Form 1 – Application for Resource Consent

This application is made under Section 88 of the Resource Management Act 1991 (RMA).

The purpose of this Form 1 and the relevant activity form(s) is to provide applicants with guidance on information that is required under the Resource Management Act 1991. Please note that these forms are a guide only, and Otago Regional Council reserves the right to request additional information or to reject the application as incomplete under Section 88 of the RMA if the provisions of the fourth schedule of the RMA are not provided (refer to page 6 of this form, which details these requirements).

1(a). Applicant's details:

- The full legal names (including any middle names) or Company name or Trust (including full legal names of all Trustees) of the consent holder who will be responsible for the consent and any associated costs.
- A resource consent can only be held by a legal organisation or fully named individual(s). A legal organisation includes a registered limited company, incorporated group or registered trust. If the application is for a Trust, the full legal names of all Trustees are required. If the application is not for a limited company, incorporated group or trust, then you must use the full legal names of the individual(s).
- All invoices will be made out to and sent to the applicant.

Full legal name(s), **or** Registered company **or** Trust:

Otago Regional Council - Engineering Team

If a Trust what are the full legal names of all Trustees:

Postal address: _____

Post code: _____

and

Address for service[1]: Private Bag 1954, Dunedin

Post code: 9054

Mobile: _____

Work Phone: _____

Email address: _____

Please provide a valid and clear email address. Otago Regional Council has adopted a paperless consenting process – therefore any correspondence including decision documents and consent (if granted) will be sent via email, unless you request a paper copy.

[1] This is the address where any official legal documents are to be sent to. PO Boxes are not accepted.

1(b). Key contact for applicant details (if applicable):

Only complete if the applicant consists of multiple parties (for example, multiple consent holders, Trust etc.). Please outline who the key contact for the consent will be, if granted:

Full legal name: Daniel King (Team Leader Operations and Maintenance)

Mobile: [redacted]

Work Phone:

Email address:

2. Consultant details (if applicable):

Contact person: Danielle Korevaar

Company: Incite Chch

Mobile: [redacted]

Work Phone:

Email address: dani@incite.co.nz

3. Consents required in relation to this proposal:

Select the type of resource consent/s that you are applying for in your application.

☐ **Coastal**
For activities that are within the coastal marine area (CMA), for example, mooring, boat shed

☐ **Discharge**
For activities outside the CMA that may discharge contaminants into the air, water and onto or into land

☑ **Land Use**
For activities and structures outside the CMA for example, a bore, Earthworks, disturbance of contaminated land, dairy effluent systems, or activities in or on beds of lakes or rivers or flood-bank

☐ **Water**
For activities outside the CMA that involve the abstraction, damming, diversion and/or use of ground or surface water

☐ **Change to an existing consent**
For applications to change conditions or lapse date of a current consent/s

Where you have indicated the type of consent that is required, you must complete the appropriate application form before your application can be processed. Application forms can be found on the Council's website: www.orc.govt.nz/consents/ready-to-apply-for-a-consent

4. For what purpose is/are the consent(s) required (e.g. gravel extraction, water for irrigation etc.):

Maintenance of drains managed under the Flood Protection Management Bylaw

5. Location of proposed activity:

Address: Various - See AEE

Legal description(s): _____

Map reference(s) (NZTM 2000)

Easting: _____

Northing: _____

Please include location details on separate documentation if there are multiple sites or activities.

Note: Certificate(s) of Title less than three months old for the site to which this application relates are required.

6. Are there any current or expired Resource Consents relating to this proposal:

☐ Yes ☑ No

If yes, give consent number(s), description, and expiry date(s):

_____

(a) Do you agree to the above consent/s automatically being surrendered should a replacement consent be issued?

☐ Yes ☐ No

(b) Has there been a previous application for this activity that was returned as incomplete?

☐ Yes ☑ No

If yes, please state the consent application number: _____

(c) Have you lodged a pre-application with Council for this activity?

☐ Yes ☑ No

If yes, please state the pre-application number: _____

(d) Have you spoken to a Council staff member about this application prior to lodging this application?

☐ Yes ☑ No

If yes, please state name of staff member: _____

7. Review of consent conditions:

Do you wish to review a draft of the Council officer's report and consent conditions before any consent is issued?[2]

☑ Yes ☐ No

If *Yes* an extension of timeframes under s37A of the Resource Management Act 1991 will be required to provide time for this review, any discussions with Council staff and for a decision to be made. Do you agree to this extension?

