

# CON541B: PARTIAL TRANSFER OF A DISCHARGE 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 partially transferring a resource consent that is a consent to take ground/surface water, please use form CON541A (Partial transfer of Resource Consent to take Ground/Surface water). For all other consented activities please use form CON541C (partial transfer of a resource consent excluding Ground/Surface water take and Discharge).
- There is a fee of \$270 associated with partial transfers of discharges for each part transferred to a new consent holder/s (if different from current holder/s) and must be paid prior to transfer taking place.
- 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 the completed transfer being received 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 further assistance please contact Customer Services on 0800 324 636**

## PART A: Consent details

Consent number: \_\_\_\_\_

Transfer of: Part Resource Consent

Is the consent currently under review:  Yes  No

Please clearly describe which part of the consent is being transferred: \_\_\_\_\_

Please clearly describe which part of the consent is being retained: \_\_\_\_\_

Site address: \_\_\_\_\_

Legal description: \_\_\_\_\_

Description of activity authorised by consent: \_\_\_\_\_

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 above) 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 there is more than one registered director, at least two directors of the company must sign and if there is only one director that director's signature must be witnessed.
- 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 and number: \_\_\_\_\_  
**New** Postal address: \_\_\_\_\_  
 Telephone number (work): \_\_\_\_\_ Mobile number: \_\_\_\_\_  
 Telephone number (home): \_\_\_\_\_ Email: \_\_\_\_\_

Date: / /

\_\_\_\_\_  
**Signature/s of current consent holder/s**

\_\_\_\_\_  
**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, 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/we 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 20<sup>th</sup> 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.