**Application for a Resource Consent – Resource Management Act 1991 (s.88)**

**1B Disturb in or around a water body (e.g. diversion, dredging, wetland disturbance, gravel extraction)**

We recommend you discuss your application with a Consents Planner before you apply. The first hour is free and will save you time and money in the long run. After the first hour, we will charge you for the service. We’ll let you know before we start charging.

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

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

Land and/or bed disturbing activities within and near water bodies may be subject to rules in the **Regional Natural Resources Plan** and the **Regional Coastal Environment Plan**. Gravel extraction is subject to the **Regional Gravel Management Plan**; activities in the Tarawera River Catchment are subject to the **Tarawera River Catchment Plan**. These plans are on our website: <http://www.boprc.govt.nz/knowledge-centre/plans/>.

**Rule/s** and **regional plan/s** that apply to the activity:

**Activity status** of your consent application:

[ ]  Controlled

[ ]  Restricted discretionary

[ ]  Discretionary

I apply for resource consent under section 88 of the Resource Management Act 1991 (RMA).

*If you have already completed Part 1 on another form (if applying for more than one activity), go straight to Part 2 of this form.*

**PART 1**

1. **Applicant/s name** *(name/s to be on the consent)*

Surname:

First names:

**OR**

Trust & trustee names (*if application on behalf of a trust)*

Trust name:

Trustees’ names:

Trustees’ contact details:

**OR**

Company name:

Contact person:

NZ Companies Register number:

1. **Applicant/s contact details**

Postal address:

Telephone *(tick preferred contact number)*

[ ]  Residential       Business

[ ]  Cell

Email

1. **Consultant details** *(or other person authorised to apply on behalf of applicant)*

Company name:

Contact person:

Postal address:

Telephone *(tick preferred contact number)*

[ ]  Business       [ ]  Cell

Email

Send all **correspondence** relating to this application(s), including **invoices**, to:

[ ]  Applicant [ ]  Consultant

1. **Owner/occupier name and address** *(of site relating to application)*

**Owner:**

Postal address:

[ ]  Residential       [ ]  Business

**Occupier:**

Postal address:

[ ]  Residential       [ ]  Business

*If the applicant does not own the land on which the activity relates, then it is good practice to provide landowner written approval with the application.*

1. **Regional consent(s) being applied for**
2. Fill in a separate form for each of your proposed activities *(tick all that apply)*:

**Land Use**

❒ Form 1A Culverts, bridges, fords, erosion protection, pipes & associated works

❒ Form 1B Disturbance in or around a water body (diversion, dredging, wetland disturbance, gravel extraction)

❒ Form 1C Lake structures *(new and existing)*

❒ Form 2A Land disturbing activities *(earthworks and quarrying)*

❒ Form 2B Land disturbing activities *(forest harvesting/vegetation clearance)*

***Discharge*** *(including coastal)*

❒ Form 3A Onsite effluent discharge

❒ Form 3B Discharge farm dairy effluent

❒ Form 3C Land use activities in the catchments of Lakes Ōkāreka, Rotoehu, Ōkaro, Rotorua and Rotoiti

❒ Form 4A Discharge stormwater to water and/or land from residential, rural

❒ Form 4B Industrial discharges to water or land *(including stormwater)*

❒ Form 4C Discharge contaminants to air

1. **District** the activity is located in:

[ ]  Whakatāne District [ ]  Ōpōtiki District

[ ]  Rotorua District [ ]  Kawerau District

[ ]  Western Bay of Plenty District [ ]  Tauranga District

[ ]  Taupō District

1. Application to replace an **existing or expired consent**(s): [ ]  Yes [ ]  No

If yes, consent number(s):

1. Consent **duration** sought:

      years       months

Start date

Completion date *(if applicable)*

1. Resource consent(s) also required from a **district council**: [ ]  Yes [ ]  No

Type of consent required

Has it been applied for? [ ]  Yes [ ]  No

Has it been granted? *(If yes, please attach)* [ ] Yes [ ]  No

1. **Activity location/s**

Site address/es:

Legal description/s *(from Certificate of Title, valuation notice or rate demand)*:

Map reference/s NZTM:

Name of water body:

**PART 2**

1. **Description of activity** *(tick all that apply)*

[ ]  Excavate, drill, tunnel, or otherwise disturb the bed

[ ]  Deposit any substance in, on, or under the bed

[ ]  Reclaim or drain the bed

[ ]  Wetland disturbance

[ ]  Other *(specify)*

*If the activity includes* ***damming*** *or* ***diversion*** *of the water body, complete form 5C and/or 5D.*

* 1. Name of watercourse or wetland:

*If stream is unnamed, provide the name of the watercourse to which it is a tributary:*

* 1. Describe the proposed activity:

Purpose of activity:

Materials to be used:

Duration of works:

Volume of extraction:

Machinery to be used:

Access to site:

* 1. For each activity, provide:
1. A **site plan** showing location of works in relation to property boundaries.

*You can use our mapping system (*[***www.boprc.govt.nz***](http://www.boprc.govt.nz) ***keywords ‘regional mapping’****). The maps have property boundary and contour layers. You can search by property, view and print topographic maps and aerial photographs.*

1. **Concept plans**, to scale (at least 1:100).
2. A **cross section** of the proposed site.
3. **Cross sections 50 m** upstream and downstream of the site.

