

Before you make an application it is recommended that you talk or meet with a Consents Officer to discuss. A Consents Officer may also be able to undertake a site visit to provide further advice.

If you would like to arrange this, please phone 0800 884 880.

If you are applying for more than one activity and you have already completed the basic details in Parts 1 on another form, go straight to Part 2 of this form.

See notes to applicant (last pages of form) before proceeding with application form.

Under section 88 of the Resource Management Act 1991, the undersigned hereby makes application for resource consent(s).

PART 1

A consent can only be issued to a legal entity such as a person(s), limited company, incorporated society, etc.

1 Full name of applicant(s) *(the name that will be on the consent)*

Surname

First names

OR

If the application is being made on behalf of a trust, the Trustees must be named.

Trust name

Trustees' names

OR

Company name Rotorua District Council

Contact person Greg Manzano

Postal address Private Bag 3029, Rotorua Mail Centre, Rotorua 3046

Telephone *(please tick preferred contact number)*

☐ Residential

☒ Business 07 351 8204

☐ Cell

Facsimile

Email Greg.Manzano@rotorualc.nz

2 Details of consultant *(or other person authorised to make application on behalf of applicant)*

Company name Tompkins Wake

Contact person Theresa Le Bas

Postal address PO Box 248, Rotorua 3010

Telephone *(please tick preferred contact number)*

☐ Residential

☒ Business 07 349 8702

☐ Cell

Facsimile

Email Theresa.LeBas@tompkinswake.co.nz

All correspondence, including invoices for charges, relating to this application(s) should be sent to:

☒ Applicant

☒ Consultant

4 **Name and address of owner/occupier** *(of the site relating to application)*

Owner Rotorua District Council

Postal address Private Bag 3029, Rotorua Mail Centre, Rotorua 3046

Residential phone

Business phone 07 351 8204

Occupier Rotorua District Council

Postal address Private Bag 3029, Rotorua Mail Centre, Rotorua 3046

Residential phone

Business phone 07 351 8204

Please note: *If the applicant is not the owner of the land to which the activity relates, then it is good practice to submit the application with written approval from the landowner.*

Please Refer to pages vii to ix of the AEE for the consents being applied for, duration and district consents required.

5 **Consent(s) being applied for from Bay of Plenty Regional Council**

- (a) You will need to fill in a separate form for each of the activities you propose to undertake. You may also need consent for one or more of the following.

Land Use

- ☐ Form 1A Culverts, Bridges, Fords, Erosion Protection, Pipes, and Associated Works
- ☐ Form 1B Disturbance In or Around a Water Body (e.g. diversion, dredging, wetland disturbance, gravel extraction)
- ☐ Form 1C Lake Structures (new and existing)
- ☐ Form 2A Land Disturbing Activities (e.g. earthworks & 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 Okareka, Rotoehu, Okaro, Rotorua, and Rotoiti
- ☐ Form 4A Discharge Stormwater to Water and/or Land from Urban Residential, Rural
- ☐ Form 4B Industrial Discharges to Water or Land (including stormwater)
- ☐ Form 4C Discharge Contaminants to Air

Water (including coastal)

- ☐ Form 5A Water Permit Application (s.14) – Take Surface Water (includes intake structure (s.13))
- ☐ Form 5B Water Permit Application (s.14) – Take Groundwater
- ☐ Form 5C Dam Water
- ☐ Form 5D Divert Water
- ☐ Form 6A Geothermal Take and Discharge – Domestic and Light Commercial

Coastal (see point 4 of Notes to Applicant for explanation of the Coastal Marine Area)

- ☐ Form 7A Application for Permit for Coastal Structures (including associated occupation and disturbance)
- ☐ Form 7B Application to Disturb Coastal Marine Area (no structure)

(b) In which District is the activity located?

- | | |
|---|--|
| <input type="checkbox"/> Whakatane District | <input type="checkbox"/> Opotiki District |
| <input type="checkbox"/> Rotorua District | <input type="checkbox"/> Kawerau District |
| <input type="checkbox"/> Western BOP District | <input type="checkbox"/> Tauranga District |
| <input type="checkbox"/> Taupo District | |

(c) Is this application to replace an existing or expired consent(s)? ☐ Yes ☐ No

If Yes, please state the consent number(s)

(d) Please specify the duration sought for your consent(s).

