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# WATER USERS' HANDBOOK

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*Your guide to applying for a new water permit*



Cover photo:  
Scroll Plains in the Maniototo  
by David Wall.

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# WELCOME

Welcome to the Otago Regional Council (ORC) Water Users' Handbook.

If you use water on your land or in your business, you'll need to read this. All water permits granted in the Otago region under the old mining laws will expire in 2021.

If you want to keep using water, you'll need to apply to ORC for a new water permit (a type of resource consent) before your old one expires.

This handbook will help guide you through the process of applying and show you where you can get help.

## WHERE DO I START?

This handbook is split into three sections:

### Section 1

Gives a simple overview of the recent changes to water management policy in the Otago region, what you need to do in response to this and by when.

### Section 2

Goes on to explain the different steps in the consent application process.

### Section 3

Gives you some pointers on how to get underway with your new consent application, and where to get application forms and any help you need.

## TALK TO US



We're here to help.  
Nothing beats having a chat to a real person.

Call our helpdesk on **0800 474 082**  
(8am to 5pm, Monday to Friday).



You're also welcome to email our consents processing team direct at:  
[public.enquiries@orc.govt.nz](mailto:public.enquiries@orc.govt.nz)

See *Section 3* of this handbook for our office locations or in the **contact us** section at [www.orc.govt.nz](http://www.orc.govt.nz)



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*Otago has the gold miners of old to thank for many of its irrigation schemes. Landowners use water from races, dams, creeks, and channels derived from the water races dug by the miners.*

*Today, many irrigators still take water using permits authorised under the original mining laws over a hundred years ago. These permits all expire in 2021.*



Section 1

**YOUR WATER  
PERMIT IS  
ABOUT TO  
EXPIRE:  
WHAT YOU  
NEED TO DO**

# HOW DO I KNOW IF I'M AFFECTED?

## DO YOU USE WATER?

If you're a water user in the Otago region and operate under an historic water permit (once called a 'mining privilege') it will expire in 2021.

It's known as a deemed permit i.e. an original mining privilege that was deemed to be a water permit when the Resource Management Act (RMA) became law in 1991.



**All deemed permits expire in 2021, so you must reapply for a new water permit (a type of resource consent) well before this date if you wish to continue to use water on your land.**

If you take water under a resource consent that was issued under the RMA, check your consent's expiry date too – many were set to expire in 2021, so you will also need to reapply.

You're not alone in needing to reapply. Some 500 or so water permit/consent holders across the region will need to assess their water use and reapply for a new water permit before 2021.



### **TIP 1 - How to check your permit expiry status**

*Find your permit or consent document – there will be an expiry date clearly listed on the front page. **Can't find it?** Call or [email us](#) and we'll check our records for you.*

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## DO YOU TAKE WATER FROM A WATER RACE?

If you do, your original mining privilege provided legal access to both the water in the race and the race used to convey the water. You should check the land titles for where the race goes, to see if an easement for the race exists. If there is no easement, you should apply to ORC for a certificate showing the race details and have this registered on the land title as an easement for the race.

# WHAT DO I NEED TO DO?



**As a current water user you must now start the process of applying for your new resource consent to replace your 'due-to-expire' deemed permit/consent.**

We're encouraging users to begin by working together within their catchments to form *Water Management Groups* (WMGs). A WMG is an umbrella entity that works with ORC to co-ordinate at a local level the taking and using of water and how it is rationed amongst users in times of shortage.

Taking water as part of a group has many benefits over 'going it alone'. Water can be shared and rationed to meet local needs, often without the need for us to intervene.

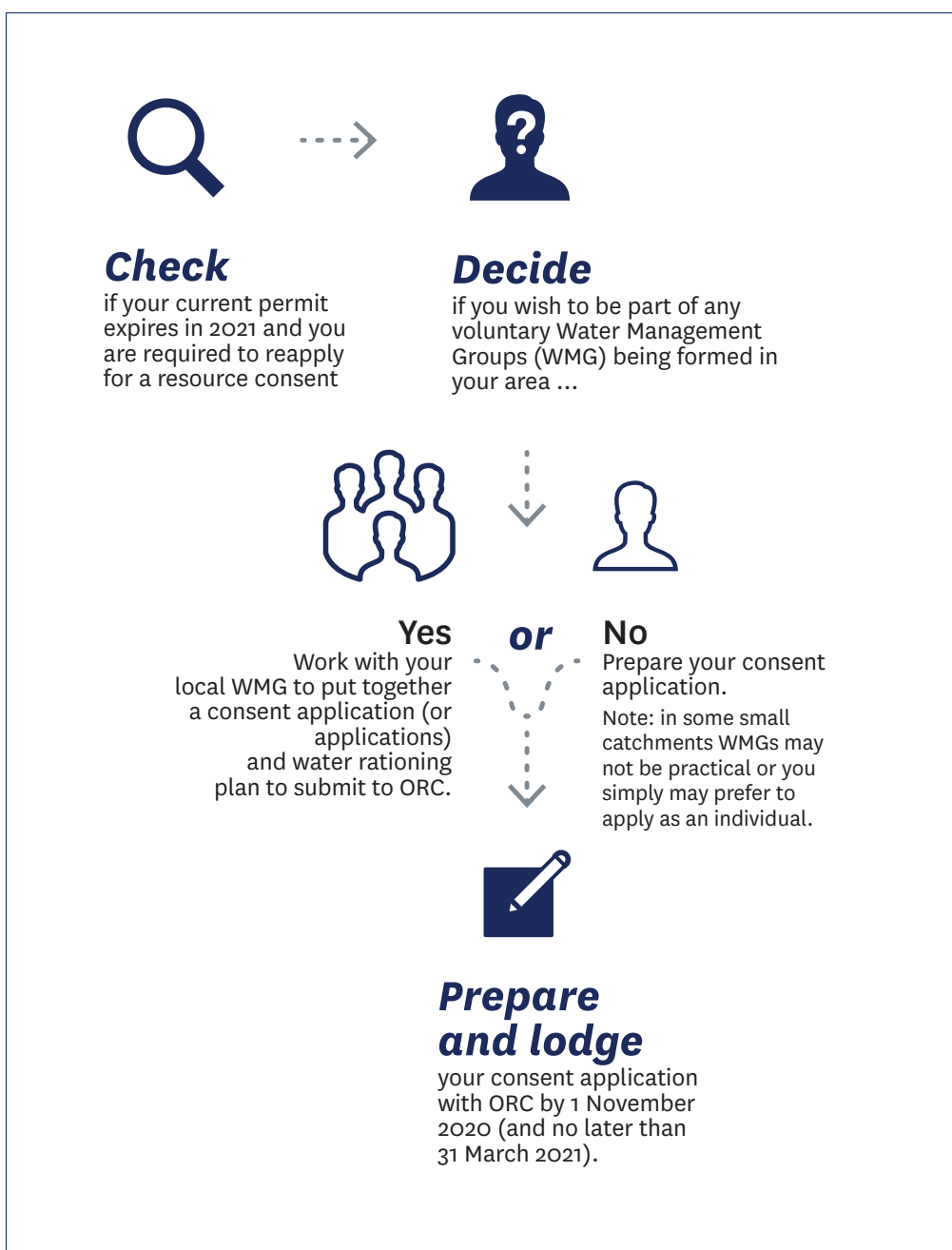


## **TIP 2 - For more Info**

**Look at *Section 2*** to see how you go about applying for a new consent and the differences between working as part of a WMG, or as an individual.

