**Application to change or cancel consent condition(s)**

**See Notes to the Applicant (last pages of form) before filling out this application form.**

I apply to change or cancel the condition(s) of a resource consent (except for the consent term) under section 127 of the Resource Management Act 1991 (RMA). I understand that sections 88 to 121 of the RMA apply to my change application.

1. **Consent holder**  *Full name of consent holder/person(s) the consent is issued to*

Send **all correspondence** to:

Applicant  Consultant

Postal address:

Name of contact person:

**Consent site address** *(site described in the consent)*

Residential        Business

Cell

Email

1. **Owner/occupier** *(of land to which consent relates)*

Name:

Address:

1. **Legal description of land**

1. **Consent number(s)** *(as shown on consent document)*

1. **Condition number(s)** *(proposed to be changed or cancelled)*

1. **Proposed changes**

*[Continue as necessary]*

1. **Circumstances** *(that have caused the condition to become inappropriate or unnecessary)*

*[Continue as necessary]*

1. **Assessment against relevant objectives & policies of the relevant plan/s**

*Provide an assessment of the proposed change/s against the relevant objectives and policies of the relevant regional plan (on our website:* <http://www.boprc.govt.nz/knowledge-centre/plans/>).

1. **Persons likely to be affected by the proposed change/s**

*For your application to be considered for* ***non-notification****, you must gain written approval from all persons who may be affected by the change/s to the condition/s. We can help you identify people/organisations likely to be affected. Affected persons may include neighbouring land owners and occupiers, organisations such as the Department of Conservation, Land Information New Zealand (LINZ), Eastern Region Fish and Game Council, iwi, hapū and/or community groups.*

*The form ‘Affected Person’s Written Approval’ can be filled out by the affected party and attached to this application. It is on our website:* [***www.boprc.govt.nz***](http://www.boprc.govt.nz) ***keywords ‘resource consent forms’.***

Provide details of persons who may be affected by your proposed change/s to the condition/s. If you have discussed your proposal with any of these persons, record their comments and your response, and submit with your application:

Name

Address

Written approval attached

Name

Address

Written approval attached

Name

Address

Written approval attached

*[Continue as necessary]*

Details of submissions to original application that relate to the now proposed change:

1. **Assessment of effects**

Describe the effects the proposed condition change(s) may have on the environment. Schedule 4 of the RMA (summarised at the back of this form) lists the matters to be included in your assessment.

*[Continue as necessary]*

1. **Extending timeframes**

*The RMA specifies timeframes for processing resource consent applications. Timeframes can be extended with the applicant’s agreement.*

May we extend the consent processing timeframe?

Yes, if the extension is to discuss consent conditions.

Yes, if the application process is completed before

No.

1. **Deposit**

A **$1770** deposit (including GST) is required with this application. This can be paid online, by cash, or eftpos at a Regional Council reception desk. Our bank won’t accept cheques after 1 May 2021.

* Bay of Plenty Regional Council’s bank account number is **06 0489 0094734 00.** Use the applicant’s name as the reference. We’ll give you a GST invoice marked “PAID” when you’ve paid.
* The application will not be accepted until the deposit is paid. We’re happy to hold the forms, but won’t start processing until we receive payment.
* **Additional charges are usually incurred**, depending on the resource we use in processing your application *(e.g. staff time, technical reviews, complexity of application)*. Staff can give an estimate of expected costs. Please see the schedule of fees attached.

**Checklist**

Name of **staff member** you discussed your application with:

Pre-application code RM     -     -PĀ

Attach any pre-application correspondence/advice

**The following information must be included in your application:**

Complete all details in this application form

Assessment of environmental effects (AEE), as set out in Schedule 4 of the RMA

Written approval from all affected persons, and/or summary of consultation carried out

Site plan

Assessment of the change against relevant objectives & policies of the relevant regional plan/s

Sign and date the application form

Pay the deposit

Other relevant information *(e.g. Certificate of Title, details from the Companies Register)*

**Send your application to RegulatoryAdmin@boprc.govt.nz**

**Information privacy**

The RMA requires this information to process the application and assist in managing the region’s natural and physical resources. Information in this application is regarded as **official information**.

Bay of Plenty Regional Council will hold this information, and it is subject to the Local Government Official Information and Meetings Act 1987 and the Privacy Act 2020. **This information will generally be available to the public. Let us know if you want any of this information to be confidential.**

**I have read, and understand, all information in this application form, including the requirement to pay additional costs.**

Signature Date:

Name:

**IMPORTANT**

**NOTES TO THE APPLICANT**

**READ THIS BEFORE FILLING OUT THE APPLICATION FORM**

Call the Consents Duty Planner on 0800 884 880 with consents questions.

1 **We’ll not start processing your application until the $1770 deposit is paid** unless prior arrangement is made. Processing costs are likely to exceed the deposit; we’ll invoice you for the balance.

2 You may be required to pay a **resource management charge** associated with holding a consent (s36 of the RMA). Accounts are payable by the 20th of the month following date of invoice. Where costs are more than $2000 above the deposit, you may be requested to make interim payments towards the final total cost.

3 The **coastal marine area** is the area from the outer limit of the territorial sea (12 nautical miles) to the line of mean high-water springs. For activities at river mouths, contact the Consents Duty Planner for clarification.

4 Let us know if your application includes **trade secrets** and/or **commercially or culturally sensitive material**. Section 42 of the RMA enables protection of sensitive information.

5 Schedule 4 of the RMAsets out the **information you must provide**. If insufficient information is provided, we may put the application on hold or return it as incomplete.

6 **Identify every consent required** for the proposal. We may put the application on hold until you apply for all resource consents required (s91 of the RMA).

7 If we request **further information** (s92 of the RMA), the application will be put on hold and processing will not restart until all information is received.

8 An application does not need to be publicly notified if the environmental **effects are minor and written approval has been obtained** from everyone adversely affected by the granting of the consent (s95D and s95B of the RMA). Written approval forms are on our website: <https://www.boprc.govt.nz/do-it-online/consent-forms/> under ‘Other forms’.

9 We may **review any consent** at any time if the application contains inaccuracies that materially influence the decision made (s128(1)(c) of the RMA).

**How to prepare an assessment of environmental effects**

**Key points of Schedule 4 of the RMA**

The amount of information in your assessment of environmental effects (AEE) should correspond to the scale and significance of the proposal’s environmental effects. Your AEE must include:

* A full description of the proposal, including the site and locality; a site plan and plans of your proposal.
* A description of the environmental effects, including the significance and nature of the effects. Address specific environmental effects and refer to issues identified in the relevant regional plan/s.
* A discussion of effects that may need to be controlled or monitored, how the control or monitoring will be carried out, and by whom.
* A description of alternatives to avoid, remedy or mitigate environmental effects.
* An assessment of risks to the environment from hazardous substances and/or discharge of contaminants.
* An assessment of the activity against the relevant objectives and policies in the relevant regional plan/s.
* A record of consultation: names and comments of people you discussed the proposal with.

You may need specialist advice for more complex applications. Call the Consents Duty Planner on 0800 884 880 for more information.

**It is not adequate to state that there are no environmental effects.**

If your AEE is not sufficient, we may:

* not accept your application
* turn down your application
* impose many conditions on your resource consent
* ask for more information, delaying the time to process your application, or
* commission someone else to review the application at your cost.

**For more information** see the Ministry for the Environment’s *Good Practice Guide on How to Prepare an AEE* and its brochure on making resource consent applications, at [**www.mfe.govt.nz/publications/rma**](http://www.mfe.govt.nz/publications/rma)