

Application for Certificate of Compliance



Otago
Regional
Council

Phone: 0800 474 082

Website: www.orc.govt.nz

If you are using this form, you do not need to complete our Form 1. Your application should include:

- a full description of the proposal and the site where it will be undertaken
- a clear explanation of how the activity/proposal meets all the relevant provisions of the regional plan, and any relevant national environmental standard. You may choose to present this information as a table listing each provision and showing the activity/proposal complies
- copies of all necessary plans, details and calculations to enable the proposal to be checked for compliance with the regional plan.
- Once completed, this application can be emailed to consents.applications@orc.govt.nz. Please include 'Certificate of Compliance' in the subject line.

Applicant Details:

Name:

Postal Address:

Post Code:

Phone:

Mobile Phone:

Email:

I am the (please tick)	Property Owner(s)	<input type="checkbox"/>	Prospective Purchaser	<input type="checkbox"/>
	Lessee	<input type="checkbox"/>	Other	<input type="checkbox"/>
	Developer	<input type="checkbox"/>		

Agent/Consultant Details

Tick here if N/A

Name:

Postal Address

Post Code:

Phone:

Mobile Phone:

Email:

Please provide a valid and clear email address. Otago Regional Council is moving to a paperless consenting process – therefore any correspondence including certificates of compliance will be sent via email, unless you request a paper copy.

If you do not prefer contact by electronic means, please tick

Address for Correspondence and Invoices

All correspondence (excluding invoices) sent to:

Applicant Agent/Consultant

All invoices sent to:

Applicant Agent/Consultant

Pre-Application Information

Have you received pre-application information or had a pre-application meeting regarding this proposal from the Council?

Yes No

Copy of correspondence attached Date of meeting:

If YES, provide the reference number and/or name of staff member(s):

Site Visit Requirements

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.

OR

If applicant is not the landowner:

Landowner's full name:

Landowner's signature: Date:

Person authorised to sign on behalf of Landowner:

Authorising person's signature: Date:

Is there a locked gate or security system restricting access by council staff?

Yes No

Do you have a dog on the property?

Yes No

Provide details of any entry restrictions that council staff should be aware of; e.g. health and safety, organic farm etc

General Details

This application is for a certificate of compliance for the following activities:

Please provide a description of the activity for which a certificate of compliance is being sought, the relevant permitted activity rule(s) and explain in detail how these rules will be met. Please include any evidence to support your description of how the activity will meet permitted activity rule(s). (if insufficient space please provide on additional pages)

Application Site Details:

Site/Street Address

Town/Location

Legal Description (Found on your rates notice or Record of Title)

Information to be Submitted with the Application

Attach the following information in support of your application. If inadequate information is supplied with your application, this will cause delays in processing the application (see notes for applicant below):

- This application form, completed in full and signed and dated by persons responsible for payment of fees and charges.
- Site Plan.
- Locality Plan or Aerial photo at 1:500 scale.

Indicate the location of the site in relation to the road and other landmarks. Show the street number of the subject site and those of adjoining sites (rural sites can be shown at 1:1000 if required).

- Certificates of Title less than 3 months old for the subject site.

Attach any relevant consent notices, covenants, easements etc attached to the title if relevant or impacted by the use of the property

Deposit fee

A deposit must accompany this application (for ways to pay, visit: www.orc.govt.nz/consents/ready-to-apply-for-a-consent). The applicant will be invoiced for all costs incurred in processing this application that exceed the deposit.

If the required deposit does not accompany your application, staff will contact you on the email address provided on this form to request payment, and after 5 working days your application will be returned as incomplete if no payment is made for the required deposit.

When paying online, please use the word 'Consent' followed by the name of the applicant as a reference.

Method of payment:

- Online bank transfer Credit card In person

Date of Payment:

Amount Paid:

Payment reference:

Please note: Your deposit may not cover the entire cost of processing your application. At the end of the application process you will be invoiced for any costs that exceed the deposit. Interim invoices may be sent out for applications, where appropriate. For deposit fee amounts and scale of charges these can be found via Council's website at: <https://www.orc.govt.nz/feesandcharges>. Alternatively, you can contact us via phone on 03 474 0827, or 0800 474 082 Monday to Friday, 8am to 5pm.

Declaration

I/we hereby certify that to the best of my/our knowledge and belief, the information given in this application is true and correct.

I/we undertake to pay all actual and reasonable application processing costs incurred by the Otago Regional Council.

Name(s):

Signature(s):

(or person authorised to sign on behalf of applicant)

Designation:

(e.g. owner, manager, consultant)

Date:

Council can accept electronic lodgement of applications if sent to consents.applications@orc.govt.nz

Alternatively, applications can be posted or delivered to:

Otago Regional Council

Private Bag 1954

70 Stafford Street

Dunedin 9054