

# A guide to your Land Use resource consent

## Introduction

Now that you have received your resource consent, there are several things you need to do and records you need to keep to ensure that you remain compliant with your consent conditions.

This information sheet provides guidance on your obligations as a consent holder to remain compliant with your land use resource consent. It also outlines what you can expect from the Regional Council with regards to the monitoring of your resource consent, as well as the Regional Council's expectations as to what records you must keep and for how long.

The information sheet also aims to give you an understanding of what you can expect from us, as the Regional Council, when it comes to monitoring your consent.

If you have any questions about your obligations as a consent holder, or the monitoring process, then we encourage you to chat to your Land Management Officer in the first instance, or call 07 921 3377.

## What you need to do

- Comply with all aspects of your most recent Nutrient Management Plan (NMP), particularly the Committed Actions, managed reduction targets and your Critical Source Area (CSA's) actions.
- Let us know if you want to make changes to what is reflected in your NMP.
- Submit an OverseerFM year-end analysis each year (1 July– 30 June). This will need to be prepared by a suitably qualified and experienced person, and be submitted by them online by 31 October each year. You will need to maintain a yearly OverseerFM subscription.

- Keep the records used to support your OverseerFM year-end analysis for at least seven years. **The table (over page)** shows the type of information that are considered verifiable records and what you should be keeping.

## What you can expect from Regional Council

As part of monitoring your resource consent, the Regional Council will carry out site visits. These will normally be undertaken by a Land Management Officer and the frequency of the visits will depend on the committed dates for addressing the Critical Source Areas in your NMP and the overall risk rating given to your property.

The visits will be undertaken in collaboration with you, and we'll contact you before we come onsite. We will also let you know in advance if we want to see your farm records during the visit, so that you will have time to prepare.

During the site visit, we'll work through your Nutrient Management Plan. Following the visit we'll let you know if you are compliant with your resource consent, and if not, what you will need to do to achieve compliance.

We will give you a reasonable amount of time to address any issues identified during the site visit.

**For further information or assistance please call 07 921 3377 or your Land Management Officer.**



## Plan Change 10 Auditable Source Documents

Documents must be kept as proof of compliance to the consented farm system. If requested, these must be provided to the Regional Council to verify farm system data used to build the year-end<sup>1</sup> Overseer analysis. Farm records are expected to be kept for at least seven years. Copies should be kept if originals need to be sent to accountants. Please note this is not a definitive list – it is designed to give an indication of verifiable records. Suggested options are photocopies, scanned documents (stored in folder on computer), or as a picture on a phone/tablet/cloud. A well-kept farm diary will also be a valuable source of information.

Records required	External documents required from supporting farm companies	Internal documents to be generated by enterprise owner
	<b>Invoices/Dockets/Receipts/Statements</b>	<b>From the farm diary or farm monthly reports</b>
<b>Production</b>	Dairy: milk solids/year. Beef and Lamb: cull sheets, carcass weights and numbers of animals Wool.	
<b>A livestock reconciliation by class and age for each month starting with opening numbers as at 1 July until 30 June in the following year</b>	Livestock movements verified via LIC, NAIT <sup>2</sup> , ASD Forms, breed society records and/or year-end accounts <sup>3</sup> ; or equivalent accounting, dockets and receipts e.g. cartage, sales, purchases, stock agent summaries.	Record of stock movements (date, class and quantity) on and off farm by self. Start and end dates for: calving, lambing, fawning and weaning (as applicable, for verifying mean date in Overseer).
<b>Annual fertiliser programme, including mixes, application dates, method and rate</b>	Fertiliser annual nutrient purchase record provided by Ravensdown, Ballance, or equivalent documentation showing fertiliser mix composition, application dates and blocks, rates and amounts purchased. Fertiliser spreading contractor invoices.	Fertiliser mix composition and rate applied by block and date. Diary notes that record equipment maintenance and calibrations completed.
<b>Use of stand-off infrastructure</b>		Stock movements on and off stand-off infrastructure where effluent is captured. Farmer to record timing and nature of usage, including months used, number of stock on and average daily time used over those months.
<b>Type and quantity of feed supplements brought onto and removed from the property</b>	Invoices verifying purchase of feed - showing quantity and type. Invoices verifying sale of feed showing quantity and type. Contractor invoices for silage/baleage and hay making.	Destination feed is fed out on - e.g. home farm paddocks, runoff, feedpad etc. Supplementary feed reconciliation showing stored feed on hand at beginning of July and end of June in the following year.
<b>Crop management, including cultivation practice, type, timing, yield and fate of crop</b>	Crops grown: - Seed invoices to show crop types, including catch crops (if applicable) <sup>4</sup> , and - Contractor invoices for planting/sowing dates (if applicable).	Crop sowing and re-grassing dates (cultivation or direct drill), including catch crops, if applicable. Additional cultivation dates, if applicable. Summary of harvest method, including dates and average hours grazed if applicable. Maps <sup>5</sup> : Crops grown: paddock/Overseer block location; crop rotation history.
<b>Soil tests</b>	Copy of soil test to be provided as it occurs (two or three yearly depending on farm type).	

<sup>1</sup> Note: The 'year' will run as a farming/Overseer year – 1 July–<sup>30</sup> June.

<sup>2</sup> NAIT - National Animal Identification and Tracing - If you are in charge of cattle or deer, you must make sure they are tagged with National Animal Identification and Tracing (NAIT) tags and registered in the NAIT system. See <https://ospri.co.nz/our-programmes/nait/about-the-nait-programme/purpose/>

<sup>3</sup> Opening and closing stock numbers for year from 1 July–<sup>30</sup> June. If your financial account year differs then sale/purchase dockets post year end too.

<sup>4</sup> If crops are not sown in the same year as the seed invoice dates, then please advise.

<sup>5</sup> Maps can be provided by Regional Council.

**For further information or assistance please call 07 921 3377 or your land management officer.**

