

CON121: APPLICATION FOR A CERTIFICATE OF EXISTING USE

Section 139A Resource Management Act 1991

How to apply

Please complete this application form and email it, and supporting documentation less than 10Mb in size, to mailroom@ecan.govt.nz

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

OR:

Send the completed application to: *Environment Canterbury, PO Box 345, Christchurch 8140.*

FOR OFFICE USE ONLY	
Receipt number:	
Charges paid:	CRC:

Definition

A Certificate of Existing Use is a certificate issued by a local authority which allows certain existing lawful activities, which require a consent as a result of a rule in a proposed or operative plan, to continue.

Charges

Your application must be accompanied with the fixed charge specified [here](#) before your application is processed. 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.

Part A: Application Details

1. Name and address of applicant(s):

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

Postal address:	Postcode:
Phone (home):	Phone (business):
Fax (home):	Fax (business):
Email:	Cellphone:
Contact person:	

You must declare by ticking this box if you are an Environment Canterbury staff member, an Environment Canterbury Councillor, or a family member of either.

2. Consultant/Agents details (if applicable):

Contact person:			
Company:			
Postal address:			Postcode:
Email:			
Phone:		Cell Phone Number:	

During the processing of your application who will be the contact person for making decisions? Applicant Consultant / Agent
Note: All correspondence during the consent investigation process will be directed to this contact person, unless instructed otherwise. Final decision documents will be sent to the applicant.

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

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))

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

4. The location of the site to which this application relates:

Site address:	
Locality:	
Legal description:	
Map reference:	

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.

5. Under which District Council or City Council is this site located?

- | | | | |
|------------------------------------------|---------------------------------------|-----------------------------------------|-------------------------------------|
| <input type="checkbox"/> Ashburton DC | <input type="checkbox"/> Kaikoura 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 | |

Have you consulted with the appropriate District or City Council to determine whether you need a consent from them for this activity?

- Yes No

If yes, what was their response?

- If a consent is required, have you applied for it? Yes No

PART B: LOCATION DETAILS

1. Please attach a map clearly showing where the activity occurs and any relevant engineering design plans, if applicable.
2. Site address:
3. Legal description:
4. Map reference: *(if known)*

PART C: ACTIVITY DETAILS

5. Detailed description of the activity for which certificate is sought:

6. **Please provide details of the rule(s) in the relevant operational and proposed Environment Canterbury plans which permit the activity.** For each condition of the rule(s) please provide information to demonstrate how the activity or activities complies with the conditions.

You can find a copy of Environment Canterbury's resource management plans [here](#)

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

PART D: SIGNATURE AND DATE

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

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

Signature of consultant

Date

Full name of person signing – please print

Signature of applicant

Date

Full name of person signing – please print

***Note: Both the consultant (if used) and the applicant must sign this section.

CHECKLIST

Have you remembered to?

- Complete all the details set out in Part A of this application form.
- Include a site plan, clearly showing where the activity will occur and any relevant engineering design plans if applicable.
- 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.
- Include the appropriate fixed charge as set out [here](#)