Years Months

Start date

Completion date (if applicable)

(e) Do you also require resource consent(s) 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

6 Location description of activity

Site Address **60F Te Ngae Road, Rotorua (Including Sanatorium Reserve)**

Legal description (legal description can be obtained from your certificate of title, valuation notice, or rate demand)

Part Section 3 Blk I Tarawera SD (SO 25860)

Map reference NZMS 260, (if known) Not known

PART 2

Notes for applicants

- (a) As well as this form, you must complete the Application for a Resource Consent (Base Form).
- (b) The Resource Management Act 1991 requires resource consent applications to include an Assessment of Environmental Effects (AEE) identifying the actual and potential effects that the activity may have on the environment. It also requires the applicant to identify the ways in which those effects can be avoided, remedied, or mitigated. This form is intended to help you provide an AEE.
- (c) You must fully complete this application form. If you do not, your application may not be accepted, or it will be on hold while further information is sought from you.
- ~~(a)~~(d) This form is only a guide. The kind and detail of information you provide should be in accordance with the scale, scope, and effects of the activity for which you are applying. If your proposal is large, more information may be required.
- (e) This form is specifically for Land Use Consent applications to discharge Nitrogen and Phosphorus within the lake catchments in Rotorua District that are covered within Section 9.4 of the Regional Water and Land Plan. If you intend to apply for other consents or certificates of compliance, you will need separate forms.
- ~~(b)~~(f) If you are unsure about any part of this form, or would like further information, please contact a consents officer at Bay of Plenty Regional Council on 0800 884 880.
- ~~(e)~~(g) All the information you provide in support of your application is public information. You are entitled to request the information be kept confidential if you think it is commercially sensitive. Please provide any such request on a separate piece of paper.

1 Description of activity

- (a) Which of these occur on your property? (*tick all that apply*)
 - ☐ Grazing, dry stock: type of stock
 - ☐ Piggery
 - ☐ Dairy Farming
 - ☐ Cropping (*please specify*)
 - ☐ Forestry (*please specify*)
 - ☐ Onsite effluent treatment system (*e.g. septic tank*)
 - ☐ Other (*please specify*)
- (b) Size of property to which this application relates: ha
- ~~(a)~~(c) Please include a farm map/aerial photograph clearly defining the property boundaries and locations of the activities occurring (*this may be the same as the one provided with the Base Form for this application*).

2 Mitigation measures

- (a) What measures will be taken to maintain and/or improve water quality as a result of the nutrient discharges (*including groundwater and surface water*)? Please include any specific details about these.
- (b) What measures will be taken to offset any adverse effects on aquatic ecosystems in surrounding streams and rivers as a result of your nutrient discharges? Please include any specific details about these.
- (c) What measures will be taken to limit the discharges of Nitrogen and Phosphorus, and/or offset the inputs within the same catchment? Please include any specific details about these.

Continue on a separate sheet if necessary.

3 Nutrient management

Please include with this application a completed Overseer® nutrient budget file modelling total calculated nutrient losses from your property.

This file needs to be completed by an appropriately qualified professional, using the most recent Overseer® version. Bay of Plenty Regional Council can provide you with a list of people who may be able to help you provide this.

4 Nitrogen and Phosphorus management plan

A Nitrogen and Phosphorus management plan is required to demonstrate how you will manage land use on the subject property so that the long term average discharge of Nitrogen and Phosphorus, as calculated in the Overseer® file described above, does not exceed the diffuse discharge allowance (DDA).

Please provide a Nitrogen and Phosphorus management plan including, as a minimum, the following information:

- (a) Details of stock type(s), numbers and stock policy.
- (b) Percentage of male cattle (*if any*).
- (c) Type of fertiliser applied, NPKS rating, rate of application, where, and when.
- (d) Supplements brought onto or taken off farm.
- (e) Winter management practices – number, type of stock, and length of time grazing off.
- (f) Other nutrient mitigation practices.
- (g) An Overseer® nutrient budget assessment and associated OVP electronic files.
- (h) Supporting plans/maps showing block set-up.
- (j) Details of how mitigation measures will be implemented, maintained, and measured.
- (k) Contingency measures.
- (m) Cropping.

5 Extending timeframes

The Resource Management Act 1991 (RMA) specifies timeframes for processing resource consent applications (e.g. 20 working days for a non-notified application); however, these timeframes can be extended, if necessary, with the applicant's agreement.

