

Information to be included in an application

Schedule 4 of the Resource Management Act 1991 (RMA) contains information applicants must provide in an application for resource consent.

This Guide is intended for property owners who wish to submit their own application, without using an agent. It is intended for straightforward applications only, perhaps where the activity breaches no more than 1 or 2 rules in the Nelson Resource Management Plan (NRMP), and where the effects on the environment or people are **minor** (e.g. constructing a garage at your property which breaches the daylight control rule and you have obtained the written approval of the neighbour affected by the breach).

This guide is not intended to be used for applications for subdivision, discharges, coastal permits, water permits, swing moorings, renewal of permits, etc that require more comprehensive information.

The level of detail provided must correspond with the scale and significance of the effects that the activity may have on the environment. The information and level of detail must be sufficient for the Council (and anyone viewing your application such as your neighbours) to fully understand what is proposed, to be able to assess any effects that may be generated and for the Council to make a decision on your application.

Information that is REQUIRED in all applications

Information	Comments
Description of the activity	<p>Provide enough information so that the Council can fully understand the activity. Describe what you are intending to do, how you intend to do it and any timeframe if relevant.</p> <p>Think about what it will look like from outside the site and from your neighbour's point of view.</p> <p>Include plans and diagrams relevant to the activity – location plan; site plan showing boundaries, north point, existing and proposed buildings, access and elevations of any proposed buildings.</p> <p>Plans must be to a recognised scale (e.g. 1:100 or 1:200) and be sufficiently detailed so that anyone viewing the plans can understand the proposal and the extent of any works and rule breaches.</p>
Description of the site	<p>What is the site like? Describe any particular features of the site and any limitations e.g. steep topography. Particularly describe the part of the site where the activity will be taking place, where the access is located if relevant and what is immediately adjoining the site.</p>
NRMP Rules	<p>Describe which NRMP rule(s) is/are being breached by the proposal:</p> <p>Describe the nature and extent of the breach (should also be shown on the accompanying plans); and</p> <p>Where the proposal involves other work that meets the 'permitted' standards of any NRMP rules, briefly describe which rules are relevant and how the proposal meets the 'permitted' standards.</p>
Other activities?	<p>Describe any other activities that are part of the proposal; e.g. are you also applying for a new vehicle crossing?</p>

Information required	Comments
An assessment of the actual or potential effects on the environment	<p>Describe any effects that are likely to be generated by the proposal. Assess whether they are minor or significant.</p> <p>Refer to the assessment criteria of the relevant NRMP rule as a guide to see what matters need to be addressed.</p> <p>Effects can be physical effects such as visual, landscape, road safety, water quality, ecological effects etc.</p>
Is anyone else affected?	<p>Explain who is likely to be affected and to what extent. If you consider that neighbours for example are not affected, explain why.</p> <p>Note: The Act does not oblige you to consult any person – but if you have consulted anyone then you must provide details of who you have consulted and any outcomes of that consultation.</p>
Mitigation of effects	<p>Include details of the measures that you are proposing to mitigate or reduce any identified effects. This can include such things as landscaping or sediment control measures.</p>

Before submitting your application, you are encouraged to make an appointment with the Council’s Duty Planner (telephone 03 546 0200) to discuss your proposal and the level of information that is likely to be required in your application.

If your application does not contain all the required information, or if there is insufficient detail, the Council is required to return your application (under s.88 of the RMA).