

Amendments within the scope of an existing resource consent

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 to request minor amendments to approved resource consent plans, where the amendments are within the scope of the consent granted.

Amendments that are not within the scope of the consent will require either an application for a change or cancellation of conditions under section 127 of the Resource Management Act, or a new resource consent. If this is the case, the planner will let you know once they have reviewed your proposed amendments.

A deposit for the processing fee is not currently required for this request. An invoice for the actual costs will be issued once processing is complete, based on the time taken.

1. Pre-application discussions

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

☐ Yes

☐ No

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

2. Consent details

RMA number:

Date of issue of the consent:

Site address:

3. Applicant (consent holder)

Please note that the applicant is responsible for the fees associated with this application, unless specified otherwise in Section 5. 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:

4. Agent details

Name of Agent:

Name of firm:

Landline:

Mobile :

Email:

5. Invoicing details

Invoices are to be made out to:

- ☐ Applicant *(Their full details must be provided in section 3 above)*

☐ Agent

Account customer name:

☐ Other (specify below)

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

6. Proposed amendments

Describe the proposed amendments, itemising all of the areas where the amended plans differ from the approved consent plans. Attach a copy of the amended plans and any other supporting information and any other supporting information:

7. 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 Council will invoice all costs actually and reasonably incurred in processing this request. The Resource Management Fees Schedule can be viewed at: <https://ccc.govt.nz/consents-and-licences/resource-consents/resource-management-fees/>

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):

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.

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.