

INFORMATION REQUIREMENTS FOR RESOURCE CONSENT APPLICATIONS GENERAL

When submitting your application to the Northland Regional Council “the council” for a resource consent, you need to ensure that sufficient information is supplied in support of your application.

The council has specific AEE forms to help you supply the required information for various types of activities.

If your proposed activity is not associated with a specific AEE, please ensure all the relevant questions are answered fully in AEE 11 – General. Supplying this information will enable council staff to assess your application in terms of the Resource Management Act 1991, and any relevant resource management plans.

If all the necessary information is not supplied with the application then the council may return your application or request further information (pursuant to Section 92 of the Resource Management Act 1991). This will lead to delays in the processing of your application.

If the effects of the proposed activity are minor, then the council is likely to process your application without public notification provided written approvals are gained from all parties that may be adversely affected by the activity. Details of the consultation required are presented later in this document.

If you are unable to supply the necessary written approvals from the affected parties, or if the effects of the activity are more than minor, then the council must publicly notify the application. This can result in significant delays in the processing of your application and additional processing costs.

It is advised that you make an appointment with an appropriate council officer to discuss your application prior to lodging it. This will help you supply all the required information at the onset and ensure the efficient processing of your application.

The following information relates to the questions asked in AEE 11 – General, and is provided to assist you with answering the questions.

A – Description of the Proposed Activity

Question A.1

Provide a clear and detailed description of the proposed activity. Consider what you propose to do, “when”, “why” and “how”.

Use extra sheets of paper for this section if necessary.

Question A.2

Please note that it is important to supply a map or an aerial photograph that clearly shows the location of the proposed activity, and the surrounding environment. The map may be hand drawn, however, accurate distances must be provided. The map should also include a scale and indicate where north is.

If the proposed activity involves any buildings or structures then plans drawn to relevant detail and scale must also be attached to the application form.

B – Actual and Potential Effects on the Surrounding Environment

In this section you need to consider what the effects your proposed activity will have on the environment. The word “environment” includes the surrounding water bodies (including coastal water), adjoining land, surrounding resource users, and local iwi.

The degree of detail required in this section is in proportion to the scale of the environmental effects of your proposal. If the size of your proposed activity or the scale of the potential effects is significant, a report by a professional advisor in support of your application will be required.

C – Positive Effects

Please outline any benefits that your proposed activity will have. These may include environmental, economic or social benefits.

D – Monitoring

The amount of monitoring likely to be required will depend on a number of factors such as the size of your proposed activity and the potential effects on the surrounding environment.

If you are granted a resource consent, it is likely that monitoring the effects of the proposal will be required. Depending on the complexity of your activity, you may need to hire experts, or the council may monitor on your behalf.

E – Affected Parties

Applicants are required to identify anyone who may be affected by your proposed activity.

The Resource Management Act encourages you to discuss your proposal with any individuals or organisations which may be affected. You should fully disclose your proposal. This will help avoid any difficulties later.

The council can advise you of those parties considered to be “affected” and can also supply you with a list of appropriate iwi contacts to consult with.

Please attach copies of any written record of consultation undertaken and any written approvals from affected parties to the Application form.

You must provide written approval from all potentially affected people or organisations to avoid public notification of your application (refer to the front page).

F – Mitigation of Effects on the Surrounding Environment

The Resource Management Act requires applicants to describe any actions they propose to take to reduce the effect of their proposed activity on the environment or any potentially affected party/person. These mitigation measures are taken into account when the resource consent application is processed.

Examples of mitigation measures are:

- providing a large separation distance between an activity and potentially sensitive environments (i.e. a contaminate discharge and surface waters.)
- carrying out an activity during a period when the effects are likely to be limited.

If you have any queries relating to information requirements, please contact the Duty Planner at the Northland Regional Council.

Northland Regional Council offices:

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