

APPLICATION FOR RESOURCE CONSENT

(Pursuant to section 88 of the Resource Management Act 1991)

FORM A - General Information and Contact Details



Auckland
Regional Council
TE RAUHĪTANGA TAIAO

To: General Manager
Regulatory Services
Auckland Regional Council
Private Bag 92 012
Auckland

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Toll free: 0800 80 60 40
(calls outside the Auckland area)

Please read the notes below and the application forms fully before preparing your application and any supporting information. Information brochures are also available from the Auckland Regional Council (ARC) and at www.arc.govt.nz. It is recommended that you discuss your proposal with Council staff before preparing your application.

It is important that you fill out FORM A and all relevant B FORMs.

Answer all questions fully and complete the appropriate checklists.

Incomplete applications will not be accepted.

FORM A GENERAL INFORMATION AND CONTACT DETAILS

This form (form A) requires general details in relation to your application. However, it is only part of the information necessary for your application. You must also fill out the relevant B forms – Assessment of Effects on the Environment (AEE).

If you are proposing a change to the conditions of a current consent, use the Change of Conditions Application Form.

FORM B ASSESSMENT OF EFFECTS ON THE ENVIRONMENT (AEE)

As required by the Fourth Schedule of the Resource Management Act (1991) (RMA) you must include an AEE as part of your application. The B forms are designed to assist you with this and there are 14 different B forms specific to various consent types and activities. For small scale proposals adequate information may be provided by answering questions in the spaces provided. For more complex proposals with potentially more significant adverse effects the form B contains a checklist of the matters you need to address in a separate report to ensure an adequate AEE. Depending on the proposal you may need to complete more than one form B. Please contact the ARC if you are unsure which B forms to complete.

For Office Use Only

WBS No: _____

Customer No: _____

Deposit Fee Paid: \$ _____

Related Consent Nos: _____

Related File Nos: _____

Site Address: _____

Applicant: _____

Filling out the forms

It is strongly recommended that you engage a suitably qualified consultant or expert to help you prepare your application. If it is not prepared by someone with appropriate experience, it may not contain all the necessary information to enable the ARC to properly consider the effects on the environment. This may result in the rejection of the application or requests for further information being made.

Both form A and all B forms are checklists so that information gaps can be easily identified. Please place a tick ✓ in the box if you have provided the information in your form B or AEE report and identify where it is located in the report.

Please Note: All information provided in your application is official information and is available to the public. Access to official information held by the ARC is administered in accordance with the Local Government Official Information and Meetings Act (1987) and the Privacy Act (1993).

Submitting the completed application

Send **four hard copies (one unbound)** of the completed form A and form B application forms together with any additional supporting information e.g. specialist consultant reports, calculations etc and the correct deposit/fee to the address shown on the front of this form. The application can also be provided in electronic or CD form, including specialist reports (AEE) but a hard copy will still need to be provided. Your application will not be accepted for processing until all information and the correct deposit is received. All cheques should be made payable to the Auckland Regional Council.

More information can be found in the ARC's fact sheets

General ARC Planning Fact Sheets	Making a Submission on a Resource Consent Application
General ARC Planning Fact Sheets	Pre-hearing Meetings and Hearings
General ARC Planning Fact Sheets	Applying for a Resource Consent
General ARC Planning Fact Sheets	Consultation
General ARC Planning Fact Sheets	Pre lodgement meetings
General ARC Planning Fact Sheets	Now you have a resource consent
General ARC Planning Fact Sheets	Resource Consent Timeframes

