ccc.govt.nz/consents-and-licences/resource-consents/forms-and-guides/forms-and-checksheets/). Please also make sure that an up to date copy of the application and plans is signed by everyone who signs the form.

The appropriate way to request written approval from the rūnanga is via [Mahaanui Kurataiao Ltd](mailto:Mahaanui%20Kurataiao%20Ltd), who can be contacted on 377 4374 or via email at [Mahaanui.admin@ngaitahu.iwi.nz](mailto:Mahaanui.admin@ngaitahu.iwi.nz). *delete if not Wāhi Tapu / Wāhi Taonga*

More information about obtaining written approval from affected persons is available on our [website](https://www.ccc.govt.nz/consents-and-licences/resource-consents/resource-consent-process/getting-written-approval-from-affected-parties/), including what it means for the assessment and processing of your application.

**Your application has been placed on hold under sections** **[88E(4)](https://legislation.govt.nz/act/public/1991/0069/latest/DLM2416141.html) and** [**92**](https://legislation.govt.nz/act/public/1991/0069/latest/DLM233884.html) **of the Resource Management Act 1991 until all of the further information and written approvals are 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)).

* There is no specific timeframe for obtaining **written approval**, but it is usually easier to do this after you’ve put the further information together so people can view and sign the most up to date version of the application. This avoids the need to get the plans re-signed if there are any amendments. If you don’t intend to seek written approval, or are unable to obtain it, please let me know.

*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 and written approvals

When I’ve received the further information and completed my assessment of your application I’ll be able to confirm whether anyone else is affected by the proposal. If that’s the case I’ll contact you again to let you know which written approvals are required. If there are any other affected persons you will also need to obtain written approval from them for the application to be non-notified.

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*(or 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 these matters.

Yours sincerely

[Insert signature]

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