

19 September 2016

Consents Manager
Bay of Plenty Regional Council
PO Box 364
Whakatāne 3158

2-89993.00

Dear Sir/Madam

**Rotorua Lakes Council - Application for Resource Consent for the
Rotoma/Rotoiti Wastewater Treatment Plant and Land Disposal System**

On behalf of the Rotorua Lakes Council - Water Planning (the Applicant), please find enclosed an application for resource consent under section 88 of the Resource Management Act 1991 (RMA).

The Applicant proposes to construct, operate, and maintain a Wastewater Treatment Plant (WWTP) and Land Disposal System (LDS) at Rotoiti, as part of the Rotoma/Rotoiti Sewerage Scheme serving communities at East Rotoiti, Rotoehu, and Rotoma. The proposed WWTP and LDS is located on an elevated plateau south of State Highway 30 (SH30), which runs along the southern shore of Lake Rotoiti.

The following resource consents are sought from Bay of Plenty Regional Council to enable the construction, operation, and maintenance of the proposed WWTP and LDS under the Regional Water and Land Plan (RWLP) and the Regional Air Plan (RAP):

- Land use consent pursuant to s9 of the RMA to undertake earthworks, being a discretionary activity under Rule 1C of the RWLP.
- Discharge permit pursuant to s15(1) of the RMA to temporarily discharge sediment land, being a discretionary activity under Rule 37 of the RWLP.
- Discharge permit pursuant to s15(1) of the RMA to discharge a contaminant to land, being a discretionary activity under Rule 37 of the RWLP.
- Discharge permit pursuant to s15(1) of the RMA to discharge nutrients to land in the Lake Rotoiti catchment, being a restricted discretionary activity under Rule 11F of the RWLP.
- Discharge permit pursuant to s15(2A) of the RMA to discharge a contaminant (odour) to air, being a discretionary activity under Rule 19 of the RAP.

Full details are set out in the application, accompanying Assessment of Environmental Effects, and supporting documentation, which contains all information required to be included by the district plan, regional plan, or any regulations made under the RMA.



All information required by to be included by the BOPRC Application Forms is contained within the statutory Form 9 included at the front of the application, or within the accompanying AEE and supporting documentation. A signed BOPRC application form is attached for administrative purposes.

The application documents are available to download using the following link and password:

Link: https://pydio.opus.co.nz/data/public/rotoma_otoiti
Password: rotoma_otoiti

To ensure the community has the opportunity to contribute fully to the consideration of the NoR and resource consent applications, the Applicant requests public notification of the resource consent applications pursuant to section 95A(2)(b) of the RMA. We anticipate notification will be joint with the notice of requirement for a designation.

Please send an invoice for the required fee deposit directly to the Applicant at the following address:

Water Planning
Rotorua Lakes Council
Private Bag 3029
Rotorua Mail Centre
Rotorua 3046

Attn: Greg Manzano

If you have any queries, please contact me at simon.banks@opus.co.nz or on 021 244 5462.

Regards



Simon Banks
Work Group Manager - Planning & Development





File ref:

	SEEN		SEEN

Office Use Only

Telephone: 0800 884 880
 Facsimile: 0800 884 882
 Email: info@boprc.govt.nz
 Website: www.boprc.govt.nz
 Pollution Hotline: 0800 884 883
 International: +64 7 922 3390

Application for a Resource Consent – Resource Management Act 1991 (s.88)

2A Land Disturbing Activities (e.g. earthworks and quarrying)

Before you make an application it is recommended that you talk or meet with a Consents Officer to discuss it. A Consents Officer may also be able to undertake a site visit to provide further advice.

If you would like to arrange this, please phone 0800 884 880.

If you are applying for more than one activity and you have already completed the basic details in Part 1 on another form, go straight to Part 2 of this form.

See notes to Applicant (last pages of form) before proceeding with application form.

Land disturbing activities are subject to rules in the Regional Water and Land Plan. This plan can be found on our website at <http://www.boprc.govt.nz/knowledge-centre/plans/>.

Reviewing and understanding the rules and assessment criteria applicable to your activity will assist you with preparation of your assessment of environmental effects.

Which rules of the above plan(s) are applicable for your activity?

What is the activity status of your consent application?

- Controlled
- Restricted Discretionary
- Discretionary

If you need assistance determining which rules and activity statuses are applicable for your activity please call 0800 884 880 and ask to speak to a Consents Officer for guidance.

Under Section 88 of the Resource Management Act 1991, the undersigned makes this application for resource consent(s).

PART 1

1 **Full name of applicant(s)** *(the name that will be on the consent)*

Company name: Rotorua Lakes Council - Water Planning

Contact person: Greg Manzano

Postal address: Private Bag 3029, Rotorua Mail Centre, Rotorua 3046

Telephone *(please tick preferred contact number)* 07 348 4199

Email Greg.Manzano@rotorualc.nz

2 **Details of consultant** *(or other person authorised to make application on behalf of applicant)*

Company name: Opus International Consultants Ltd

Contact person: Simon Banks

Postal address: PO Box 1245, Rotorua 3040

Telephone *(please tick preferred contact number)* 07 571 5767

Email simon.banks@opus.co.nz

All correspondence, except invoices for charges, relating to this application(s) should be sent to:

Applicant Consultant

Preferred method of contact:

Email Post

All invoices for charges relating to this application(s) should be sent to:

Applicant Consultant

3 **Name and address of owner/occupier** *(of the site relating to application)*

Owner:

Postal address:

Residential () Business ()

Occupier:

Postal address:

Residential ()

Business ()

Please note: If the applicant is not the owner of the land to which the activity relates, then it is good practice to submit the application with written approval from the landowner.

4 Consent(s) being applied for from Bay of Plenty Regional Council

- (a) You will need to fill in a separate form for each of the activities you propose to undertake. You may also need consent for one or more of the following.

Land Use

- Form 1A Culverts, Bridges, Fords, Erosion Protection, Pipes and Associated Works
- Form 1B Disturbance In or Around a Water Body (e.g. diversion, dredging, wetland disturbance, grave extraction)
- Form 1C Lake Structures (*new and existing*)
- Form 2A Land Disturbing Activities (*e.g. earthworks and quarrying*)
- Form 2B Land Disturbing Activities (*forest harvesting/vegetation clearance*)

Discharge (including coastal)

- Form 3A Onsite Effluent Discharge
- Form 3B Discharge Farm Dairy Effluent
- Form 3C Land Use Activities in the Catchments of Lake Ōkāreka, Rotoehu, Ōkaro, Rotorua and Rotoiti
- Form 4A Discharge Stormwater to Water and/or Land from Urban Residential, Rural
- Form 4B Industrial Discharges to Water or Land (*including stormwater*)
- Form 4C Discharge Contaminants to Air

Water (including coastal)

- Form 5A Water Permit Application (s.14) – Take Surface Water (*includes intake structure (s.13)*)
- Form 5B Water Permit Application (s.14) – Take Groundwater
- Form 5C Dam Water
- Form 5D Divert Water
- Form 6A Geothermal Take and Discharge – Domestic and Light Commercial/Industrial

Coastal (see point 4 of **Notes to Applicant** for explanation of the Coastal Marine Area)

- Form 7A Application for Consent for Coastal Structures (*including associated occupation and disturbance*)
- Form 7B Application to Disturb Coastal Marine Area (*no structure*)

- (b) **In which district is the activity located?**

- | | |
|---|--|
| <input type="checkbox"/> Whakatāne District | <input type="checkbox"/> Ōpōtiki District |
| <input type="checkbox"/> Rotorua District | <input type="checkbox"/> Kawerau District |
| <input type="checkbox"/> Western Bay of Plenty District | <input type="checkbox"/> Tauranga District |
| <input type="checkbox"/> Taupō District | |

(c) Is this application to replace an existing or expired consent(s)? Yes No

If Yes, please state the consent number(s)

(d) Please specify the duration sought for your consent(s).

 years months

Start date

Completion date *(if applicable)*

(e) Do you also require resource consent(s) 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

5 Location description of activity

Site address

Legal description (*legal description can be obtained from your Certificate of Title, valuation notice, or rate demand*)

Map reference NZTM, (*if known*)

PART 2

1 Description of activity

- (a) What is the nature of the activity you propose to undertake (*e.g. urban subdivision, farm re-contouring*)?

Note: *If you are doing works in a stream, river, or wetland, you must also fill in consent application Form 1B.*

- | | | | | | |
|-----|--|---------------------|----------|-------------------------------|--|
| (b) | Total area of earthworks | m ² | Stage(s) | m ² per stage | |
| | | | | m ² per stage | |
| (c) | Total volume of earthworks | cut m ³ | Stage(s) | cut m ³ per stage | |
| | | fill m ³ | Stage(s) | fill m ³ per stage | |
| (d) | Will there be movement of material off or on site? | | | | <input type="checkbox"/> Yes <input type="checkbox"/> No |

If yes, where is it coming from?

and/or

Where is it going to?

- (e) Winter earthworks.

The *winter earthworks exclusion period is from 1 May to 15 September (inclusive) of any year.*

Are you proposing to undertake winter earthworks during this period? Yes No

- (f) Is the site potentially contaminated? (*see National Environmental Standard for Contaminated Land for further guidance*). Yes No

2 Schedule of works

Describe the estimated timing of each stage of the earthworks, including the installation/removal of erosion and sediment controls, and any other relevant works.

Stage	Description (site preparation, erosion and sediment control installation, topsoil clearance, etc.)	Expected start date	Expected completion date
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			

3 Site information

Dominant slope

Depth to water table (*from ground level*)

Existing vegetation type

Existing land use (*your property*)

Previous land use (*your property*)

Historical land use (*up to 50 years*)

Neighbouring land use(s)

Soil type and geology

If any of the following apply to your site and the receiving environment, please describe them:

(a) Streams/drains (*including permanently and intermittently flowing*).

(b) Wetland

(c) Identified archaeological and/or sites of cultural significance and proximity to site.

- (d) Neighbouring roads, power lines, railway lines, etc.
 - (e) Protected natural areas or sites of ecological importance.
 - (f) Ocean/harbour
-

4 Site plan

Please provide detailed, scaled and contoured site plans showing the site and surrounding area, including:

- (a) An existing site plan detailing:
 - Surface features (*e.g. streams, wetlands*).
 - The name(s) of the current owner(s) and occupiers of the site and adjoining properties.
 - Drainage patterns.
- (b) A proposed final site plan (*post-development*) detailing:
 - Proposed finished contour (*heights*). This includes ground levels in relation to neighbouring properties.
 - Drainage patterns.
- (c) Proposed development plan(s) detailing:
 - Area of proposed activity.
 - Areas of cut.
 - Areas of fill.
 - Stockpile area (*e.g. topsoil and fill*).
- (d) For each stage, an erosion and sediment control plan(s) detailing:
 - Location and types of erosion and sediment controls, including types of controls (*e.g. sediment ponds, bunds, silt fences*).
 - Control design details (*including cross section*).
 - Clean water diversions and internal contour drains.
 - Discharge locations.
- (e) Winter earthworks plan (if winter earthworks applied for), detailing:
 - Winter earthworks areas of the site, including stabilised and exposed catchment areas.
 - Location and types of erosion and sediment controls.

- Control design details (*including cross sections*).
- Clean water diversions and internal contour drains.
- Discharge locations.

If you do not have access to mapping software, we recommend you use the regional mapping system available on our website (www.boprc.govt.nz keywords 'regional mapping'). The mapping system includes property boundary and contour layers, and allows you to carry out a property search, and view and/or print topographic maps or aerial photography.

5 Erosion and sediment control details

- (a) Please provide supporting calculations for your proposed erosion and sediment control as shown in your erosion and sediment control plan(s), including any relevant winter earthworks controls. (*For help, refer to Erosion and Sediment Control Guidelines at www.boprc.govt.nz, Knowledge Centre, Our Library, Guideline Publications*)

Control type				
Catchment e.g. area, slop, length, percentage of catchment.				
Capacity of control e.g. control dimensions.				
Outlet location(s) and details e.g. number of decants, spillway width/depths.				
Erosion protection e.g. inlet/outlet.				

- (b) Please specify surface stabilisation techniques at the completion of works, and the sequence/timing.

- (c) Do you propose to use treatment chemicals? Yes No

If yes, please provide a chemical treatment plan. The chemical treatment plan should detail:

- Sediment settlement (*bench testing*) results, including determination of appropriate chemical, and the application rate.
- Methods of application, including supporting calculations.
- Treated water discharge locations.
- Expectant discharge parameters and limits.
- Contingency management.
- Record keeping details.
- Storage details.
- Expectant discharge parameters and limits.

6 Dust control

Please provide details of dust control, which considers the following:

- How water will be applied (*e.g. how sprinklers and/or water cart systems will be used, their capacities and hours of operation, the source of water, and the source capacity and availability*). Please provide written confirmation that the district council can supply sufficient water for dust control, or confirm an alternative source.
 - The use and access to binding agents/dust suppressants for use in the water carts or sprinkler systems. If dust inhibitors are to be used, please detail arrangements for their availability for the duration of any earthworks at the activity site.
 - Restriction on total exposed area (*e.g. staging*).
 - The erection of a sign displaying a 24-hour contact telephone number for the site contractor for dust and other complaints. This does not replace the pollution hotline service, but should provide a further incentive for the site supervisor to maintain adequate dust control.
 - The use of wind-break fencing in problem areas.
 - Covering exposed areas with durable temporary windshield cloth or geotextile fabrics.
 - Other options to be taken should attempts to manage dust nuisance be successful.
- (a) What dust control measures are proposed?

[Continue on a separate sheet if necessary]

- (b) How will you prevent tracking of dust and sediment by vehicle movement off the work site (*e.g. stabilised site entrance, etc.*)?

7 Risk assessment

Please provide a basic risk assessment for the proposed earthworks.