ARC Accepts / Rejects	<p>Contact Details</p> <p>Pursuant to section 88 of the RMA, the undersigned hereby applies for resource consent (s) /permit(s) in accordance with the details and information set out below:</p> <p>Explanation</p> <p>The ARC will only issue a resource consent to a legally constituted organisation or named individuals. This ensures that the council knows who holds resource consent and who it should take action against if the requirements of that consent are not met. A legally constituted organisation includes a limited company, an incorporated group or society, or a trust which is registered under the Charitable Trusts Act or the Incorporated Societies Act. Otherwise the application must be made by named individuals. In the case of an unregistered trust, such as a family trust, all the individual trustees must be named as applicants, and the application form signed by them or on their behalf by an elected agent or the nominated contact person. Unless indicated differently below, all correspondence and communication will be directed to the applicant.</p>
	1.0 Applicant
	<p>1.1 Full Name of Applicant(s): <i>(e.g. Albert William Jones and Mary Anne Jones)</i></p> <p>_____</p> <p>_____</p> <p>_____</p> <p>For Companies, Trusts and other Organisations: <i>(give commonly used name)</i></p> <p>_____</p> <p>_____</p> <p>_____</p>
	<p>1.2 Postal Address:</p> <p>_____</p> <p>_____</p> <p>_____ Postal Code: _____</p>
	<p>1.3 Physical Street Address of Applicant: <i>(if different from above)</i></p> <p>_____</p> <p>_____</p> <p>_____ Postal Code: _____</p>
	<p>1.4 Phone Numbers</p> <p>Business: _____</p> <p>Mobile: _____</p> <p>Fax: _____</p>
	1.5 Email address:
	1.6 Name of Contact Person:

ARC Accepts / Rejects	<p>2.0 Lead Consultant / Agent / Project Manager Details <i>(if applicable)</i></p> <p>Explanation If you are using a lead consultant, agent or project manager for the application, fill in their details below otherwise leave blank. If you are using other consultants for the specific activities, put their details in the relevant form B.</p>
	<p>2.1 Name of Lead Consultant / Agent / Project Manager:</p> <p>_____</p> <p>_____</p>
	<p>2.2 Postal Address: _____</p> <p>_____</p> <p>_____</p> <p style="text-align: right;">Postal Code: _____</p>
	<p>2.3 Street Address: <i>(if different from above)</i></p> <p>_____</p> <p>_____</p> <p style="text-align: right;">Postal Code: _____</p>
	<p>2.4 Phone Numbers</p> <p>Business: _____</p> <p>Mobile: _____</p> <p>Fax: _____</p>
	<p>2.5 Email address:</p>
	<p>2.6 Name of Contact Person:</p>
	<p>3.0 Address for Service – Correspondence</p> <p>Explanation The address for service may be either the applicant or the agent. Any written or verbal communication will be directed to this contact person.</p> <p>Note: All invoices relating to this application will be sent to the applicant.</p>
	<p>3.1 All correspondence relating to the application should be sent to:</p> <p>Applicant <input type="checkbox"/> Consultant <input type="checkbox"/> Agent <input type="checkbox"/></p> <p>Other <input type="checkbox"/> <i>(provide details)</i></p> <p>_____</p>

