

Request for a section 226, 241 or 243 certificate

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 to request a certificate under section 226, 241 or 243 of the Resource Management Act 1991.

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.

1. Request details

This request is for:

☐ Section 226 - Certification to allow a certificate of title to be issued for a separate allotment

☐ Section 241 - Cancellation of amalgamation condition

☐ Section 243 - Surrender of easement

RMA number for the consent to which the request relates (if known):

Describe what is proposed, including reasons (use additional pages if necessary). Attach a copy of the deposited plan and any other supporting information.

Have you had any pre-application discussions with Council staff about this request?

☐ Yes

☐ No

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

2. Site address

Street address:

Legal description:

3. Applicant details

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

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):			

4. Agent/Surveyor details

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

5. Invoicing details

Invoices are to be made out to:

☐ Applicant *(Their full details must be provided in section 3 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.

6. 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.

7. 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 for all applications, 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.