Factor	Effect	Severity	Likelihood	Significance	Measures to avoid, remedy, mitigate
		Low Very severe 1 2 3 4 5 Please circle	Low High 1 2 3 4 5 Please circle	Low High 1 2 3 4 5 Please circle	
		Low Very severe 1 2 3 4 5 Please circle	Low High 1 2 3 4 5 Please circle	Low High 1 2 3 4 5 Please circle	
		Low Very severe 1 2 3 4 5 Please circle	Low High 1 2 3 4 5 Please circle	Low High 1 2 3 4 5 Please circle	
		Low Very severe 1 2 3 4 5 Please circle	Low High 1 2 3 4 5 Please circle	Low High 1 2 3 4 5 Please circle	
		Low Very severe 1 2 3 4 5 Please circle	Low High 1 2 3 4 5 Please circle	Low High 1 2 3 4 5 Please circle	

8 Contaminated site assessment

Has any site on the property ever been an orchard, market garden or commercial greenhouses growing any type of fruit or vegetable crop? Yes No

If yes, describe the crop type(s), period of time of use and a full list of any chemical or organic sprays used during the period of orcharding.

Was the property ever in agricultural land use over the last 50 years? Yes No

If yes, describe the stock type(s) and period of time (e.g. Dairy 1946-2010) and advise if any livestock dipping or spray races were located on the site as well as the types of agrichemicals and fertilisers used on the land.

HAIL site assessment

The HAIL is the current edition of the Hazardous Activities and Industries List, as held by the Ministry for the Environment.

Is an activity described on the HAIL currently being undertaken on the piece of land to which this application applies? Yes No

Has an activity described on the HAIL ever been undertaken on the piece of land to which this application applies? Yes No

Is it more likely than not that an activity described on the HAIL is being or has been undertaken on the piece of land to which this application applies? Yes No

If YES, to any of the above, then the National Environmental Standard for Assessing and Managing Contaminants in Soil to Protect Human Health may apply. Check the five activities to which the NES applies:

Is the activity you propose to undertake removing or replacing a fuel storage system or parts of it? Yes No

Is the activity you propose to undertake sampling soil? Yes No

Is the activity you propose to undertake disturbing soil? Yes No

Is the activity you propose to undertake subdividing land? Yes No

Is the activity you propose to undertake changing the use of the land? Yes No

If also YES to any of the above activities, then the NES for Assessing and Managing Contaminants in Soil to Protect Human Health is likely to apply.

9 Cultural effects

Please provide an assessment of the cultural effects associated with the activities you propose.

The Regional Council's Regional Policy Statement is clear that only tangata whenua can identify their relationship with an area. It is good practice to consult with tangata whenua in relation to your application so that you can provide the correct information to answer this question.

The Regional Council can provide a list of tangata whenua who have registered an interest in the site of your activity so that you can undertake the assessment. We can also provide other information e.g. access to iwi and hapū management plans, details about identified archaeological sites and details of any Statutory Acknowledgements relevant to the site. Please contact the Consents Team on 0800 884 880 to get more information.

10 **Persons likely to be affected**

Affected persons may include neighbouring land owners and occupiers, and/or organisations such as the Department of Conservation, Land Information New Zealand (LINZ), Eastern Region Fish and Game Council, relevant iwi and hapū and community groups.

If you do not think there will be affected persons, you do not need to fill out this section; however, the Bay of Plenty Regional Council will make the final assessment of whether a person or party is affected by your proposal, and it is recommended as best practice to consult with those persons.

*In order for your application to be considered for **non-notification** you **must** gain written approval from all persons who may be affected by the proposal. The Bay of Plenty Regional Council can help you identify people/organisations that are likely to be affected, and the form 'Affected Person's Written Approval', which can be filled out by the affected person and attached to this application, can be found at www.boprc.govt.nz keywords '**resource consent forms**'.*

Please provide details below of those you have identified as persons who may be affected. If you have discussed your proposal with any of these persons, please record any comments made by them and your response to them, and submit this with your application.

Name

Address

Written approval supplied (*attached*).

Name

Address

Written approval supplied (*attached*).

Name

Address

Written approval supplied (*attached*).

Name

Address

Written approval supplied (*attached*).

[Continue on a separate sheet if necessary]

11 Extending timeframes

The Resource Management Act 1991 (RMA) specifies timeframes for processing resource consent applications (e.g. 20 working days for a non-notified application); however these timeframes can be extended, if necessary, with the Applicant's agreement.

Do you agree to the Bay of Plenty Regional Council extending RMA consent processing timeframes?

- Yes, provided that I can continue to exercise my existing consent until processing of this application is completed (*renewal application only*).
 - Yes, provided that the extension is for the specific purpose of discussing and trying to agree on consent conditions.
 - Yes, provided that the application process is completed before
 - No.
-

12 Deposit fee

A deposit fee of \$774.00, inclusive of GST, is payable with this application. This may be paid online, by cheque, or by eftpos at one the Regional Council's reception desks.

- Bay of Plenty Regional Council's bank account number is **06 0489 0094734 00**. Please use the Applicant's name as the reference. A GST invoice marked "PAID" will be issued on receipt of payment.
 - An application will not be accepted as a complete application until the deposit fee has been paid. **Please note:** while we are happy to hold the forms in the meantime, the processing time will not start until payment is received.
 - Additional charges are usually incurred, and will vary depending on the resource we use in the course of processing your application (*e.g. staff time*). Staff can give an estimate of expected costs. Please see the schedule of fees attached.
-

Checklist

The following information must be included in your application to ensure it is accepted.

If you have dealt with a staff member regarding your consent application, please provide their name here:

- Complete all details in this application form.
- Include an Assessment of Environment Effects (AEE) of the activity, as set out in Schedule 4, summarised at the back of this form. (*For minor activities, complete this form. For major activities, a more detailed AEE must be attached to the application*).
- If the site has been identified as a HAIL site OR contaminated site please provide the following with your application: a remedial action plan (if this is a site remediation project) and/or a management and monitoring plan.
- Supply written approval from all affected parties, if any, and/or summary of consultation carried out.

- Include a site plan.
- Sign and date the application form.
- Pay the required deposit.
- Include any other information you think relevant (e.g. *Certificate of Title, details from the Companies Register, etc.*)
- If your application is a large application, please submit an electric version on CD, and one hard copy.
- Assessment of Cultural Effects (refer Section 9 of this form).

Please be aware any unchecked boxes may result in your application being returned under s.88.


Information privacy issues

The information you provide in this application is regarded as official information. It is required under the provisions of the Resource Management Act 1991 to process this application, and to assist in the management of the region's natural and physical resources.

The information will be held by Bay of Plenty Regional Council, Quay Street, Whakatāne. This information is subject to the provisions of the Local Government Official Information and Meetings Act 1987, and the Privacy Act 1993. The information you provide in this application will generally be available to the public. If there is any information that you would like to remain confidential please contact a consents officer to discuss.

Failure to provide this information will mean that Bay of Plenty Regional Council will be unable to process your application.

- 1 I confirm that I have authority to sign on behalf of the party/ies named as the applicants for this consent.**
- 2 I have read, and understand, all of the information contained on this application form, including the requirement to pay additional costs that will be itemised.**
- 3 I confirm that all the information provided is true and correct and understand that any inaccurate information provided could result in my resource consent later being cancelled.**

Signature 

Date 19/9/2016

IMPORTANT

NOTE TO THE APPLICANT

PLEASE READ THIS BEFORE PROCEEDING WITH THE APPLICATION FORM

If you are unsure whether you require a resource consent for your proposed activity, or you have any other queries, please contact a consents officer at Bay of Plenty Regional Council on 0800 884 880.

IMPORTANT INFORMATION

- 1 **Processing of the application by Bay of Plenty Regional Council will not begin until the deposit fee of \$774.00 (including GST) is paid, unless prior arrangement has been made. If, at the end of the processing of the application, the actual cost exceeds the deposit, you will be invoiced for the balance.**
- 2 You may also be required to pay a resource management charge associated with holding a consent. The Water Administration Team will be able to provide you with more details. All charges are in accordance with Section 36 of the Resource Management Act 1991. All accounts are payable by the 20th of the month following date of invoice. Where costs are incurred that exceed \$2,000 above the deposit, or at the end of every quarter, you may be requested to pay an additional amount by way of interim payment against the final total costs.
- 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, please contact a consents officer at Bay of Plenty Regional Council for clarification.
- 4 Section 42 of the Resource Management Act 1991 allows the protection of sensitive information. Therefore, if your application includes trade secrets and/or commercially and culturally sensitive material, please advise Bay of Plenty Regional Council.
- 5 Schedule 4 of the Resource Management Act 1991 (*summarised at the back of this form*) sets out the information you must provide with your consent application, including an Assessment of Environmental Effects (AEE). An AEE must be prepared in accordance with Schedule 4 of the Resource Management Act 1991. To assist in the preparation of the assessment, a summary of the key requirements of Schedule 4 follows this information sheet. Failure to provide the correct information will result in delays in the processing of your application.
- 6 Bay of Plenty Regional Council may decide not to proceed with the application until applications for further resource consents are made (Section 91). It is, therefore, important to identify every consent required for the proposal at the outset.
- 7 Bay of Plenty Regional Council may request the Applicant, by written notice, to provide further information if required (section 92). If this occurs, the application will be put on hold, and the processing timeframes stopped. Processing will not recommence until the information is received.
- 8 An application does not need to be publicly notified if the environmental effects are minor, and if written approval has been obtained from everyone who is adversely affected by the granting of the consent (Sections 95D and 95B respectively). Bay of Plenty Regional Council has forms available to obtain approvals.
- 9 Under Section 128(1)(c) of the Resource Management Act 1991, Bay of Plenty Regional Council may undertake a review of any consent at any time if the application contains any inaccuracies that materially influence the decision made.

How to prepare and Assessment of Effects on the Environment

As outlined in Schedule 4, Section 88(2)(b) of the Resource Management Act 1991

Summary of the key points of Schedule 4

You need to include enough information in your Assessment of Environmental Effects (AEE) so that the Regional Council can evaluate your proposal. The amount of information should correspond to the scale and significance of the environmental effects that may be generated by your proposal.

Your AEE needs to include:

- A full description of the proposal, including the site and locality (including a site plan and plans of your proposal).
- A description of the environmental effects, including the significance and nature of the effects (address specific environmental effects that you have identified, as well as referring to issues identified in the District and/or Regional Plan).
- A description of alternatives to avoid, remedy or mitigate any significant environmental effects.
- An assessment of any risks to the environment that may arise from hazardous substances, and/or the discharge of contaminants.
- An assessment of any risks to the environment or human health that may arise from the activity on a contaminated or HAIL site.
- A record of any consultation, including names and views of people with whom you talked.
- A discussion of any effects that may need to be controlled or monitored, how the control or monitoring will be carried out, and by whom.

You should also refer to Schedule 4 of the Resource Management Act 1991. This sets out matters that should be included and considered when preparing an AEE.

For more complex applications, you may need to get specialist advice. There are a number of professionals who assist in preparing AEEs, such as engineers and resource management consultants. Council staff may be able to tell you if you need specialist advice.

It is NOT adequate to state in your AEE that there are NO environmental effects.

It is important that you provide the Council with a well-prepared AEE; otherwise, the Council may:

- not accept your application,
- turn down your application,
- impose a lot of conditions on your resource consent,
- ask you for more information, delaying the time taken to process your application, or
- commission someone else to review your application at a cost to you.

For more detailed information

see the Ministry for the Environment's Good Practice Guide on How to Prepare an AEE, and have a look at its brochure on making resource consent applications, at

www.mfe.govt.nz/publications/rma

Bay of Plenty Regional Council
Section 36 Resource Management Act 1991
Charges Policy 2014-2015

Table 1: Consent application fees

General Application Fee (GST inclusive) <i>Note: this is a deposit and other fees incurred will be recovered on an actual and reasonable basis.</i>	
<ul style="list-style-type: none"> • Resource Consent applications (except those specified below as fixed charges). • Certificates of Compliance (excluding Onsite Effluent Treatment). • Changes or cancellation of conditions of consents. • Review of consent conditions. • Transfer of consent to another site or another person at another site. • Lapsing period extensions. 	\$774
<ul style="list-style-type: none"> • Publicly Notified Applications. 	\$10,000
Other application fees (GST inclusive) <i>Note: these are fixed charges with no additional costs payable.</i>	
Certificates of compliance – Onsite Effluent Treatment Regional Plan.	\$50
Land use consent to construct a single geotechnical, freshwater bore or domestic geothermal bore.	\$390
Applications for activities listed in regional plans that have zero fee. ¹	\$0
Transfer of consent to another person at the same site.	\$90
Short term consent for five years or less for onsite effluent treatment systems in future reticulation zones.	\$390
Application to reduce the allocated volume/rate in a water take consent.	\$0
Applications for existing and previously consented structures on the Rotorua Lakes where the structure/s will remain unchanged, are not for commercial use and where the application follows a non-notified consent process.	\$390
Notes A. Where fees are deposits only, the applicants will be charged all actual and reasonable costs above the deposit fee. Such costs may include, but not be limited to, staff time (see Schedule A), advertising, hearing costs (including costs of Committee members, Commissioners, Technical Appointees and the Minister of Conservation’s representative), disbursements, and costs of consultants. B. Where an application is withdrawn, the fixed fee of \$500 will be retained and any actual and reasonable costs incurred will also be charged. C. Where costs are incurred that exceed \$2,000 above the deposit, or at the end of every quarter, the applicant may be requested to pay an additional amount by way of an interim payment against the final total costs. D. In accordance with Section 36(7), the processing of any application may be suspended until any relevant charge is paid in full. E. Where the deposit fee exceeds the processing costs by \$25 or more, the difference will be refunded to the applicant. F. Notwithstanding the above fee structure, the Consents Manager may require an appropriate application deposit fee for complex, multi-consent projects, or limited notified applications, up to a maximum of \$10,000 (GST inclusive). G. Costs for Hearing Committee members and Commissioners will be recovered from applicants at their set charge- out rate. Disbursements will be charged at actual and reasonable cost. H. The deposit fee for a Review of Consent Conditions is payable by the 20 th of the month following service of notice by Council. I. All charges apply from 1 July 2014.	

¹ At the time of writing, this includes some bore permits under the Rotorua Geothermal Regional Plan (Rule 19.6.3(d)), and some wetland works under the Regional Water and Land Plan (Rule 80 and Method 261).

