**7a Coastal structures including associated occupation and disturbance**

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. For more information email** [**consents.queries@boprc.govt.nz**](mailto:consents.queries@boprc.govt.nz) **or visit** [**www.boprc.govt.nz**](http://www.boprc.govt.nz)

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

Coastal structures and/or disturbance of the coastal marine area activities are subject to rules in the **Regional Coastal Environment Plan**, which is on our website: <http://www.boprc.govt.nz/knowledge-centre/plans/>.

**Rule/s** of the Regional Coastal Environment Plan that apply to your activity:

**Activity status** of your consent application:

Controlled

Restricted discretionary

Discretionary

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

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

*If you’ve already filled out 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 *(select 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 *(select 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 the site relating to application)*

**Owner:**

Postal address:

Residential        Business

**Occupier:**

Postal address:

Residential        Business

*If the applicant doesn’t own the land on which the activity relates, it is good practice to provide landowner written approval with the application.*

1. **Application details**
2. **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**

Site address/es:

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

Map reference/s NZTM:

**PART 2**

1. **Description of activity**
2. Type of consent(s) sought *(tick all that apply)*

Erect, reconstruct, place, alter, extend, remove or demolish any structure or part of a structure fixed in, on, under, or over the foreshore or seabed.

Disturb foreshore/seabed including excavating/drilling/tunnelling *(includes directional drilling).*

Deposit any substance in, on, or under any foreshore or seabed.

Occupy part of the Coastal Marine Area where the land is owned by the Crown or is vested in the Regional Council.

Reclaim the seabed.

Other *(specify)*

1. Purpose of Structure *(e.g. to provide boat access, to protect shoreline etc.)*
2. Type of structure *(e.g. jetty, sea wall, boat shed, pipeline, outfall)*
3. Purpose of activity
4. Works methodology
5. Materials to be used
6. Duration of works
7. Machinery to be used *(specifically how many machines and what type)*
8. Access to CMA *(please include details on frequency of access, at what tide, any features you will be passing over or close to i.e. sea grass beds etc.)*
9. Area occupied by new structure and/or area to be reclaimed       m2
10. Are you undertaking earthworks on land within 40 metres of the Mean High Water Springs?
11. What sediment controls will you use?
12. Have you read the *Guidelines for Erosion Protection Works in the Tauranga Harbour*?
13. Is the structure on:

Crown land

Land owned by the territorial authority e.g. Tauranga City Council or Whakatāne District Council

Private land *(if so is this your property?)*

1. Who will undertake and supervise the works?
2. Describe any ongoing maintenance work *(e.g. type of machinery, materials to be used, length of time and frequency of the works).*

1. Intended use of structure.

Public use

Commercial use

Private use

Some restrictions to public use *(please describe)*

1. Structures in the coastal marine area must be designed by a suitably qualified professional and therefore the application **must include professionally drawn plans** of the proposed or existing structure and must include details of materials to be used and design criteria such as the embedment depth and end return design.

*The* Guidelines for Erosion Protection Works in the Tauranga Harbour *may be relevant to your structure and provide some useful advice on design considerations for small and medium sized structures.*

1. What **consultation** has been carried out to determine whether the site is significant, within an Outstanding Natural Area or a Coastal Habitat Preservation Zone? *(Possible sources of information are relevant iwi and hapū, Department of Conservation, Regional Coastal Environment Plan.)*

*[Continue on a separate page if necessary]*

1. **Site description**
2. Describe the topography, ecology, seabed materials, known wildlife habitats, cultural, historic, recreational, scientific, or scenic features, an assessment of natural character and other physical attributes of the surrounding area and the seabed contours. Please include photographs.

*[Continue on a separate page if necessary]*

1. **Site plan**

Provide detailed, scaled and contoured site plans showing the site and surrounding area, including:

* Proposed structure.
* Tidal levels, including mean high-water springs and mean-low water springs.
* Seabed levels.
* Dimensions of proposed structure.
* Area to be reclaimed if applicable.
* The existing shoreline.
* Any steps, stairs, access points that are existing or included in the future design.
* Existing features such as trees, structures etc. and details of whether these will be retained or removed.
* Any of the information supplied in section 2(a) above, such as significant cultural, ecological, or historic sites, or recreational, or scenic sites.
* Permanent landmarks.
* Neighbouring structures.
* Boatsheds, ramps, jetties, etc.
* Adjacent public roads or reserves.
* Total area of works.
* Cut and fill areas.
* Access to and from, and within site.
* Sediment controls.
* Property boundaries.
* Legal description of any private land immediately landward of the site.

