**5A Take and use surface water**

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.**

Surface water takes are subject to rules in the Regional Natural Resources Plan (RNRP). The plan is on our website: <http://www.boprc.govt.nz/knowledge-centre/plans/>.

Call the Consents Duty Planner on 0800 884 880 for help determining the **allocation status** of the water body.

**RNRP rules that apply to your activity**:       and

**Activity status** of your consent application:

Controlled

Restricted Discretionary

Discretionary

**National Environmental Standard for Freshwater:**

Is the proposed activity within 100m of a wetland?

Yes

No

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 and 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:

Phone *(select preferred)*

Residential        Business

Cell

Email

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

Company name:

Contact person:

Postal address:

Phone *(select preferred)*

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 to which the activity relates, then 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 is 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:

Is your water take in a fully allocated catchment?Yes  No

If you are unsure, ask the Consents Duty Planner: 0800 884 880.

**PART 2**

1. **Description of activity**
2. Purpose of water take *(select all that apply)*

Industry/municipal

Frost protection

Irrigation

Temporary for bore drilling or dust control

Spraying

Dairy shed

Other *(specify)*

Under s14(3)(b) of the RMA, water can be taken without resource consent for:

1. An individual’s reasonable domestic needs.
2. The reasonable needs of an individual’s **or** animals’ for drinking water.

and:

the taking or use does not, or is not likely to have an adverse effect on the environment.

1. Name or watercourse
2. Type of watercourse

River or stream  Modified river or stream

Lake or pond  Main-made drain privately managed

Man-made drain managed by the Bay of Plenty Regional Council

Other *(specify)*

1. **Water intake structure**
2. If your intake structure can meet rule BW R5 of the Regional Natural Resources Plan (RNRP), no consent is required for the structure. If not, a separate consent for your intake structure is required.
3. Can your intake structure meet Rule BW R5 of the RNRP?

***Yes / no***

1. Attach detailed **plan/s**, to scale, of the intake structure and its placement over/in the bed of the watercourse. Please also include photos.
2. **Screen details**

Mesh size *(standard: < 5 mm x 30 mm mesh, or < 5 mm diameter holes or < 3 mm x 30 mm mesh in tidal areas)*

Diameter of intake screen       mm

Length of intake screen       mm

Pumping velocity through screen *(standard: < 0.3 m/s)*       m/s

1. **Water take information**

*Notes about water take applications:*

* We will check the efficiency of the volume of water you are applying for, using the model ‘SPASMO’.
* For frost protection and spraying use, we may compare previously consented volumes (for replacement applications) with actual use, and may reduce the volume accordingly.
* Some water bodies are considered to be near or fully allocated. Contact the Consents Duty Planner for more information.
* Metering, monitoring and reporting requirements will be included in conditions of resource consent (if consent is granted).
* Larger volumes/rates of take are likely to be subject to more stringent monitoring/reporting requirements with higher ongoing charges associated with the consent.

1. **Industry/municipal**

Rate of take       litres per second

Maximum time       hours per day

Maximum volume       m3 per day **AND**       m3 per year

1. **Irrigation**

Rate of take       litres per second

Maximum time       hours per day

Maximum volume       m3 per day **AND**       m3 per week **AND**       m3 per year

Area       hectares

Crop(s)       *Provide the exact irrigation land area/s and a breakdown of area for each crop on a map. Specify the variety if kiwifruit, e.g. green, gold, red.*

Irrigation days per year:

1. **Frost protection** *(attach previous use records for replacement applications)*

Rate of take       litres per second

Maximum time       hours per day

Maximum volume       m3 per day

Area       hectares

Crop(s)

Frost days per year:        *For replacement consents, base this on previous use records. For new consents, use records from neighbouring orchards to estimate the likely maximum number of annual frost days. Attach relevant use records to support your application. Provide additional supporting information if your application requires a greater number of days.*

Lowest temperature frost event designed for

1. **Spraying agrichemicals** *(attach spray diary for replacement applications)*

Rate of take  litres per second

Events per year at *1500* L/ha

Events per year at *2000* L/ha

Daily volume m3

Annual volume m3

1. **Domestic supply**

|  |  |  |
| --- | --- | --- |
| # of Bedrooms | Demand (L/day/person) | Total (m3/day) |
|  | *200* |  |