Schedule A – Hourly fixed charges for staff and consultants (GST exclusive)

Grouping	Positions	Hourly Charge
Administration	Planning Administration Officer Water Administration Officer Pollution Prevention Administration Officer Environmental Data Assistant Committee Administration Officer	\$77
Officers/Planners	Planner Pollution Prevention Officer Consents Officer Maritime Officer	\$95
Senior Officers/Senior Planners	Senior Consents Officer Senior Pollution Prevention Officer Senior Planner	\$110
Engineer/Scientist/Project Officers	Environmental Engineer Environmental Scientist Project Implementation Officer	\$114
Team Leader/Senior Project Officers/Works Engineer	Consents Team Leader Pollution Prevention Team Leader Laboratory Services Team Leader Works Engineer Senior Project Implementation Officer	\$121
Senior Engineer/Senior Scientist/Harbourmaster	Harbourmaster Senior Environmental Scientist Principal Technical Engineer	\$126
Managers/Regional Harbourmaster	Regional Harbourmaster Consents Manager Data Services Manager Regional Integrated Planning Manager Natural Resources Policy Manager Science Manager Pollution Prevention Manager Engineering Manager	\$162
Consultants	External Consent Processing or Specialist Technical Consultant	As charged by consultant

Note: Some positions may not be listed. In such cases the charge will be calculated from actual time (including travel time) charged at rates determined from annual salary plus on-cost.

The full Section 36 Charges Policy is available at
<http://www.boprc.govt.nz/knowledge-centre/policies/section-36-charges-policy/>

What you need to know before you apply for a Resource Consent



Resource consents are used to manage the impact that certain activities have on people and the environment.

Regional plans identify activities that require resource consents. There are four types of resource consents that the Bay of Plenty Regional Council can issue:

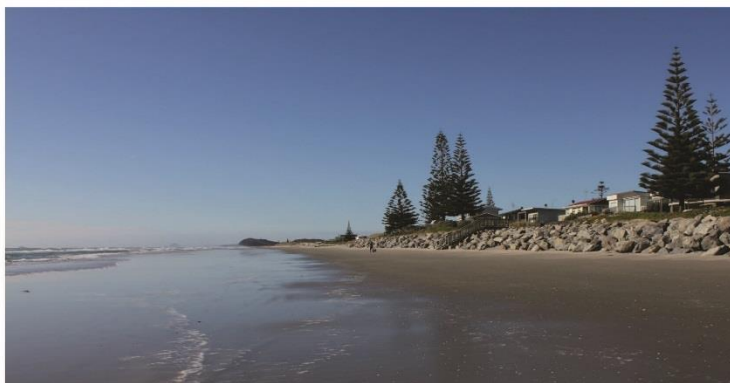
1. Land use consents
2. Discharge consents
3. Water consents
4. Coastal consents

Subdivision, building and some land use consents are issued by District and City Councils.

Land use consents

Certain types of land use can have negative environmental effects such as decreased water quality, erosion, flooding or ecological effects. You may need a land use consent if you want to:

- build or alter a bridge, culvert, stopbank or ford,
- construct or alter a well or bore,
- disturb or alter a wetland area,
- disturb the bed of a river or lake (e.g. reclaim, dredge, excavate, drill or erect a structure),
- carry out earthworks, soil cultivation, roading, tracking, mining or quarrying activities,
- plant or clear vegetation,
- install or use a structure (e.g. jetties, retaining walls, steps, boat launch or moorings),
- disturb contaminated or potentially contaminated land, and
- disturb or alter a geothermal surface feature in Rotorua.



Coastal Protection works, Waihi Beach

Discharge consents

Discharge consents cover activities which discharge to water, land or air. You may need a discharge consent if your activity will or *may* discharge:

- Water into water (this includes clean or contaminated water),
- Effluent, waste products or contaminated water onto, or into land,
- Landfill or cleanfill leachate,
- Carry out a nutrient discharging activity (e.g. increase stocking rates within the Rotorua Lakes Catchment area),
- Water and/or contaminants into water, or onto or into land, in association with a geothermal take, and
- Dust, steam, smoke or other contaminants into the air and/or those that create offensive odours.

Water consents

You may need a water consent if you want to, construct a dam or stopbank, divert a water course or take or use;

- Surface water (e.g. water from a river, stream, dam, lake, spring or the coast),

- Groundwater (e.g. water from an underground source), and
- Geothermal water, heat or energy.

Coastal consents

Coastal consents relate to resources in the coastal marine area (CMA). The CMA is a defined area of foreshore, seabed, coastal water, and air space above the sea typically taken from the average high tide level on the beach out to the territorial limit (12 nautical miles) and a set distance upstream of most rivers. If you are carrying out an activity near the coast or in a river near the coast, check out the full definition of the CMA in our Regional Coastal Environment Plan at www.boprc.govt.nz keywords 'coastal plan'.

You may need a coastal consent if you want to occupy space associated with structures or reclamations or carry out an activity within the CMA such as:

- installing or using a structure (e.g. jetties, retaining walls, steps, boat launch, or moorings),
- reclamations, and
- disturbance (e.g. dredging or associated with construction).

How to apply for a Resource Consent

You should talk to a Consents Officer for advice before you begin the application process. A Consents Officer can help identify if a consent is needed, and also what information should be submitted.

To contact an officer for helpful advice call 0800 884 880 or visit either Whakatāne or Mount Maunganui Regional Council offices.

Required information

Making sure that your information is accurate and the application forms are complete will ensure that your application is processed quickly, and will reduce costs.

The application must as a minimum include:

- a completed, signed and dated 'Base Form' (unless applying for a bore or well which has its own form),
- a description of the activity you are proposing,
- any specific information requested on the relevant application form,
- the Ministry for the Environment provides additional advice on preparing AEEs (www.mfe.govt.nz), a description of the site including relevant features such as streams, wetlands, vegetation, past development and the wider environment,
- a detailed description of any consultation undertaken. This includes all written and verbal correspondence, and
- details about the location of your activity such as a map, aerial photograph or detailed sketch plan. You can visit www.boprc.govt.nz (Regional Mapping) to use the mapping tool to locate, and print maps of properties.

Your submitted map should at least show:

- your property boundary and neighbouring properties,
- the nearest country road or state highway,
- the location of any waterways, wetlands or wildlife habitats in the area,
- any known historic or waahi tapu sites, and
- any known significant features, including geothermal or archaeological sites.



Dairy effluent irrigation to pasture requires a resource consent in the Bay of Plenty



Works in stream beds such as building bridges or dams may need a consent



Structures over the bed of the Rotorua Lakes including jetties, platforms, pontoons, retaining walls and ramps will need a resource consent

Cost of Consents

Under the Resource Management Act (RMA), the Bay of Plenty Regional Council will recover costs associated with processing applications, and administering, supervising, and monitoring granted consents.

For more information on resource consents costs view our factsheet 'What does a resource consent cost?' which is available on our website visit www.boprc.govt.nz.

If you have any questions about costs involved with resource consents or about resource consents in general, contact us on 0800 884 880 or check out our website www.boprc.govt.nz, search: resource consents



GDS123708



Bay of Plenty Regional Council
PO Box 364
Whakatāne 3158

Free Phone: 0800 884 880

Free Fax: 0800 884 880

Website: boprc.govt.nz

File ref.

	SEEN		SEEN

Office Use Only

Application for a Resource Consent - Resource Management Act 1991 (s.88) Form 3C Land Use Activities in the Catchments of Lakes Ōkāreka, Rotoehu, Ōkaro, Rotorua, and Rotoiti

Before you make an application it is recommended that you talk or meet with a Consents Officer to discuss. A Consents Officer may also be able to undertake a site visit to provide further advice.

If you would like to arrange this, please phone 0800 884 880.

If you are applying for more than one activity and you have already completed the basic details in Parts 1 on another form, go straight to Part 2 of this form.

See notes to applicant (last pages of form) before proceeding with application form.

Under section 88 of the Resource Management Act 1991, the undersigned hereby makes application for resource consent(s).

PART 1

A consent can only be issued to a legal entity such as a person(s), limited company, incorporated society, etc.

1 **Full name of applicant(s)** *(the name that will be on the consent)*

Company name: Rotorua Lakes Council - Water Planning

Contact person: Greg Manzano

Postal address: Private Bag 3029, Rotorua Mail Centre, Rotorua 3046

Telephone *(please tick preferred contact number)* 07 348 4199

Email Greg.Manzano@rotorualc.nz

1 **Details of consultant** *(or other person authorised to make application on behalf of applicant)*

Company name: Opus International Consultants Ltd

Contact person: Simon Banks

Postal address: PO Box 1245, Rotorua 3040

Telephone *(please tick preferred contact number)* 07 571 5767

Email simon.banks@opus.co.nz

All correspondence, except invoices for charges, relating to this application(s) should be sent to:

Applicant Consultant

Preferred method of contact:

Email Post

All invoices for charges relating to this application(s) should be sent to:

Applicant Consultant

2 Name and address of owner/occupier (of the site relating to application)

Owner

Postal address

Residential phone

Business phone

Occupier

Postal address

Residential
phone

Business phone

Please note: If the applicant is not the owner of the land to which the activity relates, then it is good practice to submit the application with written approval from the landowner.

3 Consent(s) being applied for from Bay of Plenty Regional Council

(a) You will need to fill in a separate form for each of the activities you propose to undertake. You may also need consent for one or more of the following.

Land Use

- Form 1A Culverts, Bridges, Fords, Erosion Protection, Pipes, and Associated Works
- Form 1B Disturbance In or Around a Water Body (e.g. diversion, dredging, wetland disturbance, gravel extraction)
- Form 1C Lake Structures (new and existing)
- Form 2A Land Disturbing Activities (e.g. earthworks & quarrying)
- Form 2B Land Disturbing Activities (forest harvesting/vegetation clearance)

Discharge (including coastal)

- Form 3A Onsite Effluent Discharge
- Form 3B Discharge Farm Dairy Effluent
- Form 3C Land Use Activities in the Catchments of Lakes Okareka, Rotoehu, Okaro, Rotorua, and Rotoiti
- Form 4A Discharge Stormwater to Water and/or Land from Urban Residential, Rural
- Form 4B Industrial Discharges to Water or Land (including stormwater)
- Form 4C Discharge Contaminants to Air

Water (including coastal)

- Form 5A Water Permit Application (s.14) – Take Surface Water (includes intake structure (s.13))
- Form 5B Water Permit Application (s.14) – Take Groundwater
- Form 5C Dam Water
- Form 5D Divert Water
- Form 6A Geothermal Take and Discharge – Domestic and Light Commercial

Coastal (see point 4 of Notes to Applicant for explanation of the Coastal Marine Area)

- Form 7A Application for Permit for Coastal Structures (including associated occupation and disturbance)
- Form 7B Application to Disturb Coastal Marine Area (no structure)

(b) In which District is the activity located?

- | | |
|---|--|
| <input type="checkbox"/> Whakatane District | <input type="checkbox"/> Opotiki District |
| <input type="checkbox"/> Rotorua District | <input type="checkbox"/> Kawerau District |
| <input type="checkbox"/> Western BOP District | <input type="checkbox"/> Tauranga District |
| <input type="checkbox"/> Taupo District | |

(c) Is this application to replace an existing or expired consent(s)? Yes No
If Yes, please state the consent number(s)

(d) Please specify the duration sought for your consent(s).

Years Months

Start date

Completion date (if applicable)

(e) Do you also require resource consent(s) 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

4 Location description of activity

Site Address

Legal description (legal description can be obtained from your certificate of title, valuation notice, or rate demand)

Map reference NZMS 260, (if known)

PART 2

Notes for applicants

- (a) As well as this form, you must complete the Application for a Resource Consent (Base Form).
- (b) The Resource Management Act 1991 requires resource consent applications to include an Assessment of Environmental Effects (AEE) identifying the actual and potential effects that the activity may have on the environment. It also requires the applicant to identify the ways in which those effects can be avoided, remedied, or mitigated. This form is intended to help you provide an AEE.
- (c) You must fully complete this application form. If you do not, your application may not be accepted, or it will be on hold while further information is sought from you.
- (d) This form is only a guide. The kind and detail of information you provide should be in accordance with the scale, scope, and effects of the activity for which you are applying. If your proposal is large, more information may be required.
- (e) This form is specifically for Land Use Consent applications to discharge Nitrogen and Phosphorus within the lake catchments in Rotorua District that are covered within Section 9.4 of the Regional Water and Land Plan. If you intend to apply for other consents or certificates of compliance, you will need separate forms.
- (f) If you are unsure about any part of this form, or would like further information, please contact a consents officer at Bay of Plenty Regional Council on 0800 884 880.
- (g) All the information you provide in support of your application is public information. You are entitled to request the information be kept confidential if you think it is commercially sensitive. Please provide any such request on a separate piece of paper.

1 Description of activity

(a) Which of these occur on your property? (tick all that apply)

- Grazing, dry stock: type of stock
- Piggery
- Dairy Farming
- Cropping (please specify)
- Forestry (please specify)
- Onsite effluent treatment system (e.g. septic tank)
- Other (please specify)

(b) Size of property to which this application relates: ha

(c) Please include a farm map/aerial photograph clearly defining the property boundaries and locations of the activities occurring (this may be the same as the one provided with the Base Form for this application).

2 Mitigation measures

- (a) What measures will be taken to maintain and/or improve water quality as a result of the nutrient discharges (including groundwater and surface water)? Please include any specific details about these.
- (b) What measures will be taken to offset any adverse effects on aquatic ecosystems in surrounding streams and rivers as a result of your nutrient discharges? Please include any specific details about these.
- (c) What measures will be taken to limit the discharges of Nitrogen and Phosphorus, and/or offset the inputs within the same catchment? Please include any specific details about these.

Continue on a separate sheet if necessary.

3 Nutrient management

Please include with this application a completed Overseer[®] nutrient budget file modelling total calculated nutrient losses from your property.

This file needs to be completed by an appropriately qualified professional, using the most recent Overseer[®] version. Bay of Plenty Regional Council can provide you with a list of people who may be able to help you provide this.

4 Nitrogen and Phosphorus management plan

A Nitrogen and Phosphorus management plan is required to demonstrate how you will manage land use on the subject property so that the long term average discharge of Nitrogen and Phosphorus, as calculated in the Overseer[®] file described above, does not exceed the diffuse discharge allowance (DDA).

Please provide a Nitrogen and Phosphorus management plan including, as a minimum, the following information:

- (a) Details of stock type(s), numbers and stock policy.
- (b) Percentage of male cattle (*if any*).
- (c) Type of fertiliser applied, NPKS rating, rate of application, where, and when.
- (d) Supplements brought onto or taken off farm.
- (e) Winter management practices – number, type of stock, and length of time grazing off.
- (f) Other nutrient mitigation practices.
- (g) An Overseer[®] nutrient budget assessment and associated OVP electronic files.
- (h) Supporting plans/maps showing block set-up.
- (j) Details of how mitigation measures will be implemented, maintained, and measured.
- (k) Contingency measures.
- (m) Cropping.

