

# Guidelines for Making a Resource Consent Application (Land Use)



**If you would like any further information, advice or help in preparing an application for a land use resource consent, please contact:**

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You must apply for resource consent before you start to build or begin an activity, if what you want to do is listed as a "controlled", "discretionary" or "non-complying" activity in the District Plan.

Upon receipt of your completed application, it will be considered in terms of whether the effects of your proposal are likely to be minor or not. If the adverse effects are not considered to be minor, then the application will be publicly notified. The following information is required in order to properly assess your proposal:

**1. Written Statement Of Intent**

What is the background and purpose of the application?

Detail type, size and locality. What is the principal use/activity?

What other activities (or associated) are to be undertaken on-site?

What type of clientele do you intend to cater for?

Why should the application be granted?

**2. Statement of the Scale of the Proposal**

What days and times do you intend to operate?

How many staff are to be employed?

How many people are to be accommodated on this site at any one time?

**3. Site Plan of the Property**

Show the location of the site and its boundaries drawn in a metric scale.

Show all existing and proposed buildings, as well as their relationship to site boundaries. Indicate the current and/or proposed uses of the buildings.

**4. Floor Plans of Building(s)**

Show the existing and/or proposed floor plans of the building(s) and indicate uses of each area.

**5. Elevations Of Building(s)**

Show clearly the external appearance of any existing (and proposed) buildings and heights relative to ground level.

**6. Parking and Loading Site Plan**

Show any existing (and/or proposed) entrances, public and staff parking, loading and manoeuvring areas.

**7. Vehicle Movements**

Provide a statement outlining the estimated or anticipated number of visits to the site, and the types of vehicles (ie, courier van, minibus), likely to be generated due to the proposed activity.

**8. Noise And/Or Odours**

Detail any specific activities that are likely to create noise and/or odours.

**9. Signs**

Detail of the location, wording, size and construction of any proposed signs.

**10. Hazardous Substances**

Provide a detailed list of any existing (or proposed) hazardous substances to be stored and/or used on-site.

**11. Affected Parties Consent**

Written approval is required from every person who may be affected by the granting of your consent. Their written approval shall be on Council's standard form and shall include the signature of that person on the plans of the proposed application. This may include the consent of your neighbours, both owners and occupiers, Transit New Zealand (if property fronts a highway), Environment Waikato, or an Iwi authority. If not all written consents can be obtained, Council is still able to assess your proposal.

**12. Assessment Of Environment Effects**

This needs to be prepared in accordance with the 4<sup>th</sup> Schedule of the Resource Management Act 1991. Before responding to the questions, you will need to consider the following:

- (a) *Any effect on those in the neighbourhood and, where relevant, the wider community including any socio-economic and cultural effects:*
- (b) *Any physical effect on the locality, including any landscape and visual effects:*
- (c) *Any effect on ecosystems, including effects on plants or animals and any physical disturbance of habitats in the vicinity:*
- (d) *Any effect on natural or any physical resources having aesthetic, recreational, scientific, historical, spiritual, or cultural, or other special value for present or future generations:*
- (e) *Any discharge of contaminants into the environment, including any unreasonable emission of noise and options for the treatment and disposal of contaminants:*
- (f) *Any risk to the neighbourhood, the wider community, or the environment through natural hazards or the use of hazardous substances or hazardous installations.*

- Will your proposal have a significant adverse effect in the environment?

If so, you will need to describe possible alternative locations, or alternative methods for undertaking the activity.

- Will there be actual or potential effects on the environment?

If so, what are they? For example: increased traffic; increased noise; commercial business or industrial activity in residential neighbourhood.

- Will you be using hazardous substances and installations?

If so, you will need to provide an assessment of any risks to the environment, which are likely to arise from such use.

- Does the activity include the discharge of any contaminant?

If so, you will need to describe the nature of the discharge, and sensitivity of the proposed receiving environment to adverse effects, and any possible alternative methods of discharge, including discharge into any other receiving environment.

- How do you intend to avoid, remedy, or mitigate any actual or potential effects?

Describe any proposed safeguards and contingency plans to be undertaken to help prevent or reduce effects.

- What consultation have you undertaken with those persons interested in or affected by your proposal?

Detail your methods of consultation, what were the views of those consulted and what is your response to those views.

- If monitoring is required of your activity, describe how your activity will be monitored once the proposal is approved. What effects will need to be monitored and by whom?