

CON540: FULL TRANSFER OF A RESOURCE CONSENT

FOR OFFICE USE ONLY

SECTIONS 134-137 RESOURCE MANAGEMENT ACT 1991

TO: Environment Canterbury
 P O Box 345
 CHRISTCHURCH 8140

Ph: 0800 324 636 Fax: (03) 365 3194

- ☞ 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)
- ☞ Your application must be accompanied with the fixed fee specified [here](#) on Environment Canterbury's website page "How much will my consent cost?"
- ☞ 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**

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): _____

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) _____

 Signature/s of **new consent holder/s** Date: / /

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.