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# THE BASIC STEPS



## TIP 3 - Working in a group vs 'Going it alone'

Although the basic consent application process will be similar, if you're part of a WMG then the **Prepare and Lodge** step will likely be done collectively. Refer to **Section 2** for more detail on how WMGs (groups) can operate.

# WHY THE CHANGE?

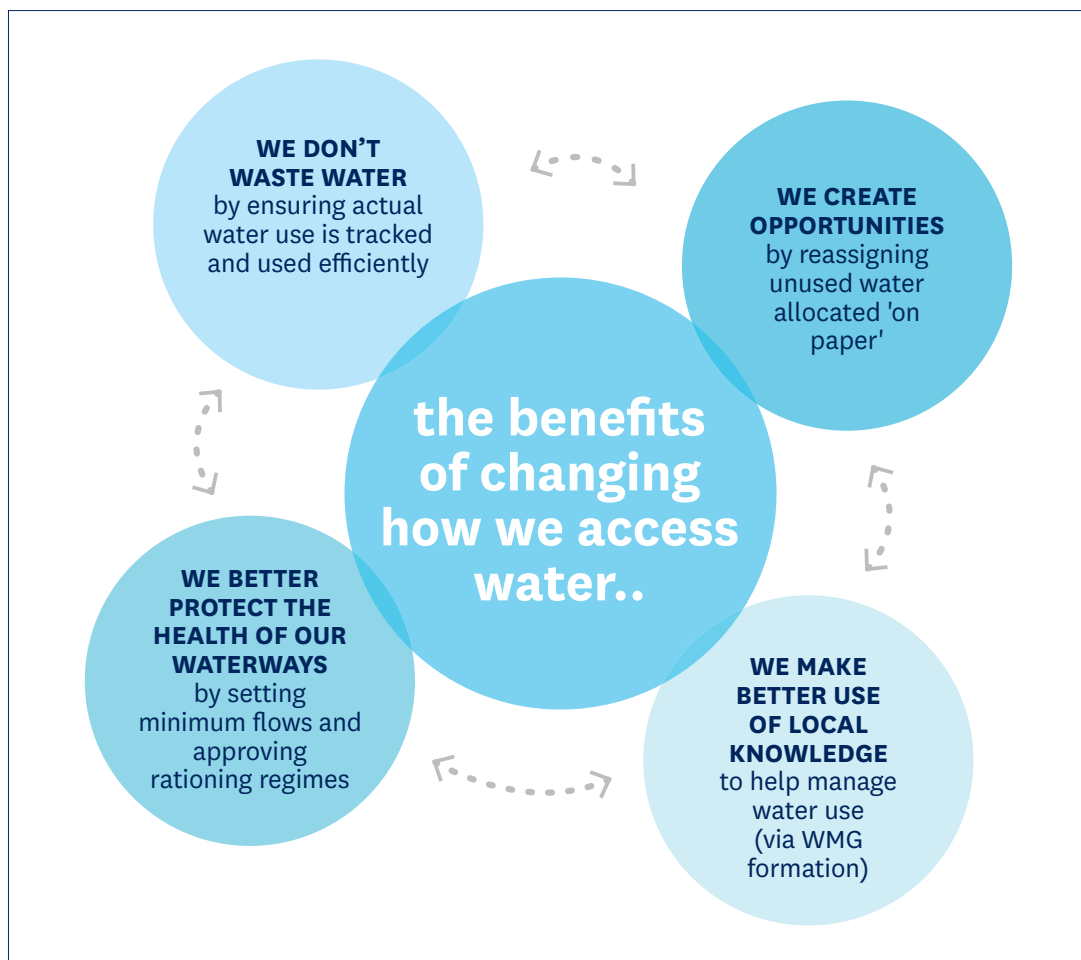
The process of replacing 'due-to-expire' permits with new resource consents marks the start of a new era for water users in Otago catchments.

Back when the original mining privileges were granted on a first-come-first-served basis (which resulted in some users getting priority access over others), no-one looked at how much water was available to use, or gave any thought to protecting stream flows and river habitat in dry seasons. Today our community and lawmakers view managing our water resources quite differently and New Zealand's regulations around how we can take and use water reflect this fairer approach.

In 2012, in consultation with our community, we approved a new part to the *Regional Plan Water* (Water Plan) for the Otago region.

Known as *Plan Change 1C*, it sets out new policies for managing how we go about taking and sharing available water equitably amongst different users and the environment. Water users wanted the water resources to be managed locally and for groups of users to be able to work together to use the available water effectively and efficiently. Our new policies encourage this to happen.

## A NEW ERA FOR WATER MANAGEMENT IN OTAGO



# HOW WILL THESE CHANGES IMPACT ME?

**The ORC is responsible for setting minimum flow levels in rivers and allocating how much water can be used from our region's waterways.**

The new rules in our Water Plan mean greater certainty for all water users and are designed to safeguard everyone's access to water into the future.

Once you have secured your new resource consent for your water use, it will have new conditions attached to it. They will be designed to ensure water is there for all who want to use it, and that it is used wisely and efficiently – while at the same time sustaining the life within, and the values of, the waterway it is taken from.

On the flip side, as there is with any legal process, there will be costs you'll have to meet and paperwork that you'll have to work through (or pay a consultant to do) to gain your new consent.

## WHY WORRY NOW?

**2021 might seem a long way away, but it's only five irrigation seasons.**

Getting your consent application together in plenty of time (and having good information to support it) will ensure there are no surprises and no risk that you miss the deadline for lodging it.



**Start now. Your consent application should be lodged with us before 1 November 2020 to ensure you don't lose your water entitlement.**

You can apply any time from now until six months before the expiry date on your deemed permit (i.e. 31 March 2021). If your application is submitted right on the March 2021 deadline and is found to be incomplete, you will be classed as having missed the deadline and your allocation will be lost. This is why we recommend you should lodge your application before 1 November 2020.

Setting up a WMG will take time. If you're part of one of these groups you'll need to allow plenty of time (off-season) to talk through the issues with your neighbours. You'll need to work out group scenarios and proposed water rationing regimes before submitting your group application and/or rationing regime to us. You or your group may wish to invest in irrigation infrastructure under the new regime so it's good to allow plenty of time to develop funding scenarios.