5 Extending timeframes

The Resource Management Act 1991 (RMA) specifies timeframes for processing resource consent applications (e.g. 20 working days for a non-notified application); however, these timeframes can be extended, if necessary, with the applicant's agreement.

Do you agree to the Bay of Plenty Regional Council extending RMA consent processing timeframes?

- Yes, provided that I can continue to exercise my existing consent until processing of this application is completed (*renewal applications only*).
- Yes, provided that the extension is for the specific purpose of discussing and trying to agree on consent conditions.
- Yes, provided that the application process is completed before .
- No.

6 Deposit fee

A deposit fee of \$774.00, inclusive of GST, is payable with this application. This may be paid online, by cheque, or by eftpos at one of the Regional Council's reception desks.

- Bay of Plenty Regional Council's bank account number is **06 0489 0094734 00**. Please use the applicant's name as the reference. A GST invoice marked "PAID" will be issued on receipt of payment.
- An application will not be accepted as a complete application until the deposit fee has been paid. **Please note:** while we are happy to hold the forms in the meantime, the processing time will not start until payment is received.
- Additional charges are usually incurred, and will vary depending on the resources we use in the course of processing your application (*e.g. staff time*). Staff can give an estimate of expected costs. Please see the schedule of fees attached.

Checklist

If you have dealt with a staff member regarding your consent application, please provide their name here

- Complete all details applicable in this application form.
- Complete all details on the specific consent activity form(s) (e.g. *Land Disturbing Activities*).
- Include an Assessment of Environmental Effects (AEE) of the activity, as set out in Schedule 4, summarised at the back of this form. (*For minor activities, complete the relevant section in the activity application form. For major activities, a more detailed AEE must be attached to the application.*)
- Supply written approval from all affected parties, if any, and/or summary of consultation carried out.
- Include a site plan.
- Sign and date the application form.
- Pay the required deposit.
- Include any other information you think relevant (e.g. *Certificate of Title, details from the Companies Register, etc.*).
- If your application is a large application, please submit an electronic version on CD, and one hard copy.
- Assessment of cultural impacts.

Please be aware any unchecked boxes may result in your application being returned under s.88.

Information privacy issues

The information you provide in this application is regarded as official information. It is required under the provisions of the Resource Management Act 1991 to process this application, and to assist in the management of the region's natural and physical resources.

The information will be held by Bay of Plenty Regional Council, Quay Street, Whakatāne. This information is subject to the provisions of the Local Government Official Information and Meetings Act 1987, and the Privacy Act 1993. The information you provide in this application will generally be available to the public. If there is any information that you would like to remain confidential please contact a Consents Officer to discuss.

Failure to provide this information will mean that Bay of Plenty Regional Council will be unable to process your application.

- 1. I confirm that I have authority to sign on behalf of the party/ies named as the applicants for this consent.**
- 2. I have read, and understand, all of the information contained on this application form, including the requirement to pay additional costs that will be itemised.**
- 3. I confirm that all the information provided is true and correct and understand that any inaccurate information provided could result in my resource consent later being cancelled.**

Signature _____



Date

19/9/2016

IMPORTANT

NOTE TO THE APPLICANT

PLEASE READ THIS BEFORE PROCEEDING WITH THE APPLICATION FORM

If you are unsure whether you require a resource consent for your proposed activity, or you have any other queries, please contact a consents officer at Bay of Plenty Regional Council on 0800 884 880.

IMPORTANT INFORMATION

- 1 **Processing of the application by Bay of Plenty Regional Council will not begin until the deposit fee of \$774.00 (including GST) is paid, unless prior arrangement has been made. If, at the end of the processing of the application, the actual cost exceeds the deposit, you will be invoiced for the balance.**
- 2 You may also be required to pay a resource management charge associated with holding a consent. The Water Administration team will be able to provide you with more details. All charges are in accordance with section 36 of the Resource Management Act 1991. All accounts are payable by the 20th of the month following date of invoice. Where costs are incurred that exceed \$2,000 above the deposit, or at the end of every quarter, you may be requested to pay an additional amount by way of interim payment against the final total costs.
- 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, please contact a consents officer at Bay of Plenty Regional Council for clarification.
- 4 Section 42 of the Resource Management Act 1991 allows the protection of sensitive information; therefore, if your application includes trade secrets and/or commercially and culturally sensitive material, please advise Bay of Plenty Regional Council.
- 5 Schedule 4 of the Resource Management Act 1991 (summarised at the back of this form) sets out the information you must provide with your consent application, including an Assessment of Environmental Effects (AEE). An AEE must be prepared in accordance with Schedule 4 of the Resource Management Act 1991. To assist in the preparation of the assessment, a summary of the key requirements of Schedule 4 follows this information sheet. Failure to provide the correct information will result in delays in the processing of your application.
- 6 Bay of Plenty Regional Council may decide not to proceed with the application until applications for further resource consents are made (section 91). It is, therefore, important to identify every consent required for the proposal at the outset.
- 7 Bay of Plenty Regional Council may request the applicant, by written notice, to provide further information if required (section 92). If this occurs, the application will be put on hold, and the processing timeframes stopped. Processing will not recommence until the information is received.
- 8 An application does not need to be publicly notified if the environmental effects are minor, and if written approval has been obtained from everyone who is adversely affected by the granting of the consent (sections 95D and 95B respectively). Bay of Plenty Regional Council has forms available to obtain approvals.
- 9 Under section 128(1)(c) of the Resource Management Act 1991, Bay of Plenty Regional Council may undertake a review of any consent at any time if the application contains any inaccuracies that materially influence the decision made.

How to prepare an Assessment of Effects on the Environment

as outlined in
Schedule 4, Section 88(2)(b) of the Resource Management Act 1991

Summary of the Key Points of Schedule 4

You need to include enough information in your Assessment of Environmental Effects (AEE) so that the Regional Council can evaluate your proposal. The amount of information should correspond to the scale and significance of the environmental effects that may be generated by your proposal.

Your AEE needs to include:

- A full description of the proposal, including the site and locality (including a site plan and plans of your proposal).
- A description of the environmental effects, including the significance and nature of the effects (address specific environmental effects that you have identified, as well as referring to issues identified in the District and/or Regional Plan).
- A description of alternatives to avoid, remedy, or mitigate any significant environmental effects.
- An assessment of any risks to the environment that may arise from hazardous substances, and/or the discharge of contaminants.
- A record of any consultation, including names and views of people with whom you talked.
- A discussion of any effects that may need to be controlled or monitored, how the control or monitoring will be carried out, and by whom.

You should also refer to Schedule 4 of the Resource Management Act 1991. This sets out matters that should be included and considered when preparing an AEE.

For more complex applications, you may need to get specialist advice. There are a number of professionals who assist in preparing AEEs, such as engineers and resource management consultants. Council staff may be able to tell you if you need specialist advice.

It is NOT adequate to state in your AEE that there are NO environmental effects.

It is important that you provide the Council with a well-prepared AEE; otherwise, the Council may:

- not accept your application,
- turn down your application,
- impose a lot of conditions on your resource consent,
- ask you for more information, delaying the time taken to process your application, or
- commission someone else to review your application at a cost to you.

For more detailed information

see the Ministry for the Environment's Good Practice Guide on How to Prepare an AEE,
and have a look at its brochure on making resource consent applications, at

www.mfe.govt.nz/publications/rma

Bay of Plenty Regional Council
Section 36 Resource Management Act 1991
Charges Policy 2012-2013

Table 1: Consent application fees

General Application Fee (GST inclusive) <i>Note: this is a deposit and other fees incurred will be recovered on an actual and reasonable basis.</i>	
<ul style="list-style-type: none"> • Resource Consent applications (except those specified below as fixed charges). • Certificates of Compliance (excluding Onsite Effluent Treatment). • Changes or cancellation of conditions of consents. • Review of consent conditions. • Transfer of consent to another site or another person at another site. • Lapsing period extensions. 	\$774
<ul style="list-style-type: none"> • Publicly Notified Applications 	\$10,000
Other application fees (GST inclusive) <i>Note: these are fixed charges with no additional costs payable.</i>	
Certificates of compliance – Onsite Effluent Treatment Regional Plan	\$50
Land use consent to construct a single geotechnical, freshwater bore or domestic geothermal bore	\$390
Applications for activities listed in regional plans that have zero fee ²	\$0
Transfer of consent to another person at the same site	\$90
Short term onsite effluent treatment systems in communities scheduled for reticulation	\$390
Application to reduce the allocated volume in a water take consent	\$0
Applications for existing and previously consented structures on the Rotorua Lakes where the structure/s will remain unchanged, are not for commercial use and where the application follows a non-notified consent process	\$390
<p>Notes:</p> <p>A. Where fees are deposits only, the applicants will be charged all actual and reasonable costs above the deposit fee. Such costs may include, but not be limited to, staff time (see Schedule A), advertising, hearing costs (including costs of Committee members, Commissioners, Technical Appointees and the Minister of Conservation's representative), disbursements, and costs of consultants.</p> <p>B. Where an application is withdrawn, the fixed fee of \$500 will be retained and any actual and reasonable costs incurred will also be charged.</p> <p>C. Where costs are incurred that exceed \$2,000 above the deposit, or at the end of every quarter, the applicant may be requested to pay an additional amount by way of an interim payment against the final total costs.</p> <p>D. In accordance with section 36(7), the processing of any application may be suspended until any relevant charge is paid in full.</p> <p>E. Where the deposit fee exceeds the processing costs by \$25 or more, the difference will be refunded to the applicant.</p> <p>F. Applications involving restricted coastal activities (RCAs) will attract a surcharge of \$250 (GST inclusive). This fee is required by Regulation 34 of the Resource Management (Forms, Fees and Procedure) Regulations 2003 (Schedule 2), and is payable to the Minister of Conservation.</p> <p>G. Notwithstanding the above fee structure, the Consents Manager may require an appropriate application deposit fee for complex, multi-consent projects, or limited notified applications, up to a maximum of \$10,000 (GST inclusive).</p> <p>H. Costs for Hearing Committee members and Commissioners will be recovered from applicants at their set charge- out rate. Disbursements will be charged at actual and reasonable cost.</p> <p>I. The deposit fee for a Review of Consent Conditions is payable by the 20th of the month following service of notice by Council.</p> <p>J. All charges apply from 1 July 2012.</p>	

¹ At the time of writing, this includes some bore permits under the Rotorua Geothermal Regional Plan (rule 19.6.3(d)), and some wetland works under the Regional Water and Land Plan (rule 80 and method 261).

Schedule A – Hourly fixed charges for staff and consultants (GST exclusive)

Grouping	Positions	Hourly Charge
Administration	Planning Administration Officer Water Administration Officer Committee Administration Officer	\$75
Officers/Planners	Planner Pollution Prevention Officer Consents Officer Maritime Officer	\$91
Senior Officers/Senior Planners	Senior Consents Officer Senior Planner	\$108
Engineer/Scientist	Environmental Engineer Environmental Scientist	\$112
Team Leader	Pollution Prevention Team Leader Governance Team Leader	\$118
Senior Engineer/Senior Scientist/Harbourmaster	Harbourmaster Senior Environmental Scientist Principal Technical Engineer	\$123
Managers/Regional Harbourmaster	Regional Harbourmaster Consents Manager Data Services Manager Planning Frameworks Manager Sustainable Development Manager Water Science and Support Manager Pollution Prevention Manager Engineering Manager	\$159
Consultants	External Consent Processing or Specialist Technical Consultant	As charged by consultant

Note: Some positions may not be listed. In such cases the charge will be calculated from actual time (including travel time) charged at rates determined from annual salary plus on-cost.

The full Section 36 Charges Policy is available at
www.boprc.govt.nz/Knowledge-Centre/Section-36-Charges-Policy.aspx

What you need to know before you apply for a Resource Consent



Resource consents are used to manage the impact that certain activities have on people and the environment.

Regional plans identify activities that require resource consents. There are four types of resource consents that the Bay of Plenty Regional Council can issue:

1. Land use consents
2. Discharge consents
3. Water consents
4. Coastal consents

Subdivision, building and some land use consents are issued by District and City Councils.

Land use consents

Certain types of land use can have negative environmental effects such as decreased water quality, erosion, flooding or ecological effects. You may need a land use consent if you want to:

- build or alter a bridge, culvert, stopbank or ford,
- construct or alter a well or bore,
- disturb or alter a wetland area,
- disturb the bed of a river or lake (e.g. reclaim, dredge, excavate, drill or erect a structure),
- carry out earthworks, soil cultivation, roading, tracking, mining or quarrying activities,
- plant or clear vegetation,
- install or use a structure (e.g. jetties, retaining walls, steps, boat launch or moorings),
- disturb contaminated or potentially contaminated land, and
- disturb or alter a geothermal surface feature in Rotorua.



Coastal Protection works, Waiti Beach

Discharge consents

Discharge consents cover activities which discharge to water, land or air. You may need a discharge consent if your activity will or may discharge:

- Water into water (this includes clean or contaminated water),
- Effluent, waste products or contaminated water onto, or into land,
- Landfill or cleanfill leachate,
- Carry out a nutrient discharging activity (e.g. increase stocking rates within the Rotorua Lakes Catchment area),
- Water and/or contaminants into water, or onto or into land, in association with a geothermal take, and
- Dust, steam, smoke or other contaminants into the air and/or those that create offensive odours.

Water consents

You may need a water consent if you want to, construct a dam or stopbank, divert a water course or take or use;

- Surface water (e.g. water from a river, stream, dam, lake, spring or the coast),

- Groundwater (e.g. water from an underground source), and
- Geothermal water, heat or energy.

Coastal consents

Coastal consents relate to resources in the coastal marine area (CMA). The CMA is a defined area of foreshore, seabed, coastal water, and air space above the sea typically taken from the average high tide level on the beach out to the territorial limit (12 nautical miles) and a set distance upstream of most rivers. If you are carrying out an activity near the coast or in a river near the coast, check out the full definition of the CMA in our Regional Coastal Environment Plan at www.boprc.govt.nz keywords 'coastal plan'.

