

<b>Office use</b>	Date Received _____
Name of CSR _____	Time Received _____
Fees receipted \$ _____	
Receipt no _____	
Tech1 app no _____ P _____	
Assess _____ R O _____	

## Application for outline plan of works

This application is made pursuant to Section 176A of the Resource Management Act 1991 (RMA 1991). Please note that your application will also be subject to all other relevant provisions contained within the RMA.

This form is designed to provide the required details, and must be submitted as part of your application. Please note that the public can view all the information provided in your application.

District Plan rules & maps, application forms and land information are available on Council's website [www.wdc.govt.nz](http://www.wdc.govt.nz)

If you have spoken to a member of our planning staff about your proposal, please enter their name

**It is important that you complete all sections fully**  
**Please refer to separate application guidance notes**

### 1 Application details

**Have you attended a pre-application meeting?**     Yes     No

Name of applicant \_\_\_\_\_

Requiring authority \_\_\_\_\_

Designation no - operative district plan \_\_\_\_\_

Have you applied for a building consent or PIM?     No     Yes

Building consent or PIM no \_\_\_\_\_

**Description of activity** (e.g. additions of classrooms, alterations to the administration block)

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

### 2 Site details

Property address \_\_\_\_\_ Property ID \_\_\_\_\_

Legal description \_\_\_\_\_ CT \_\_\_\_\_ Valuation ref \_\_\_\_\_

District plan environment \_\_\_\_\_

### 3 Address for service/correspondence (*Agent*)

Name \_\_\_\_\_ Ref No. \_\_\_\_\_

Postal address \_\_\_\_\_

Phone no \_\_\_\_\_ Email \_\_\_\_\_

### 4 Payer (*mandatory*)

Full legal name of payer \_\_\_\_\_

Postal address of payer \_\_\_\_\_

Phone no \_\_\_\_\_ Email \_\_\_\_\_

 \_\_\_\_\_  
 Signature (*mandatory*)

 \_\_\_\_\_  
 Date

***NB: By signing this form you undertake to pay consents processing fees***

### 5 Attachment checklist (*mandatory requirements are bold*)

- |                                                                |                                                                                      |                                                                                                  |
|----------------------------------------------------------------|--------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------|
| <input type="checkbox"/> Completed application                 | <input type="checkbox"/> Certificate of title                                        | <input type="checkbox"/> <b>3 copies of application or<br/>1 x USB or CD and 2 colour copies</b> |
| <input type="checkbox"/> Advance fee/deposit                   | <input type="checkbox"/> Planning maps                                               | <input type="checkbox"/> <b>Building activity or site plans</b>                                  |
| <input type="checkbox"/> Covering letter                       | <input type="checkbox"/> <b>Copy of delegated authority from requiring authority</b> |                                                                                                  |
| <input type="checkbox"/> Other ( <i>please specify</i> ) _____ |                                                                                      |                                                                                                  |

### 6 Site Visit Requirements

(A site visit is generally undertaken by staff processing the application)

6.1 Is there a locked gate or security system restricting access by council staff?

- Yes       No

6.2 Is there a dog on the property?

- Yes       No

6.3 Provide details of any entry restriction or hazards that council staff should be aware of, e.g. health and safety, organic farm, measures to inhibit the transfer of Psa-V, etc.

 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

## 7 Privacy Information

The council requires the information you have provided on this form to process your application under the RMA and to collect statistics. The council will hold and store the information, including all associated reports and attachments, on a public register. The details may also be made available to the public on the council's website. These details are collected to inform the general public and community groups about all consents which have been processed or issued through the council. If you would like to request access to, or correction of any details, please contact the council.

## 8 Application fees

Please refer to Council's 'Schedule of Fees & Charges' at [www.wdc.govt.nz/ratesandpayments/feesandcharges](http://www.wdc.govt.nz/ratesandpayments/feesandcharges). You are required to pay an advance fee deposit at time of lodgement.

You will be charged a processing fee when Council has reached a decision on your application. Interim billing may also occur on applications. The processing charge covers tasks such as site visits, report preparation, information searches, and input from other Council staff including engineers. Mileage is also charged for.

## 9 Signature of the applicant(s) or agent

By signing this form, if you are the owner of the application site, you confirm that Council may undertake a site inspection.

Declaration for the applicant of authorised agent

I/we confirm that I/we have read and understood the notes above.

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*Applicants signature*

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*Date*

Declaration for the agent authorised to sign on behalf of the applicant

As authorised agent for the applicant, I confirm that I have read and understood the above notes and confirm that I have fully informed the applicant of their/its liability under this document, including for fees and other charges, and that I have the applicant's authority to sign this application on their/its behalf.

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*Agent's signature*

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*Date*