#### **TIP 4 - Supplying five years of water use data**

*You'll need to record and supply us with five years of historic water use data to support your consent application. We use this to help establish your need and define the amount you will be granted. If you've not been measuring this, start now. This will ensure you have a record together by the time you apply.*

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## GET UNDER WAY

### **Call us for a chat today.**

You can reach our helpdesk on **0800 474 082** (8am to 5pm, Monday to Friday) or email our consents processing team direct at [public.enquiries@orc.govt.nz](mailto:public.enquiries@orc.govt.nz)

Find our full contact details in *Section 3* of this handbook or in the Contact Us section of [www.orc.govt.nz](http://www.orc.govt.nz)



***Being part of a water management group keeps control in farmers' hands. In tough times it's better to have an elected group of your peers making the hard decisions than someone isolated from the problem.***

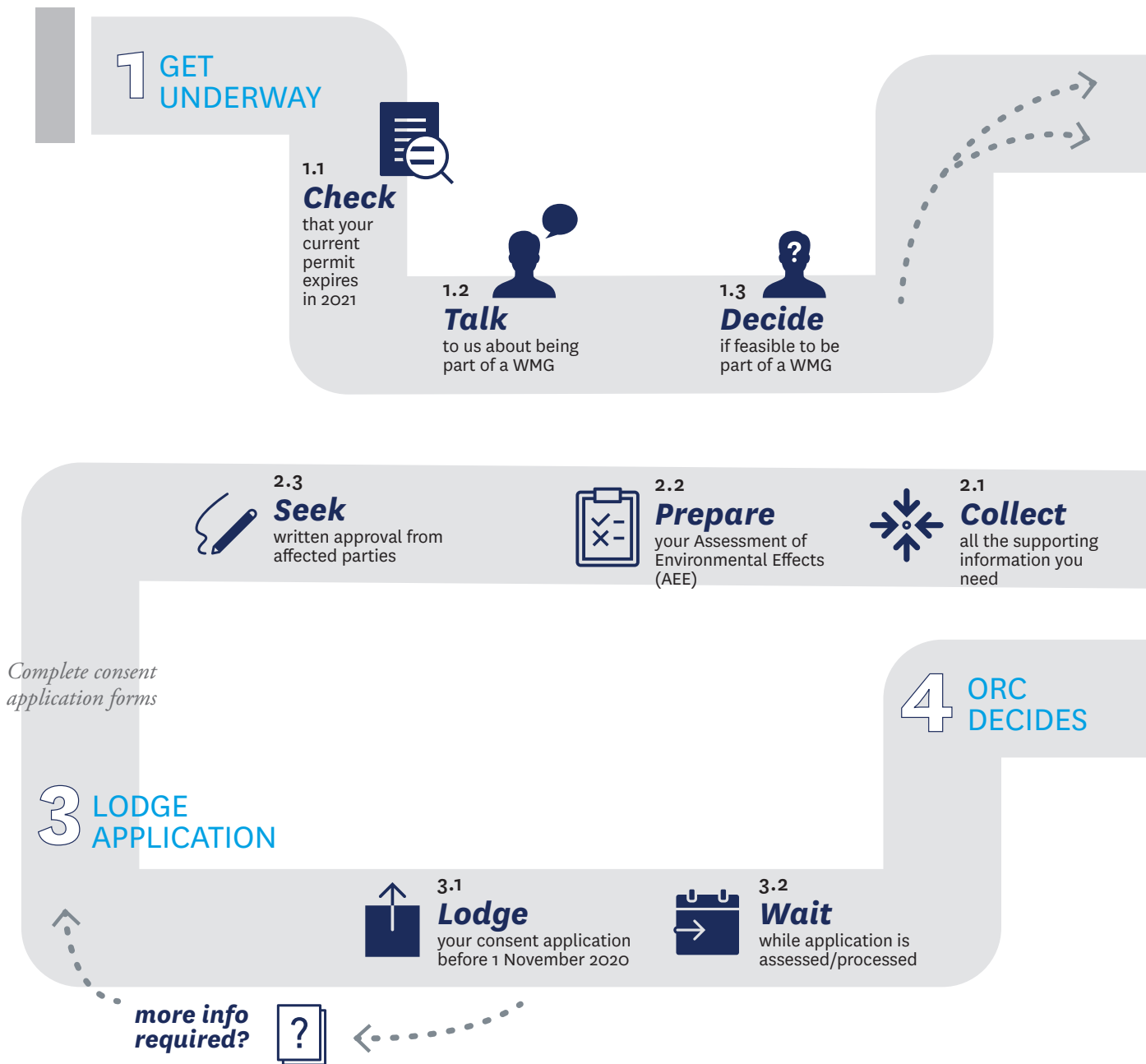
***The group encourages neighbours to work together to ensure everyone gets the best deal. There are no priorities based on the size of operation or position on the river. Everyone is treated equally.***



## Section 2

# **A BEGINNER'S GUIDE: TURNING A PERMIT INTO A RESOURCE CONSENT**

# KEY STEPS TO GAINING A RESOURCE CONSENT



# STEP 1 GET UNDERWAY

## STEP 1.1 - Check

...that your current permit expires in 2021 and you are required to reapply for a new resource consent.

Tip 1 in *Section 1* of this handbook shows you how to check your expiry dates.

## STEP 1.2 - Talk

...to ORC and other water users in your catchment about setting up, or becoming part of an existing, voluntary WMG for your area.

We're actively promoting the establishment of WMGs and recommend you thoroughly investigate this option of working with your neighbours to manage your water allocation when renewing your water permit.

A WMG can be made up of individuals holding their own permits who wish to cooperate as a group, or the WMG can act on the group's behalf, obtaining a water permit (in its name) to share amongst the group.

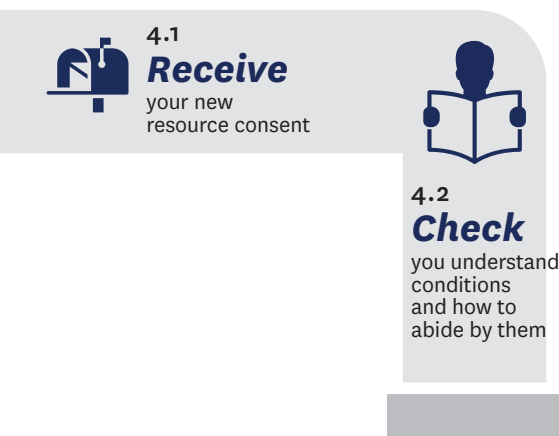
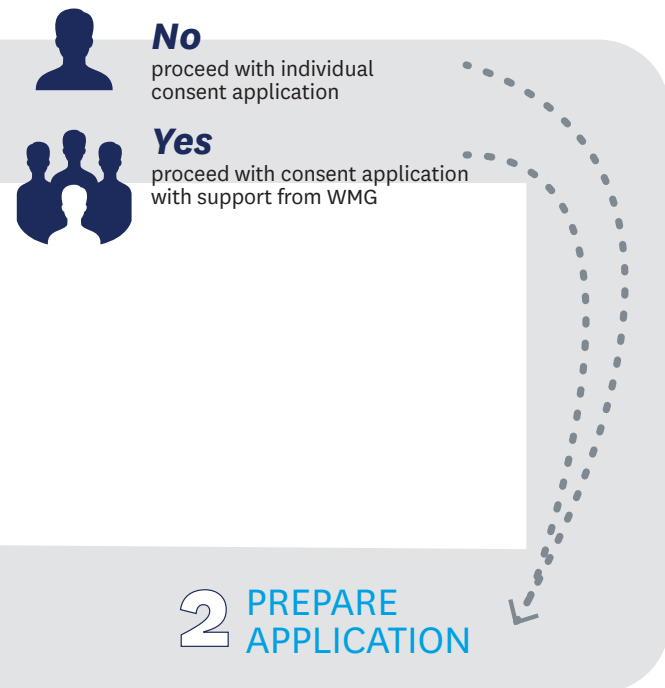
Refer to page 24 for more detail on water user group structure and function.

