

A Guide to Resource Consents

This guide is an introduction into the resource consent process and answers common questions about the process.

If you have any further questions, please contact the Planner at Rangitikei District Council on either 06 327 0099 or 0800 422 522.

What is a resource consent?

A resource consent is a legal document that gives you permission to undertake an activity.

The key document you need to understand is the Rangitikei District Plan 2013. The District Plan identifies what you can do, where you can do it and how you can do it.

You can find the District Plan by following this link:

<http://www.rangitikei.govt.nz/index.php/district-plan>



The zones have rules that place different activities into categories. The categories determine whether you need resource consent or not. These categories are:

Permitted activity – can be done as of right as long as you meet the permitted activity standards. If you cannot meet these standards, then you will need resource consent.

Controlled activity – requires resource consent that must be granted, but can be subject to conditions.

Restricted/Fully Discretionary activity – requires resource consent that may or may not be granted, and if granted, could be subject to conditions.

Types of consents

You may be required to apply to the Rangitikei District Council for two types of resource consent. These are land use and subdivision.

Land use consent – is required if you wish to undertake a certain activity that is not permitted by the District Plan, or that breaches the permitted activity standards of the Plan.

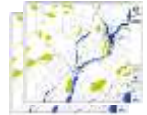
Examples may include: constructing a dwelling closer to the boundary than the minimum setbacks identified in the Plan, or undertaking an industrial activity within the Residential Zone.

Subdivision consent – is required to divide land or buildings legally for separate ownership.

Examples may include: boundary adjustments, fee simple or unit title.

Do you need resource consent?

Your first task is to identify on the Planning Maps the zone the property falls within. You will then need to look at the rules associated with the zone.



There are two Planning Maps for each property: one shows the zones and the other shows the hazards. If the property is listed as being within a hazard zone then you will need to check the rules associated with the hazard. You will do this in the 'Natural Hazards' section of the Plan.

You will also need to check the 'General Rules and Standards' section to ensure the desired activity meets these rules.

You will find the Planning Maps and rules by following the link:

<http://www.rangitikei.govt.nz/index.php/district-plan>

We advise that you contact the Planner at the Council to confirm whether you require consent or not.

How do you apply for resource consent?

You, or a representative (eg builder, surveyor or planning consultant), must complete and sign the application form. This form is available from the Council offices in Marton and on the Rangitikei District Council website under 'Forms'.



Note: there are different application forms for land use consent and subdivision consent.

You may submit your application at the Council offices in Marton or Taihape, or post it to Rangitikei District Council, Private Bag 1102, Marton 4741. When you submit your application, you must pay a deposit. More information on the fees is given under the heading 'What will my consent cost?'.

What information do you need to provide?

You will need to fill out the application form and attach any supporting documents. Such documents may include site plans, an Assessment of Environmental Effects report and any Affected Party Approvals you have obtained.

If you do not provide enough information, Council may refuse your application or request more information, which will delay the process.

Preparing an Assessment of Environmental Effects

You must supply an Assessment of Environmental Effects with your application. This report outlines the effects you think your proposal may have on your neighbours and the wider environment. These effects can be either positive or negative.

The Assessment of Environmental Effects may also include details for how any negative effects are going to be reduced.

Preparing an Assessment of Environmental Effects (cont'd)

The Ministry for the Environment has published a guide to help with the Assessment of Environmental Effects.

You can access this by following the link:

<http://www.mfe.govt.nz/publications/rma/ae-guide-aug06/>

Do you need to gain approval from anyone?



We advise you to speak with your neighbours and anyone else you think may be affected by your application before lodging it with Council. Lodging affected-party approvals with your application may help your application, as

Council will not be able to take into account the effects of the proposal on those people when considering the application.

The approvals must be lodged on the appropriate form (found in the 'Forms' section of the Rangitikei District Council website). You must show the affected persons what you are planning on doing. All owners and occupiers must sign the approval form and the associated site plans.

The Planner at Council can advise you on parties who may be affected before you submit your application. However, you will only know exactly who is affected after you have formally submitted your application.

What will your consent cost?



The costs for consents will vary depending on the scale and complexity of the application. A deposit is required upon submission of the application with Council. You will find the charges on the Council's website under 'Fees and Charges'.

You can following this link:

<http://www.rangitikei.govt.nz/index.php/fees-and-charges>

You will be required to pay the balance when Council has processed your application.

Processing the Resource Consent

Will anyone be informed about your application?

There are three ways your consent may be processed. These are:

➤ fully notified ➤ limited notified ➤ non-notified

Fully notified – In this case, the consent is publically advertised in the newspaper. Anyone may submit on the application over the specified time period.



Council will use this type of notification when the effects of the application warrant public input. Usually there is a hearing to give submitters the chance to speak to decision makers about their concerns.

Limited notified – In this case, the parties who are affected by your application are consulted. There is the opportunity for these parties to submit within a specified time period.

This notification type is usually limited to situations where the effects of an activity are limited to specific people and these people have not given their written consent.

Non-notified – In this case, no members of the public are informed of the application. This is the most common type of consent and happens when the effects of the proposed activity are likely to be minor and you have obtained the written consent of affected parties.

How long will it take?

The length of time taken to process a consent depends on scale of the activity and the quality of the application. A non-notified application that provides all the necessary information will take 20 working days to process. However, if further information is required the 20-day timeframe will stop until the information is provided.



Limited notified and fully notified applications can take a much longer period of time.

Granting of Consent

If Council processes your consent as non-notified, then you may proceed with the activity immediately after it issues the consent.

If Council processes your application as limited notified or fully notified and submissions are lodged, then you may proceed with the activity after the time for lodging appeals against the consent expires (15 working days) or when the appeal processes are complete.

Conditions of Consent

Council may grant resource consent with specific conditions. It may require you to take actions before and during the consent (eg maximum height, maximum noise, hours of operation, etc). Council will monitor these conditions, and if they are not undertaken, as the consent holder you may be subject to enforcement action.



Expiry of Consent

Unless the consent states otherwise, as the consent-holder you have five years to commence the activity before the consent lapses.

If you cannot complete the work within this time, you may apply for an extension. However, you will need to show that you have made substantial progress.

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