

# CON120: APPLICATION FOR A CERTIFICATE OF COMPLIANCE

(Under Section 139 of the Resource Management Act)

If you need help in filling out this form, please contact our Customer Services staff on (03) 353 9007 or toll free on 0800 324 636. They will be able to provide some general assistance.

Email the completed application to: [ecinfo@ecan.govt.nz](mailto:ecinfo@ecan.govt.nz)  
Or send to Environment Canterbury, PO Box 345, Christchurch 8140

### Definition

A Certificate of Compliance is a certificate issued by a local authority that a particular proposal or activity is a permitted activity in terms of a plan or can be lawfully carried out without a resource consent in respect of any particular location.

### Charges

Your application must be accompanied with the initial fixed charge specified [here](#) on Environment Canterbury’s website page “How much will my consent cost?” The initial fixed charge may not cover all charges related to the auditing of the application. The applicant may be invoiced for additional charges. If an application is declined, all charges must still be paid.

All accounts are payable by the 20th day of the month following the date of invoice. If the account is not paid within 30 days after the due date, our debt collection agent may charge you a fee equal to 25% of the unpaid portion of the account, but no less than \$25.00. Where the total debt collection costs, legal and other costs arising from the collection of any amount owing exceeds the debt collection fee charged, our debt collection agent is also entitled to recover such additional costs. All Environment Canterbury charges must be met by the applicant. This may include time spent discussing issues with the applicant and any other parties involved in the process.

FOR OFFICE USE ONLY

  
  
  

Receipt number:

  

Charges paid:

  

CRC:

Name of person/company/organisation that is paying the initial fixed charge	
Method of payment: internet banking/paid in person at Environment Canterbury office	
Date payment is made	
Payment reference e.g. applicant name	

**Please complete all questions and sign and date the form.**

**1. APPLICATION DETAILS**

**1.1 Applicant(s) details**

Surname:		First names (in full):	
Surname:		First names (in full):	
OR Registered Company name and number:			

Postal address:		Postcode:	
Billing address (if different):		Postcode:	
Phone (home):		Phone (work):	
Phone (cell):		Email address:	
Contact person:			

Are you an Environment Canterbury staff member, an Environment Canterbury Councillor, or a family member of either?  Yes  No

**I prefer to receive invoices by:**

Postal address above  Email Above  Other address or email (please specify) \_\_\_\_\_

**1.2 Consultant/Agents details (if applicable)**

Contact person:		Company:	
Postal address:		Postcode:	
Phone (work):		Cell phone:	
Email address:			

**1.2.1 During the processing of your application who will be the contact person for making decisions?**  Applicant  Consultant / Agent

*Note: All correspondence during the consent application process will be directed to this contact person, unless instructed otherwise. Final decision documents will be sent to the applicant.*

**1.2.2 Who will be the contact person for compliance monitoring matters?**  Applicant  Consultant / Agent

**1.3 Names and addresses of the owner and occupier of the site to which this application relates**

*(You only need to include this information if it is **different** to that of the applicant(s). If you do not own the land to which this application relates to, you will need to provide written approval from the landowner.)*

Owner:		Phone:	
Postal address:		Postcode:	
Occupier:		Phone:	
Postal address:		Postcode:	

**1.4 Location of the proposed activity**

Site address:			
Locality (City/District):		Map reference NZTM:	
Area of property (ha):		Legal description:	

*Note: The legal description can be found on the certificate of title, valuation notice, subdivision plan or rate demand for the site. Please include a copy of one of these with your application.*

**1.5 Consents from local authorities**

**1.5.1 Under which territorial authority is the land situated:**

- |  |                                       |   |                                     |
|--|---------------------------------------|---|-------------------------------------|
| <input type="checkbox"/> Ashburton DC    | <input type="checkbox"/> Kaikōura DC  | <input type="checkbox"/> Timaru DC      | <input type="checkbox"/> Waitaki DC |
| <input type="checkbox"/> Christchurch CC | <input type="checkbox"/> Mackenzie DC | <input type="checkbox"/> Waimakariri DC |                                     |
| <input type="checkbox"/> Hurunui DC      | <input type="checkbox"/> Selwyn DC    | <input type="checkbox"/> Waimate DC     |                                     |

Do you require consent from the local authority for this proposal?

*Note: You may need to consult with the relevant local authority to determine this.*

- Yes  No

**If yes**, please list:

If a consent is required from the District or City Council, have you applied for it?