## STEP 1.3 - Decide

...if it's feasible to be part of your local WMG.

If you decide YES, work with your group to develop your group's structure and terms of reference. Then put together a water rationing plan that your group's users will abide by during times of water shortage.

If you decide NO, then proceed with applying for your resource consent as an individual. *Section 3* of this handbook shows you how to get started on this.



 **Continue taking water**

# STEP 2

## PREPARE YOUR CONSENT APPLICATION

### **STEP 2.1 - Collect**

**...all the information you need to support your application.**

You need to supply us with information about:

- › **the nature of your water take** (how much, where, when, etc) including water metering records for the last five years;
- › **the effect your take will have on the local environment;**
- › **the effect of your take on other resource users** (known as affected parties) including what consultation and approvals have been sought from them; and
- › **how your take fits in with the applicable provisions of various relevant statutory documents** (i.e. the Regional Plan Water, Regional Policy Statement and other key national and regional planning documents).

The water permit consent application form and associated guidance notes set out what you need to supply and how to obtain it. We can post a paper application form to you (call our helpline or email us to arrange) or you can download one under the application forms heading of the resource consents section of [www.orc.govt.nz](http://www.orc.govt.nz)

You must be able to demonstrate and validate your historic water use and current water needs to make a successful consent application. Measuring your water use is a legal requirement – refer to page 26 for more detail on water metering systems and their setup.

If you have a complex water use operation or are part of a group consent application via a WMG, you may need assistance in preparing your application (and supporting information from an irrigation or planning consultant).

Additional information to assist consultants preparing applications on your behalf can be found in the resource consents section of [www.orc.govt.nz](http://www.orc.govt.nz)

## **STEP 2.2 - Prepare**

### **...your Assessment of Environmental Effects (AEE).**

Your AEE will help us determine if the effects of your proposed activity are minor or significant, and therefore whether your application should proceed under non-notified, limited-notified or publicly-notified consent procedures. Refer to page 27 for an explanation of each process.

For takes where it is expected there will be only minor environmental effects, complete your application form in full and that should provide us with an adequate AEE.

If your take could have significant effects on the environment, you might need a consultant to prepare an AEE on your behalf. Generally, the bigger the take, the more extensive the AEE requirements will be, and the more you will benefit from a consultant's input.

We explain what's required for extensive AEEs in the resource consents section of [www.orc.govt.nz](http://www.orc.govt.nz)

## **STEP 2.3 - Seek**

### **...written approval from affected parties.**

Affected parties are any person or organisation that might be affected by your water take. Typically these are your neighbours, but for surface water takes they also include a range of agencies that have an interest in the health and in-stream values of waterways.

We can advise you on who we consider will be an affected party, but they typically include: local iwi (Māori tribal groups), Fish and Game Council, Department of Conservation, and sometimes Heritage NZ (formerly NZ Historic Places Trust) and Public Health South. *Section 3* of this handbook and the resource consents section of [www.orc.govt.nz](http://www.orc.govt.nz) lists the contact details for these agencies.

You should contact your affected parties before you lodge your consent application but after you have gathered all the information you need for your application. This allows you to explain to these groups the details and likely impact of your take – this will help them make their decision about providing written approval.

It helps to document who you consulted with, how they are affected, what they said and how you plan to work with them (if appropriate) in your AEE.

Document their written approvals using the Written Approval Form contained in your consent application form.

Form 1 can be downloaded under the application forms heading of the resource consents section of [www.orc.govt.nz](http://www.orc.govt.nz)

# STEP 3

## LODGE YOUR CONSENT APPLICATION

### STEP 3.1 - Lodge

**...your consent application with ORC before 1 November 2020 (but no later than 31 March 2021) and pay the application fee.**

Once you've got all your information together and completed your application forms, deliver or send your application in to ORC with your fee.

We urge you to get your application to us as early as possible. You could risk missing out on your allocation if you lodge right on the 2021 deadline and your application is incomplete.

The total cost to secure an individual surface water permit can vary, but in 2015 it ranged from an average of \$1884 through to \$6048 (including GST). What is charged back to you for processing your consent application depends on the:

- › quality of information provided;
- › approvals (or not) supplied by your affected parties;
- › processing pathways (whether non-notified, limited notified, or publicly notified);
- › complexity of technical issues; and
- › total staff time involved.



**Providing us with clear, accurate and detailed information is crucial in keeping your application costs down.**

You can view the current costs for applications and processing in the resource consents section of [www.orc.govt.nz](http://www.orc.govt.nz)

### STEP 3.2 - Wait

**...while your consent application is assessed and processed (you may have to provide more information if we ask you to).**

If your application contains sufficient information and your application fee deposit has been paid, you will receive a letter from us confirming its receipt.