You may need a coastal consent if you want to occupy space associated with structures or reclamations or carry out an activity within the CMA such as:

- installing or using a structure (e.g. jetties, retaining walls, steps, boat launch, or moorings),
- reclamations, and
- disturbance (e.g. dredging or associated with construction).

How to apply for a Resource Consent

You should talk to a Consents Officer for advice before you begin the application process. A Consents Officer can help identify if a consent is needed, and also what information should be submitted.

To contact an officer for helpful advice call 0800 884 880 or visit either Whakatāne or Mount Maunganui Regional Council offices.

Required information

Making sure that your information is accurate and the application forms are complete will ensure that your application is processed quickly, and will reduce costs.

The application must as a minimum include:

- a completed, signed and dated 'Base Form' (unless applying for a bore or well which has its own form),
- a description of the activity you are proposing,
- any specific information requested on the relevant application form,
- the Ministry for the Environment provides additional advice on preparing AEEs (www.mfe.govt.nz), a description of the site including relevant features such as streams, wetlands, vegetation, past development and the wider environment,
- a detailed description of any consultation undertaken. This includes all written and verbal correspondence, and
- details about the location of your activity such as a map, aerial photograph or detailed sketch plan. You can visit www.boprc.govt.nz (Regional Mapping) to use the mapping tool to locate, and print maps of properties.

Your submitted map should at least show:

- your property boundary and neighbouring properties,
- the nearest country road or state highway,
- the location of any waterways, wetlands or wildlife habitats in the area,
- any known historic or waahi tapu sites, and
- any known significant features, including geothermal or archaeological sites.



Dairy effluent irrigation to pasture requires a resource consent in the Bay of Plenty



Works in stream beds such as building bridges or dams may need a consent



Structures over the bed of the Rotorua Lakes including jetties, platforms, pontoons, retaining walls and ramps will need a resource consent

Cost of Consents

Under the Resource Management Act (RMA), the Bay of Plenty Regional Council will recover costs associated with processing applications, and administering, supervising, and monitoring granted consents.

For more information on resource consents costs view our factsheet 'What does a resource consent cost?' which is available on our website visit www.boprc.govt.nz.

If you have any questions about costs involved with resource consents or about resource consents in general, contact us on 0800 884 880 or check out our website www.boprc.govt.nz, search: resource consents



0800 120758



File ref:

	SEEN		SEEN

Office Use Only

Telephone: 0800 884 880
 Facsimile: 0800 884 882
 Email: info@boprc.govt.nz
 Website: www.boprc.govt.nz
 Pollution Hotline: 0800 884 883
 International: +64 7 922 3390

Application for a Resource Consent – Resource Management Act 1991 (s.88)

4A Discharge Water or Stormwater to Water and/or Land from Urban Residential/Rural Areas

Before you make an application it is recommended that you talk or meet with a Consents Officer to discuss it. A Consents Officer may also be able to undertake a site visit to provide further advice noting that a pre-application service charge may apply.

If you would like to arrange this, please phone 0800 884 880.

If you are applying for more than one activity and you have already completed the basic details in Part 1 on another form, go straight to Part 2 of this form.

See notes to Applicant (last pages of form) before proceeding with application form.

Stormwater discharge activities are subject to rules in the Regional Water and Land Plan. This plan can be found on our website at <http://www.boprc.govt.nz/knowledge-centre/plans/>.

Reviewing and understanding the rules and assessment criteria applicable to your activity will assist you with preparation of your assessment of environmental effects.

Which rules of the above plan(s) are applicable for your activity?

What is the activity status of your consent application?

- Controlled
- Restricted Discretionary
- Discretionary

If you need assistance determining which rules and activity statuses are applicable for your activity please call 0800 884 880 and ask to speak to the duty Consents Officer for guidance.

Under Section 88 of the Resource Management Act 1991, the undersigned makes this application for resource consent(s).

PART 1

1 **Full name of applicant(s)** *(the name that will be on the consent)*

Company name: Rotorua Lakes Council - Water Planning

Contact person: Greg Manzano

Postal address: Private Bag 3029, Rotorua Mail Centre, Rotorua 3046

Telephone *(please tick preferred contact number)* 07 348 4199

Email Greg.Manzano@rotorualc.nz

2 **Details of consultant** *(or other person authorised to make application on behalf of applicant)*

Company name: Opus International Consultants Ltd

Contact person: Simon Banks

Postal address: PO Box 1245, Rotorua 3040

Telephone *(please tick preferred contact number)* 07 571 5767

Email simon.banks@opus.co.nz

All correspondence, except invoices for charges, relating to this application(s) should be sent to:

Applicant Consultant

Preferred method of contact:

Email Post

All invoices for charges relating to this application(s) should be sent to:

Applicant Consultant

3 **Name and address of owner/occupier** *(of the site relating to application)*

Owner:

Postal address:

Residential () Business ()

Occupier:

Postal address:

Residential ()

Business ()

Please note: If the applicant is not the owner of the land to which the activity relates, then it is good practice to submit the application with written approval from the landowner.

4 Consent(s) being applied for from Bay of Plenty Regional Council

- (a) You will need to fill in a separate form for each of the activities you propose to undertake. You may also need consent for one or more of the following.

Land Use

- Form 1A Culverts, Bridges, Fords, Erosion Protection, Pipes and Associated Works
- Form 1B Disturbance In or Around a Water Body (e.g. diversion, dredging, wetland disturbance, grave extraction)
- Form 1C Lake Structures (*new and existing*)
- Form 2A Land Disturbing Activities (*e.g. earthworks and quarrying*)
- Form 2B Land Disturbing Activities (*forest harvesting/vegetation clearance*)

Discharge (including coastal)

- Form 3A Onsite Effluent Discharge
- Form 3B Discharge Farm Dairy Effluent
- Form 3C Land Use Activities in the Catchments of Lake Ōkāreka, Rotoehu, Ōkaro, Rotorua and Rotoiti
- Form 4A Discharge Stormwater to Water and/or Land from Urban Residential, Rural Areas
- Form 4B Industrial Discharges to Water or Land (*including stormwater*)
- Form 4C Discharge Contaminants to Air

Water (including coastal)

- Form 5A Water Permit Application (s.14) – Take Surface Water (includes intake structure (s.13))
- Form 5B Water Permit Application (s.14) – Take Groundwater
- Form 5C Dam Water
- Form 5D Divert Water
- Form 6A Geothermal Take and Discharge – Domestic and Light Commercial/Industrial

Coastal (see point 4 of **Notes to Applicant** for explanation of the Coastal Marine Area)

- Form 7A Application for Consent for Coastal Structures (including associated occupation and disturbance)
- Form 7B Application to Disturb Coastal Marine Area (no structure)

(b) In which district is the activity located?

- | | |
|---|--|
| <input type="checkbox"/> Whakatāne District | <input type="checkbox"/> Ōpōtiki District |
| <input type="checkbox"/> Rotorua District | <input type="checkbox"/> Kawerau District |
| <input type="checkbox"/> Western Bay of Plenty District | <input type="checkbox"/> Tauranga District |
| <input type="checkbox"/> Taupō District | |

(c) Is this application to replace an existing or expired consent(s)? Yes No

If Yes, please state the consent number(s)

(d) What rule under which plan is the activity applied for? Refer to <http://www.boprc.govt.nz/knoweldge-centre/plans/> for the regional plans.

(e) Please specify the duration sought for your consent(s).

years months

Start date

Completion date (if applicable)

(f) Do you also require resource consent(s) 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

5 **Location description of activity**

Site address

Legal description (*legal description can be obtained from your Certificate of Title, valuation notice, or rate demand*)

Map reference NZTM, (*if known*)

PART 2

1 **Description of activity**

(a) Where is the stormwater discharged from? (*tick all that apply*)

- Roofs/buildings
- Car parks
- Other (*please specify*)

(b) Is there an outlet structure in a water body? Yes No

If Yes, please provide a plan and specifications.

(c) What is the 10 minute 10% Annual Exceedence Probability (AEP) at your site? (*Your engineer can work this out for you or you can find information on the NIWA database/ online services/ HIRDS on www.niwa.co.nz).*)

2 **Nature of discharge**

(a) What are the potential contaminants, and their concentrations, in the discharge? (*tick all that apply*)

- Suspended solids mg/L
- Copper mg/L
- Total Petroleum Hydrocarbon mg/L
- Zinc mg/L
- Other mg/L

3 Site plan

On a separate piece of good quality A4 (minimum) paper, please provide a site plan showing location of the activity and receiving environment in relation to property boundaries.

If you do not have access to mapping software, we recommend you use the regional mapping system available on our website (www.boprc.govt.nz keywords 'regional mapping'). The mapping system includes property boundary and contour layers, and allows you to carry out a property search, and view and/or print topographic maps or aerial photography.

4 Receiving environment

Please fill out the receiving environment information for **either** (a) surface water, **or** (b) land soakage.

(a) Surface water body (*stream, pond, drain, etc.*) or water bodies it MAY enter.

Name(s) of water body(ies)

Sensitivity of water body

Is the discharge:

- Diffuse (*discharge that does not occur at a specific, identifiable point*).
- In or to the Coastal Marine Area.
- Point source (*discharge at one location through outlet such as a pipe or channel*).
- To a reticulated stormwater network.

If discharge is point source, please describe erosion protection provided at the discharge point (attach design drawings or photographs in support).

(b) Land soakage

Name of area where land soakage will occur

Sensitivity of the land

Is the discharge:

- Diffuse (*discharge that does not occur at a specific, identifiable point*).
- In the Coastal Margin (0-40 m from the Coastal Marine Area).
- Point source (*discharge at one location through outlet such as a pipe or channel*).

If Yes, please describe erosion protection provided at the discharge point (attach design drawings for photographs in support).

What is the soil type of the area where land soakage will occur?

What is the drainage of the area where land soakage will occur?

What is the distance to groundwater at the point of discharge?

5 **Assessment of Environmental Effects (AEE)**

NB: Where your discharge could have a significant adverse effect on the environment, a more detailed environmental assessment is required in accordance with the Fourth Schedule of the Resource Management Act 1991.

(a) The AEE shall include, but not be limited to:

- Treatment
- Storage/alteration
- Alternatives
- Maintenance
- Contingency
- Monitoring
- Erosion and scour
- Flooding
- Effects on neighbour's properties

(b) Any other effects relevant to the application.

If your company has an Environmental Management Plan, please submit with your application. If you would like to put one together, check our Environmental Management Plan Checklist on our website (www.boprc.govt.nz).

6 **Maintenance and contingency**

How will the equipment controlling the discharge be operated and maintained to prevent equipment failure, and what measures will be implemented to ensure that the effects of any malfunction are remedied?

[Continue on a separate sheet if necessary]

7 **Monitoring**

What, if any, monitoring do you propose to carry out to ensure that the discharge does not have any adverse effect?

[Continue on a separate sheet if necessary]

8 Cultural Effects

Please provide an assessment of the cultural effects associated with the activities you propose.

The Regional Council's Regional Policy Statement is clear that only tangata whenua can identify their relationship with an area. It is good practice to consult with tangata whenua in relation to your application so that you can provide the correct information to answer this question.

The Regional Council can provide a list of tangata whenua who have registered an interest in the site of your activity so that you can undertake the assessment. We can also provide other information e.g. access to iwi and hapū management plans, details about identified archaeological sites and details of any Statutory Acknowledgements relevant to the site. Please contact the Consents Team on 0800 884 880 to get more information.

9 Persons likely to be affected

Affected persons may include neighbouring land owners and occupiers, and/or organisations such as the Department of Conservation, Land Information New Zealand (LINZ), Eastern Region Fish and Game Council, relevant iwi and hapū and community groups.

If you do not think there will be affected persons, you do not need to fill out this section; however, the Bay of Plenty Regional Council will make the final assessment of whether a person is affected by your proposal, and it is recommended as best practice to consult with those persons.

*In order for your application to be considered for **non-notification** you **must** gain written approval from all persons who may be affected by the proposal. The Bay of Plenty Regional Council can help you identify people/organisations that are likely to be affected, and the form 'Affected Person's Written Approval', which can be filled out by the affected person and attached to this application, can be found at www.boprc.govt.nz keywords '**resource consent forms**'.*

Please provide details below of those you have identified as persons who may be affected. If you have discussed your proposal with any of these persons, please record any comments made by them and your response to them, and submit this with your application.

Name

Address

Written approval supplied (*attached*).

Name

Address

Written approval supplied (*attached*).

Name

Address

Written approval supplied (*attached*).

Name

Address

Written approval supplied (*attached*).

[Continue on a separate sheet if necessary]

10 Extending timeframes

The Resource Management Act 1991 (RMA) specifies timeframes for processing resource consent applications (e.g. 20 working days for a non-notified application); however these timeframes can be extended, if necessary, with the Applicant's agreement.

Do you agree to the Bay of Plenty Regional Council extending RMA consent processing timeframes?

- Yes, provided that I can continue to exercise my existing consent until processing of this application is completed (*renewal application only*).
- Yes, provided that the extension is for the specific purpose of discussing and trying to agree on consent conditions.
- Yes, provided that the application process is completed before
- No.
-

11 Deposit fee

A deposit fee of \$774.00, inclusive of GST, is payable with this application. This may be paid online, by cheque, or by eftpos at one the Regional Council's reception desks.

- Bay of Plenty Regional Council's bank account number is **06 0489 0094734 00**. Please use the Applicant's name as the reference. A GST invoice marked "PAID" will be issued on receipt of payment.
 - An application will not be accepted as a complete application until the deposit fee has been paid. **Please note:** while we are happy to hold the forms in the meantime, the processing time will not start until payment is received.
 - Additional charges are usually incurred, and will vary depending on the resource we use in the course of processing your application (*e.g. staff time*). Staff can give an estimate of expected costs. Please see the schedule of fees attached.
-

Checklist

If you have dealt with a staff member regarding your consent application, please provide their name here:

The following information **must** be included in your application to ensure it is accepted.

- Complete all details in this application form.
- Include an Assessment of Environmental Effects (AEE) of the activity, as set out in Schedule 4, summarised at the back of this form.
- Supply written approval from all affected parties, if any, and/or summary of consultation carried out.
- Include a site plan.
- Sign and date the application form.
- Pay the required deposit.
- Include any other information you think relevant (e.g. *Certificate of Title, details from the Companies Register, etc.*)
- If your application is a large application, please submit an electric version on CD, and one hard copy.
- Assessment of cultural effects (refer to Section 8 of this form).

