

What is a resource consent?

A resource consent is required if you are proposing to build a structure and/or carry out an activity that does not comply with one or more of the 'permitted activity' rules in the District Plan. Any proposed activity or structure requires land use or subdivision consent unless it is a permitted activity and fully complies with all the relevant rules in the District Plan.

What does 'activity status' mean?

The District Plan divides activities into categories as follows:

- Permitted Activity
- Restricted Discretionary Activity
- Non-complying Activity
- Controlled Activity
- Discretionary Activity
- Prohibited Activity

The differences between them are:

- Whether or not a resource consent application is required, and
- How the application is assessed by Council, whether the consent may be released and what conditions could be imposed on the consent.

How do I prepare a resource consent application?

To start with you will need to figure out what the activity status of your proposal would be under the provisions of the District Plan. In order to find this out you will need to know the address and zoning of the land on which the activity is to be carried out.

If you have a Land Information Report (LIM) this will identify the zoning of your property. You can use the on-line maps on our website at whakatane.govt.nz or contact Council's Duty Planner. Alternately you can speak to your resource management professional (a planning consultant or surveyor) who can usually obtain this information for you.

What is a pre-application meeting?

A pre-application meeting is helpful, particularly if you are unfamiliar with the consent process. You can organise an appointment with Council's Duty Planner. To do this you need to phone the Council to book a meeting (contact details on back).

You will need to bring with you:

- Preliminary site plans, floor plans and elevation drawing for the activity
- The road address of the land where the proposed activity would occur.

The matters that can be addressed in such a meeting are:

- Confirm whether you will actually need resource consent by determining the activity status under the District Plan
- Provide the relevant assessment criteria of the District Plan that need to be addressed by you in your application
- Determine the fee required to lodge the application
- Identify the minimum information requirements to accompany the application
- Explain the general resource consent process and the statutory timeframes for processing the application
- Identify properties and people that may be affected by your proposal.

What information should I include with my application?

Usually, the better you can explain your proposal – the how, when, where and why – the easier it will be to make a determination on your application. The obvious information requirements are certificates of title, site plans, elevation plans etc. Please refer to *Planning Information Sheet #2 – Resource Consent Information Requirements* for a more detailed list.

What is an Assessment of Environmental Effects (AEE)?

Under the provisions of the Resource Management Act 1991, a Council may only grant resource consent if it is satisfied that the effects on the environment actually or potentially resulting from a proposal will be no more than minor. As the RMA legislation is 'effects based' it is important that the Council has a good understanding of the likely environmental effects of your proposal. Accordingly, **every resource consent application must be accompanied by an AEE**. For more detailed information on how to prepare an AEE refer to *Planning Information Sheet #3 – Assessment of Environmental Effects (AEE)*.

How do lodge my application?

You can:

- Apply via the resource consent section of the Council website;
- e-mail it to us at planning@whakatane.govt.nz ;
- deliver your application to any of our Council offices in person; or
- mail the documents to Chief Executive, Whakatāne District Council, Private Bag 1002, Whakatāne 3158;

(If you want to use one of electronic lodgement options and your file is larger than 10MG please contact the planning team first)

What happens once my application is received?

The application is checked by a Planning Officer to make sure that all the required information and the appropriate fixed charge application fee have been submitted. If any information is missing or inadequate, Council can reject the application by returning all the submitted documents to you. The Council may do this pursuant to Section 88 of the RMA. When an application is rejected in this manner it will always be accompanied by a letter stating the additional information/payment that is required. If the information and fee payment is appropriate, the consent will be lodged and you will be sent an acknowledgement letter outlining the consent reference number and the name of the Handling Officer, and processing of the application then begins.

Will my application be notified?

Council is required to undertake a comprehensive effects-based assessment when making decisions whether or not to notify applications. It must be satisfied that the effects of your proposal will be minor or no more than minor and who may be affected by it. As well as this, under the law, Council **must not** to notify some activities and it is mandatory for it to notify others. The decision to notify or note is outlined in further detail in *Planning Information Sheet 5 – Whether an application is notified or not*

How long does it take to process my resource consent?

The Council has 20 working days to process a standard resource consent application and 10 working days to process fast track applications. This timeframe is often put on hold or extended when the Council asks for further information or if the Council gives notice that it is extending the usual timeframe.

If an application is to be notified that timeframe is extended quite considerably to allow interested parties to make submissions, and to thereafter hold a hearing and to carry out deliberations before a decision is issued. In the case of a fast track application, if notification becomes necessary, it no longer qualifies for the fast track process and is transferred into the standard processing timeframes.

The decision is issued in writing and a signed copy is released and mailed to the applicant (or their agent if specified on the application form) once any outstanding application fees have been settled.

Who can provide me with more information on the resource consent process?

If you have any questions please call Council's Duty Planner. 07 306 0500