<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 – Written approval from affected persons – RMA/+

<Address>

*Use this template where you have carried out a comprehensive assessment of the application and determined that no further information is required. If further information is required, use template P-501 instead to request information and identify affected persons at the same time.*

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

Affected persons

As discussed <e.g. this morning>, I’ve assessed your application and consider it likely that we can process it 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 property/ies:

* +
* +, 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.

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.

Obtaining written approval

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. 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.

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 until written approval has been provided, or you advise that you don’t intend to seek it or are unable to obtain it (**[**section 88E(4)**](https://legislation.govt.nz/act/public/1991/0069/latest/DLM2416141.html) **RMA).**

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

If have any queries regarding this email or your application, please don’t hesitate to contact me.

Yours sincerely

[Insert signature]

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