<p style="text-align: center;">ARC Accepts / Rejects</p>	<p>Application Details</p> <p>Explanation</p> <ul style="list-style-type: none"> • Give the address of the property where the activity is to take place e.g. where the water is to be used, where the discharge originates from, where the earthworks are to be done etc. • You may be asked for other property information in form B e.g. the location of the water take site. • Describe the location in a manner that allows it to be readily identified e.g. street address, legal description, harbour, bay, stream names and proximity, aerial photos, valuation reference. • The Locality Plan should be to a suitable scale or an aerial photo and clearly show the site and environs, with a scale bar and page size reference. • The Site Plan should show all property boundaries, roads, waterbodies (including streams, wetlands, drains), vegetation, other significant landmarks, be to an appropriate scale which allows it to be readily identified and show a scale and north point. It must also show the author/designer and be named and dated (refer checklist).
	<p><i>The relevant form B may require you to provide more detail on the Site Plan e.g. location of discharge points, water take, bores, springs, amount of impervious area.</i></p> <p>A copy of the Certificate of Title maybe obtained from Land Information NZ.</p>
	<p>4.0 Site</p>
	<p>4.1 Address of where proposed activity is to take place:</p> <p>_____</p> <p>_____</p> <p>_____</p>
	<p>4.2 Legal description:</p> <p>Lot _____ DP _____ CT _____</p> <p>Other _____</p> <p><i>(A Certificate of Title less than three months old must be attached)</i></p>
	<p>4.3 Give map reference _____ mE _____ mN</p> <p>Use New Zealand Transverse Mercator (NZTM) e.g. 1756730mE 5919740mN.</p> <p>Use a geographic positions system (GPS) device if possible to obtain a map reference accurate to 10m. The northing follows the easting. If you do not have a map reference, ensure that the location is marked to an accuracy of 10m on your location plan.</p>
	<p>4.4 Other relevant location Information if appropriate: <i>(e.g. Valuation reference, proximity to landmarks)</i> _____</p> <p>_____</p>
	<p>4.5 Total property area: _____ (hectares/m²)</p>
	<p>4.6 Attach a Locality Plan</p> <p><i>(Use appropriate scale e.g. 1:500 or aerial photo showing the physical location of the subject site and include a scale bar and pages size reference)</i></p>
	<p>4.7 Attach a Site Plan</p> <p><i>(Note: Details of information required to be provided on the Site Plan are included as a requirement of the relevant B forms.)</i></p>

ARC Accepts / Rejects	5.0 Property Ownership / Occupancy
	<p>5.1 Tick the appropriate box:</p> <p>The applicant is the: <input type="checkbox"/> Owner <input type="checkbox"/> Occupier <input type="checkbox"/> Lessee <input type="checkbox"/> Prospective Purchaser <input type="checkbox"/> The Crown <input type="checkbox"/> Other (<i>specify</i>) _____</p>
	<p>5.2 Provide the names and addresses of owners and occupiers of the property e.g. tenants, lessees (if other than the applicant):</p> <p>Owners:</p> <p>_____</p> <p>_____</p> <p>_____</p>
	<p>Occupiers/Tenants:</p> <p>_____</p> <p>_____</p> <p>_____</p>
	<p>6.0 Description of Proposed Activity / Project</p> <p>Explanation Describe the proposed activity/project. It is important that you fill this out clearly as consent cannot be granted for any activity that you do not apply for e.g. <i>“Consent is sought to undertake approximately one hectare of earthworks, to install a 25m culvert in a Category One watercourse and to divert treated and untreated stormwater from a 15 lot residential subdivision in a residential area.”</i></p>
	<p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p>

ARC Accepts / Rejects	7.0 Regional Plan Rules and Reasons for the Application	
	Explanation <ul style="list-style-type: none"> If your activity requires consent under the Proposed Auckland Regional Plan: Air Land Water (PARP:ALW) you may also need consent under the Operative Transitional Regional Plan (TRP). It is important that all required consents are identified at the outset of a consent application. Often a proposal will require more than one consent from the ARC e.g. drilling a bore may also need a consent for taking groundwater. An industrial trade process may also need a stormwater and/or air discharge permit. You must fill in all the required B forms to ensure that you have applied for all aspects of your activity . If you are not sure what consents are needed, refer to the tables in the beginning of the relevant B form or check with the ARC. Not doing so may delay the processing of this application as council may defer processing under section 91 of the RMA until necessary additional consent applications are made. Resource Consent Brochure contains further information on the resource consent process. If your activity is not mentioned in any regional plan, it may still need consent as a discretionary activity under the relevant section of the RMA. 	
	Tick ✓ the relevant Regional Plan(s), list the rules and the activity status, that require you to make the application(s).	
	<input type="checkbox"/> Resource Management Act 1991.	Section:
	<input type="checkbox"/> Auckland Regional Plan: Coastal.	Rules:
	Activity Status:	Discretionary <input type="checkbox"/> Restricted <input type="checkbox"/> Controlled <input type="checkbox"/>
	<input type="checkbox"/> Auckland Regional Plan: Sediment Control.	Rules:
	Activity Status:	Non Complying <input type="checkbox"/> Discretionary <input type="checkbox"/> Restricted Discretionary <input type="checkbox"/> Controlled <input type="checkbox"/>
	<input type="checkbox"/> Auckland Regional Plan: Farm Dairy Discharges.	Rules:
	Activity Status:	Non Complying <input type="checkbox"/> Discretionary <input type="checkbox"/> Restricted Discretionary <input type="checkbox"/> Controlled <input type="checkbox"/>
	<input type="checkbox"/> Proposed Auckland Regional Plan: Air, Land and Water.	Rules:
	Overall Activity Status:	Non Complying <input type="checkbox"/> Discretionary <input type="checkbox"/> Restricted Discretionary <input type="checkbox"/> Controlled <input type="checkbox"/>
	<input type="checkbox"/> Transitional Regional Plan.	Rules: General Authorisation No:
	Innominate (not mentioned in the TRP):	
	Activity Status:	Discretionary <input type="checkbox"/> Permitted <input type="checkbox"/>

