

APPLICATION FOR OUTLINE PLAN APPROVAL

Consent No: RM
Fee Paid:
Receipt Number:

Applicant & Contact Details

Full name of applicant(s) _____

Contact person or agent _____

Address for service * (see note below) _____

_____ Post Code _____

Phone _____ Mobile _____

Fax _____ Email _____

Address for Invoicing – if different from above * (see note below) _____

Signed _____ Date _____

(Signature of applicant/person authorised to sign on behalf of applicant)

* All correspondence including the Decision Letter and Invoice will be sent to the "Address for Service". If the invoice is to be sent to a separate address, please specify.

Designation Details

Requiring Authority: _____

Name and Code of Designation: _____

Purpose of Designation: _____

Property Details

Address: Number _____ Street/Road _____

Legal Description _____

Owner's name _____

If the location has an amalgamated title, please indicate clearly on the Certificate of Title, the exact lot or parcel where the activity is to take place.

Activity Details

Provide a brief description of the activity to be undertaken; a full description of the activity must be provided as part of the application (see item 4 of the Checklist on next page)

If there is an associated building consent, please quote Building Consent Number: BC _____

CHECKLIST: Have you included all of the following items?

The following items must be provided with the application form (see note (i) below)

		✓	x
1	An INITIAL PAYMENT in accordance with the Nelson City Council Schedule of Fees & Charges (see Note (v) below)		
2	Copy of CERTIFICATE OF TITLE <i>(Search Copy must be less than 3 months old and must include a Title Plan)</i>		
3	A FULL DESCRIPTION of the proposed activity – 1 copy		
4	An OUTLINE PLAN – 1 copy According to s176(A)(3) of the RMA an Outline Plan must show		
4(a)	<i>The height, shape, and bulk of the public work, project, or work; and</i>		
4(b)	<i>The location of the site of the public work, project, or work; and</i>		
4(c)	<i>The likely finished contour of the site; and</i>		
4(d)	<i>The vehicular access, circulation, and the provision for parking; and</i>		
4(e)	<i>The landscaping proposed; and</i>		
4(f)	<i>Any other matters to avoid, remedy, or mitigate any adverse effects on the environment.</i>		

Important Notes

- (i) The application will not be lodged for processing by Nelson City Council unless all the above items are included with the application form.
- (ii) This application will be checked for completeness, under Section 176(A)(3) of the Resource Management Act 1991 (the Act).
- (iii) If the application is deemed to be **complete**, the application will be formally received as from the date of lodgement. The applicant will receive an acknowledgement letter within 10 working days advising that the application is formally received, and advising of the name of the Planner who will be processing the application.
- (iv) If the application is deemed to be **incomplete** (under Section 176(A)(3) of the Act) it will be **rejected** and returned to the applicant, within 10 working days, along with details of the missing information (or information that is needed in order for it to be deemed complete).

If the rejected application is re-lodged with the Council, it is treated as a new application, i.e. the processing clock starts from the date the application is re-lodged.

If the applicant does not re-submit the rejected application, the initial payment (deposit) will be returned to the applicant, minus the charges incurred to date (e.g. for the check by the Planner, and for administration time).

- (v) Further charges may be incurred for processing the application.
- (vi) Once this application has been formally received by the Council, it is available for public inspection.