CON540: FULL TRANSFER OF A RESOURCE CONSENT

SECTIONS 134-137 RESOURCE MANAGEMENT ACT 1991

TO: Environment Canterbury
P O Box 345
CHRISTCHURCH 8140
Ph: 0800 324 636     Fax: (03) 365 3194

PART A: Consent details

Consent number: 

Transfer of: Whole Resource Consent  

Is the consent currently under review or undergoing a change of conditions:  Yes  No  

Site address: 

Legal description: 

Description of activity authorised by consent (i.e. discharge of human effluent to land): 

Approximate date consent first used (Note: this may be different to the date the consent was granted): 

If you are wanting to partially transfer:

- a Ground/Surface Water consent, please use the form CON541A: Partial Transfer of a Resource Consent to take Ground/Surface Water
- any consent other than a Ground/Surface Water consent please use the form CON541B: Partial Transfer of a Resource Consent (excluding Ground/Surface Water Take)

If your resource consent was not used before its lapse date, it cannot be transferred

Until a correctly completed transfer form is received, consent documents cannot be issued.

Any compliance monitoring charges for work completed up until the date of transfer will be invoiced to the current consent holder.

The transfer will be effective from the date we receive the correctly completed transfer form.

If you need information or assistance please contact Customer Services on 0800 324 636
R E S O U R C E C O N S E N T

Completion Instructions for Part B & C
❖ Please attach a copy of the Certificate of Title for the property this consent relates to in the new consent holders name. Where a Certificate of Title is not supplied and is required for processing of the transfer, Environment Canterbury will obtain a copy (provided a full and accurate legal description is provided) and the cost of this may be charged to you.
❖ If a resource consent requires a partial change of name:
  Part B must contain all names of current consent holders; and
  Part C must contain all names of proposed new consent holders INCLUDING the individual or organisation intending to remain a resource consent holder.
❖ Please note that a request to transfer the resource consent cannot occur without signatures of ALL current consent holders.
❖ If this consent is in the name of a company, and that company has a sole director only, the sole director’s signature must be witnessed. If the company has two (or more) directors, at least two directors of the company must sign.
❖ Anyone who signs as an authorised agent must provide written confirmation from the person they are signing for that they are permitted to do so.

PART B: Current consent holder details (Please ensure all applicable fields are completed)
Surname: ___________________________ All first names (in full): ___________________________ Mr/Mrs/Ms/Miss
Surname: ___________________________ All first names (in full): ___________________________ Mr/Mrs/Ms/Miss
Registered Company name: ___________________________

New
Postal address: ___________________________
Telephone number (work): ___________________________ Mobile number: ___________________________
Telephone number (home): ___________________________ Email: ___________________________

Signature/s of current consent holder/s
_________________________________________________ Date: / /

Print name/s of signatories

Signature of Witness ___________________________ Print Name of Witness ___________________________
(Where applicable)

PART C: New consent holder details (Please ensure all applicable fields are completed)
If this consent is currently under review or undergoing a change of conditions application, I understand the conditions of the consent may change after the transfer has occurred.

Surname: ___________________________ All first names (in full): ___________________________ Mr/Mrs/Ms/Miss
Surname: ___________________________ All first names (in full): ___________________________ Mr/Mrs/Ms/Miss
Registered Company name and number: ___________________________

Current
Postal address: ___________________________
Telephone number (work): ___________________________ Mobile number: ___________________________
Telephone number (home): ___________________________ Email: ___________________________
I prefer to receive invoices by:
☐ Postal address above ☐ Email above ☐ Other address or email (please specify) ___________________________
_________________________________________________ Date: / /

Signature/s of new consent holder/s
_________________________________________________

Print name/s of signatories

Signature of Witness ___________________________ Print Name of Witness ___________________________
(Where applicable)

Terms of Trade
On accepting this transfer please note that the monitoring and administration charges will apply and Environment Canterbury’s Terms of Trade are that all accounts be paid by the 20th of the following month. Should the account remain unpaid within 30 days after the due date, Environment Canterbury reserves the right to refer the account onto a collection agency and any costs incurred in doing this will be passed onto you as the account holder.