ARC Accepts / Rejects	8.0 Application Type Explanation If you are unsure whether there is an existing or expired resource consent check with staff at the ARC. If you are proposing a change to the conditions of a current consent please use the Change of Conditions Application Form. Indicate whether this application is for: <i>(tick one)</i>	
	8.1 New consent(s).	<input type="checkbox"/>
	8.2 Replacement for existing consent(s).	<input type="checkbox"/>
	8.3 A transfer of the whole or part of a permit to a new site.	<input type="checkbox"/>
	If you have ticked either 8.2 or 8.3, or if there are other related applications for this proposal give the existing ARC file number(s), consent number(s) and description of the activities.	
	File no.: _____	Consent no.: _____
	Description: _____	
	File no.: _____	Consent no.: _____
	Description: _____	
	File no.: _____	Consent no.: _____
	Description: _____	
	9.0 Pre-Lodgement Advice	
	9.1 Have you received pre-lodgement advice or had a pre-lodgement meeting regarding this proposal from ARC? <input type="checkbox"/> Yes <input type="checkbox"/> No	
	9.2 If YES , name the staff member(s) who you dealt with. _____ _____	
	9.3 What is your pre-lodgement application (five digit) number? _____	
	10.0 Territorial Local Authority or Council in which the activity is situated (or adjacent if within the CMA) and relevant District Plan Zoning e.g. rural.	
	<input type="checkbox"/> Auckland City Council	<input type="checkbox"/> Franklin District Council <input type="checkbox"/> Manukau City Council
	<input type="checkbox"/> North Shore City Council	<input type="checkbox"/> Papakura District Council <input type="checkbox"/> Rodney District Council
	<input type="checkbox"/> Waitakere City Council	<input type="checkbox"/> District Plan Zoning. Please state: _____