☑ Yes ☐ No

[2] Please note that we do not typically send out drafts of land use consents for bores or the drilling over an aquifer as these only have standard conditions added to them and they are minor activities. If you are seeking one of these consents, please tick no to question 7 above.

8. What is the term of consent you are seeking and reason for this term:

1 year

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9. Territorial Local Authority in which activity is situated:

☐ Central Otago District Council

☑ Clutha District Council

☐ Dunedin City Council

☐ Queenstown Lakes District Council

☐ Waitaki District Council

10. Do you require any other resource consent from any local authority for this activity:

☐ Yes ☑ No

If yes, please give the date applied for or issued: _____

11. For the land on which the activity occurs, is the applicant (tick one):

If the applicant does not own the land to which this application relates, unconditional written approval from the land owner/affected party will be required.

☑ The owner
☐ The lease holder
☐ The occupier
☐ Prospective purchaser

If the applicant is not the landowner, who is the owner of the land on which the activity occurs/is to occur:

Name of landowner: Access permissions will be sought from private landowners where required

Mobile: _____

Work Phone: _____

Email address: _____

12. Site visit from the Consents Team:

Consents staff are able to meet with you, visit your site and see what you are proposing to do. We find that this is beneficial to everyone involved. The cost of the visit will be included in the total cost of processing your consent. However, we find that applications that have an on-site visit are processed with less congestion and at a similar or lesser overall cost. Please let us know below if you would like us to come and see your site.

I would like a member of the Consents Team to visit my site:

☐ Yes ☑ No

13. Processing Officer:

Due to high workloads or the complex nature of your application, it could be assigned to a consultant processing officer. Having your application assigned to an external officer should not greatly affect the processing costs. However, if you would like your application to be assigned to an internal officer then please advise. This may mean that your application enters a waiting line to be allocated and may not be processed straight away. If this is the case, we will ask for a timeframe extension to cover the waiting time. There may be situations where we cannot accommodate this request but will let you know why this is.

I would like my application to only be processed by an internal staff member:

☐ Yes ☑ No

14. How to pay:

A deposit **must** accompany this application (see **page 9** for amounts and ways to pay). 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 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 ☐ In person ☐ Credit card ☐ Invoice required

If an invoice is required is there a purchase order/ reference number that needs to be added to it?

Is so please provide this: Daniel King from ORC will provide a cost code to charge the deposit to, once the application is lodged

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. We will communicate processing costs to you at key stages through the process. If you would like this, then please let us know and we can see if this is an option for you.

If your application is returned to you, you will still be charged for the cost of processing the application up to the point it was returned or withdrawn. **Therefore, it is recommended that you have your application checked before it is lodged. This can be done as part of a pre-application. Further information regarding pre-applications can be found via the following link:**

https://www.orc.govt.nz/consents-and-compliance/before-applying-for-a-consent

Information regarding costs can be found via the following link: www.orc.govt.nz/consents/ready-to-apply-for-a-consent/fees-and-charges

Checklist

Before signing the declaration below, in order to provide a complete application have you remembered to fully complete:

☑ This Form 1, including signed declaration.

☑ Completed the necessary application forms relating to the activity. Application forms can be found on Council's website via the following link: www.orc.govt.nz/consents/ready-to-apply-for-a-consent

☐ Payment of the required deposit. Information on fees and charges can be found on Council's website via the following link https://www.orc.govt.nz/consents-and-compliance/apply-for-a-consent/fees-and-charges/

☐ Written approvals from all potentially affected parties.
"Written Approval of Affected Persons" forms are available from Councils website
https://www.orc.govt.nz/consents-and-compliance/apply-for-a-consent/#consents-application-forms

☑ An assessment of effects on the environment

☑ An assessment against the relevant objectives, policies and rules from Regional Council Plans, Regional Policy Statement (including proposed and partially operative versions), and relevant Regulations, National Policy Statements, National Environmental Standards and iwi management plans

☑ Site and location plans

☐ Certificate(s) of Title less than three months old for the site to which this application relates
Certificates of Title can be obtained via the Land Information New Zealand website: www.linz.govt.nz

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.

Select one of the statements below that applies to the applicant.

