

Notice of surrender of a resource consent

Section 138 Resource Management Act 1991

Submit this form online at: onlineservices.ccc.govt.nz; or

Email to: resourceconsentapplications@ccc.govt.nz; or

Deliver to: Resource Consents Unit, Christchurch City Council, 53 Hereford Street, Christchurch; or

Send to: Resource Consents Unit, Christchurch City Council, PO Box 73013, Christchurch Mail Centre, Christchurch, 8154

For enquiries phone: (03) 941 8999 or email DutyPlanner@ccc.govt.nz

About this form

This form is used where a consent holder wishes to surrender an existing resource consent under section 138 of the Resource Management Act 1991.

A processing fee must be paid before your request will be considered (refer Resource Management [Fee Schedule](#)). An invoice will be issued when the application has been received.

1. Details of the consent to be surrendered

RMA number:	
Site address:	
Legal description:	

I wish to surrender this resource consent: *(please tick one)*

- ☐ In whole
- ☐ In part only, as per the explanation provided in section 5 of this form.

2. Consent holder details

Please note that the applicant (consent holder) is responsible for the fees associated with this application, unless specified otherwise in Section 4. Where there is an agent, it is the Council's practice to communicate with both the agent and the applicant.

Full name (including middle name):			
OR			
Registered Company / Trust / Organisation name:			
Contact person / Trustee names:			
Landline:		Mobile :	
Email:			
Postal Address:			

3. Agent details

Name of Agent:			
Name of firm:			
Landline:		Mobile :	
Email:			
Postal Address:			

4. Invoicing details

The invoice for the processing fee is to be made out to:

- ☐ Consent holder *(Their full details must be provided in section 2 above)*

☐ Agent☐ Other (specify below)

5. Explanation for partial surrender

Note: This section does not need to be completed if the whole consent is being surrendered. Use additional pages if necessary.

6. Declaration

I confirm that I am the holder of this resource consent or am authorised to act on behalf of the consent holder.

I have completed all relevant sections of this form and I understand that it may be returned as incomplete if it does not include all of the necessary information.

All of the information provided with this notice is, to the best of my knowledge, true and correct. I understand that all information submitted as part of an application is required to be kept available for public record, therefore the public (including business organisations, media and other units of the Council) may view this application, once submitted. It may also be made available to the public on the Council's website. If there is commercially sensitive information in your notice please let us know.

Signature of consent holder (or person authorised to sign on behalf of consent holder):

If you are signing this application on behalf of a company/trust/other entity, you are declaring that you are duly authorised to sign on behalf of that entity. Please also ensure the applicant is aware that their personal information is being provided to the Council as part of this application.

Privacy information

The Council is subject to the Privacy Act 2020. For a full privacy statement see: <https://ccc.govt.nz/the-council/how-the-council-works/privacy-statement/>. If you would like to request access to, or correction of, your details, please contact us.