**3A Onsite effluent discharge**

We recommend you discuss your application with a Consents Planner before you apply. The first 30 minutes are free and will save you time and money in the long run. After the first 30 minutes, 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** **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.**

Onsite effluent discharges are generally subject to rules in the **On-site Effluent Treatment Regional Plan (OSET Plan)** or the **Regional Natural Resources Plan**, on our website: http:/www.boprc.govt.nz/knowledge-centre/plans/.

**Rule/s and plan/s** that apply to your activity:

**Activity status** of your consent application:

[ ]  Controlled

[ ]  Restricted Discretionary

[ ]  Discretionary

**National Environmental Standards for Freshwater 2020**

Is the activity within 100m of a natural wetland? [ ]  Yes [ ]  No

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

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

Company name:

Contact person:

Postal address:

Phone *(select preferred contact number)*

[ ]  Business       [ ]  Cell

Email

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

[ ]  Applicant [ ]  Consultant

Send **correspondence** and **invoices** once consent is granted, to:

[ ]  Applicant [ ]  Consultant

Purchase Order Number for invoices (if required):

1. **District and consent term**
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: *See Policy 34 of the OSET Plan relating to consent term*

      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:

**PART 2**

**Notes for applicants**

* Provide full answers where possible; the more information provided, the more efficient the resource consent process can be.
* For an on-site effluent discharge, the **On-site Effluent Treatment Regional Plan (OSET Plan)** generally applies.If your activity is in the Rotorua Lakes Catchment, or your proposed discharge is more than 2,000 litres per day, you may also need to consider the **Regional Natural Resources Plan**.
* The On-site Wastewater Disposal **Site and Soil Evaluation Checklist** (SSE) is used in place of an assessment of environmental effects. The SSE is on our website under ‘Discharges’: <https://www.boprc.govt.nz/do-it-online/consent-forms/>.
* Engage a suitably qualified and experienced person (SQEP) to assess the existing or proposed wastewater system. For a list of recommended SQEP professionals and approved wastewater systems: https://www.boprc.govt.nz/environment/resource-consents/consent-and-compliance/wastewater/approved-oset-system-designers/
* Include design specifications and calculations and detailed drawings/plans, such as dwelling floor plans, site plans and drainage layout.
* For more information on wastewater system requirements, the guide ‘*Managing your Wastewater*’ is on our website [**www.boprc.govt.nz**](http://www.boprc.govt.nz) keywords ‘**wastewater guide**’. Wastewater system design requirements are in the standards NZS 1547, NZS 1546.1 and NZS 1546.3.

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

1. **Site and location details**

[ ]  The wastewater treatment effluent system is: [ ]  New [ ]  Existing

[ ]  Type: [ ]  Septic tank [ ]  Aerated wastewater treatment system

[ ]  Other:

Located in the **Rotorua Lakes Catchment**? [ ]  Yes [ ]  No

Located in a **Maintenance Zone** (Schedule 10 of the OSET Plan)?

[ ]  Yes Name of zone       [ ]  No

Map number: *(circle)* 11 12 13 14 15 16 17 18 19

In a **Reticulation Zone** (Schedule 11 of OSET Plan) where sewerage reticulation is planned within the next five years? *If so, you may be eligible for a reduced application fee. Call the Consents Duty Planner on 0800 884 880 for further information.*

[ ]  Yes Name of zone       [ ]  No

Type of Reticulation Zone: [ ]  Operating [ ]  Confirmed [ ]  Future

1. **Wastewater treatment system designer**

Name and company of suitably qualified & experienced person who designed the wastewater treatment system:

Attach a **producer statement** signed by the designer. *The producer statement should include the following information:*

* *Address and legal description of property.*
* *Relevant building consent number (if any).*
* *Confirmation that the design was carried out in accordance the AS/NZS 1547:2012 standard and best practice engineering design principles.*
* *Name and contact details of the company (if applicable).*
* *Name of the designer, and position within the company (if applicable).*
1. **Type of facility** the system will service (refer to Tables H3 and H4 of the AS/NZS 1547:2012 standard):

