

Application to Occupy the
12C Coastal Marine Area -
slipway, concrete ramp, seawall or stairs.



This form is to be used for applications seeking to occupy the coastal marine area with an existing structure (other than a boatshed, jetty or wharf), such as a slipway, concrete boat-launching ramp, seawall, stairs etc.

(For Office Use Only)

Consent No.: _____

Job No: _____

PLEASE READ THIS PAGE BEFORE COMPLETING THE APPLICATION FORM

In order for any consent application to be processed efficiently in the minimum time and at minimum cost, it is critical that as much relevant information as possible is included with the application.

Form 1 and Schedule 12C, when properly completed, may provide an adequate "Assessment of Effects on the Environment" (AEE) where the adverse effects of a proposal are not significant. However this can only be determined on application.

Guidance to answering each question appears at the end of this schedule: "Notes to provide Guidance on Completing Schedule 12C."

Details of the information required in an AEE are included in the Fourth Schedule of the Resource Management Act 1991 appended to Form 1: Resource Consent Application.

If all the necessary information is not supplied with the application then the Otago Regional Council (Council) may return your application, request further information, or decline your application. This will lead to delays in the processing of your application and may increase processing costs.

The required detail for an AEE should reflect the scale and significance of the potential adverse effects the activity may have on the environment. If the size of your proposed activity or scale of its potential effects is significant, a report by a professional advisor in support of your application may be required. An AEE is required so that you and others can understand what happens to the environment when you occupy the coastal marine area (CMA) with a structure. When considering applications to occupy the CMA, the effects of the structure on the surrounding environments water, natural character, aquatic ecosystems, other CMA users and Iwi values must be assessed.

Once an initial assessment has been made of your application, we may request further information in accordance with Section 92 of the Resource Management Act 1991.

If the effects of the proposed occupation of the CMA of your structure(s) are considered minor and written approvals are gained from all parties that may be adversely affected by the occupation, then your application will proceed under non-notified consent provisions. If you are unable to supply the necessary written approvals from the affected parties, or if the effects of the occupation are more than minor, then Council must limited notify or fully notify the application. Such applications take longer to be processed than non-notified applications and may incur additional processing costs. Details of consultation required are presented in this document.

This Schedule consists of six parts.

- Part A - Description and Location of the structure
- Part B - Structural Certification
- Part C - Assessment of Environmental Effects
- Part D - Is your Application Complete?
- Part E – Notes to Provide Guidance on Completing Schedule 12C

PART A: Description and Location of the Structure

A.1 Is the structure(s):

- Existing and previously authorised _____ (previous authorisation number)
- Existing and previously unauthorised

A.2 For approximately how long has your structure been located within the Coastal Marine Area?

A.3 Describe the structure (what it is constructed of (wood, iron, plastic, etc), what colour it is, also describe the surrounding environment, and any other relevant information. Please also provide at least 1 recent colour photograph.

A.4 Please provide sketch plans of your structure (from cross-sectional and top-down perspectives) which shows:

- The length, width and height of the structure
 - The shape of your structure and any features it has
 - The area of the structure in square metres
-

A.5 What is the name of the local area where your structure is located?

A.6 An accurate GPS location in NZTM 2000 (New Zealand Transverse Mercator) is required. To obtain an accurate position you may have to take several readings over a period of time and average the results.

Accurate GPS location: _____

NOTE: This should be two seven digit numbers for example E1415593 N4923363

A.7 Please provide a plan/map (A4 or A3 size) with this application that shows the following:

- (a) The location of the structure
- (b) The location of the structure in relation to any nearby structures or landmarks
- (c) The name of the bay/water body the structure occupies
- (d) A north symbol; and
- (e) A scale

C.3 Within the next 5 years do you intend to?

- (a) Modify the structure in any way (other than maintenance) Yes No
- (b) Extend the structure Yes No
- (c) Replace the structure Yes No

If you have answered “yes” to any of the above, you may need consent to modify your structure or to disturb the seabed. Please expand on any potential adverse effects that may be associated with your activities, and any mitigation measures you intend to use to minimise the effects.

C.4 What are the positive effects of your structure?

PART D: Is Your Application Complete?