- Yes  No

**If yes**, what is the consent number and status?

Please list any permitted activities under the District or City Plan that are part of the proposal to which the application relates:

**1.5.2 Do you require consent from the local authority for this proposal?**

*Note: You may need to consult with the relevant local authority to determine this.*

- Yes  No

**1.5.3 If yes, please list:**

**1.5.4 If a consent is required from the District or City Council, have you applied for it?**

- Yes  No

**1.5.5 If yes, what is the consent number and status?**

**1.5.6 Please list any permitted activities under the District or City Plan that are part of the proposal to which the application relates.**

**2 PRE-APPLICATION ADVICE**

**2.1 Have you received any advice from Environment Canterbury prior to lodging this application?**

Yes  No

**2.2 If yes, please list the pre-application number if known:**

*E.g. RMA165897. This number should be provided to you by the Consents Planner or Customer Services.*

**2.3 Please list any pre-application meetings or advice (verbal and/or written) you have had with Environment Canterbury below:**

Type of advice	Brief details, including who provided the advice and the date
<input type="checkbox"/> Meeting(s)	
<input type="checkbox"/> Verbal advice	
<input type="checkbox"/> Written advice	
<input type="checkbox"/> Other (e.g. submitted draft application / AEE)	

**3 DESCRIPTION OF THE PROPOSAL**

Please describe fully the proposal for which consent(s) are being sought. Include details of activities associated with the proposal to which this application relates. Attach additional information as necessary – for example plans, diagrams etc. that will help to describe the activity.

**4 LEGAL AND PLANNING MATTERS**

**4.1 Please classify the proposal against the relevant rule(s) in the relevant regional plan**

4.1.1 Which regional plan does this activity fall under?

4.1.2 Please list the relevant rule(s) of this plan:

**4.2 Please provide a full assessment of the proposal against the above rule(s), including an assessment against each condition of the rule(s)**

**4.3 If there are no relevant rules permitting to this activity, please explain why the activity does not require resource consent from Environment Canterbury.**

**5 ADDITIONAL NOTES TO APPLICANTS**

The information you provide with your application, which includes all associated reports and attachments, is official information. It will be used to process your application and, together with other official information, assist in the management of the region’s natural and physical resources. Access to information held by Environment Canterbury is administered in accordance with the Local Government Official Information and Meetings Act 1987, and Privacy Act 1993. Your information may be disclosed in accordance with the terms of these Acts. Public access is also provided to consent information via Environment Canterbury’s website. *Environment Canterbury may withhold access to information in certain circumstances.* It is therefore important you advise Environment Canterbury *about any concern you may have about disclosure of any of the information, which includes all associated reports and attachments, you have provided in this application (e.g. protection of personal information, trade secrets, commercially sensitive material, information which, if released, may cause serious offence to tikanga Maori, or any other information you consider should not be disclosed. While Environment Canterbury may still have to disclose information under the above legislation, it can consider any concern you wish to raise.*

Please describe any concerns here:

**6 APPLICANT SIGNATURE AND DATE**

I/we **have read** all of the information on this application form and I understand all of the notes and I understand that I am liable to pay all actual and reasonable charges relating to the processing of this application.

I/we **also understand** that if the application is granted, I will be liable to pay all actual and reasonable charges related to compliance monitoring of the consent.

I/we **also agree** to advise Environment Canterbury if any of my/our contact details change.

Signature of applicant

Date

Full name of person signing – please print

Signature of **applicant**

Date

Full name of person signing – please print

**or Duly Authorised Person**

**Note: Environment Canterbury must have written authorisation to process your consent application. Both the consultant (if used) and the applicant must sign this section.**

- Where there are multiple people applying for consent, all persons must sign this form.
- If a company is the applicant, at least one director must sign this form.
- Anyone else who is applying for consent on behalf of another person, group of people or a company (e.g. a manager applying on behalf of a company) can sign this form and submit the application. However, written authorisation from the persons or company on behalf of which the consent is being applied for must be supplied with this application.

**7 CONSULTANT SIGNATURE AND DATE**

Signature of **consultant**

Date

Full name of person signing – please print

**CHECKLIST**

Please ensure you:

- Complete all parts of this application form.
- Include a site plan.
- Include a copy of the certificate of title, rates demand, subdivision plan or valuation notice for the site your application relates to.
- Sign and date this application form (both applicant and consultant if one is used).
- Include the appropriate charge as set out in the “Summary of Resource Consent charges”.