ARC Accepts / Rejects	<p>11.0 Resource Consents - City or District Council</p> <p>Explanation Where other resource consents from the territorial local authority are required they should be applied for at the same time. Not doing so may delay the processing of this application.</p>
	<p>11.1 What other resource consents are required from your city / district council? <input type="checkbox"/> None <input type="checkbox"/> Land Use Consent <input type="checkbox"/> Subdivision Consent</p> <p>Consent Number: _____ Please give details: _____ _____</p> <p>Have these consents been applied for or issued? Applied / Issued</p>
	<p>12.0 Waitakere Ranges Heritage Area</p>
	<p>12.1 Is your site within the Waitakere Ranges Heritage Area (as defined by the Waitakere Ranges Heritage Area Act 2008) (<i>ask ARC staff if you are unsure or look at the WCC Human Environment Maps found on the Waitakere City Council website www.waitakere.govt.nz</i>)</p> <p>Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p>If yes you will also need to address the relevant matters outlined in Sections 13 of the Act in your application. (<i>Council staff can advise you regarding the Act and your responsibilities</i>)</p>
	<p>13.0 Site Visit Requirements</p> <p>The processing of your resource consent will normally require a visit to the subject site by council officers or consultants acting on behalf of the ARC. If staff cannot visit the site, they will be unable to process your application.</p>
	<p>13.1 As landowner and with the consent of any occupiers or lessee's, I agree to council staff or authorised consultants visiting the site, which is the subject of this application, for the purpose of assessing this application.</p> <p>Landowner's full name: _____</p> <p>Landowner's signature: _____</p> <p>Person authorised to sign on behalf of Landowner: _____</p> <p>Authorisee's signature: _____ Date signed: _____</p>
	<p>13.2 Is there a locked gate or security system restricting access by council staff? Yes <input type="checkbox"/> No <input type="checkbox"/></p>
	<p>13.3 Do you have a dog on the property? Yes <input type="checkbox"/> No <input type="checkbox"/></p>
	<p>13.4 Provide details of any entry restrictions that council staff should be aware of e.g. Health & Safety, Site Safe, Organic Farm etc.</p> <p>_____</p> <p>_____</p>

<p>ARC Accepts / Rejects</p>	<p>14.0 Consultation</p> <p>Explanation The RMA does not require that an applicant consults with anyone. However, it is good practice to consult with those who you or the ARC think may be affected or are interested in your proposal as it can help identify effects and where further information may be required and lead to improved environmental outcomes. Consulting and talking to people that may be affected or interested in your proposal may speed up the consent process and may mean less time and costs incurred. The ARC is also required to consider the Tangata Whenua interests recognised in the RMA when making decisions on resource consent applications and it is considered best practice that you undertake consultation with iwi in developing your proposal and before you lodge your application.</p> <p>Although it is not mandatory to consult, the RMA requires that you must report on any consultation undertaken. The results of consultation can assist the ARC in making a decision on the application, particularly with regard to notification.</p> <p>For more information on consultation refer to fact sheet 'Consultation'.</p> <p><i>Where consultation has taken place with Iwi (contact ARC staff if you are unsure who your local Iwi contact is) or any interested person, details of the consultation undertaken, including the views of those consulted and your response to their concerns/issues MUST be provided in the relevant form B. Copies of any correspondence confirming this consultation must be attached to the relevant form B.</i></p>
	<p>14.1 Have you consulted with Iwi? Yes <input type="checkbox"/> No <input type="checkbox"/></p>
	<p>14.2 Have you undertaken any other consultation? Yes <input type="checkbox"/> No <input type="checkbox"/></p>
	<p>15.0 Written Approvals of Persons likely to be Adversely Affected</p> <p>Explanation Note that the final assessment of who is an affected person in relation to the proposal will be made by the ARC once the application is lodged and you may be requested to provide additional written approvals. The ARC can help you in identifying potentially affected persons prior to lodgement.</p> <p>Further details MUST be provided in the relevant form B.</p>
	<p>Have you identified any persons who you consider are likely to be adversely affected by your proposal and obtained and attached their written approval on the plans and standard form - "Written Approval of Affected Parties".</p> <p>Yes <input type="checkbox"/> No <input type="checkbox"/> If YES, give further details in the relevant part of Form B.</p>