1. I declare that I am:

☐ not a natural person and that **I have been** the subject of abatement notices, enforcement orders, infringement notices, and convictions under the Resource Management Act 1991; or

☐ a natural person and that in the past 7 years **I have been** the subject of abatement notices, enforcement orders, infringement notices, and convictions under the Resource Management Act 1991

Or

2. I declare that I am:

☑ not a natural person and **have not been** the subject of abatement notices, enforcement orders, infringement notices, and convictions under the Resource Management Act 1991; or

☐ a natural person and in the past 7 years I **have not been** the subject of abatement notices, enforcement orders, infringement notices, and convictions under the Resource Management Act 1991

If you have selected either of option 1 From the above statement provide a list of all matters and the date of each:

Name(s): Tom Dyer

Signature(s): 

(or person authorised to sign on behalf of applicant)

*Ensure you use the "fill and sign" function of Adobe Acrobat when signing this form. Either draw your signature or add an image. Council cannot accept typed signatures.

Designation: General Manager Science and Resilience
(e.g. owner, manager, consultant)

Date: 29/10/2026

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

Alternatively, applications can be posted to:
Otago Regional Council
Private Bag 1954
Dunedin 9054
New Zealand

Consultation

(Consultation is not compulsory, but it can make a process easier and reduce costs)

Under Section 95E of the Resource Management Act 1991 (the Act), the Council will identify affected parties to an application and if the application is to be processed on a non-notified basis the unconditional written approval of affected parties will be required. Consultation with potentially affected parties and interested parties can be commenced prior to lodging the application.

Consultation may be required with the appropriate Tangata Whenua for the area. The address of the local Iwi office is: *Aukaha, 258 Stuart Street, P O Box 446, Dunedin, Fax (03) 477-0072, Phone (03) 477-0071, Email info@aukaha.co.nz*. If you are in the Clutha River area you may need to talk to Te Ao Marama Inc, Phone (03) 931 1242. If you require further advice, please contact the Otago Regional Council.

Good consultation practices include:

- Giving people sufficient information to understand your proposal and the likely effects it may have on them.
- Allowing sufficient time for them to assess and respond to the information.
- Considering and taking into account their responses Written approval forms are available from Councils website https://www.orc.govt.nz/consents-and-compliance/apply-for-a-consent/#consents-application-forms

Information Requirements

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**.**

Resource Management Act 1991
FOURTH SCHEDULE – ASSESSMENT OF EFFECTS ON THE ENVIRONMENT
(Below are the provisions of the fourth schedule of the Act, which describes what must be in an application for resource consent, as amended in 2015)

1. **Information must be specified in sufficient detail.**
   Any information required by this schedule, including an assessment under clause 2(1)(f) or (g), must be specified in sufficient detail to satisfy the purpose for which it is required.

2. **Information required in all applications.**
   1. An application for a resource consent for an activity (the **activity**) must include the following:
      (a) a description of the activity; and
      (b) a description of the site at which the activity is to occur; and
      (c) the full name and address of each owner or occupier of the site; and
      (d) a description of any other activities that are part of the proposal to which the application relates; and
      (e) a description of any other resource consents required for the proposal to which the application relates; and
      (f) an assessment of the activity against the matters set out in Part 2; and
      (g) an assessment of the activity against any relevant provisions of a document referred to in section 104(1)(b) *("document" includes regional and district plans, regulations, national policy statements, iwi plans*).
   2. The assessment under subclause (1)(g) must include an assessment of the activity against:
      (a) any relevant objectives, policies, or rules in a document; and
      (b) any relevant requirements, conditions, or permissions in any rules in a document; and
      (c) any other relevant requirements in a document (for example, in a national environmental standard or other regulations).
   3. An application must also include an assessment of the activity's effects on the environment that:
      (a) includes the information required by clause 6; and
      (b) addresses the matters specified in clause 7; and
      (c) includes such detail as corresponds with the scale and significance of the effects that the activity may have on the environment.

3. **Additional information required in some applications.**
   An application must also include any of the following that apply:
   (a) if any permitted activity is part of the proposal to which the application relates, a description of the permitted activity that demonstrates that it complies with the requirements, conditions, and permissions for the permitted activity (so that a resource consent is not required for that activity under section 87A(1))
   (b) if the application is affected by section 124 or 165ZH(1)(c) (which relate to existing resource consents), an assessment of the value of the investment of the existing consent holder (for the purposes of section 104(2A))
   (c) if the activity is to occur in an area within the scope of a planning document prepared by a customary marine title group under section 85 of the Marine and Coastal Area (Takutai Moana) Act 2011, an assessment of the activity against any resource management matters set out in that planning document (for the purposes of section 104(2B).