Do you agree to the Bay of Plenty Regional Council extending RMA consent processing timeframes?

- ☐ Yes, provided that I can continue to exercise my existing consent until processing of this application is completed (*renewal applications only*).
- ☐ Yes, provided that the extension is for the specific purpose of discussing and trying to agree on consent conditions.
- ☒ Yes, provided that the Council's officer report required under s 87F of the RMA is completed on or before 16 November 2018.
- ☐ No.

6 Deposit fee

A deposit fee of \$2700.00, inclusive of GST, is payable with this application. This may be paid online, by cheque, or by eftpos at one of the Regional Council's reception desks.

- Bay of Plenty Regional Council's bank account number is **06 0489 0094734 00**. Please use the applicant's name as the reference. A GST invoice marked "PAID" will be issued on receipt of payment.
- An application will not be accepted as a complete application until the deposit fee has been paid. **Please note:** while we are happy to hold the forms in the meantime, the processing time will not start until payment is received.
- Additional charges are usually incurred, and will vary depending on the resources we use in the course of processing your application (e.g. *staff time*). Staff can give an estimate of expected costs. Please see the schedule of fees attached.

Checklist

If you have dealt with a staff member regarding your consent application, please provide their name here

- ☒ Complete all details applicable in this application form.
- ☒ Complete all details on the specific consent activity form(s) (e.g. *Land Disturbing Activities*).
- ☒ Include an Assessment of Environmental Effects (AEE) of the activity, as set out in Schedule 4, summarised at the back of this form. (*For minor activities, complete the relevant section in the activity application form. For major activities, a more detailed AEE must be attached to the application.*)
- ☒ Supply written approval from all affected parties, if any, and/or summary of consultation carried out.
- ☒ Include a site plan.
- ☒ Sign and date the application form.
- ☒ Pay the required deposit.
- ☒ Include any other information you think relevant (e.g. *Certificate of Title, details from the Companies Register, etc.*).
- ☒ If your application is a large application, please submit an electronic version on CD, and one hard copy.
- ☒ Assessment of cultural impacts.

Please be aware any unchecked boxes may result in your application being returned under s.88.


Information privacy issues

The information you provide in this application is regarded as official information. It is required under the provisions of the Resource Management Act 1991 to process this application, and to assist in the management of the region's natural and physical resources.

The information will be held by Bay of Plenty Regional Council, Quay Street, Whakatāne. This information is subject to the provisions of the Local Government Official Information and Meetings Act 1987, and the Privacy Act 1993. The information you provide in this application will generally be available to the public. If there is any information that you would like to remain confidential please contact a Consents Officer to discuss.

Failure to provide this information will mean that Bay of Plenty Regional Council will be unable to process your application.

- 1. I confirm that 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 of the information contained on this application form, including the requirement to pay additional costs that will be itemised.**
- 3. I confirm that all the information provided is true and correct and understand that any inaccurate information provided could result in my resource consent later being cancelled.**

Signature  Date: 21 August 2018

IMPORTANT

NOTE TO THE APPLICANT

PLEASE READ THIS BEFORE PROCEEDING WITH THE APPLICATION FORM

If you are unsure whether you require a resource consent for your proposed activity, or you have any other queries, please contact a consents officer at Bay of Plenty Regional Council on 0800 884 880.

