

APPLICATION FOR A CERTIFICATE OF COMPLIANCE

(Pursuant to Sections 139 of the Resource Management Act 1991)



Auckland
Regional Council
TE RAUHĪTANGA TAIAO

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

Ph: (09) 366 2000
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Toll free: 0800 80 60 40
(calls outside the Auckland area)

Note to Applicants

Read the notes below and the application form fully before preparing your application and any supporting information. Information brochures are also available from the Auckland Regional Council (ARC) and the website www.arc.govt.nz. It is also recommended that you talk with council staff before preparing your application.

It is important that you answer all questions fully and complete the checklist.

Contact the Auckland Regional Council (ARC) if you are unsure how to complete this form.

Filling out the form

It is strongly recommended that you engage a suitably qualified consultant or expert to assist in the preparation of 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 application

A Certificate of Compliance (CoC) is a certificate issued by a local authority under section 139 of the Resource Management Act 1991 (RMA) that states that a particular proposal or activity is a permitted activity in terms of a plan or can be lawfully carried out without a resource consent in respect of any particular location on the date the request was received.

The form contains a checklist so that information gaps can be easily identified. Place a tick ✓ in the box if you have provided the information and identify where it is located in the report.

Submitting the Completed Application

Send **two copies (one unbound)** of the completed application form together with any additional supporting information e.g. plans, specialist consultant reports, calculations etc and the correct deposit/fee to the address shown above. Your application will not be accepted for processing until all information and the correct fee/deposit is received. All cheques should be made payable to: Auckland Regional Council.

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).

For Office Use Only

Application No: _____

WBS: _____

Customer No: _____

Fee / Deposit Paid: \$ _____

Date of Receipt: _____

File No: _____

Site Address: _____

Applicant: _____

ARC Accepts / Rejects	<p>Contact Details</p> <p>Pursuant to section 139 of the RMA, the undersigned hereby applies for a Certificate of Compliance in accordance with the details and information set out below:</p> <p>Explanation</p> <p>A certificate of compliance once issued is deemed to be a resource consent and can only be held by a legally constituted organisation or named individuals. 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 and on behalf of the contact person listed. Unless indicated differently below, all correspondence and communication will be directed to the applicant listed.</p>
	<p>1.0 Applicant</p>
	<p>1.1 <u>Full Name of Applicant(s):</u> (e.g. Albert William Jones and Mary Anne Jones)</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>For Companies, Trusts and other Organisations: (give commonly used name)</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: (if different from above)</p> <p>_____</p> <p>_____</p> <p>_____ Postal Code: _____</p>
	<p>1.4 Phone Numbers</p> <p>Business: _____</p> <p>Mobile: _____</p> <p>Fax: _____</p>
	<p>1.5 Email address:</p>
	<p>1.6 Name of Contact Person:</p>

ARC Accepts / Rejects	<p>2.0 Consultant / Agent Details <i>(if applicable)</i></p> <p>Explanation If you are using a consultant or agent for the application, fill in their details below. Otherwise leave blank.</p>
	<p>2.1 Name of Consultant / Agent: _____</p>
	<p>2.2 Postal Address: _____ _____ _____ Postal Code: _____</p>
	<p>2.3 Street Address: <i>(if different from above)</i> _____ _____ _____ Postal Code: _____</p>
	<p>2.4 Phone Numbers</p> <p>Business: _____</p> <p>Fax: _____</p> <p>Mobile: _____</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 consultant/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 / Agent <input type="checkbox"/></p> <p>Other <input type="checkbox"/> <i>(provide details)</i></p> <p>_____</p> <p>_____</p>

ARC Accepts / Rejects	4.0 Property Ownership / Occupancy
	<p>4.1 Tick the appropriate box:</p> <p>I/we are the <input type="checkbox"/> Owner <input type="checkbox"/> Occupier <input type="checkbox"/> Lessee <input type="checkbox"/> Prospective Purchaser</p> <p><input type="checkbox"/> Other (<i>specify</i>) _____</p>
	<p>4.2 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>Property Details</p> <p>Explanation</p> <ul style="list-style-type: none"> • Give the address of the property where the proposed activity could be lawfully carried out without a resource consent e.g. where the water is used, where the discharge originates from, where the earthworks are done etc. • 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. • A copy of the Certificate of Title may be obtained from Land Information NZ. • The Locality Plan should be to a scale of 1:500 or an aerial photo and clearly show the site and environs. • The Site Plan should show all property boundaries, roads, water-bodies (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).
	5.0 Location
	<p>5.1 Address of Property: _____</p> <p>_____</p> <p>_____</p>