4. **(relates to subdivisions –** *not included here as subdivisions are not within ORC's jurisdiction)*

5. Additional information required in application for reclamation.

An application for a resource consent for reclamation must also include information to show the area to be reclaimed, including the following:

(1) the location of the area; and

(2) if practicable, the position of all new boundaries; and

(3) any part of the area to be set aside as an esplanade reserve or esplanade strip.

Assessment of environmental effects

6. Information required in assessment of environmental effects.

(1) An assessment of the activity's effects on the environment must include the following information:

(a) if it is likely that the activity will result in any significant adverse effect on the environment, a description of any possible alternative locations or methods for undertaking the activity.

(b) an assessment of the actual or potential effect on the environment of the activity

(c) if the activity includes the use of hazardous substances and installations, an assessment of any risks to the environment that are likely to arise from such use.

(d) if the activity includes the discharge of any contaminant, a description of:

(i) the nature of the discharge and the sensitivity of the receiving environment to adverse effects; and

(ii) any possible alternative methods of discharge, including discharge into any other receiving environment.

(e) a description of the mitigation measures (including safeguards and contingency plans where relevant) to be undertaken to help prevent or reduce the actual or potential effect.

(f) identification of the persons affected by the activity, any consultation undertaken, and any response to the views of any person consulted.

(g) if the scale and significance of the activity's effects are such that monitoring is required, a description of how and by whom the effects will be monitored if the activity is approved.

(h) if the activity will, or is likely to, have adverse effects that are more than minor on the exercise of a protected customary right, a description of possible alternative locations or methods for the exercise of the activity (unless written approval for the activity is given by the protected customary rights group).

(2) A requirement to include information in the assessment of environmental effects is subject to the provisions of any policy statement or plan.

(3) To avoid doubt, subclause (1)(f) obliges an applicant to report as to the persons identified as being affected by the proposal, but does not:

(a) oblige the applicant to consult any person; or

(b) create any ground for expecting that the applicant will consult any person.

7. Matters that must be addressed by assessment of environmental effects.

(1) An assessment of the activity's effects on the environment must address the following matters:

(a) any effect on those in the neighbourhood and, where relevant, the wider community, including any social, economic, or cultural effects

(b) any physical effect on the locality, including any landscape and visual effects.

(c) any effect on ecosystems, including effects on plants or animals and any physical disturbance of habitats in the vicinity.

(d) any effect on natural and physical resources having aesthetic, recreational, scientific, historical, spiritual, or cultural value, or other special value, for present or future generations.

(e) any discharge of contaminants into the environment, including any unreasonable emission of noise, and options for the treatment and disposal of contaminants

(f) any risk to the neighbourhood, the wider community, or the environment through natural hazards or the use of hazardous substances or hazardous installations.

(2) The requirement to address a matter in the assessment of environmental effects is subject to the provisions of any policy statement or plan.

Set out below are details of the amounts payable for those activities to be funded by fees and charges, as authorised by s36(1) of the Resource Management Act 1991.

Resource Consent Application Fees (from 1 July 2024)

Note that the fees shown below are a deposit to be paid on lodgment of a consent application and applications for exemptions in respect of water measuring devices. The deposit will not usually cover the full cost of processing. the application, and further actual and reasonable costs are incurred at the rate shown in the scale of charges. GST is included in all fees and charges. Costs for applications are typically invoiced at the end of process.

If you wish to make a payment via internet banking, or online, the details are below. Please note the applicants name and 'consent application' should be used as reference when paying the deposit.

For ways to pay, visit: www.orc.govt.nz/consents/ready-to-apply-for-a-consent

Pre-Application Work

We offer a pre-application service to help customers. The costs related to this service include administration, research, meeting time, taking minutes, distribution of meeting notes, and follow up advice. Pre-applications typically require 2-4 hours to complete the above actions. 30 minutes of work carried out by the Consents Planner is free of charge. The remaining work is charged at the relevant staff member's hourly rate in accordance with the fees and charges schedule.

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.

Review of consent conditions

Following the granting of a consent, a subsequent review of consent conditions may be carried out at either the request of the consent holder, or as authorised under Section 128, as a requirement of Council. Costs incurred in undertaking reviews requested by the consent holder will be payable by the consent holder at the rates shown in the Scale of Charges above.

Reviews initiated by Council will not be charged to consent holders.

Compliance Monitoring Charges

Compliance charges may also be applied to any granted consent(s). These can be found via Council's website at: https://www.orc.govt.nz/consents-and-compliance/apply-for-a-consent/fees-and-charges/