

Outline plan of work on designated land or Request for outline plan waiver

Section 176A 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 by a requiring authority to submit an outline plan, or request a waiver of the need to submit an outline plan, for a public work, project or work to be constructed on designated land, under section 176A of the Resource Management Act 1991. It must be accompanied by plans and other supporting information.

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

1. Pre-application discussions

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

☐ 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. Application type

This application is for: ☐ Outline plan of works

☐ Request for outline plan waiver

3. Site and designation details

Street address:

Legal description:

Requiring authority:

Designation name and purpose:

4. Requiring authority details

Please note that the requiring authority is responsible for the fees associated with this application, unless specified otherwise in Section 6.

Name:

Landline:

Mobile :

Email:

Postal Address:

5. Agent details

Name of Agent:

Name of firm:

Mobile :

Email:

Postal Address:

6. Invoicing details

All invoices are to be made out to:

- ☐ Requiring authority *(Their full details must be provided in section 4 above)*

- ☐
- Agent

- Account customer name:

- ☐
- Other (specify below)

Name:

Email:

Postal Address:

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

7. Proposed work

Description of the proposed work:

The following information must be attached or included:

- ☐ Plans and information showing (where relevant):

- The height, shape and bulk of the public work, project or work; and
- the location on the site of the public work, project or work; and
- the likely finished contour of the site; and
- the vehicular access, circulation, and the provision for parking; and
- the landscaping proposed; and
- any other matters to avoid, remedy, or mitigate any adverse effects on the environment.

- ☐ Information addressing the conditions imposed on the designation (if there are any conditions).

8. Declaration

I have completed all relevant sections of this form and I understand that this 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.

Requiring authority signature (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.

9. Fee information

The required deposit must be paid before processing 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.