ARC Accepts / Rejects	
	<p>5.2 Legal Description: Lot _____ DP _____ CT _____ Other _____ <i>(A Certificate of Title less than 3 months old must be attached)</i></p>
	<p>5.3 Give New Zealand Transverse Mercator (NZTM) Map Reference: _____</p>
	<p>5.4 Other relevant location Information if appropriate: <i>(e.g. valuation reference, proximity to landmarks)</i> _____ _____</p>
	<p>5.5 Total Property Area: _____ (hectares/m²)</p>
	<p>5.6 Attach a Locality Plan: <input type="checkbox"/> Plan attached. <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>5.7 Site Plan (provide one set of plans reduced to A3) - show the following on the Site Plan (where relevant):</p>
	<p>5.7.1 Title Box including:</p> <ul style="list-style-type: none"> • The name of the person and/or company that prepared the plans. • Address of property. • Date plans were drawn. • Unique plan reference or identification or variation number where relevant. • Variation number.
	<p>5.7.2 Legend explaining symbols on the Site Plan.</p>
	<p>5.7.3 North point (orientated to the top of the page if possible).</p>
	<p>5.7.4 Total site area in hectares or m².</p>
	<p>5.7.5 Appropriate metric scale e.g. 1:2000 (1cm = 20m) and page size reference (e.g. @ A3).</p>
	<p>5.7.6 Property boundary dimensions – existing and future <i>(where relevant)</i>.</p>
	<p>5.7.7 Road frontages and names.</p>
	<p>5.7.8 Location of existing and proposed structures, roads, buildings, fences etc.</p>
	<p>5.7.9 Location of proposed or existing activities e.g. drainage (public and private wastewater and stormwater and water meters), dams, earthworks, bore, vegetation removal, stream re-alignment, culverts, structures etc.</p>
	<p>5.7.10 Existing and finished ground levels for either the whole site or the relevant work area natural ground level datum points, contours and spot heights (to LINZ datum) where appropriate contours to extend across boundaries.</p>

ARC Accepts / Rejects										
	5.7.11 Amounts and location of any earthworks - show volumes and areas of cut, fill and stockpiles (include staging details where relevant).									
	5.7.12 Cross section and long section of any proposed earthworks.									
	5.7.13 Location of any cultural heritage features including historic, waahi tapu and archaeological sites on the site and environs.									
	5.7.14 Location of any natural heritage features e.g. indigenous vegetation and / or any significant ecological or geological features or features with significant natural heritage and / or conservation values e.g. volcanic cones, wetlands etc on the site and environs.									
	5.7.15 Amount and location of existing and proposed impervious areas.									
	5.7.16 Flood plains / overland flow paths / stormwater outlets to kerb (five years, 20 years and 100 years average recurrence interval (ARI) flood levels.									
	5.7.17 If the site is within or near the Coastal Marine Area (CMA), the location of the Mean High Water Springs (MHWS).									
	6.0 Territorial local authority or council in which the activity is situated (or adjacent if within the CMA) and relevant District Plan zoning:									
	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 33%;"><input type="checkbox"/> Auckland City Council</td> <td style="width: 33%;"><input type="checkbox"/> Franklin District Council</td> <td style="width: 33%;"><input type="checkbox"/> Manukau City Council</td> </tr> <tr> <td><input type="checkbox"/> North Shore City Council</td> <td><input type="checkbox"/> Papakura District Council</td> <td><input type="checkbox"/> Rodney District Council</td> </tr> <tr> <td><input type="checkbox"/> Waitakere City Council</td> <td colspan="2"><input type="checkbox"/> District Plan Zoning:</td> </tr> </table>	<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:	
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<input type="checkbox"/> Waitakere City Council	<input type="checkbox"/> District Plan Zoning:									
	7.0 Certificate of Compliance									
	<p>7.1 Describe the activity for which you are seeking a certificate of compliance giving as much detail as possible and so that it is fully understandable or attach as a separate report.</p> <p><input type="checkbox"/> Attached in separate report (✓).</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p>									

