



# WAIROA DISTRICT COUNCIL

## REGULATORY DEPARTMENT

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🌐 [www.wairoadc.govt.nz](http://www.wairoadc.govt.nz)  
📮 PO Box 54, Wairoa 4160, Hawke's Bay  
🏠 Coronation Square, Queen Street, Wairoa

### APPLICATION FOR DEEMED PERMITTED BOUNDARY ACTIVITY

The information you provide on this form (9A) is required so that your application can be processed under Section 87BA and/or 87BB of the Resource Management Act 1991 and may also be used in statistics collected and provided to the Ministry for the Environment and Wairoa District Council. The information will be stored on a public register and may be made available to the public on request or on the company's or the Council's websites.

#### Completing this form

This form provides us with your contact details and details about your proposed activity. It also explains the effects of your proposed activity on the environment. Please take note that all the information provided in your application is publicly available information.

We recommend that you talk your proposal through with Council's planning staff before you fill in this form. You should also contact us if you are unsure what forms you should be using, or if you need help with filling in certain aspects of any form. We can be contacted on (06) 8387309.

**Please answer all questions fully.**

#### Fees

A fee is required before your application will be processed. For information on fees and charges please go to [www.wairoadc.govt.nz/services/planning-and-resource-consents/resource-consents](http://www.wairoadc.govt.nz/services/planning-and-resource-consents/resource-consents). Please note that the Wairoa District Council recovers the full cost of processing applications from the applicant in accordance with Section 36 of the Resource Management Act 1991.

#### Applicant

Applicant's Full Name / Company / Trust \_\_\_\_\_  
All trustee names (if applicable) \_\_\_\_\_  
Contact Name (if company or trust) \_\_\_\_\_  
Postal Address \_\_\_\_\_ Post code \_\_\_\_\_  
Email Address \_\_\_\_\_  
Phone Number \_\_\_\_\_

The Applicant is

- Owner                       Prospective Purchaser (of the site to which the application relates)  
 Occupier                     Lessee                      Other (please specify) \_\_\_\_\_

#### Correspondence Details *(if you are acting on behalf of the applicant, eg. agent, consultant or architect)*

Name & Company \_\_\_\_\_  
Phone Number \_\_\_\_\_  
Email Address \_\_\_\_\_  
Postal Address \_\_\_\_\_ Post code \_\_\_\_\_

### Invoicing Details *(The invoices will be sent to this postal address or email.)*

Please provide an email AND full address.

Phone Number \_\_\_\_\_

Email \_\_\_\_\_

Postal Address \_\_\_\_\_

Post Code \_\_\_\_\_

### Details of Site

Address/Location to which this application relates \_\_\_\_\_

Legal Description (can be found on the Record of Title or Rates Notice - e.g Lot x DP xxx (or valuation number)) \_\_\_\_\_

District Plan Zone(s) \_\_\_\_\_

### Pre-application Meeting

Have you had a pre-application meeting with the Wairoa District Council?

Yes

No

If 'yes' provide the reference number and/or name of the staff member involved \_\_\_\_\_

### Description of the Proposal

Consent is needed to

### Information Required to be Submitted

To be accepted for processing your application should include the following:

- A description of the activity.
- Record of title** (certificate of title) for the property (no more than 3 months old) and copies of any **consent notices and covenants** (can be obtained from Land Information NZ at <https://www.linz.govt.nz>).
- A plan (drawn to scale) of the site at which the activity is to occur, showing the height, shape and location of the proposed activity. Where this is for boundary activities, these plans need to show the affected boundaries and be signed by each neighbour with an infringed boundary.
- An assessment of effects of the proposal against any relevant district planning rules (marginal and temporary activities only).
- The full name and address of each owner of an allotment with an infringed boundary (for boundary activities only).
- Written approval from each owner of an allotment with an infringed boundary (Form 8B - Affected Person's Approval) including signatures on the plan (for boundary activities only).

## Fees Information

Section 36 of the Resource Management Act 1991 deals with administrative charges and allows a local authority to levy charges that relate to but are not limited to, carrying out its functions in relation to receiving, processing and granting of resource consents (including certificates of compliance and existing use certificates). All charges related to the processing of a deemed permitted boundary activity application are payable prior to issuing of the decision.

**LIABILITY FOR PAYMENT** - Please note that by signing and lodging this application form you are acknowledging that the Applicant is responsible for payment of invoices and in addition will be liable to pay all costs and expenses of debt recovery and/or legal costs incurred by WDC related to the enforcement of any debt.

A list of Resource Consent Charges is available on the Fees & Charges page on the WDC website. If you are unsure of the amount to pay, please call (06) 8387309 and ask to speak to a planner.

Please ensure to reference any banking payments correctly. Incorrectly referenced payments may cause delays to the processing of your application whilst payment is identified.

Please note that if the Applicant has outstanding fees owing to Council in respect of other applications, Council may choose to apply the initial fee to any outstanding balances in which case the initial fee for processing this application may be deemed not to have been paid.

## Payment

Please reference your payments as follows:

Applications yet to be submitted: RM followed by first 5 letters of applicant name e.g. *DSMITH*.

Applications already submitted: Please use the RM# reference that has been assigned to your application, this will have been emailed to yourself or your agent.

Please note processing will not begin until payment is received (or identified if incorrectly referenced).

### Fixed Fee for Deemed Permitted Boundary Activity:

I confirm payment by  Bank transfer to account 03 0785 0070470 00  
 Manual Payment at reception

Reference \_\_\_\_\_

Amount Paid \_\_\_\_\_

Date of Payment \_\_\_\_\_

## Application & Declaration

The Council relies on the information contained in this application being complete and accurate. The Applicant must take all reasonable steps to ensure that it is complete and accurate and accepts responsibility for information in this application being so.

If lodging this application as **the Applicant**

I/we hereby represent and warrant that I am/we are aware of all my/our obligations arising under this application including, in particular but without limitation, my/our obligation to pay all fees and administrative charges (including debt recovery and legal expenses) payable under this application as referred to within the *Fees Information* section.

OR

If lodging this application as **agent of the Applicant**

I/we hereby represent and warrant that I am/we are authorised to act as agent of the Applicant in respect of the completion and lodging of this application and that the Applicant is aware of all of his/her/its obligations arising under this application including, in particular but without limitation, his/her/its obligation to pay all fees and administrative charges (including debt recovery and legal expenses) payable under this application as referred to within the *Fees Information* section.

*I hereby apply for the Deemed Permitted Boundary, Marginal or Temporary Activity for the Proposal described above and I certify that to the best of my knowledge and belief the information given in this application is complete and accurate.*

Signed (by or as authorised agent of the Applicant) \_\_\_\_\_

Full name of person lodging this form \_\_\_\_\_

Firm/company \_\_\_\_\_

Date \_\_\_\_\_