Please be aware any unchecked boxes may result in your application being returned under s.88.

Information privacy issues

The information you provide in this application is regarded as official information. It is required under the provisions of the Resource Management Act 1991 to process this application, and to assist in the management of the region's natural and physical resources.

The information will be held by Bay of Plenty Regional Council, Quay Street, Whakatāne. This information is subject to the provisions of the Local Government Official Information and Meetings Act 1987, and the Privacy Act 1993. The information you provide in this application will generally be available to the public. If there is any information that you would like to remain confidential please contact a consents officer to discuss.

Failure to provide this information will mean that Bay of Plenty Regional Council will be unable to process your application.

- 1 I confirm that I have authority to sign on behalf of the party/ies named as the applicants for this consent.**
- 2 I have read, and understand, all of the information contained on this application form, including the requirement to pay additional costs that will be itemised.**
- 3 I confirm that all the information provided is true and correct and understand that any inaccurate information provided could result in my resource consent later being cancelled.**

Signature 

Date 19/9/2016

IMPORTANT

NOTE TO THE APPLICANT

PLEASE READ THIS BEFORE PROCEEDING WITH THE APPLICATION FORM

If you are unsure whether you require a resource consent for your proposed activity, or you have any other queries, please contact a consents officer at Bay of Plenty Regional Council on 0800 884 880.

IMPORTANT INFORMATION

- 1 **Processing of the application by Bay of Plenty Regional Council will not begin until the deposit fee of \$774.00 (including GST) is paid, unless prior arrangement has been made. If, at the end of the processing of the application, the actual cost exceeds the deposit, you will be invoiced for the balance.**
- 2 You may also be required to pay a resource management charge associated with holding a consent. The Water Administration Team will be able to provide you with more details. All charges are in accordance with Section 36 of the Resource Management Act 1991. All accounts are payable by the 20th of the month following date of invoice. Where costs are incurred that exceed \$2,000 above the deposit, or at the end of every quarter, you may be requested to pay an additional amount by way of interim payment against the final total costs.
- 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, please contact a consents officer at Bay of Plenty Regional Council for clarification.
- 4 Section 42 of the Resource Management Act 1991 allows the protection of sensitive information. Therefore, if your application includes trade secrets and/or commercially and culturally sensitive material, please advise Bay of Plenty Regional Council.
- 5 Schedule 4 of the Resource Management Act 1991 (*summarised at the back of this form*) sets out the information you must provide with your consent application, including an Assessment of Environmental Effects (AEE). An AEE must be prepared in accordance with Schedule 4 of the Resource Management Act 1991. To assist in the preparation of the assessment, a summary of the key requirements of Schedule 4 follows this information sheet. Failure to provide the correct information will result in delays in the processing of your application.
- 6 Bay of Plenty Regional Council may decide not to proceed with the application until applications for further resource consents are made (Section 91). It is, therefore, important to identify every consent required for the proposal at the outset.
- 7 Bay of Plenty Regional Council may request the Applicant, by written notice, to provide further information if required (section 92). If this occurs, the application will be put on hold, and the processing timeframes stopped. Processing will not recommence until the information is received.
- 8 An application does not need to be publicly notified if the environmental effects are minor, and if written approval has been obtained from everyone who is adversely affected by the granting of the consent (Sections 95D and 95B respectively). Bay of Plenty Regional Council has forms available to obtain approvals.
- 9 Under Section 128(1)(c) of the Resource Management Act 1991, Bay of Plenty Regional Council may undertake a review of any consent at any time if the application contains any inaccuracies that materially influence the decision made.

How to prepare and Assessment of Effects on the Environment

As outlined in Schedule 4, Section 88(2)(b) of the Resource Management Act 1991

Summary of the key points of Schedule 4

You need to include enough information in your Assessment of Environmental Effects (AEE) so that the Regional Council can evaluate your proposal. The amount of information should correspond to the scale and significance of the environmental effects that may be generated by your proposal.

Your AEE needs to include:

- A full description of the proposal, including the site and locality (including a site plan and plans of your proposal).
- A description of the environmental effects, including the significance and nature of the effects (address specific environmental effects that you have identified, as well as referring to issues identified in the District and/or Regional Plan).
- A description of alternatives to avoid, remedy or mitigate any significant environmental effects.
- An assessment of any risks to the environment that may arise from hazardous substances, and/or the discharge of contaminants.
- A record of any consultation, including names and views of people with whom you talked.
- A discussion of any effects that may need to be controlled or monitored, how the control or monitoring will be carried out, and by whom.

You should also refer to Schedule 4 of the Resource Management Act 1991. This sets out matters that should be included and considered when preparing an AEE.

For more complex applications, you may need to get specialist advice. There are a number of professionals who assist in preparing AEEs, such as engineers and resource management consultants. Council staff may be able to tell you if you need specialist advice.

It is NOT adequate to state in your AEE that there are NO environmental effects.

It is important that you provide the Council with a well-prepared AEE; otherwise, the Council may:

- not accept your application,
- turn down your application,
- impose a lot of conditions on your resource consent,
- ask you for more information, delaying the time taken to process your application, or
- commission someone else to review your application at a cost to you.

For more detailed information

see the Ministry for the Environment's Good Practice Guide on How to Prepare an AEE, and have a look at its brochure on making resource consent applications, at

www.mfe.govt.nz/publications/rma

Bay of Plenty Regional Council

Section 36 Resource Management Act 1991 Charges Policy 2014-2015

Table 1: Consent application fees

General Application Fee (GST inclusive) <i>Note: this is a deposit and other fees incurred will be recovered on an actual and reasonable basis.</i>	
<ul style="list-style-type: none"> • Resource Consent applications (except those specified below as fixed charges). • Certificates of Compliance (excluding Onsite Effluent Treatment). • Changes or cancellation of conditions of consents. • Review of consent conditions. • Transfer of consent to another site or another person at another site. • Lapsing period extensions. 	\$774
<ul style="list-style-type: none"> • Publicly Notified Applications. 	\$10,000
Other application fees (GST inclusive) <i>Note: these are fixed charges with no additional costs payable.</i>	
Certificates of compliance – Onsite Effluent Treatment Regional Plan.	\$50
Land use consent to construct a single geotechnical, freshwater bore or domestic geothermal bore.	\$390
Applications for activities listed in regional plans that have zero fee. ¹	\$0
Transfer of consent to another person at the same site.	\$90
Short term consent for five years or less for onsite effluent treatment systems in future reticulation zones.	\$390
Application to reduce the allocated volume/rate in a water take consent.	\$0
Applications for existing and previously consented structures on the Rotorua Lakes where the structure/s will remain unchanged, are not for commercial use and where the application follows a non-notified consent process.	\$390
<p>Notes</p> <p>A. Where fees are deposits only, the applicants will be charged all actual and reasonable costs above the deposit fee. Such costs may include, but not be limited to, staff time (see Schedule A), advertising, hearing costs (including costs of Committee members, Commissioners, Technical Appointees and the Minister of Conservation’s representative), disbursements, and costs of consultants.</p> <p>B. Where an application is withdrawn, the fixed fee of \$500 will be retained and any actual and reasonable costs incurred will also be charged.</p> <p>C. Where costs are incurred that exceed \$2,000 above the deposit, or at the end of every quarter, the applicant may be requested to pay an additional amount by way of an interim payment against the final total costs.</p> <p>D. In accordance with Section 36(7), the processing of any application may be suspended until any relevant charge is paid in full.</p> <p>E. Where the deposit fee exceeds the processing costs by \$25 or more, the difference will be refunded to the applicant.</p> <p>F. Notwithstanding the above fee structure, the Consents Manager may require an appropriate application deposit fee for complex, multi-consent projects, or limited notified applications, up to a maximum of \$10,000 (GST inclusive).</p> <p>G. Costs for Hearing Committee members and Commissioners will be recovered from applicants at their set charge- out rate. Disbursements will be charged at actual and reasonable cost.</p> <p>H. The deposit fee for a Review of Consent Conditions is payable by the 20th of the month following service of notice by Council.</p> <p>I. All charges apply from 1 July 2014.</p>	

¹ At the time of writing, this includes some bore permits under the Rotorua Geothermal Regional Plan (Rule 19.6.3(d)), and some wetland works under the Regional Water and Land Plan (Rule 80 and Method 261).

Schedule A – Hourly fixed charges for staff and consultants (GST exclusive)

Grouping	Positions	Hourly Charge
Administration	Planning Administration Officer Water Administration Officer Pollution Prevention Administration Officer Environmental Data Assistant Committee Administration Officer	\$77
Officers/Planners	Planner Pollution Prevention Officer Consents Officer Maritime Officer	\$95
Senior Officers/Senior Planners	Senior Consents Officer Senior Pollution Prevention Officer Senior Planner	\$110
Engineer/Scientist/Project Officers	Environmental Engineer Environmental Scientist Project Implementation Officer	\$114
Team Leader/Senior Project Officers/Works Engineer	Consents Team Leader Pollution Prevention Team Leader Laboratory Services Team Leader Works Engineer Senior Project Implementation Officer	\$121
Senior Engineer/Senior Scientist/Harbourmaster	Harbourmaster Senior Environmental Scientist Principal Technical Engineer	\$126
Managers/Regional Harbourmaster	Regional Harbourmaster Consents Manager Data Services Manager Regional Integrated Planning Manager Natural Resources Policy Manager Science Manager Pollution Prevention Manager Engineering Manager	\$162
Consultants	External Consent Processing or Specialist Technical Consultant	As charged by consultant

Note: Some positions may not be listed. In such cases the charge will be calculated from actual time (including travel time) charged at rates determined from annual salary plus on-cost.

The full Section 36 Charges Policy is available at
<http://www.boprc.govt.nz/knowledge-centre/policies/section-36-charges-policy/>

What you need to know before you apply for a Resource Consent



Resource consents are used to manage the impact that certain activities have on people and the environment.

Regional plans identify activities that require resource consents. There are four types of resource consents that the Bay of Plenty Regional Council can issue:

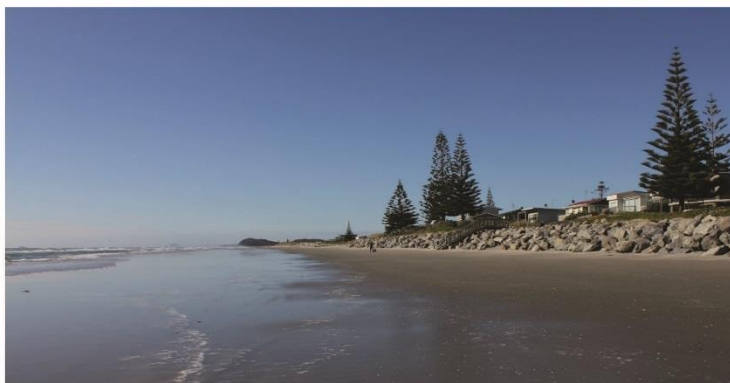
1. Land use consents
2. Discharge consents
3. Water consents
4. Coastal consents

Subdivision, building and some land use consents are issued by District and City Councils.

Land use consents

Certain types of land use can have negative environmental effects such as decreased water quality, erosion, flooding or ecological effects. You may need a land use consent if you want to:

- build or alter a bridge, culvert, stopbank or ford,
- construct or alter a well or bore,
- disturb or alter a wetland area,
- disturb the bed of a river or lake (e.g. reclaim, dredge, excavate, drill or erect a structure),
- carry out earthworks, soil cultivation, roading, tracking, mining or quarrying activities,
- plant or clear vegetation,
- install or use a structure (e.g. jetties, retaining walls, steps, boat launch or moorings),
- disturb contaminated or potentially contaminated land, and
- disturb or alter a geothermal surface feature in Rotorua.



Coastal Protection works, Waihi Beach

Discharge consents

Discharge consents cover activities which discharge to water, land or air. You may need a discharge consent if your activity will or *may* discharge:

- Water into water (this includes clean or contaminated water),
- Effluent, waste products or contaminated water onto, or into land,
- Landfill or cleanfill leachate,
- Carry out a nutrient discharging activity (e.g. increase stocking rates within the Rotorua Lakes Catchment area),
- Water and/or contaminants into water, or onto or into land, in association with a geothermal take, and
- Dust, steam, smoke or other contaminants into the air and/or those that create offensive odours.

Water consents

You may need a water consent if you want to, construct a dam or stopbank, divert a water course or take or use;

- Surface water (e.g. water from a river, stream, dam, lake, spring or the coast),

- Groundwater (e.g. water from an underground source), and
- Geothermal water, heat or energy.

Coastal consents

Coastal consents relate to resources in the coastal marine area (CMA). The CMA is a defined area of foreshore, seabed, coastal water, and air space above the sea typically taken from the average high tide level on the beach out to the territorial limit (12 nautical miles) and a set distance upstream of most rivers. If you are carrying out an activity near the coast or in a river near the coast, check out the full definition of the CMA in our Regional Coastal Environment Plan at www.boprc.govt.nz keywords 'coastal plan'.

You may need a coastal consent if you want to occupy space associated with structures or reclamations or carry out an activity within the CMA such as:

- installing or using a structure (e.g. jetties, retaining walls, steps, boat launch, or moorings),
- reclamations, and
- disturbance (e.g. dredging or associated with construction).

How to apply for a Resource Consent

You should talk to a Consents Officer for advice before you begin the application process. A Consents Officer can help identify if a consent is needed, and also what information should be submitted.

To contact an officer for helpful advice call 0800 884 880 or visit either Whakatāne or Mount Maunganui Regional Council offices.

Required information

Making sure that your information is accurate and the application forms are complete will ensure that your application is processed quickly, and will reduce costs.

The application must as a minimum include:

- a completed, signed and dated 'Base Form' (unless applying for a bore or well which has its own form),
- a description of the activity you are proposing,
- any specific information requested on the relevant application form,
- the Ministry for the Environment provides additional advice on preparing AEEs (www.mfe.govt.nz), a description of the site including relevant features such as streams, wetlands, vegetation, past development and the wider environment,
- a detailed description of any consultation undertaken. This includes all written and verbal correspondence, and
- details about the location of your activity such as a map, aerial photograph or detailed sketch plan. You can visit www.boprc.govt.nz (Regional Mapping) to use the mapping tool to locate, and print maps of properties.