D.1 In order to provide a complete application, have you remembered to:

(Tick when completed)

- (a) Fully complete this schedule and Form 1 (Resource Consent Application)
- (b) Enclose a sketch plan of the structure (See A.4)
- (c) Include GPS coordinates (A.6) *and* a site plan (A.7)
- (d) Enclose Structural Certification (B.1)?
- (e) Attach any appropriate additional information?
- (f) Attach the application deposit?

PART E: Notes to provide Guidance on Completing Schedule 12^B

Part A: Description and Location of the Proposed Activity

Question A.1

Please tick the box corresponding to your structure. If the structure has previously been authorised, state its previous authorisation number.

Question A.2

If known, state how long the structure has been in place.

Question A.3

An accurate description will help Council identify where your structure is in relation to other nearby structures or landmarks, and will help to save on time and costs incurred. If the structure is a boatshed, include what colour(s) it is, what it is made out of, and any other relevant details. Please provide at least one recent *colour* photograph minimum size 6 inches by 4 inches of the structure. The photo should encapsulate all parts of the structure.

Question A.4

Please provide 2 sketches of your structure, one cross-sectional (side on) and one top-down (looking from the sky). Please mark length, width, and height in metres, and accurately sketch the shape of the structure. Make note of any special features the boatshed may have.

Question A.5

State the name of the local area, which may be a bay, where your structure is located. For example, Karitane, Wellers Rock, Moeraki etc.

Question A.6

GPS (Global Positioning System) readings are currently the most accurate locating systems available. There are several different coordinate systems that a GPS reading can be taken in, but the standard one that Council uses, and requires, is NZTM 2000. Handheld GPS units can be hired from various electronics retailers throughout Otago. The Yellow pages of the Otago phonebook may assist with finding outlets that hire GPS units. Alternatively, if structural certification is required, your building inspector or structural engineer may be able to provide this.

Question A.7

A map showing the location of your structure should be provided. Aerial photos may be used. This will assist the Council in its assessment of your application and may reduce processing time and costs. Please include on the plan items listed (a) – (e) in Question A.7, as well as any other relevant items.

Part B: Structural Certification

Question B.1

The Council requires certification from a suitably qualified person, such as a Building Inspector or Consulting Engineer, of the structures soundness and safeness before a consent can be issued. Suitably qualified people can be contacted by looking under 'Building Consultants' or 'Engineers-Consulting' in the Yellow pages of the Otago Phonebook.

If your structure is found to *not* be structurally safe and sound, you may need to remove or repair it. If you think maintenance is necessary, you may wish to conduct any maintenance before getting the structure assessed. This may save you from getting the structure assessed twice, and incurring further costs. If this is the case, consult with an expert to find out what maintenance work may be required, and check with the Council before undertaking any work to ensure that it is permitted. Maintenance work is typically a permitted activity under the Regional Plan: Coast. Please check with the Council if you are unsure if maintenance work you wish to undertake is permitted or not.

If the structure requires complete removal/replacement, you may require a coastal permit for the work. Contact the Council for further advice.

Part C: Assessment of Environmental Effects

In this section you *must* answer all of the questions. In this section you need to consider the effects your structure will have on the environment.

Question C.1

The items listed in this question are those that are commonly affected by structures. You need to consider if any of these are present in the vicinity of your structure and if they are, then you will need to discuss how your structure will affect them.

Question C.2

Please state what activities will occur within or surrounding your structure in as much detail as possible. Use of structures in the CMA is controlled by the resource consent process. The Council must be aware of the activities and uses that are occurring on/within structures in order to assess the effects of these activities.

Question C.3

Tick yes or no for each of the 3 boxes in this question. Typically, if no changes are being made to the structure, except work as a result of maintenance, the adverse effects of the occupation of the structure are not significant. Refer back to the permitted activity guidance in B.1 of this section for further information on whether your activity is permitted or not.

Question C.4

State any positive effects that you think will arise from your structures occupation of the coastal marine area.

Part D: Is Your Application Complete?

Question D.1

A complete application will assist Council in efficiently processing your application. If information is missing or inadequate your application may be returned to you or declined. Applications that are incomplete or do not provide sufficient information will be delayed and will cost more. Ensure that you have completed/provided all items on the checklist. If so, your application should be complete.

**If you have any queries relating to information requirements,
please contact the Otago Regional Council Offices:**

**Dunedin Office
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Dunedin
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Fax 03 479 0015**

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