<date>

03 941 8999

53 Hereford Street  
Christchurch 8013

PO Box 73013  
Christchurch 8154

**ccc.govt.nz**

Name

Address

**Christchurch XXXX**

Dear +

Request for outline plan waiver – RMA/+

<Address and school where appropriate>

I refer to your letter dated + requesting that the Council waive the requirement to submit an Outline Plan for the proposed +.

+ (*e.g. Waimairi School*) located at +, is designated for + educational purposes (*or whatever the case may be*).

Section 176A(1) of the Resource Management Act 1991 requires that an Outline Plan be submitted for works carried out on designated land. However the Council may waive the requirement for an Outline Plan under section 176A(2)(c).

The proposal involves:

* *Briefly outline what is proposed. Only use the bullet points if there are a number of different works.*

The proposed works are located well back from the road and internal boundaries, in a position that complies with the rules for the <underlying zone> under the District Plan.

There will be no increase in the number of staff or students attending the school as a result of the proposal. The + *(date)* school roll consists of + students and + staff. Accordingly there will be no need for additional car parking or changes to on-site traffic management as a result of the proposed works. *Don’t include this paragraph for playgrounds, shade sails and other works not involving floor area)*

The Council therefore considers it appropriate to waive the requirement to submit an Outline Plan for the works. Please note however, that should the school roll increase at any time in the future, additional cycle and car parking spaces may be required to be provided on the site. *(Delete last sentence for playgrounds, shade sails and other works not involving floor area)*

*Check to see if a building consent has been issued for the project. If so, check that the approved RC plans match the BC plans in TRIM.*

*If the plans match, lapse the s.37 notice yourself in Connect if you have access, or send an e-mail request (using* [*template P-510*](http://wwwlocal.ccc.govt.nz/unit/EPAandIE/Planning/P510.oft.lnk)*) to the PIM Planners. If the plans don’t match, do not lapse the s.37 but phone the applicant to let them know, and include an explanation in this section of the letter.*

*If the BC hasn’t been issued, don’t lapse the s.37 in case the BC plans are amended. Tell the BCO that the RC has been issued and ask them to let you know when the BC is ready to issue. Then lapse the s.37 if the plans match.*

A copy of this letter has been forwarded to the Building Consent Team.

Please contact me if you have any further enquiries about this proposal.

Yours sincerely

[insert signature with name and position title]

**Delegated officer:**

[insert signature]