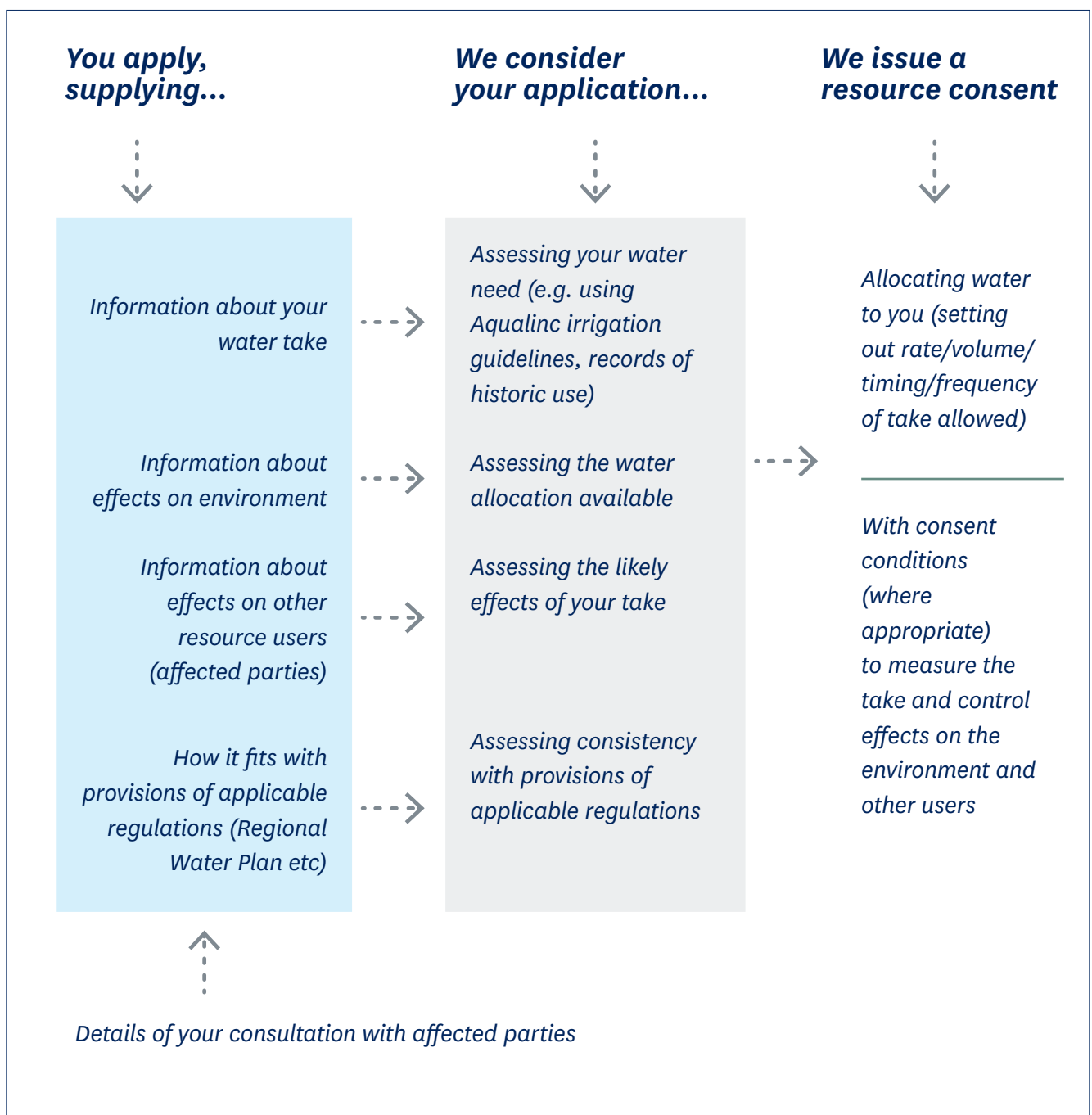
The diagram *What's happening while you wait?* shows what happens at our end as your application is processed. One of our resource consents officers will write a report and make recommendations on your application. They will identify if you need to supply any further information and whether there is a need for you to

obtain more written approvals. If so, your application will go on hold until you provide this.

Our consents officer will decide how your application will be processed, i.e. under non-notified, limited-notified or publicly-notified consent procedures. Most applications are processed as non-notified consents, which means delegated ORC staff can make a decision on your application.

For a non-notified application our consent officer's report and the draft consent/s are sent to you to comment on before they are forwarded for a decision. Our consent officer may alter their report and/or the consent conditions, depending on your comments. These documents are then sent to the delegated senior staff who make the decision to grant or decline the consents.

### What's happening while you wait?



# STEP 4

## RECEIVE COUNCIL'S DECISION

### STEP 4.1 Receive

#### **...your new resource consent and its conditions.**

If your application doesn't need to be notified, you should hear back from us with our decision within 20 working days. If your application needs to be notified, and a hearing is required, we should be able to make a decision within four months.

You can find more detail on our consent processing times in the resource consents section of [www.orc.govt.nz](http://www.orc.govt.nz)

### STEP 4.2 Check

#### **...you understand the consent conditions and how to abide by/implement them.**

Changing from a deemed permit to a new water permit means these are likely to be quite different from your existing conditions. Things to look for include:

- › **surrendering old permits** that are still current before you can use the new one(s);
- › **having a reduced take compared to your historic permit.** Old permits often allowed takes far in excess of the water available in the waterway (known as paper allocation). New permits will only be issued for amounts of water that a user can demonstrate that they need. Refer to page 27 for an explanation of paper allocation;
- › **being subject to minimum or residual flow limits**, where you will not be able to take water once those limits are reached. Under a WMG consent you will be able to operate to a rationing regime (approved by us) as flows start to drop towards the minimum flow limits. Refer to page 28 for how minimum and residual flows are used to protect waterway values and page 29 for how rationing regimes work;
- › **instantaneous, monthly and seasonal limits** on how much water you can take;

- › **measuring and monitoring requirements** that you must undertake so that you only take what has been allocated; and
- › **review conditions** that allow us to make changes to your conditions in the future.

If your application is declined, or if it's granted subject to conditions that you are unhappy with, you have a couple of options. If your application:

- › **was non-notified** you have 15 working days to lodge an objection. Objections are usually settled by agreement between you and our delegated staff.
- › **went to a hearing** you, and any other party to the hearing, have 15 working days after receiving the decision to lodge an appeal with the Environment Court. Appeals are usually settled by agreement in mediation with an Environment Court mediator. If not, they go on to be heard by the Environment Court.

Find out how to lodge an appeal/objection in the resource consents section of [www.orc.govt.nz](http://www.orc.govt.nz)

# SIX KEY CONCEPTS

## 1 WORKING WITHIN A WATER MANAGEMENT GROUP VERSUS APPLYING AS AN INDIVIDUAL

The detail of preparing and lodging a resource consent will differ depending on whether you are working as part of a WMG or are applying as an individual.



**Being part of a WMG is voluntary and in some places it may not be practical to form one. But be aware that if you hold an individual consent in a catchment where a WMG exists, you will be subject to any ORC-approved rationing regime operated by the WMG when water levels drop towards the minimum flow.**

### WMG versus WAC

If you want to work as part of a group, you can do so either as part of a **WMG (Water Management Group)** or a **WAC (Water Allocation Committee)**. Both fulfil similar functions as the collective voice of local water users, but they have slightly different setups.

A **WMG** can have anything from 2 to 100+ members and needs to have a legal structure (i.e. a trust, limited partnership, limited company, industrial and provident society, incorporated society, or friendly society).

Users in a WMG can either hold individual water permits within the group's legal structure or take water under a group permit. It is also possible to have a combination of individual and group held water permits under the umbrella of a group (to allow for individuals to join a group at a later stage).

Your group will need a professional to help you decide which type of group and consent ownership is best for you and how to set it up.

A **WAC** is formed by committee members elected from and by local water users (typically three-five people) and becomes a sub-committee of the ORC. As a user in a WAC, you will hold an individual permit to take water, but in times of shortage you will be bound to a rationing plan that is drafted by your elected committee.

An example is the Kakanui River catchment, where users have had a WAC managing the rostering of their water takes for many years.

Summaries of the key aspects of each approach you can take to renewing your 'due-to-expire' permit are in the table opposite.