Daily volume m3

Annual volume m3

1. **Stock watering** *(see Horizons Regional Council (2007) Reasonable Stock Water Requirements Guidelines for Resource Consent Applications)*

|  |  |  |  |
| --- | --- | --- | --- |
| Stock type | # of stock | Demand (L/day/animal) | Total (m3/day) |
| Milking cows |  |  |  |
| Sheep |  |  |  |
| Horses |  |  |  |
| Grazing cattle |  |  |  |

Daily volume m3

Annual volume m3

1. **Dairy shed wash down and cooling water**

|  |  |  |
| --- | --- | --- |
| # of Milking Cows | Rate (L/cow/day) | Days Annually |
|  |  |  |

Daily volume m3

Annual volume m3

1. **Temporary take**

Rate of take       litres per second

Maximum time       hours per day

Maximum volume       m3 per day

Number of occurrences per year

1. **Other** *(specify)*
2. **Site description**

Describe the site, including aquatic ecology, species present,streambed substrate, wildlife habitats (wetland, etc.). Please include photos.

*[Continue as necessary]*

1. **Site plan**

Provide a site plan showing the location of the activity and surrounding environment 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. **Assessment of environmental effects (AEE)**

Describe the actual or potential environmental effects associated with your water take, including:

1. Effects on the stream and stream bed during construction of the intake structure:

*For example, will the works release sediment into the water body and how this be avoided or mitigated.*

1. Long-term effects on the watercourse from intake structure:

*Consider fish passage, recreational values, landscape values, potential for bed or bank erosion etc*

1. Efficient take:

*An efficient take is the lowest instantaneous rate of abstraction from the watercourse (litres per second) as practical for meeting the daily maximum volume. Efficiency should also be assessed on a seasonal basis. For irrigation, SPASMO can be used to estimate demand. You can contact the duty planner on* [*consents.queries@boprc.govt.nz*](mailto:consents.queries@boprc.govt.nz) *for a SPASMO assessment. If the proposal is to replace an existing consent, then previous use records can be utilised to assess demand.*

1. Allocation status:

*Contact* [*consents.queries@boprc.govt.nz*](mailto:consents.queries@boprc.govt.nz) *for the current allocation status of the watercourse. If BOPRC do not hold sufficient flow data for calculating allocation then you may need to undertake flow gauging over the summer period.*

1. Cultural effects:

Refer to section 8 of this form.

1. Effects on instream ecology from water take:

*If there is allocation available for the proposed take then the effects on instream ecology can be considered less than minor. If the take is within an over-allocated catchment or will cause the catchment to be over-allocated then an assessment of ecological effects may be required.*

1. Other effects (e.g. groundwater reduction):

1. Effects on recreation:

1. Effects on existing authorised/downstream users:

1. Effects on nearby wetlands:

*Note that the National Policy Statement for Freshwater Management 2020 requires that there is no further loss of natural inland wetlands and their values are protected, and their restoration is promoted.*

1. Proposed mitigation methods:

1. Consideration of alternatives:

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

It is important to provide a well-prepared AEE, otherwise we may:

* not accept your application,
* turn down your application,
* ask 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 information,** see the Ministry for the Environment’s *Good Practice Guide on How to Prepare an AEE*, and *Everyday Guide to the RMA: Applying for a Resource Consent*, at [**www.mfe.govt.nz/publications/rma**](http://www.mfe.govt.nz/publications/rma)

More information on the resource consent process and consultation is on our website.

1. **Efficiency of infrastructure and system**

Describe the water distribution system, including efficiency measures, control systems, and management regime. Include plans where relevant.

*[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 as 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 operative Regional Natural Resources Plan. You can use the* Water Take and Use Policy Assessment *form on our website* [*https://www.boprc.govt.nz/do-it-online/consent-forms/*](https://www.boprc.govt.nz/do-it-online/consent-forms/) *under ‘Water’.*

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, downstream water users, 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 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 is processed 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 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 and completeness 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 applicable 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 all affected parties, and/or summary of consultation carried out

Site plan

Details, plans and photos of water intake structure

Sign and date the application form

Pay the deposit

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

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

**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.**

**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 & 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/)