Your submitted map should at least show:

- your property boundary and neighbouring properties,
- the nearest country road or state highway,
- the location of any waterways, wetlands or wildlife habitats in the area,
- any known historic or waahi tapu sites, and
- any known significant features, including geothermal or archaeological sites.



Dairy effluent irrigation to pasture requires a resource consent in the Bay of Plenty



Works in stream beds such as building bridges or dams may need a consent



Structures over the bed of the Rotorua Lakes including jetties, platforms, pontoons, retaining walls and ramps will need a resource consent

Cost of Consents

Under the Resource Management Act (RMA), the Bay of Plenty Regional Council will recover costs associated with processing applications, and administering, supervising, and monitoring granted consents.

For more information on resource consents costs view our factsheet 'What does a resource consent cost?' which is available on our website visit www.boprc.govt.nz.

If you have any questions about costs involved with resource consents or about resource consents in general, contact us on 0800 884 880 or check out our website www.boprc.govt.nz, search: resource consents



GDS123708



File ref:

	SEEN		SEEN

Office Use Only

Telephone: 0800 884 880
 Facsimile: 0800 884 882
 Email: info@boprc.govt.nz
 Website: www.boprc.govt.nz
 Pollution Hotline: 0800 884 883
 International: +64 7 922 3390

Application for a Resource Consent – Resource Management Act 1991 (s.88)

4C Discharge Contaminants to Air

Before you make an application it is recommended that you talk or meet with a Consents Officer to discuss it. A Consents Officer may also be able to undertake a site visit to provide further advice noting that a pre-application service charge may apply.

If you would like to arrange this, please phone 0800 884 880.

If you are applying for more than one activity and you have already completed the basic details in Part 1 on another form, go straight to Part 2 of this form.

See notes to Applicant (last pages of form) before proceeding with application form.

Discharge activities are subject to rules in the Regional Air Plan. This plan can be found on our website at <http://www.boprc.govt.nz/knowledge-centre/plans/>.

Reviewing and understanding the rules and assessment criteria applicable to your activity will assist you with preparation of your assessment of environmental effects.

Which rules of the above plan(s) are applicable for your activity?

What is the activity status of your consent application?

- Controlled
- Restricted Discretionary
- Discretionary

If you need assistance determining which rules and activity statuses are applicable for your activity please call 0800 884 880 and ask to speak to a consents officer for guidance.

Under Section 88 of the Resource Management Act 1991, the undersigned makes this application for resource consent(s).

PART 1

1 **Full name of applicant(s)** *(the name that will be on the consent)*

Company name: Rotorua Lakes Council - Water Planning

Contact person: Greg Manzano

Postal address: Private Bag 3029, Rotorua Mail Centre, Rotorua 3046

Telephone *(please tick preferred contact number)* 07 348 4199

Email Greg.Manzano@rotorualc.nz

2 **Details of consultant** *(or other person authorised to make application on behalf of applicant)*

Company name: Opus International Consultants Ltd

Contact person: Simon Banks

Postal address: PO Box 1245, Rotorua 3040

Telephone *(please tick preferred contact number)* 07 571 5767

Email simon.banks@opus.co.nz

All correspondence, except invoices for charges, relating to this application(s) should be sent to:

Applicant Consultant

Preferred method of contact:

Email Post

All invoices for charges relating to this application(s) should be sent to:

Applicant Consultant

3 **Name and address of owner/occupier** *(of the site relating to application)*

Owner:

Postal address:

Residential () Business ()

Occupier:

Postal address:

Residential ()

Business ()

Please note: If the applicant is not the owner of the land to which the activity relates, then it is good practice to submit the application with written approval from the landowner.

4 Consent(s) being applied for from Bay of Plenty Regional Council

- (a) You will need to fill in a separate form for each of the activities you propose to undertake. You may also need consent for one or more of the following.

Land Use

- Form 1A Culverts, Bridges, Fords, Erosion Protection, Pipes and Associated Works
- Form 1B Disturbance In or Around a Water Body (e.g. diversion, dredging, wetland disturbance, grave extraction)
- Form 1C Lake Structures (*new and existing*)
- Form 2A Land Disturbing Activities (*e.g. earthworks and quarrying*)
- Form 2B Land Disturbing Activities (*forest harvesting/vegetation clearance*)

Discharge (including coastal)

- Form 3A Onsite Effluent Discharge
- Form 3B Discharge Farm Dairy Effluent
- Form 3C Land Use Activities in the Catchments of Lake Ōkāreka, Rotoehu, Ōkaro, Rotorua and Rotoiti
- Form 4A Discharge Stormwater to Water and/or Land from Urban Residential, Rural
- Form 4B Industrial Discharges to Water or Land (*including stormwater*)
- Form 4C Discharge Contaminants to Air

Water (including coastal)

- Form 5A Water Permit Application (s.14) – Take Surface Water (*includes intake structure (s.13)*)
- Form 5B Water Permit Application (s.14) – Take Groundwater
- Form 5C Dam Water
- Form 5D Divert Water
- Form 6A Geothermal Take and Discharge – Domestic and Light Commercial/Industrial

Coastal (see point 4 of **Notes to Applicant** for explanation of the Coastal Marine Area)

- Form 7A Application for Consent for Coastal Structures (*including associated occupation and disturbance*)
- Form 7B Application to Disturb Coastal Marine Area (*no structure*)

- (b) In which district is the activity located?

- | | |
|---|--|
| <input type="checkbox"/> Whakatāne District | <input type="checkbox"/> Ōpōtiki District |
| <input type="checkbox"/> Rotorua District | <input type="checkbox"/> Kawerau District |
| <input type="checkbox"/> Western Bay of Plenty District | <input type="checkbox"/> Tauranga District |
| <input type="checkbox"/> Taupō District | |

(c) Is this application to replace an existing or expired consent(s)? Yes No

If Yes, please state the consent number(s)

(d) Please specify the duration sought for your consent(s).

 years months

Start date

Completion date *(if applicable)*

(e) Do you also require resource consent(s) 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

5 Location description of activity

Site address

Legal description *(legal description can be obtained from your Certificate of Title, valuation notice, or rate demand)*

Map reference NZTM, *(if known)* .

PART 2

Notes on nature of the discharge(s)

- (a) The nature of the discharge refers to the composition of the discharge with flows and concentrations.
- (b) For a boiler, the expected contaminants, concentrations, and flows should be listed *(i.e. nitrogen oxides, sulphur oxides, particulate matter, heat output, and any others present)*.
- (c) The makeup of the particulate matter should be known, and a particle size range is required to indicate whether particles are likely to drift or be inhaled.
- (d) The sensitivity of the receiving environment is related to the location of the operation.
- (e) Any materials used to make the effects of the contaminants less severe should also be listed to assess any possible hazards or emissions from these.

1 **Description of activity**

- (a) Combination gases (*boiler using coal, wood waste, etc.*)

Material(s) being discharged

Concentration of contaminant(s) in air (*corrected to 0°C, 1 Atm and dry gas basis*), if applicable

Discharge flow m³/s of flue or vent, if applicable

Discharge rate for particulate (*Ks/h*)

Particulate matter size range, if applicable

Heat output (*gross*) of a boiler/heating plant, if applicable

Fuel being used in a boiler/heating plant, if applicable

Sulphur content of fuel used in a boiler/heating plant if applicable

Height of flue above ground level and height of buildings adjoining the flue, if applicable

Pollution control equipment used to reduce particulate discharges, if applicable

- (b) Odours (*composting, wastewater treatment plant, industrial farming – piggery/poultry*)

Is the discharge: Point source Diffuse (*fugitive*)

Describe all possible sources of discharge

- (c) Other (*geothermal venting, landfill, abrasive blasting, dust, particulate matter, volatile organic compounds, spray painting, other industrial activity*)

Material(s) being discharged

Concentration of contaminant(s) in air (*corrected to 0°C, 1 Atm and dry gas basis*), if applicable

If applicable:

Volume flow of flue or vent m³/s

Flue velocity m/s

Height of flue above ground level m

Height of building in vicinity of flue m

For spray painting, please submit a Material Safety Datasheets with your application.

2 Process details

- (a) Please supply a detailed **flow chart** and **description of the process** that either results in a discharge to the atmosphere, or could potentially result in a discharge to air. Show that raw materials and products are in your process.
- (b) How often does the operation run during the day and year?

3 Receiving environment

- (a) Site plan

On a separate piece of good quality A4 (*minimum*) paper, please provide a site plan showing the location of the activity and receiving environment in relation to property boundaries.

*If you do not have access to mapping software, we recommend you use the regional mapping system available on our website (www.boprc.govt.nz keywords '**regional mapping**'). The mapping system includes property boundary and contour layers, and allows you to carry out a property search, and view and/or print topographic maps or aerial photography.*

- (b) How sensitive is the receiving environment to these discharges (*i.e. what is the main use of the surrounding area, e.g. north, residential – closest 500 m; south, industrial, etc.*)?
- (c) Describe the actual potential effects that the proposed activity/operation could have on the environment.
- (d) Describe any effects your operation may have on the neighbourhood, including cultural effects. Other areas that need effects assessed are historic sites and recreational areas, such as parks, scientific areas, and scenic features, etc.
- (e) Describe any visual effects (*e.g. may be caused by wet plumes from a drying kiln, cooling tower, or wet scrubber*) and/or landscape effects (*e.g. deposition of matter onto land from an aerial discharge*).
- (f) *Some contaminants, such as nitrogen oxides, sulphur oxides, fluorides, and heavy metals can damage flora and fauna.* Please describe any effects your operation will have on physical habitats of plants and animals.
- (g) Have there been any complaints associated with the proposed activity? Please describe.

(h) Describe any effects of the proposal downwind, under prevailing wind conditions.

[Continue on a separate sheet if necessary]

4 **Mitigation**

What methods or actions will be used to reduce or prevent these environmental effects *(include a plan(s) of any discharge control system used)*?

- Describe what methods are going to be used to reduce the actual or potential effects.
- Include plans of the emission control system, if applicable.
- Detail contingency plans in the event of a breakdown, such as a back-up system, stopping the process, alarms to warn of a problem, etc.
- Show what your schedule of maintenance will be for the control equipment.
- Provide an odour-management plan.

Proposed mitigation methods

What alternative contaminant control methods or discharge locations have you considered?

Why did you choose the proposed location and mitigation method?

5 Hazards and waste generation

- (a) Where your operations include the use of hazardous substances or installations, please provide an assessment of the risks to the air environment likely to arise from such use.

- (b) *If any of the contaminants are hazardous to people or the environment, or the installation is hazardous, the risk of these shall be assessed.* If there are any hazardous air pollutants, as listed in Appendix 3 of the Regional Air Plan, discharged from your operations, please list quantities.

- (c) Describe the type of waste generated by the proposed activity, and how you tend to manage that waste.

6 Further information

Provide any other relevant information that may assist this application.

7 Monitoring

- (a) What, if any, monitoring do you propose to carry out to avoid, remedy, mitigate the potential adverse environmental effects of the proposal?

- (b) In a large operation, regular compliance tests may be required to be done by the company. How do you plan to monitor the discharges?

8 Cultural Effects

Please provide an assessment of the cultural effects associated with the activities you propose.

The Regional Council's Regional Policy Statement is clear that only tangata whenua can identify their relationship with an area. It is good practice to consult with tangata whenua in relation to your application so that you can provide the correct information to answer this question.

The Regional Council can provide a list of tangata whenua who have registered an interest in the site of your activity so that you can undertake the assessment. We can also provide other information e.g. access to iwi and hapū management plans, details about identified archaeological sites and details of any Statutory Acknowledgements relevant to the site. Please contact the Consents Team on 0800 884 880 to get more information.

9 **Persons likely to be directly affected**

Affected persons may include neighbouring land owners and occupiers, and/or organisations such as the Department of Conservation, Land Information New Zealand (LINZ), Fish and Game Council, local iwi, and community groups.

If you do not think there will be affected persons, you do not need to fill out this section; however, the Bay of Plenty Regional Council will make the final assessment of whether a person is affected by your proposal, and you may be asked to consult with such persons at a later date.

*In order for your application to be considered for **non-notification** you **must** gain written approval from all persons who may be affected by the proposal. The Bay of Plenty Regional Council can help you identify people/organisations that are likely to be affected, and the form 'Affected Person's Written Approval', which can be filled out by the affected person and attached to this application, can be found at www.boprc.govt.nz keywords '**resource consent forms**'.*

Please provide details below of those you have identified as persons who may be affected. If you have discussed your proposal with any of these persons, please record any comments made by them and your response to them, and submit this with your application.

Name

Address

Written approval supplied (*attached*).

Name

Address

Written approval supplied (*attached*).

Name

Address

Written approval supplied (*attached*).

Name

Address

Written approval supplied (*attached*).

[Continue on a separate sheet if necessary]

10 **Extending timeframes**

The Resource Management Act 1991 (RMA) specifies timeframes for processing resource consent applications (e.g. 20 working days for a non-notified application); however these timeframes can be extended, if necessary, with the Applicant's agreement.

Do you agree to the Bay of Plenty Regional Council extending RMA consent processing timeframes?

- Yes, provided that I can continue to exercise my existing consent until processing of this application is completed (*renewal application only*).
 - Yes, provided that the extension is for the specific purpose of discussing and trying to agree on consent conditions.
 - Yes, provided that the application process is completed before
 - No.
-

11 Deposit fee

A deposit fee of \$774.00, inclusive of GST, is payable with this application. This may be paid online, by cheque, or by eftpos at one the Regional Council's reception desks.

- Bay of Plenty Regional Council's bank account number is **06 0489 0094734 00**. Please use the Applicant's name as the reference. A GST invoice marked "PAID" will be issued on receipt of payment.
 - An application will not be accepted as a complete application until the deposit fee has been paid. **Please note:** while we are happy to hold the forms in the meantime, the processing time will not start until payment is received.
 - Additional charges are usually incurred, and will vary depending on the resource we use in the course of processing your application (*e.g. staff time*). Staff can give an estimate of expected costs. Please see the schedule of fees attached.
-

Checklist

If you have dealt with a staff member regarding your consent application, please provide their name here:

The following information **must** be included in your application to ensure it is accepted.