## Your options when applying for a new resource consent

	<b>Collectively as part of a WMG</b>	<b>Individually but under a WAC</b>	<b>Individually</b>
<i>The ORC will provide any information that we hold to support your consent application process (i.e. access to water use and flow data)</i>	✓	✓	✓
<i>Assistance from a water consultant and/or planner may be needed to help prepare AEE and consent application (depending on scale of take/effect)</i>	✓	✓	✓ <i>Maybe, but not always necessary</i>
<i>Terms of Reference for group are required</i>	✓	✓	✗
<i>An ORC-approved rationing plan needs to be developed</i>	✓	✓	✗
<i>Users operate as per the ORC-approved rationing plan when water shortages kick-in</i>	✓	✓	✓ <i>Still subject to the rationing rules even if you're not part of the group.</i>
<i>Water can be shared among the members of a WMG/WAC during water shortages</i>	✓	✓	✗
<i>Legal and other collective setup costs will be incurred to form the group entity (e.g. trust, company, incorporated society etc)</i>	✓	✗	✗
<i>Water use consents applied for and held by the group</i>	✓	✗	✗
<i>Consent monitoring and reporting costs are shared</i>	✓	✗	✗

## Setting up a Water Management Group

If you're interested in setting up a WMG or a WAC in your catchment, start by giving us a call on **0800 474 082**. We can help you by:

- › providing information about water use in your catchment, river flow information and any information we hold on in-stream values;
- › putting you in touch with groups forming in your area;
- › providing useful start-up information;
- › briefing your group on what needs to be done and how to do it under the new plan regulations; and
- › talking you through the likely costs and other people/groups you need to consult with.

## Applying as an individual

If you've considered the options and wish to apply for your new consent as an individual, rather than as part of a group, you can get underway right now.

*Section 3* gives you some pointers on how to get underway with your new consent application, and where to get the application forms and any help you need.

## **2 WATER METERS AND HISTORIC WATER USE RECORDS**

Having a record of your rate of take, as measured by a water meter, is crucial as this will show how you have previously used your water permit. You should supply five years of water use information with your consent application.

Regulations introduced in 2010 require that all permit holders who take more than five litres per second must measure and report on the amount of water taken. These regulations apply whether or not your consent conditions require monitoring. We run an auditing programme each year where a percentage of water permits are inspected for compliance with these regulations. Failure to comply may result in us taking enforcement action against you.

Details of the installation requirements, meter providers and reporting formats can be found under the heading Water Measuring Regulations 2010 in the resource consents section of [www.orc.govt.nz](http://www.orc.govt.nz)

### 3 LIMITED-NOTIFIED OR PUBLICLY-NOTIFIED CONSENTS

If your consent application does not fit the criteria for non-notified processing, it will undergo one of the following:

- › **limited notification**, which occurs when an affected party or parties refuse/s to provide written approval. Instead they are invited to make a submission. If no agreement between you and the parties can be reached, then the application will go to a hearing where witnesses and evidence might be required;

**Or**

- › **public notification**, which occurs when we consider that the adverse effects of your take will be more than minor and we need to ensure that everyone potentially affected can make a submission.

Hearings are held for *some* limited and *all* publicly-notified applications. You will be required to pay 90% of the estimated cost of the hearing at least 10 days before the hearing.

The consent officer's report, draft consent and evidence from each party are circulated before the hearing. Your application is then 'heard' before a panel of accredited commissioners (who may be our councillors or independents).

More information about how the notification and hearing process works can be found under the headings notification and hearings in the resource consents section of [www.orc.govt.nz](http://www.orc.govt.nz)

### 4 PAPER ALLOCATION

On paper, water users in many catchments have more water shown on their deemed permits than they use. Even though there is an allocation of 'x' amount on the permit, it cannot be fully used because:

- › there is not enough water in the source waterway; or
- › it is for far more water than is actually needed.

If this paper allocation is reduced (through better measurement of the water actually needed) it opens up new opportunities for that water to be used within the community, through the use of supplementary takes and water storage.



#### **TIP 5 - Surrendering unused deemed permits**

*If you have an unused deemed water permit (or part of a permit), it will be inflating the 'paper allocation' in your catchment. **Do the smart thing and surrender it.** It costs nothing to do so and saves you money (all permits, whether used or not, incur an annual monitoring charge). Call **0800 474 082** to arrange.*

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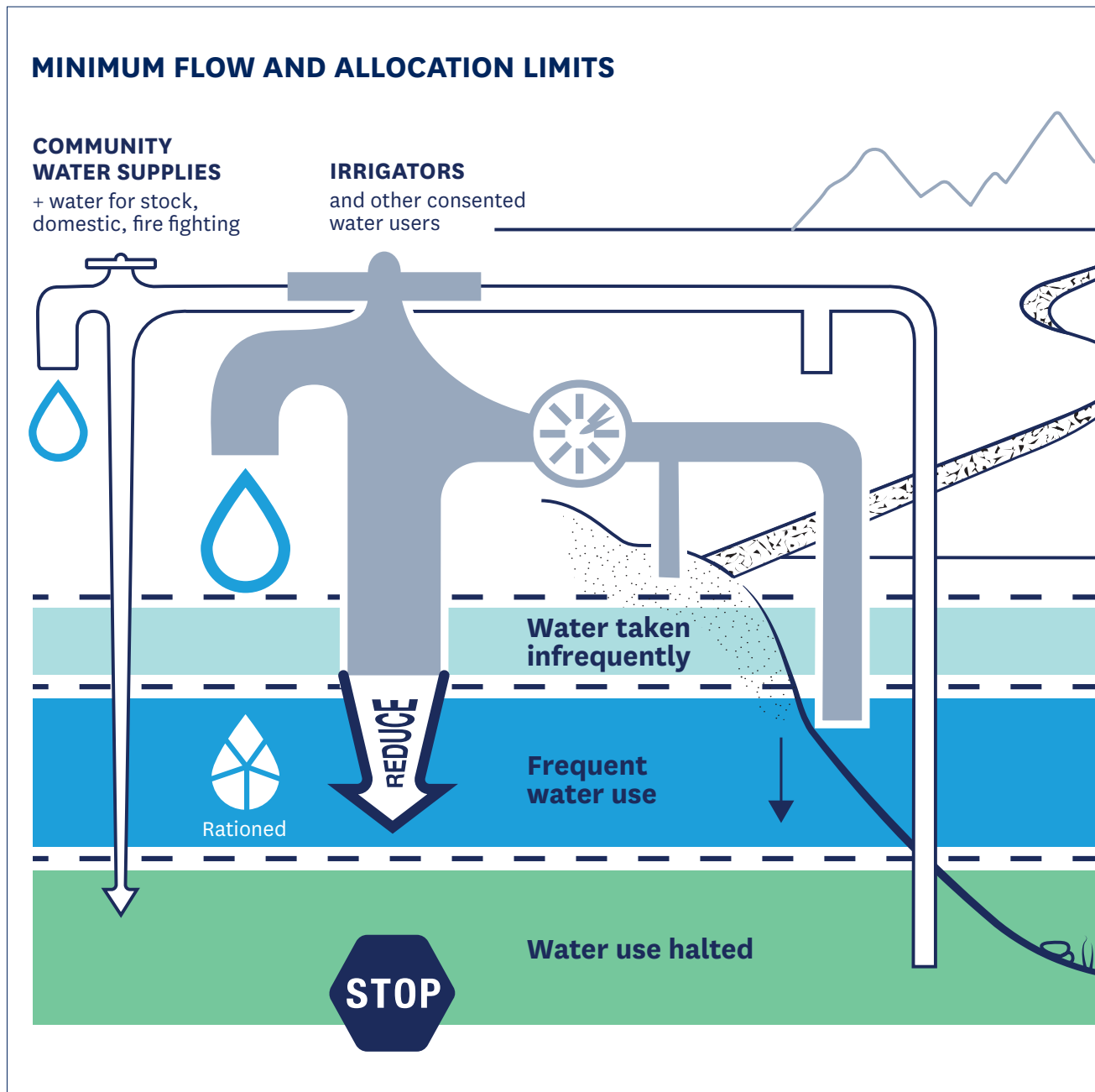
## 5 MINIMUM AND RESIDUAL FLOW LIMITS

ORC is responsible for setting minimum flow limits for the waterways in Otago. Minimum flow limits are set via a Water Plan change process and apply to a whole catchment. They are a management tool used to define the flow that must remain in the main stem of a waterway to protect its values.