IMPORTANT INFORMATION

- 1 **Processing of the application by Bay of Plenty Regional Council will not begin until the deposit fee of \$2700.00 (including GST) is paid, unless prior arrangement has been made. If, at the end of the processing of the application, the actual cost exceeds the deposit, you will be invoiced for the balance.**
- 2 You may also be required to pay a resource management charge associated with holding a consent. The Water Administration team will be able to provide you with more details. All charges are in accordance with section 36 of the Resource Management Act 1991. All accounts are payable by the 20th of the month following date of invoice. Where costs are incurred that exceed \$2,000 above the deposit, or at the end of every quarter, you may be requested to pay an additional amount by way of interim payment against the final total costs.
- 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, please contact a consents officer at Bay of Plenty Regional Council for clarification.
- 4 Section 42 of the Resource Management Act 1991 allows the protection of sensitive information; therefore, if your application includes trade secrets and/or commercially and culturally sensitive material, please advise Bay of Plenty Regional Council.
- 5 Schedule 4 of the Resource Management Act 1991 (summarised at the back of this form) sets out the information you must provide with your consent application, including an Assessment of Environmental Effects (AEE). An AEE must be prepared in accordance with Schedule 4 of the Resource Management Act 1991. To assist in the preparation of the assessment, a summary of the key requirements of Schedule 4 follows this information sheet. Failure to provide the correct information will result in delays in the processing of your application.
- 6 Bay of Plenty Regional Council may decide not to proceed with the application until applications for further resource consents are made (section 91). It is, therefore, important to identify every consent required for the proposal at the outset.
- 7 Bay of Plenty Regional Council may request the applicant, by written notice, to provide further information if required (section 92). If this occurs, the application will be put on hold, and the processing timeframes stopped. Processing will not recommence until the information is received.
- 8 An application does not need to be publicly notified if the environmental effects are minor, and if written approval has been obtained from everyone who is adversely affected by the granting of the consent (sections 95D and 95B respectively). Bay of Plenty Regional Council has forms available to obtain approvals.
- 9 Under section 128(1)(c) of the Resource Management Act 1991, Bay of Plenty Regional Council may undertake a review of any consent at any time if the application contains any inaccuracies that materially influence the decision made.

How to prepare an Assessment of Effects on the Environment

as outlined in
Schedule 4, Section 88(2)(b) of the Resource Management Act 1991

Summary of the Key Points of Schedule 4

You need to include enough information in your Assessment of Environmental Effects (AEE) so that the Regional Council can evaluate your proposal. The amount of information should correspond to the scale and significance of the environmental effects that may be generated by your proposal.

Your AEE needs to include:

- A full description of the proposal, including the site and locality (including 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 that you have identified, as well as referring to issues identified in the District and/or Regional Plan).
- A description of alternatives to avoid, remedy, or mitigate any significant environmental effects.
- An assessment of any risks to the environment that may arise from hazardous substances, and/or the discharge of contaminants.
- A record of any consultation, including names and views of people with whom you talked.
- A discussion of any effects that may need to be controlled or monitored, how the control or monitoring will be carried out, and by whom.

You should also refer to Schedule 4 of the Resource Management Act 1991. This sets out matters that should be included and considered when preparing an AEE.

For more complex applications, you may need to get specialist advice. There are a number of professionals who assist in preparing AEEs, such as engineers and resource management consultants. Council staff may be able to tell you if you need specialist advice.

It is NOT adequate to state in your AEE that there are NO environmental effects.

It is important that you provide the Council with a well-prepared AEE; otherwise, the Council may:

- not accept your application,
- turn down your application,
- impose a lot of conditions on your resource consent,
- ask you for more information, delaying the time taken to process your application, or
- commission someone else to review your application at a cost to you.

For more detailed information

see the Ministry for the Environment's Good Practice Guide on How to Prepare an AEE,
and have a look at its brochure on making resource consent applications, at

www.mfe.govt.nz/publications/rma

Schedule A – Hourly fixed charges for staff and consultants (GST inclusive)

Group	Hourly Charge
Administration	\$110
Officers/Planners	\$155
Senior Officers/ Planners	
Engineers/Scientist/Regulatory Project Officers (RPO)/Environmental Data Officer/Laboratory Technicians	
Compliance Monitoring Officer (externally contracted)	
Maritime Officer	\$180
Team Leaders/Senior RPO/Works Engineer/Senior Maritime	
Senior Engineer/Senior Scientist/Harbourmaster	
Pou Ngaio (Technical/Cultural RMA Specialist)	
Managers/Regional Harbourmaster	\$260
Consultants/Contractors	As charged by consultant/contractor
Regional Council staff mileage	Current applicable IRD rate

The full Section 36 Charges Policy is available at
www.boprc.govt.nz/Knowledge-Centre/Section-36-Charges-Policy.aspx

What you need to know before you apply for a Resource Consent



Resource consents are used to manage the impact that certain activities have on people and the environment.

Regional plans identify activities that require resource consents. There are four types of resource consents that the Bay of Plenty Regional Council can issue:

1. Land use consents
2. Discharge consents
3. Water consents
4. Coastal consents

Subdivision, building and some land use consents are issued by District and City Councils.