ARC Accepts / Rejects	16.0 Consents / Permits Being Applied for and Fees				
	<p>Explanation and Terms relating to Fees A deposit fee, in accordance with section 36(1) of the RMA is payable on lodgement of all applications. A schedule of the fees / deposits has been determined by the ARC for the different resource consent applications. Please note that applications by private trusts and other groups entities require the personal guarantees of the trustees and/or officers for the payment of costs to be submitted with the application.</p> <p>Although the ARC has endeavoured to fix the deposit fee accurately and realistically, it is entitled to recover the <i>“actual and reasonable costs”</i> of processing the application pursuant to section 36(3) of the RMA. Such additional fees may be invoiced during or at the end of the application process. Please note that as the application deposits are a fixed fee set by Council they are generally not refundable.</p> <p>The final processing fee that will be charged is based on the actual and reasonable costs including disbursements. Where this fee exceeds the initial fixed deposit, (and any Hearing deposit which is an additional deposit payable in advance if the application is to go to a hearing), the additional fee is subject to objection and appeal under sections 357B and 358 of the RMA.</p> <p><i>However in the case of an application to make, alter, or install a single bore, only a fixed deposit will be charged. No additional charge will apply.</i></p> <p>In the event that any fees relating to the processing of a resource consent application remain unpaid the ARC will exercise its legal rights to recover those fees and the costs associated with recovering those fees.</p> <p>All fees (other than the initial deposit fee which must be paid at lodgement time) shall be paid in full prior to the release of the decision on the resource consent application)</p> <p>Please tick <input checked="" type="checkbox"/> all the consents being applied for in relation to this proposal. Where you have indicated that a consent is required you must complete the appropriate B Forms before your application can be further processed.</p> <p>Cheques must be made payable to: Auckland Regional Council.</p> <p>Resource consents/permit usually attract an annual charge to recover the reasonable costs of the ARC’s monitoring, supervision and administration of the consent during its term.</p>				
	<p>16.1 Is this application lodged as a notified application? Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p>If yes , please provide an executive summary of your application for notification purposes</p>				
	16.2 Fill out the table below to identify the consents applied for and the fees to attach				
	ACTIVITY	Use Form B shown below	Fee to attach. 2007/2008 fees GST inclusive.		Applied ✓
			Non-Notified	Notified	
	COASTAL PERMITS				
	Structures, activities and occupation in the CMA. <i>Erect, remove or alter structures, destroy, damage or disturb foreshore or seabed, plant foreshore or seabed, remove natural material, introduce, plant, deposit substance, reclaim or drain, occupy the CMA.</i>	B14	\$2,000	\$7,500	
	Discharge contaminants into CMA. <i>Water, stormwater, wastewater.</i>	B10	\$2,000	\$7,500	
	DISCHARGE PERMITS				
	Discharge contaminants to air where main discharge is odour.	B11	\$15,000	\$15,000	
	Discharge contaminants to air, other than odour – Discretionary Activities	B11	\$5,000	\$7,500	

	Discharge contaminants to air, other than odour - Restricted Discretionary Activities.	B11	\$3000	\$7,500	
	Discharge contaminants to air – Controlled Activities and rule 4.5.1(a) & 4.5.17 ALWP.	B11	\$500	\$7,500	
	Discharge of domestic wastewater on to or into land (less than or equal to 6m³).	B9	\$2,000	7,500	
	Discharge of contaminants - domestic wastewater greater than 6m³, and/or other contaminants (other than farm dairy washwater) onto or into land or water).	B10	\$2,500	\$7,500	
	Discharge of farm dairy washwater.	B10	\$2,000	\$7,500	
	Divert and /or discharge stormwater.	B7	\$2,000	\$7,500	
	Discharge from an industrial trade process onto or into land. <i>N.B. air, wastewater and stormwater discharge permits may also be required.</i>	B12	\$2,000	\$7,500	
	Discharge from contaminated sites and landfills. (Long-term discharge, remediation and /or disturbance)	B13	\$5,000	\$7,500	
	Discharge from contaminated sites and landfills - Controlled Activities – rule 5.5.44 ALWP.	B13	\$2,000	N/A	
LAND USE CONSENTS					
	Make, alter or install a bore. (flat fee for one bore only)	B1	\$420	N/A	
	Sediment control. (Land disturbing activities- earthworks, roading, tracking and trenching, vegetation removal, quarrying)	B5	\$2,500	\$7,500	
	Undertake works in, on, under or over the beds of lakes, rivers and streams. <i>(use, erect, reconstruct, place, alter, extend, remove, demolish any structure, disturb, remove, damage or destroy the bed – excavate, drill, or tunnel, introduce plants, deposit any substance, reclaim or drain in, on, under or over the bed, enter or pass over the bed)</i>	B8	\$2,000	\$7,500	
WATER PERMITS					
	Dam surface water.	B4	\$2,000	\$7,500	
	Dam surface water (controlled activity)	B4	\$1,000	N/A	
	Divert surface water. (Shift course of stream, filling or structures in a flood plain)	B6	\$2,000	\$7,500	
	Take, use or divert groundwater. (aquifer takes, dewatering, basement development)	B2	\$2,000	\$7,500	
	Take, use or divert groundwater. (controlled activity)	B2	\$1,000	N/A	
	Take or use surface water.	B3	\$2,000	\$7,500	
	Take or use surface water (controlled activity)	B3	\$1,000	N/A	
	TOTAL FEE(s) TO PAY		\$	\$	