Some essential water uses (e.g. community water supplies, stock water, and fire-fighting) can continue once a river reaches its minimum allowable flow. If you're an irrigator your take, along with everyone else's, will be reduced (according to a rationing regime) as the flow drops towards the minimum.

Residual flows are set on a consent-by-consent basis in river tributaries only. Agreed between the affected parties during the consent application process, a residual flow is the flow that must be left in the tributary downstream of the point of take. They are designed to protect the tributary's aquatic ecosystem and natural character values.

More detail on how minimum flows are used to manage water use can be found under the



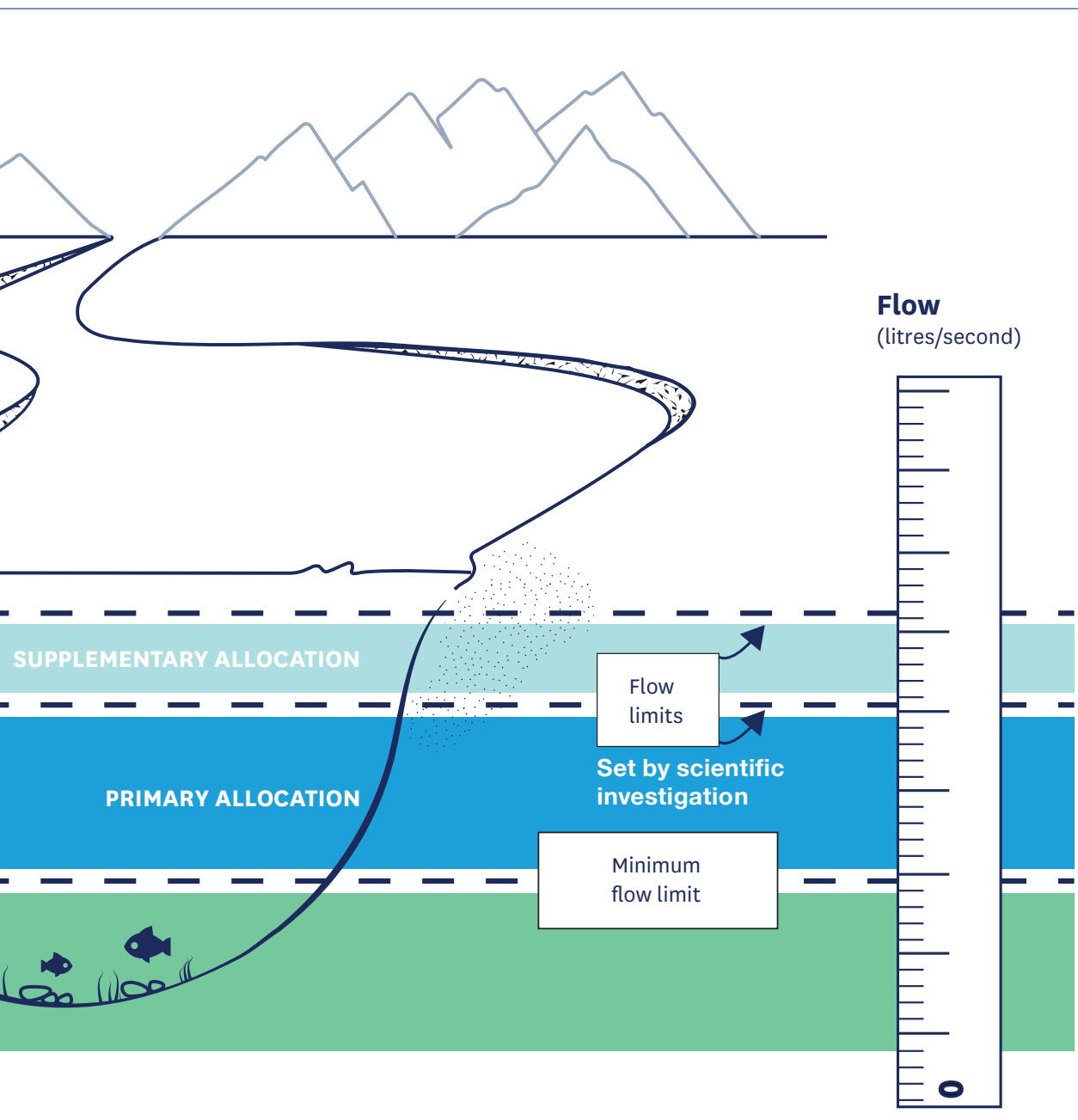
heading Minimum flow and integrated water management programmes in the Regional Plan Water section of [www.orc.govt.nz](http://www.orc.govt.nz)

## 6 RATIONING REGIMES AND PLANS

A rationing regime is a way to fairly share among all users the water available under low flow conditions. Rationing regimes can be proposed by WMGs or WACs and must be approved by ORC.

If you're part of a WMG or WAC, you'll work with other users to come up with a rationing plan you all agree to. We will then review and approve it and it will then apply to all water users in your catchment.

In the summer as water levels begin to drop, the rationing plan will be used to share the reduced amount of water around. Rationing (through reducing the volume and/or rostering of takes) helps maintain river flows as long as possible above the minimum flow.





*Putting together a consent application takes time. Start now to ensure you're sorted by 2021. You'll find a lot information in the resource consents section of [www.orc.govt.nz](http://www.orc.govt.nz)*

Section 3

# **GET STARTED: FORMS AND CONTACT INFORMATION**

# WHERE DO I START?

This section helps you with *Step 1 Get Underway* of the four-step process to gaining a new water permit listed in *Section 2* of this handbook.

In *Step 1* you need to:

## **Check...**

that your current permit expires in 2021 and that you are required to reapply for a new resource consent

## **Talk...**

to us and then other water users in your catchment about setting up or becoming part of a voluntary Water Management Group (WMG).

## **Decide...**

if it's feasible to be part of your local WMG and if your decision is:

- Yes** then start working with your local WMG to put together a consent application and water rationing plan to submit to us;
- No** then start preparing your individual consent application.

Remember, whatever you decide:



**Start now. Your consent application needs to be lodged with us before 1 November 2020 to ensure you don't lose your water entitlement.**

## Contact us



If you're the sort who likes to talk to someone in person about what you need to do – then call us. Our contact details are listed at the end of this section.