***Note:*** *A cross section involves the following measurements:*

* *width between the top of each bank,*
* *width across the bed of the waterway, and*
* *height of each bank above the bed of the waterway.*
1. **Site description**
2. Describe the site(s), including topography, ecology, streambed materials, wildlife habitat, recorded archaeological sites, cultural and scientific features. Some of the region’s water bodies and their qualities are scheduled in the Regional Natural Resources Plan. Please include photographs:

 *[Continue on a separate page if necessary]*

1. Hydrological data, includingstream flow and gradient, catchment characteristics (e.g. steep, forested catchment, or easy pastoral catchment):

 *[Continue on a separate page if necessary]*

1. **Assessment of environmental effects (AEE)**

Describe the actual and potential effects of the proposal on the environment.

1. Construction/earthworks effects *(e.g. streambed disturbance, sediment release, fish passage, fish spawning sites):*

1. Effects of the completed works/structure on the bed, upstream and downstream, in typical and extreme conditions *(e.g. flooding, erosion, ecology).* Provide supporting calculations:

1. Effects on water quality *(such as sedimentation):*

*Refer to the Bay of Plenty Regional Council Erosion and Sediment Control Guidelines.*

1. Effects on ecological values including fish habitat and fish passage, and measures to mitigate effects *(e.g. native planting, placing culvert invert below streambed, fish ladders)*:

1. Other effects:

Methods to reduce or prevent identified environmental effects and stabilise exposed earth:

Will the work area be isolated? [ ]  Yes [ ]  No

Will the stream be diverted temporarily? [ ]  Yes [ ]  No

1. Post construction

Methods to reduce or prevent environmental effects after construction *(e.g. restoring riparian margins, grassing and planting with native species)*:

1. **Cultural effects assessment**

*The Regional Policy Statement is clear that only tangata whenua can identify their relationship with an area. It is good practice to consult with tangata whenua about your application so that you can provide an accurate assessment of cultural effects.*

*We can provide a list of iwi and hapū with an interest in the site. Iwi and hapū management plans are on our website* [*www.boprc.govt.nz*](http://www.boprc.govt.nz) *(key words ‘iwi management plans’). We can provide details about identified archaeological sites and Statutory Acknowledgements.*

*Contact the Consents Duty Planner on 0800 884 880 for more information.*

Provide an **assessment of cultural effects** associated with the proposal:

*[Continue on a separate page if necessary]*

1. **Alternative options**

Alternative options considered, and/or reasons why these are not proposed:

1. **Monitoring**

Monitoring to be carried out:

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

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

*[Continue on a separate page if necessary]*

1. **Affected persons**

*For your application to be considered for* ***non-notification*** *you must gain written approval from all persons who may be affected by the proposal. 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 proposal. 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 on a separate page if 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, provided I can continue to exercise my existing consent until this consent is processed *(renewal application only).*

[ ]  Yes, provided the extension is to discuss and try to agree on consent conditions.

[ ]  Yes, provided the application process is completed before

[ ]  No.

1. **Deposit**

A deposit of **$2700** (including GST) is required with this application. This can be paid online, by cheque, or eftpos at a Regional Council reception desk.

* Bay of Plenty Regional Council’s bank account number is **06 0489 0094734 00.** Use the applicant’s name as the reference. We will issue a GST invoice marked “PAID” when we receive payment.
* The application will not be accepted until the deposit is paid. We are happy to hold the forms, but processing will not start 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:

**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

[ ]  Assessment of cultural effects

[ ]  Assessment of the activity against the relevant objectives and policies in the relevant regional plan/s

[ ]  Written approval from affected parties and/or summary of consultation carried out

[ ]  Site plan

[ ]  Sign and date the application form

[ ]  Pay the deposit

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

**Unchecked boxes may result in your application being returned under s88 of the RMA.**

**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 1993. **This information will generally be available to the public. If you would like any of this information to remain confidential, please let us know.**

**1 I have authority to sign on behalf of the party/ies named as the applicants for this consent.**

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

**3 All information provided is true and correct. I understand that inaccurate information could result in my resource consent being cancelled.**

Signature Date:

**IMPORTANT**

**NOTES TO THE APPLICANT**

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

Call the Consents Duty Planner on 0800 884 880 for consents related queries.

1 **We will not begin processing your application until the $2700 deposit is paid,** unless prior arrangement is made. ***Processing costs are likely to exceed the deposit***; you will be invoiced 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 $2,000 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)

**Hourly charges for staff and consultants**

|  |  |
| --- | --- |
| **Group** | **Hourly charge (including GST)** |
| Administration | $110 |
| Consents PlannersSenior Consents PlannersEngineers/Scientist/Regulatory Project Officers (RPO)/ Environmental Data Officer/Laboratory Technicians Compliance Monitoring Officer (externally contracted)Maritime Officer | $160 |
| Team Leaders/Senior RPO/Works Engineer/Senior MaritimeSenior Engineer/Senior Scientist/HarbourmasterPou Ngaio (Technical/Cultural RMA Specialist) | $180 |
| Managers/Regional Harbourmaster | $260 |
| Consultants/Contractors | As charged by consultant/contractor |
| Regional Council staff mileage | Current applicable IRD rate |

The full **Charges Policy** is on our website:

[**http://www.boprc.govt.nz/knowledge-centre/policies/section-36-charges-policy/**](http://www.boprc.govt.nz/knowledge-centre/policies/section-36-charges-policy/)