

Application to change or cancel resource consent condition(s)

Resource Management Act 1991 – Form 10

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 for an application to change or cancel a condition of an existing resource consent under section 127 of the Resource Management Act, or to vary or cancel a condition specified in a subdivision consent notice under section 221(3). It must be accompanied by plans and other supporting information.

A deposit is required to be paid before processing will commence (refer Resource Management [Fee Schedule](#)). An invoice will be issued when the application has been received.

Applications are checked for completeness prior to acceptance. Please ensure that you have compiled your documents carefully to avoid delays accepting your application.

Please also refer to the important information contained in Sections 10 and 11 of this form.

1. Pre-application discussions

Have you had a pre-application meeting or discussions with any Council staff about this proposal?

☐ Yes

☐ No

If yes, what was the name of the planner or other staff member(s)?

Date of pre-application meeting (if applicable):

Meeting reference number:

2. Type of application

This application is for:

☐ Change/cancellation of condition(s) under section 127

☐ Variation/cancellation of consent notice condition under section 221(3)

RMA number for the consent to which the condition relates:

3. Application site

Street address:

Legal description:

☐ I have provided a Record of Title less than 3 months old, including a copy of any consent notice, covenant or other encumbrance to which the Council is a party. Note: These can be obtained from Land Information New Zealand:
<https://www.linz.govt.nz/land/land-records/order-copy-land-record/land-record-order-form>

OR

☐ If it is needed for the processing of this application, I request that the Council obtain a copy of the Record of Title and any relevant encumbrances from Land Information New Zealand.

4. Applicant details

Please note that the applicant is responsible for the fees associated with this application, unless specified otherwise in Section 6. 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:			
The applicant is the:	☐ Owner	☐ Occupier	☐ Lessee
	☐ Prospective purchaser	of the application site	
☐ Other (please specify):			

5. Agent details

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

6. Invoicing details

All consent-related invoices are to be made out to:

☐ Applicant (Their full details must be provided in section 4 above)

☐ Agent

☐ Existing 'on-account' customer Account customer name:

☐ Other (specify below)

Name:	
Email:	
Postal Address:	

Note: Any refunds will be paid to the receipted name.

7. Proposed change / cancellation

Describe the proposed change or cancellation, including condition number(s) and reasons. Attach a copy of the resource consent or consent notice, and any other supporting information:

8. Draft conditions

Would you like to review the draft condition changes prior to a decision being made, and do you agree to the application being placed on hold while you review them?

☐ Yes☐ No

9. Assessment of effects

Assessment of any effects on the environment, in accordance with Schedule 4 of the Resource Management Act 1991. This section must be completed to a level of detail that corresponds with the scale and significance of the effects that the proposed change or cancellation of the condition may have on the environment: *(use additional pages if necessary)*

10. Declaration

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

I understand that the fees paid on lodgement are a deposit only, and that the Council will invoice all costs actually and reasonably incurred in processing this application.

All of the information provided with this application 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 application please let us know.

Signature of Applicant (or person authorised to sign on behalf of applicant):

Date Print name

If you are signing this application on behalf of a company/trust/other entity (the applicant), you are declaring that you are duly authorised to sign on behalf of the applicant to make such an application. 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.

11. Fee information

The required deposit must be paid before processing of the application will start. A further invoice will be issued when processing has been completed if the cost of processing exceeds the deposit paid. If the processing cost is less than the deposit a refund will be issued to the person who paid the fee.

Where the application fee is to be charged to an account holder no deposit is required. Instead the actual fees will be invoiced on completion of processing.

Interim invoices may be issued on a monthly basis, including where the applicant is an account holder.

The Resource Management Fees Schedule can be viewed at: <https://ccc.govt.nz/consents-and-licences/resource-consents/resource-management-fees/>

DEBT RECOVERY – Where an invoiced amount has not been paid by the stated due date, the Council may commence debt recovery action. The Council reserves the right to charge interest, payable from the date the debt became due, and recover costs incurred in pursuing recovery to the debt.

DEVELOPMENT CONTRIBUTIONS – Your development, if granted, may also incur development contributions under the Local Government Act 2002 in accordance with the Council's Development Contributions Policy. Any development contributions payable will be invoiced to the applicant.

12. Additional notes for the applicant

1. The written approval of persons the Council considers may be adversely affected by the proposal may be required as part of the application, if it is to be processed on a non-notified basis. This will be determined after the application has been lodged and assessed, and a site visit carried out.
2. Consultation with neighbours and other affected persons is at the discretion of and is the responsibility of the applicant.
3. The costs incurred in receiving and checking incomplete applications are invoiced to the applicant. To avoid delays and cost please ensure that you submit a complete application.
4. If further information is required after your application is accepted, you will be advised as soon as possible and processing of the application will be suspended until the information is received.
5. Please make sure all of the information supplied is accurate. Inaccurate information can cause difficulties at a later date, such as additional costs, delays and legal proceedings initiated by the Council and/or by other persons.
6. For applications granted under section 221(3), the Council will issue a certificate confirming that the condition specified in the consent notice has been varied or cancelled, for your registration with Land Information New Zealand.