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

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

4.1 Describe the immediate effects of the activity/construction on the environment.

1. Effects on water quality in the area.

What is proposed to avoid, remedy or mitigate these effects?

1. Visual effects.

What is proposed to avoid, remedy or mitigate these effects?

1. Effects on marine ecology *(i.e. bethoc habitats, vegetation, birdlife etc.)*

What is proposed to avoid, remedy or mitigate these effects?

1. Effects on adjacent ecology *(i.e. wetlands, coastal margins, streams, rivers and land etc.)*

What is proposed to avoid, remedy or mitigate these effects?

1. Effects on natural character.

What is proposed to avoid, remedy or mitigate these effects?

1. Effects on sedimentation, erosion and coastal processes.

What is proposed to avoid, remedy or mitigate these effects?

1. Noise effects.

What is proposed to avoid, remedy or mitigate these effects?

4.2 Describe the **post-activity effects** on the environment.

1. Effects on water quality in the area.

What is proposed to avoid, remedy or mitigate these effects?

1. Visual effects.

What is proposed to avoid, remedy or mitigate these effects?

1. Effect on marine ecology *(i.e. bethoc habitats, vegetation, birdlife etc.)*

What is proposed to avoid, remedy or mitigate these effects?

1. Effect on adjacent ecology *(i.e. wetlands, coastal margins, streams, rivers and land etc.)*

What is proposed to avoid, remedy or mitigate these effects?

1. Natural character.

What is proposed to avoid, remedy or mitigate these effects?

1. Sedimentation, erosion and coastal processes.

What is proposed to avoid, remedy or mitigate these effects?

1. Noise.

What is proposed to avoid, remedy or mitigate these effects?

1. Any other effects *(e.g. navigation, flooding, cumulative effects, etc.)*

What is proposed to avoid, remedy or mitigate these effects?

1. **Public access**

How will the structure change the current level of public access? Will it reduce access, result in no change or increase public access to and within the Coastal Marine Area?

*[Continue as necessary]*

1. **Alternative sites/methods**

Please describe any alternative sites/methods, and reason(s) why they were not chosen. If this application is for an erosion protection structure (e.g. sea wall) please include an assessment of alternative options.

*[Continue as necessary]*

1. **Monitoring**

Describe details of any monitoring proposed.

*[Continue as necessary]*

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

*Provide an assessment of the proposal against the relevant objectives and policies of the Regional Coastal Environment Plan (on our website:* <http://www.boprc.govt.nz/knowledge-centre/plans/>).

*[Continue as necessary]*

1. **Persons likely to be directly affected by your proposal**

*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.*

*If you do not think there will be affected persons, you do not need to fill out this section. The Bay of Plenty Regional Council will make the final assessment of whether a person is affected by your proposal, and it is best practice to consult with those 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. The Bay of Plenty Regional Council can help you identify people/organisations that are likely to be affected. 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 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 I can use my existing consent until this application is processed *(renewal only).*

Yes, if the extension is to discuss and try to agree on consent conditions.

Yes, if the application process is completed before

No.

1. **Deposit**

A **$2700** 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 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**

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

Assessment of cultural effects

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

If the site has been identified as a HAIL site or contaminated site, provide a remedial action plan (if site remediation project) and/or a management and monitoring plan.

Written approval from all 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.**

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

**Information privacy**

Information in this application is regarded as official information. It is required under the provisions of the RMA to process the application and to assist in managing the region’s natural and physical resources.

The information will be held by Bay of Plenty Regional Council. The information is subject to the provisions of 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.**

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

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

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

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 $2700 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)

**Hourly charges for staff and consultants**

|  |  |
| --- | --- |
| **Group** | **Hourly charge**  **Incl GST**  **(Excl GST)** |
| Administration/Coordinator | $140.00  ($121.74) |
| Officers/Planners  Senior Officers/ Planners  Engineers/Scientist/Regulatory Project Officers (RPO)  External contracted Compliance Monitoring Officer (externally contracted)  Maritime Officer | $200.00  ($173.91) |
| Team Leaders/Senior RPO/Works Engineer/Senior Maritime Officer  Senior Engineer/Senior Scientist/Harbourmaster  Pou Ngaio (Technical/Cultural RMA Specialist) | $220.00  ($191.30) |
| Managers/Regional Harbourmaster/Engineering Manager | $325.00  ($282.61) |
| 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/)