Land use consents

Certain types of land use can have negative environmental effects such as decreased water quality, erosion, flooding or ecological effects. You may need a land use consent if you want to:

- build or alter a bridge, culvert, stopbank or ford,
- construct or alter a well or bore,
- disturb or alter a wetland area,
- disturb the bed of a river or lake (e.g. reclaim, dredge, excavate, drill or erect a structure),
- carry out earthworks, soil cultivation, roading, tracking, mining or quarrying activities,
- plant or clear vegetation,
- install or use a structure (e.g. jetties, retaining walls, steps, boat launch or moorings),
- disturb contaminated or potentially contaminated land, and
- disturb or alter a geothermal surface feature in Rotorua.



Coastal Protection works, Wehi Beach

Discharge consents

Discharge consents cover activities which discharge to water, land or air. You may need a discharge consent if your activity will or may discharge:

- Water into water (this includes clean or contaminated water),
- Effluent, waste products or contaminated water onto, or into land,
- Landfill or cleanfill leachate,
- Carry out a nutrient discharging activity (e.g. increase stocking rates within the Rotorua Lakes Catchment area),
- Water and/or contaminants into water, or onto or into land, in association with a geothermal take, and
- Dust, steam, smoke or other contaminants into the air and/or those that create offensive odours.

Water consents

You may need a water consent if you want to, construct a dam or stopbank, divert a water course or take or use:

- Surface water (e.g. water from a river, stream, dam, lake, spring or the coast),

- Groundwater (e.g. water from an underground source), and
- Geothermal water, heat or energy.

Coastal consents

Coastal consents relate to resources in the coastal marine area (CMA). The CMA is a defined area of foreshore, seabed, coastal water, and air space above the sea typically taken from the average high tide level on the beach out to the territorial limit (12 nautical miles) and a set distance upstream of most rivers. If you are carrying out an activity near the coast or in a river near the coast, check out the full definition of the CMA in our Regional Coastal Environment Plan at www.boprc.govt.nz keywords 'coastal plan'.

You may need a coastal consent if you want to occupy space associated with structures or reclamations or carry out an activity within the CMA such as:

- installing or using a structure (e.g. jetties, retaining walls, steps, boat launch, or moorings),
- reclamations, and
- disturbance (e.g. dredging or associated with construction).

How to apply for a Resource Consent

You should talk to a Consents Officer for advice before you begin the application process. A Consents Officer can help identify if a consent is needed, and also what information should be submitted.

To contact an officer for helpful advice call 0800 884 880 or visit either Whakatāne or Mount Maunganui Regional Council offices.

Required information

Making sure that your information is accurate and the application forms are complete will ensure that your application is processed quickly, and will reduce costs.

The application must as a minimum include:

- a completed, signed and dated 'Base Form' (unless applying for a bore or well which has its own form),
- a description of the activity you are proposing,
- any specific information requested on the relevant application form,
- the Ministry for the Environment provides additional advice on preparing AEEs (www.mfe.govt.nz), a description of the site including relevant features such as streams, wetlands, vegetation, past development and the wider environment,
- a detailed description of any consultation undertaken. This includes all written and verbal correspondence, and
- details about the location of your activity such as a map, aerial photograph or detailed sketch plan. You can visit www.boprc.govt.nz (Regional Mapping) to use the mapping tool to locate, and print maps of properties.

Your submitted map should at least show:

- your property boundary and neighbouring properties,
- the nearest country road or state highway,
- the location of any waterways, wetlands or wildlife habitats in the area,
- any known historic or wāhi tapu sites, and
- any known significant features, including geothermal or archaeological sites.



Dairy effluent irrigation to pasture requires a resource consent in the Bay of Plenty



Works in stream beds such as building bridges or dams may need a consent



Structures over the bed of the Rotorua Lakes including jetties, platforms, pontoons, retaining walls and ramps will need a resource consent

Cost of Consents

Under the Resource Management Act (RMA), the Bay of Plenty Regional Council will recover costs associated with processing applications, and administering, supervising, and monitoring granted consents.

For more information on resource consents costs view our factsheet 'What does a resource consent cost?' which is available on our website visit www.boprc.govt.nz.

If you have any questions about costs involved with resource consents or about resource consents in general, contact us on 0800 884 880 or check out our website www.boprc.govt.nz, search: resource consents



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