If you're the sort who likes to work on-screen, then head to our website and have a look through the resource consents section.

Or you can open the online version of this handbook and use the embedded links to jump straight to the forms and information sections you need to get underway. The online version of this handbook can be found in the resource consents section of [www.orc.govt.nz](http://www.orc.govt.nz)

# WHAT APPLICATION FORMS DO I USE?

To apply for a resource consent to take and use surface water (known as a water permit under the RMA) you must complete two basic forms:

- › **Form 1: Resource consent application**, and
- › **Form 4: To take and use surface water**

You can collect paper copies of these forms and an associated guide from our offices, have them posted to you, or download them under the heading application forms from the resource consents section of [www.orc.govt.nz](http://www.orc.govt.nz)

You may be required to complete additional forms for other aspects of your activity (all available on our website). Please check with us first, but these may include:

- › **if your take involves using water from a water race.** There is a two part process to continue legally accessing the race from which you water is taken. Apply using Form 4B for a 'Section 417 Certificate' which must then be registered, similar to an easement, against the title of all lands involved;
- › **if your take is from a groundwater aquifer** that is hydraulically connected to a nearby waterway (Form 5);
- › **if you need to install a large water intake structure** in a waterway (Form 10C);
- › **if you have a permit that is no longer being used** and you wish to surrender it (Form 20); or
- › **if you want to transfer the ownership/location** of whole or part of your take to someone/somewhere else (Forms 15 and 16).



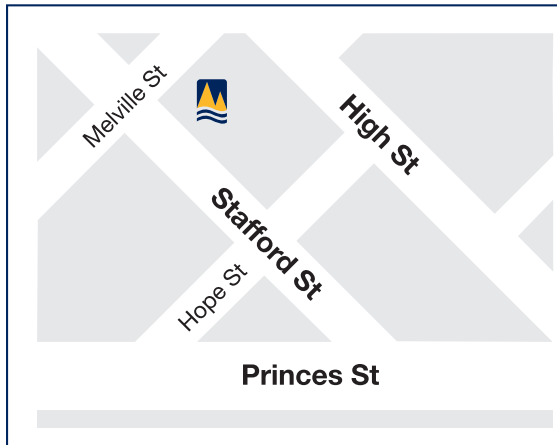
**Be sure you've done what you need to do—  
make a pre-application.**

**Send us your completed application in draft form and  
we will run it through a pre-application check.**

**The cost of doing this is charged back to you at our  
standard processing hourly rate and we provide you  
with feedback on any areas that require more detailed  
information for your final application to be processed  
effectively.**

# USEFUL REFERENCES AND LINKS

## ORC OFFICE LOCATIONS



### Dunedin

70 Stafford Street

Private Bag 1954

Dunedin 9054

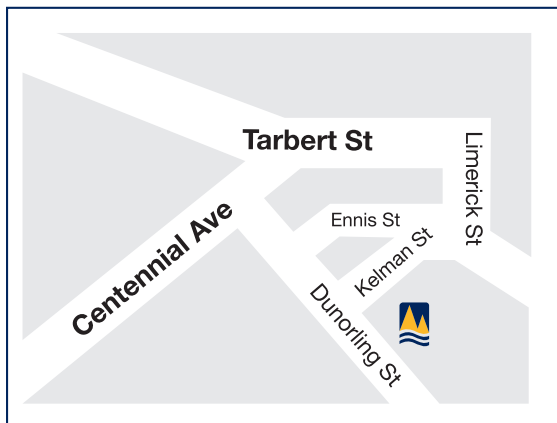
☎ 03 474 0827

**Freephone** 0800 474 082  
(8am to 5pm, Monday to Friday)

**F** 03 479 0015

**E** [public.enquiries@orc.govt.nz](mailto:public.enquiries@orc.govt.nz)

[www.orc.govt.nz](http://www.orc.govt.nz)



### Alexandra

William Fraser Building

Dunorling Street

Alexandra 9320

☎ 03 448 8063

**Fax** 03 448 6112

**E** [public.enquiries@orc.govt.nz](mailto:public.enquiries@orc.govt.nz)

[www.orc.govt.nz](http://www.orc.govt.nz)

## POTENTIALLY AFFECTED PARTIES

### Local iwi via Kāi Tahu ki Otago Ltd

Kāi Tahu ki Otago Ltd, 258 Stuart Street, PO Box 446, Dunedin 9054

[www.ktkoltd.co.nz](http://www.ktkoltd.co.nz)

☎ 03 477 0071

**E** [info@ktkoltd.co.nz](mailto:info@ktkoltd.co.nz)

Interests: any activity in the coastal environment or on the surface of water; water allocation and water quality; the disposal of effluent; any activity that results in the removal of indigenous vegetation or is located within 20m of the mean high-water springs or within 20m of a river, lake or wetland; any disturbance of land if it affects a) landscapes of importance to Kāi Tahu, or b) sites of significance including wāhi tapu (sacred site or place) and wāhi taoka (valued possession/ treasure e.g. a lake or river).

## **Department of Conservation**

[www.doc.govt.nz](http://www.doc.govt.nz)

☎ 03 477 0677

Interests: native fish species.

## **Fish and Game New Zealand**

[www.fishandgame.org.nz](http://www.fishandgame.org.nz)

☎ 03 615 8400 (Central South Island Fish and Game Council)  
for catchments north of Shag Point

☎ 03 477 9076 (Otago Fish and Game Council)  
for all other catchments within Otago

Interests: sport fish and game birds.

## **Public Health South (Southern DHB)**

[www.southerndhb.govt.nz](http://www.southerndhb.govt.nz)

☎ 03 442 2500 for the Queenstown area (Public Health South)

☎ 03 474 1700 for all other areas of Otago (Public Health Service of Health  
Care Otago)

Interests: potable water supplies and sewage.

## **City and District councils**

Dunedin City Council: ☎ 03 477 4000 | [www.dunedin.govt.nz](http://www.dunedin.govt.nz)

Clutha District Council: ☎ 03 418 1350 | [www.cluthadc.govt.nz](http://www.cluthadc.govt.nz)

Central Otago District Council: ☎ 03 448 6979 | [www.codc.govt.nz](http://www.codc.govt.nz)

Queenstown Lakes District Council: ☎ 03 442 7330 | [www.qldc.govt.nz](http://www.qldc.govt.nz)

Waitaki District Council: ☎ 03 434 8060 | [www.waitaki.govt.nz](http://www.waitaki.govt.nz)

Interests: potable water supplies and where land is being subdivided or significant structures are being constructed. If you need a resource consent from both the Otago Regional Council and a city or district council, your applications may have to be considered jointly.

## **Heritage NZ (formerly New Zealand Historic Places Trust)**

[www.heritage.org.nz](http://www.heritage.org.nz)

Otago/Southland Area Office, P.O. Box 5467, Dunedin

☎ 03 477 9871 | Fax 03 477 3893

Interests: archaeological sites (e.g. Māori, European or Chinese pre-1900 AD), and built heritage.

# NOTES

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