

# APPLICATION FOR RESOURCE CONSENT

Pursuant to Section 88 of the Resource Management Act 1991 | Form 9 5PL-004(f)



## SEND OR DELIVER YOUR APPLICATION TO:

Planning Services Section  
Palmerston North City Council  
Private Bag 11034  
PALMERSTON NORTH 4442

**You can email your application to:**  
planning.services@pncc.govt.nz

**For enquiries:**  
Phone: (06) 356 8199  
Fax: (06) 351 4515

## COMPLETING THIS FORM:

This form provides us with your contact details, and details about your proposed activity and its actual and potential effects on the environment. Note that all the information provided in your application is available to the public.

We recommend that you talk your proposal through with Council staff both before you fill in this form and when you lodge your application. You should also contact us if you are unsure what forms you should be using, or if you need help with filling in any of the forms. We can be contacted on: (06) 356 8199.

**It is important that you answer all questions fully.**

**Included in this application form is a checklist for applicants. This checklist needs to be completed before submitting your application. Any application submitted without all relevant information required on the checklist will be returned to the applicant.**

## SITE DETAILS

The site this application relates to is described as:

No. Street:

Legal description:

## OWNER OF THE SITE THAT IS THE SUBJECT OF THIS APPLICATION

State the name(s) and address of the owner(s) of the site described above. If these are the same as for the applicant, tick this box and go to **Description of Activity**.

Name (please write all names in full):

Postal address of owner(s):

Email:

Phone (day):

Mobile:

## CONTACT DETAILS APPLICANT(S)/ AGENT NAME(S) AND ADDRESSES

Applicant name:

Postal address:

Phone (day):

Mobile:

Email:

Billing address (if different from above):

Address for service (if different from above):

## DESCRIPTION OF THE ACTIVITY OR WORKS PROPOSED AND REASON RESOURCE CONSENT REQUIRED

(e.g. construction of a dwelling with a height encroachment)

(Continue on a separate sheet if necessary)

### ADDITIONAL RESOURCE CONSENTS

Are additional resource consent(s) required for this proposal?

Yes

No

If yes, show any other resource consent(s) required as part of this proposal by ticking the relevant boxes below.

APPLIED FOR	RESOURCE CONSENT REQUIRED	RESOURCE CONSENT
Land Use Consent		
Subdivision Consent		
Consent from Regional Council ( <a href="http://Horizons.govt.nz">Horizons.govt.nz</a> )		

### SIGNATURE

I hereby certify that, to the best of my knowledge and belief, the information given in this application is true and correct. I undertake to pay all actual and reasonable application costs incurred by the Palmerston North City Council.

Signature of applicant:

Date:

**CHECKLIST FOR APPLICANTS****OFFICE USE ONLY****The following information must be submitted with this application:**

(The full list of requirements can be found in Section 5: Information Requirements of the operative District Plan)

**Information provided****A site plan (drawn to a metric scale on either A3 or A4 paper) including:**

(Note: Where relevant, site plans should include dimensions such as the distance from buildings to boundaries)

North point

Legal description

Record of title boundaries

Road frontages and existing buildings

For a non-residential site, the gross floor area of all buildings on the site and the number of employees (for assessing car-parking requirements)

Layout and location of proposed building and activity

Vehicle parking, service, circulation and manoeuvring, and number and width of vehicle crossings

Landscaping

Site coverage calculation  
(being that portion of the net site area, expressed as a percentage, which is covered by all buildings and storage space) See (Section 4) definitions of the District Plan for further information

Details of any signage (including design, dimensions and location)

**Elevations for each proposed building including:**

The natural ground level

Maximum building height and relevant height recession planes  
(Note: If the building comes within 1 metre vertically of the height recession plane, or does not comply with the height recession plane, you will also need to provide a finished floor level and ground levels at the boundary.)

**Floor plan for each proposed building including**

The use of all parts of the building, including basements, parking, lifts, storage and service areas

**Assessment of Environmental Effects (AEE)**

(See following page for information on completing an AEE)

**Lodgement fee** (See Planning Services fees and charges at [pncc.govt.nz](http://pncc.govt.nz))

**Received by:**

## ASSESSMENT OF ENVIRONMENTAL EFFECTS

All Resource Consent applications require an Assessment of Environmental Effects (AEE). An AEE is a report that outlines the effects that your proposed activity might have on the environment. The AEE is the primary tool that Planning staff will use to assess the merits of your proposal. If not enough information is provided in the AEE, your application will be considered incomplete and we will not be able to accept it.

---

In preparing your AEE you must highlight all the effects of your proposal including both the negative and positive effects. Examples of possible effects include:

- Loss of privacy
- Physical closeness to adjoining property
- Intrusion on living space of adjoining property
- Building bulk
- Noise
- Hours of operation
- Generation of additional traffic
- Visual amenity
- Dust
- Light
- Deficiency in parking, manoeuvring, loading and access
- Assessing whether activity is in character with and complementary to the surrounding neighbourhood
- Assessing whether the design and appearance of the activity will have adverse effects on the ambience and amenity of the surrounding neighbourhood
- Other environmental disturbances
- Traffic and pedestrian safety

In addition to identifying any effects associated with your proposal, you must show how you propose to avoid, remedy or mitigate these effects.

If any consultation has been undertaken, please provide details of the results.

If you have trouble compiling the information, or need some advice on aspects of your application, consult a Council Planning Officer. There are also a range of professionals who can give you expert advice including Planners, Acoustic Consultants, Traffic Engineers, Architects, Landscape Architects, and Surveyors.

## NOTES