ARC Accepts / Rejects	
	<p>7.2 What are the Regional Plan(s) under which you are applying for a certificate of compliance? Tick relevant box(es):</p> <p><input type="checkbox"/> Proposed Auckland Regional Plan: Air Land Water</p> <p><input type="checkbox"/> Auckland Regional Plan: Coastal</p> <p><input type="checkbox"/> Auckland Regional Plan: Dairy Discharge</p> <p><input type="checkbox"/> Transitional Regional Plan</p> <p><input type="checkbox"/> Auckland Regional Plan: Sediment Control</p>
	<p>7.3 State the rule(s) in the relevant operative and/or proposed ARC plans that permit the activity described in 7.2 above. Ensure that all relevant plans and rules are identified.</p> <hr/> <hr/> <hr/> <hr/>
	<p>7.4 Provide details below of how the (proposed) activity complies with the permitted activity rules and conditions or attach as a separate report.</p> <p><input type="checkbox"/> Attached in separate report (✓).</p> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/>

ARC Accepts / Rejects	<p>8.0 Site Visit Requirements</p> <p>Explanation The processing of your certificate of compliance will require a visit to the subject site by council officers or consultants acting on behalf of the ARC. If staff are unable to visit the site, they will be unable to process your application.</p>	
	<p>8.1 As landowner and with the consent of any occupiers, 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>Land owner's full name: _____</p> <p>Land owner's signature: _____</p> <p>Date: _____</p>	
	<p>8.2 Is there a locked gate or security system restricting access by council staff? Yes <input type="checkbox"/> No <input type="checkbox"/></p>	
	<p>8.3 Do you have a dog on the property that may worry inspecting council staff? Yes <input type="checkbox"/> No <input type="checkbox"/></p>	
	<p>9.0 Application Fee</p> <p>Explanation and Terms relating to Fees A minimum fee / deposit 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. 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 endeavours to set the base fee/deposit accurately and realistically, it is entitled to recover the "actual and reasonable costs" 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.</p> <p>The final fee is based on the actual and reasonable costs including disbursements and where this fee exceeds the initial fee / deposit the additional fee is subject to objection and appeal under section 357B of the RMA.</p> <p>All fees (other than the initial/minimum fee / deposit which must be paid at lodgement time) shall be paid in full prior to the issue of the resource consent.</p> <p>Any actual and reasonable costs including but not limited to legal cost, debt collection fees and disbursements incurred by the ARC as a result of any default in payment shall be recoverable from the applicant and is so notified in accordance with the Credit Contracts and Finance Act (2003) should payment default occur. The ARC may also, if necessary, provide your personal information to a credit reporter in order to employ it in its debt collection services in compliance with the Credit Reporting Privacy Code (2004).</p> <p>Where you fail to make payment of any amount on the due date, you may be required to pay interest on any outstanding debt from a rate equal to the current overdraft interest rate the ARC has with its principal bank.</p> <p>Cheques must be made payable to: Auckland Regional Council.</p>	
	<p>Please tick <input checked="" type="checkbox"/> the box below if you have included the deposit fee for this application.</p>	
	TOTAL FEE TO PAY	\$ 550
		<input type="checkbox"/> Tick if attached

ARC Accepts / Rejects	10.0 Declaration <i>(to be completed by applicant)</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 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 above.	
	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.	
	*Private and family trusts only	
	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	Item No.	Item	Applicant Attached ✓
	11.0	Checklist – complete this checklist to ensure that you have provided all necessary information	
	1	Completed form signed and dated, name for accounts and details of trustees, supplied and all relevant questions answered.	
	2	Two copies (<i>one unbound</i>) of this form and all supporting information including engineering / design plans and all necessary details of the activity to enable it to be checked for compliance with the relevant plan.	
	3	One set of plans reduced to A3.	
	4	Current copy of Certificate of Title. (<i>less than three months old</i>)	
	5	Locality Plan.	
	5	Site Plan.	
	6	Description of proposed activity/project.	
	7	List of Regional Plan and rules identified.	
	8	Assessment of compliance with permitted activity status provided.	
	9	Correct application deposit fee enclosed.	