

# CON541C: PARTIAL TRANSFER OF A RESOURCE CONSENT (EXCLUDING GROUND/SURFACE WATER TAKE & DISCHARGE)

FOR OFFICE USE ONLY

Sections 134-137 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](mailto: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.*

- Y If you are partially transferring a resource consent that is a consent to take ground/surface water, please use form CON541A (Partial transfer of a resource consent to take ground/surface water) or for a partial transfer of a discharge consent, please use form CON541B (for partial transfer of a discharge consent)
- Y Your application must be accompanied with the initial fixed charge specified [here](#) on Environment Canterbury's website page "How much will my consent cost?"
- Y If your resource consent was not used before its lapse date, it cannot be transferred.
- Y Until a correctly completed transfer form is received consent documents cannot be issued.
- Y Any compliance monitoring charges for work completed up until the date of transfer being received by Environment Canterbury will be invoiced to the current consent holder.
- Y The transfer will be effective from the date we receive the correctly completed transfer form.

**If you need any information or 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 or undergoing a change of conditions:  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 and C:**

- Y Please attach a copy of the Certificate of Title for the property this consent relates to in the new consent holder's 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 may be charged to you.
- Y 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.
- Y Please note that a request to transfer the resource consent cannot occur without signatures of ALL current consent holders.
- Y 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.
- Y 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): \_\_\_\_\_

Surname: \_\_\_\_\_ All first names (in full): \_\_\_\_\_

Registered Company name and number: \_\_\_\_\_

**New** Postal address: \_\_\_\_\_

Telephone number (work): \_\_\_\_\_ Mobile number: \_\_\_\_\_

Telephone number (home): \_\_\_\_\_ Email: \_\_\_\_\_

\_\_\_\_\_  
**Signature/s of current consent holder/s (refer above for signing instructions)** 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, I understand the conditions of the consent may change after the transfer has occurred.**

Surname: \_\_\_\_\_ All first names (in full): \_\_\_\_\_

Surname: \_\_\_\_\_ All first names (in full): \_\_\_\_\_

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 (refer above for signing instructions)**

**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.