

4. Applicant - Contact Details

Please complete the contact fields below.

Postal Address

Phone

Mobile

Electronic Address

e.g. email address

5. Agent - Contact Details (if different from applicant details above)

If you have an agent or other person acting on your behalf please complete all their details below.

Agent Name

Postal Address

Phone

Mobile

Email

e.g. email address

6. Owner of Site - Contact Details (if different from applicant details above)

If you are not the owner of the site then please provide all their details below.

Owner's Full Name

Postal Address

Phone

Mobile

Email

e.g. email address

7. Correspondence and Invoices

Please let us know where to send any correspondence and invoices.

All correspondence excluding invoices sent to:

Applicant

or Agent

All invoices sent to:

Applicant

or Agent

8. Site Visit

As part of the processing of your application, Council may visit the location of your proposal.

If you are not the landowner, please tick the box if you can confirm you have made the landowner/s aware that Council officers or their agents may enter the site.

Provide details of any entry restrictions or hazards that any person entering the site should be aware of e.g. locked gates, dogs, health and safety issues, hazardous substances etc.

9. Pre-Application Information

Have you had a pre-application meeting with Council?

No

Yes

Date of Meeting:

Council staff member who attended:

10. Fee

I/we understand that Council will invoice me for the actual and reasonable costs incurred in the processing of this application (refer to the schedule for Resource Consent Processing Fees on the Council website www.hamilton.govt.nz). Subject to my/our rights under sections 357B and 358 of the RMA to object to any costs, I/we undertake to pay all processing costs incurred by the Council. Without limiting the Council's legal rights, if any steps, including the use of debt collectors, are necessary to recover unpaid processing costs, I/we agree to pay all costs of recovering those processing costs. If this application is made on behalf of a trust (private or family), a society (incorporated or unincorporated) or a company, in signing this application I/we are binding the trust, society or company to pay all the above costs and guaranteeing to pay all the above costs in my/our personal capacity.

11. Signature of Applicant(s)

Please note that a signature is not required if you are completing and submitting this form electronically.

Applicant(s) full name (please print)

Applicant signature(s)

Date

12. Important Privacy Information

The information you provided in your application (including personal information) is official information. Your application documents, the details of this consent and any ongoing communications between you and Council will be held at Council's office and may be accessed upon request by a third party. Access to information held by Council is administered in accordance with the Local Government Official Information and Meetings Act 1987 and the Privacy Act 1993. Your information may be disclosed in accordance with the terms of these Acts. If you have any concerns about this, please discuss with Council staff prior to lodging your application.

13. Important Note for Applicant

The information checklist provided below sets out the full set of mandatory information that Council requires for your application to be considered complete.

If inadequate information is supplied with your application, this will result in the application being returned.

Your completed application should be submitted to Council either

By Email: planning.guidance@hcc.govt.nz or

By Drop Off: Duty planner, Ground Floor, Municipal Building, Garden Place, between 8am and 4.45pm Monday – Friday or

By Post: Planning Guidance Manager, Planning Guidance Unit, Hamilton City Council, Private Bag 3010, Hamilton 3240

14. Information Checklist for Permitted Temporary or Marginal Activity

Certificate of title(s)

This must be less than 3 months old for the site(s) to which this application relates. Please attach the title(s) and any consent notices, covenants, easements attached to the title(s).

Locality plan or aerial photo

Please provide at an appropriate scale (for example 1:500). Please indicate the location of the site in relation to roads and other landmarks. Show the street number of the subject site and those of adjoining sites.

Site plan

Please provide at an appropriate scale (for example 1:100) showing the location of the building or activity in relation to all site boundaries. The site plan should include the following where relevant:

- North point
- Title or Reference No.
- Scale
- Date the plans were drawn
- Topographical information
- Natural features, including protected trees, indigenous vegetation, water courses
- Certificate of Title boundaries
- Accessways and road frontages
- Existing buildings
- Existing wells and/or effluent disposal systems
- Buildings on adjacent sites
- Layout and location of proposed building and activity
- Earthworks design and contours
- Landscaping
- Site coverage calculation
- Details of any signage (sign design, dimensions and location on buildings)

Elevation plans

Please provide at an appropriate scale (for example 1:50, 1:100 or 1:200) and show buildings that are the subject of the application and the location of the allotment boundary.

Rule Assessment

Please provide an assessment of the proposed activity against all the relevant District Plan rules to demonstrate that the activity would be a permitted activity except for the marginal or temporary non-compliance with the rules in the District Plan, as sought in this application.