[ ]  Dwelling: number of bedrooms

[ ]  Motel/hotel: maximum number of guests and staff

[ ]  Café/restaurant/winery: maximum number of patrons and staff

[ ]  School: maximum number of pupils and staff

[ ]  Camping ground: maximum number of campers and staff

[ ]  RSE (seasonal) worker accommodation: maximum beds

[ ]  Other: type of facility & maximum number of people

1. Show **how the maximum number of people** was calculated

*(e.g. five staff + licensed to seat 20 patrons = 25 people)*

1. Occupancy [ ]  Permanent [ ]  Part-time [ ]  Throughout the year

 [ ]  Certain times of year

1. **Wastewater treatment system**

*Answer questions in the applicable section only.*

**Pre-treatment**

[ ]  Grease trap/s Number of grease trap/s:       Capacity of grease trap/s:

[ ]  Other *(specify)*

Other relevant information, such as manufacturer specifications:

**Septic tank**

1. Description of proposed effluent system:

[ ]  Single stage septic tank: Number of tanks

[ ]  Two stage septic tank: Number of tanks

[ ]  Other *(specify)*

Other relevant information, such as manufacturer specifications:

1. Rated capacity of the treatment system:       Litres
2. Effluent outlet solids filter: [ ]  Yes [ ]  No

Outlet filter make/model:

1. Other additional features of proposed system:

**Secondary treatment**

[ ]  Septic tank with AES sand bed system Sampling port included [ ]  Yes [ ] No

[ ]  Other Secondary treatment method

**Aerated wastewater treatment system**

1. Description of proposed wastewater treatment system:

[ ]  Aerated wastewater treatment system *(biocycle, environflow, etc.)*

Manufacturer, brand, and model

[ ]  Other *(specify)*

Other relevant information, such as manufacturer specifications:

1. Rated capacity of treatment system:       Litres

**Tertiary treatment**

[ ]  Intermittent sand filter

[ ]  Recirculating sand filter

[ ]  Other *(specify)*

Other relevant information, such as manufacturer specifications:

1. Type of disinfection.

[ ]  Ultraviolet [ ]  Chlorination [ ]  Other *(specify)*

**Manufacturer’s recommended service frequency for your system:**

1. **Land application system**
2. **Method of land application:**

*(Refer to AS/NZS 1547:2012 – Appendices K to N, Section 5.1 of the OSET Plan and Section H4 of the SSE)*

[ ]  Conventional piped trench

[ ]  Conventional bed

[ ]  Drip irrigation: [ ]  Surface [ ]  Sub-surface

[ ]  LPED (Low Pressure Effluent Distribution) field

[ ]  Mound discharge

[ ]  Bottomless sand filter

[ ]  Evapo-transpiration-seepage (ETS) beds

[ ]  AES sand bed system

[ ]  Other *(please specify)*

1. Proposed loading method:

[ ]  Gravity [ ]  Dosing siphon [ ]  Pump

1. **Receiving environment**
2. **Soil type** at location of land application area:

*Your designer can assess the soil type. A test hole should be dug to enable correct assessment; refer to Table E1 of AS/NZS 1547:2012. Provide photos.*

[ ]  Category 1 *(Gravels and sands)*

[ ]  Category 2 *(Loamy sand and sandy loam)*

[ ]  Category 3 *(Fine sandy loam, loam and silty loam)*

[ ]  Category 4 *(Sandy clay loam, fine sandy clay, clay loam and silty clay loam)*

[ ]  Category 5 *(Sandy clay, light clay and silty clay)*

[ ]  Category 6 *(Medium clay and heavy clay)*

1. **Depth** (metres) from proposed land application area to highest seasonal groundwater:

*Distance to groundwater must be at least 600 mm from the base of the land application system (including during winter/spring when the ground level is higher). AES sand bed systems are deeper than conventional beds so the test hole will need to be at least 2.1 m deep to confirm sufficient distance between the AES bed and groundwater.*

Further information about the receiving environment will be assessed in the accompanying Site and Soil Evaluation Checklist (Schedule 5).