ARC Accepts / Rejects	17.0 Declaration <i>(to be completed by Applicant or Agent – refer Q.2.0)</i>	
	I/we have read, understand and accept the terms and conditions outlined throughout this application form and I hereby certify that to the best of my knowledge and belief the information given in this application (form A and all B forms) is true and correct. I/we undertake to pay all actual and reasonable processing costs incurred by the ARC and I/we am aware of the consequences of failing to pay as outlined in Q.16.0	
	Signature:	
	Full Name (print):	
	Date:	
	Signature:	
	Full Name (print):	
	Date:	
	<i>Continue with trustees' and Authorised officers signatures below, as necessary</i>	
	Personal details and signatures of trustees* or officers authorised to sign on behalf of and to bind trusts, societies, and unincorporated entities. <div style="text-align: right;">*Private and family trusts only</div>	
	Full Name and Status: (Trustee, Officer etc) Full Residential Address: Signature:	_____ _____ _____ _____
	Full Name and Status: (Trustee, Officer etc) Full Residential Address: Signature:	_____ _____ _____ _____
	Full Name and Status: (Trustee, Officer etc) Full Residential Address: Signature:	_____ _____ _____ _____

ARC Accepts / Rejects	18.0	Checklist – please complete this checklist to ensure that you have provided all necessary information.	Applicant Attached ✓
	Item No.	Item	
	1	Completed form A, signed and dated, name for accounts and details of trustees, supplied, declaration signed and dated. (Q.16.0)	
	2	Completed form B AEE's and checklists.	
	3	Four copies (<i>one unbound</i>) of form A and all B forms and supporting information, written approval(s), certificate(s) of title, supplementary reports and plans etc. (<i>if supplying hard copy</i>). Please note: for bore applications, only 1 copy is required.	
	4	Electronic copy of specialist reports and / or AEE report. (<i>if relevant</i>)	
	5	One set of plans reduced to A3.	
	6	Application details – showing all the features required by form A and B. (Q.4.0)	
	7	Current copy of Certificate of Title (<i>less than three months old</i>) (Q.4.2)	
	8	Map reference New Zealand Transverse Mercator (NZTM). (Q.4.3)	
	9	Total Property Area. (Q.4.5)	
	10	Locality Plan. (Q.4.6)	
	11	Site Plan. (Q.4.7)	
	12	Description of proposed activity/project. (Q.6.0)	
	13	List of Regional Plan, rules and activity status given. (Q.7.0)	
	14	All necessary consents identified and applied for. (Q.8.0)	
	15	A copy of TLA consent applications. (<i>if relevant</i>) (Q.11.0)	
	16	Other resource consents identified. (<i>if applicable</i>) (Q.11.0)	
	17	Details of any consultation undertaken. (Q.14.0)	
	18	'Affected Persons' approval attached. (<i>if relevant</i>) (Q.15.0)	
	19	Correct application fee / deposit(s) enclosed. (Q.16.0)	