1. **Site plan**

Supply a site plan, to scale, which accurately shows the wastewater treatment system layout. *Examples of a cross section and a site plan are below.*

The site plan must include the following information (as a minimum):

1. **Wastewater treatment system**
* Location
* Distance from land application area
* Existing buildings on the property
* Distance from dwelling
1. **Land application area**
* Location
* Area (m2)
* Dimensions
* Distance from boundaries
* Location of effluent lines
* Distance between effluent lines
1. **Reserve land application area**
* Location
* Area (m2)
* Dimensions
* Distance from 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)**

*The AEE is part of your* ***Site and Soil Evaluation Checklist****, which must be included with your application (on our website:* [*https://www.boprc.govt.nz/do-it-online/consent-forms/*](https://www.boprc.govt.nz/do-it-online/consent-forms/) *under ‘Discharge’).*

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 On-site Effluent Treatment Regional Plan and/or the Regional Natural Resources Plan. The plans are on our website:* <http://www.boprc.govt.nz/knowledge-centre/plans/>.

*[Continue as 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 that are likely to be affected. The ‘Affected Person’s Written Approval’ form can be filled out by the affected person and attached to this application. It is on our website:* [***www.boprc.govt.nz***](http://www.boprc.govt.nz)*keywords* ***‘resource consent forms’.***

*If you do not think there will be affected persons, you do not need to fill out this section. Bay of Plenty Regional Council will make the final assessment of whether a person is affected by your proposal.*

Provide details of people who may be affected by your proposal. If you have discussed your proposal with any of these people, record their comments and your response, and submit with your application.

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 **$1,770** 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; see the fees schedule attached.
1. **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

[ ]  Site and Soil Evaluation (Schedule 5 of the OSET Plan: <https://www.boprc.govt.nz/do-it-online/consent-forms/> under ‘Discharge’)

[ ]  Written approval from all affected persons, and/or summary of consultation carried out

[ ]  Site plan, floor plan, drainage layout, plan of OSET system and land application area

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

[ ]  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.

Bay of Plenty Regional Council (“BOPRC”) will use the information provided with your application to process your application and to assist in managing the region’s natural and physical resources. Information in this application is regarded as **official information** and available to the public on request in accordance with the Local Government Official Information and Meetings Act 1987. In addition, you agree that the information in your activity application (Forms 1A to 7B) (and any documentation provided in support) will be published and made available on our website. **It is important that you let us know if your application includes trade secrets, commercially sensitive information, and/or any other information that you would like to remain confidential.**

This application will likely contain personal information within the meaning of the Privacy Act 2020. You agree that any personal information provided with this application will be held and used by BOPRC in accordance with our Privacy Statement (available at [www.boprc.govt.nz](http://www.boprc.govt.nz)) and the Privacy Act 2020.”

**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

**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 $1,770 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 your 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).

**Hourly charges for staff and consultants**

|  |  |
| --- | --- |
| **Examples** | **Hourly rate****Incl GST****(Excl GST)** |
| Administration/Coordinator | $160.00($139.13) |
| Officers/PlannersSenior Officers/PlannersEngineers/Scientist/Regulatory Project Officers (RPO)External contracted Compliance Monitoring Officer (externally contracted)Maritime Officer | $230.00($200.00) |
| Team Leaders/Senior RPO/Works Engineer/Senior Maritime OfficerSenior Engineer/Senior ScientistPrincipal Advisor/Cultural Specialist | $255.00($221.74) |
| Managers/Regional Harbourmaster/Principal Advisor Consents | $375.00($326.09) |
| Consultants/Contractors | As charged by consultant/contractor |
| Regional Council staff mileage | Current applicable IRD rate |

Note: Some positions may not be listed. In such cases the charge will be calculated from actual time multiplied by the most appropriate charge out rate listed above.

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/)