- Complete all details in this application form.
- Include an Assessment of Environmental Effects (AEE) of the activity, as set out in Schedule 4, summarised at the back of this form. (*For minor activities, complete this application form. For major activities, a more detailed AEE must be attached to the application.*)
- Supply written approval from all affected parties, if any, and/or summary of consultation carried out.
- Include a site plan.
- Sign and date the application form.
- Pay the required deposit.
- Include any other information you think relevant (*e.g. Certificate of Title, details from the Companies Register, etc.*)

- If your application is a large application, please submit an electric version on CD, and one hard copy.
- Assessment of cultural effects (refer Section 11 of this form).

Please be aware any unchecked boxes may result in your application being returned under s.88.

Information privacy issues

The information you provide in this application is regarded as official information. It is required under the provisions of the Resource Management Act 1991 to process this application, and to assist in the management of the region's natural and physical resources.

The information will be held by Bay of Plenty Regional Council, Quay Street, Whakatāne. This information is subject to the provisions of the Local Government Official Information and Meetings Act 1987, and the Privacy Act 1993. The information you provide in this application will generally be available to the public. If there is any information that you would like to remain confidential please contact a consents officer to discuss.

Failure to provide this information will mean that Bay of Plenty Regional Council will be unable to process your application.

- 1 I confirm that I have authority to sign on behalf of the party/ies named as the applicants for this consent.**
- 2 I have read, and understand, all of the information contained on this application form, including the requirement to pay additional costs that will be itemised.**
- 3 I confirm that all the information provided is true and correct and understand that any inaccurate information provided could result in my resource consent later being cancelled.**

Signature 

Date 19/9/2016

IMPORTANT

NOTE TO THE APPLICANT

PLEASE READ THIS BEFORE PROCEEDING WITH THE APPLICATION FORM

If you are unsure whether you require a resource consent for your proposed activity, or you have any other queries, please contact a consents officer at Bay of Plenty Regional Council on 0800 884 880.

IMPORTANT INFORMATION

- 1 **Processing of the application by Bay of Plenty Regional Council will not begin until the deposit fee of \$774.00 (including GST) is paid, unless prior arrangement has been made. If, at the end of the processing of the application, the actual cost exceeds the deposit, you will be invoiced for the balance.**
- 2 You may also be required to pay a resource management charge associated with holding a consent. The Water Administration Team will be able to provide you with more details. All charges are in accordance with Section 36 of the Resource Management Act 1991. All accounts are payable by the 20th of the month following date of invoice. Where costs are incurred that exceed \$2,000 above the deposit, or at the end of every quarter, you may be requested to pay an additional amount by way of interim payment against the final total costs.
- 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, please contact a consents officer at Bay of Plenty Regional Council for clarification.
- 4 Section 42 of the Resource Management Act 1991 allows the protection of sensitive information. Therefore, if your application includes trade secrets and/or commercially and culturally sensitive material, please advise Bay of Plenty Regional Council.
- 5 Schedule 4 of the Resource Management Act 1991 (*summarised at the back of this form*) sets out the information you must provide with your consent application, including an Assessment of Environmental Effects (AEE). An AEE must be prepared in accordance with Schedule 4 of the Resource Management Act 1991. To assist in the preparation of the assessment, a summary of the key requirements of Schedule 4 follows this information sheet. Failure to provide the correct information will result in delays in the processing of your application.
- 6 Bay of Plenty Regional Council may decide not to proceed with the application until applications for further resource consents are made (Section 91). It is, therefore, important to identify every consent required for the proposal at the outset.
- 7 Bay of Plenty Regional Council may request the Applicant, by written notice, to provide further information if required (section 92). If this occurs, the application will be put on hold, and the processing timeframes stopped. Processing will not recommence until the information is received.
- 8 An application does not need to be publicly notified if the environmental effects are minor, and if written approval has been obtained from everyone who is adversely affected by the granting of the consent (Sections 95D and 95B respectively). Bay of Plenty Regional Council has forms available to obtain approvals.
- 9 Under Section 128(1)(c) of the Resource Management Act 1991, Bay of Plenty Regional Council may undertake a review of any consent at any time if the application contains any inaccuracies that materially influence the decision made.

How to prepare and Assessment of Effects on the Environment

As outlined in Schedule 4, Section 88(2)(b) of the Resource Management Act 1991

Summary of the key points of Schedule 4

You need to include enough information in your Assessment of Environmental Effects (AEE) so that the Regional Council can evaluate your proposal. The amount of information should correspond to the scale and significance of the environmental effects that may be generated by your proposal.

Your AEE needs to include:

- A full description of the proposal, including the site and locality (including a site plan and plans of your proposal).
- A description of the environmental effects, including the significance and nature of the effects (address specific environmental effects that you have identified, as well as referring to issues identified in the District and/or Regional Plan).
- A description of alternatives to avoid, remedy or mitigate any significant environmental effects.
- An assessment of any risks to the environment that may arise from hazardous substances, and/or the discharge of contaminants.
- A record of any consultation, including names and views of people with whom you talked.
- A discussion of any effects that may need to be controlled or monitored, how the control or monitoring will be carried out, and by whom.

You should also refer to Schedule 4 of the Resource Management Act 1991. This sets out matters that should be included and considered when preparing an AEE.

For more complex applications, you may need to get specialist advice. There are a number of professionals who assist in preparing AEEs, such as engineers and resource management consultants. Council staff may be able to tell you if you need specialist advice.

It is NOT adequate to state in your AEE that there are NO environmental effects.

It is important that you provide the Council with a well-prepared AEE; otherwise, the Council may:

- not accept your application,
- turn down your application,
- impose a lot of conditions on your resource consent,
- ask you for more information, delaying the time taken to process your application, or
- commission someone else to review your application at a cost to you.

For more detailed information

see the Ministry for the Environment's Good Practice Guide on How to Prepare an AEE, and have a look at its brochure on making resource consent applications, at

www.mfe.govt.nz/publications/rma

Bay of Plenty Regional Council
Section 36 Resource Management Act 1991
Charges Policy 2014-2015

Table 1: Consent application fees

General Application Fee (GST inclusive) <i>Note: this is a deposit and other fees incurred will be recovered on an actual and reasonable basis.</i>	
<ul style="list-style-type: none"> • Resource Consent applications (except those specified below as fixed charges). • Certificates of Compliance (excluding Onsite Effluent Treatment). • Changes or cancellation of conditions of consents. • Review of consent conditions. • Transfer of consent to another site or another person at another site. • Lapsing period extensions. 	\$774
<ul style="list-style-type: none"> • Publicly Notified Applications. 	\$10,000
Other application fees (GST inclusive) <i>Note: these are fixed charges with no additional costs payable.</i>	
Certificates of compliance – Onsite Effluent Treatment Regional Plan.	\$50
Land use consent to construct a single geotechnical, freshwater bore or domestic geothermal bore.	\$390
Applications for activities listed in regional plans that have zero fee. ¹	\$0
Transfer of consent to another person at the same site.	\$90
Short term consent for five years or less for onsite effluent treatment systems in future reticulation zones.	\$390
Application to reduce the allocated volume/rate in a water take consent.	\$0
Applications for existing and previously consented structures on the Rotorua Lakes where the structure/s will remain unchanged, are not for commercial use and where the application follows a non-notified consent process.	\$390
<p>Notes</p> <p>A. Where fees are deposits only, the applicants will be charged all actual and reasonable costs above the deposit fee. Such costs may include, but not be limited to, staff time (see Schedule A), advertising, hearing costs (including costs of Committee members, Commissioners, Technical Appointees and the Minister of Conservation's representative), disbursements, and costs of consultants.</p> <p>B. Where an application is withdrawn, the fixed fee of \$500 will be retained and any actual and reasonable costs incurred will also be charged.</p> <p>C. Where costs are incurred that exceed \$2,000 above the deposit, or at the end of every quarter, the applicant may be requested to pay an additional amount by way of an interim payment against the final total costs.</p> <p>D. In accordance with Section 36(7), the processing of any application may be suspended until any relevant charge is paid in full.</p> <p>E. Where the deposit fee exceeds the processing costs by \$25 or more, the difference will be refunded to the applicant.</p> <p>F. Notwithstanding the above fee structure, the Consents Manager may require an appropriate application deposit fee for complex, multi-consent projects, or limited notified applications, up to a maximum of \$10,000 (GST inclusive).</p> <p>G. Costs for Hearing Committee members and Commissioners will be recovered from applicants at their set charge-out rate. Disbursements will be charged at actual and reasonable cost.</p> <p>H. The deposit fee for a Review of Consent Conditions is payable by the 20th of the month following service of notice by Council.</p> <p>I. All charges apply from 1 July 2014.</p>	

¹ At the time of writing, this includes some bore permits under the Rotorua Geothermal Regional Plan (Rule 19.6.3(d)), and some wetland works under the Regional Water and Land Plan (Rule 80 and Method 261).

Schedule A – Hourly fixed charges for staff and consultants (GST exclusive)

Grouping	Positions	Hourly Charge
Administration	Planning Administration Officer Water Administration Officer Pollution Prevention Administration Officer Environmental Data Assistant Committee Administration Officer	\$77
Officers/Planners	Planner Pollution Prevention Officer Consents Officer Maritime Officer	\$95
Senior Officers/Senior Planners	Senior Consents Officer Senior Pollution Prevention Officer Senior Planner	\$110
Engineer/Scientist/Project Officers	Environmental Engineer Environmental Scientist Project Implementation Officer	\$114
Team Leader/Senior Project Officers/Works Engineer	Consents Team Leader Pollution Prevention Team Leader Laboratory Services Team Leader Works Engineer Senior Project Implementation Officer	\$121
Senior Engineer/Senior Scientist/Harbourmaster	Harbourmaster Senior Environmental Scientist Principal Technical Engineer	\$126
Managers/Regional Harbourmaster	Regional Harbourmaster Consents Manager Data Services Manager Regional Integrated Planning Manager Natural Resources Policy Manager Science Manager Pollution Prevention Manager Engineering Manager	\$162
Consultants	External Consent Processing or Specialist Technical Consultant	As charged by consultant

Note: Some positions may not be listed. In such cases the charge will be calculated from actual time (including travel time) charged at rates determined from annual salary plus on-cost.

The full Section 36 Charges Policy is available at
<http://www.boprc.govt.nz/knowledge-centre/policies/section-36-charges-policy/>

What you need to know before you apply for a Resource Consent



Resource consents are used to manage the impact that certain activities have on people and the environment.

Regional plans identify activities that require resource consents. There are four types of resource consents that the Bay of Plenty Regional Council can issue:

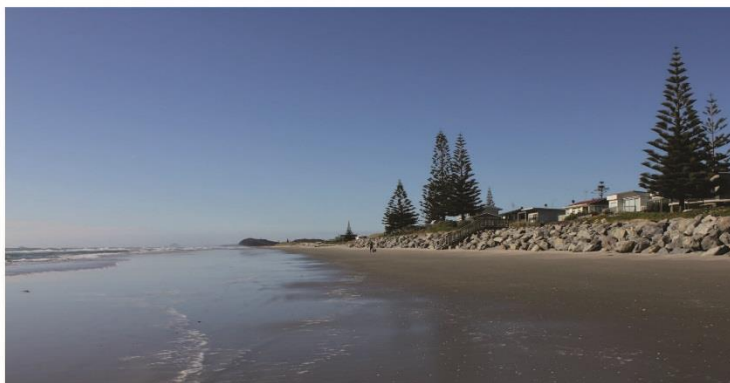
1. Land use consents
2. Discharge consents
3. Water consents
4. Coastal consents

Subdivision, building and some land use consents are issued by District and City Councils.

Land use consents

Certain types of land use can have negative environmental effects such as decreased water quality, erosion, flooding or ecological effects. You may need a land use consent if you want to:

- build or alter a bridge, culvert, stopbank or ford,
- construct or alter a well or bore,
- disturb or alter a wetland area,
- disturb the bed of a river or lake (e.g. reclaim, dredge, excavate, drill or erect a structure),
- carry out earthworks, soil cultivation, roading, tracking, mining or quarrying activities,
- plant or clear vegetation,
- install or use a structure (e.g. jetties, retaining walls, steps, boat launch or moorings),
- disturb contaminated or potentially contaminated land, and
- disturb or alter a geothermal surface feature in Rotorua.



Coastal Protection works, Waihi Beach

Discharge consents

Discharge consents cover activities which discharge to water, land or air. You may need a discharge consent if your activity will or may discharge:

- Water into water (this includes clean or contaminated water),
- Effluent, waste products or contaminated water onto, or into land,
- Landfill or cleanfill leachate,
- Carry out a nutrient discharging activity (e.g. increase stocking rates within the Rotorua Lakes Catchment area),
- Water and/or contaminants into water, or onto or into land, in association with a geothermal take, and
- Dust, steam, smoke or other contaminants into the air and/or those that create offensive odours.

Water consents

You may need a water consent if you want to, construct a dam or stopbank, divert a water course or take or use;

- Surface water (e.g. water from a river, stream, dam, lake, spring or the coast),

- Groundwater (e.g. water from an underground source), and
- Geothermal water, heat or energy.

Coastal consents

Coastal consents relate to resources in the coastal marine area (CMA). The CMA is a defined area of foreshore, seabed, coastal water, and air space above the sea typically taken from the average high tide level on the beach out to the territorial limit (12 nautical miles) and a set distance upstream of most rivers. If you are carrying out an activity near the coast or in a river near the coast, check out the full definition of the CMA in our Regional Coastal Environment Plan at www.boprc.govt.nz keywords 'coastal plan'.

You may need a coastal consent if you want to occupy space associated with structures or reclamations or carry out an activity within the CMA such as:

- installing or using a structure (e.g. jetties, retaining walls, steps, boat launch, or moorings),
- reclamations, and
- disturbance (e.g. dredging or associated with construction).

How to apply for a Resource Consent

You should talk to a Consents Officer for advice before you begin the application process. A Consents Officer can help identify if a consent is needed, and also what information should be submitted.

To contact an officer for helpful advice call 0800 884 880 or visit either Whakatāne or Mount Maunganui Regional Council offices.

Required information

Making sure that your information is accurate and the application forms are complete will ensure that your application is processed quickly, and will reduce costs.

The application must as a minimum include:

- a completed, signed and dated 'Base Form' (unless applying for a bore or well which has its own form),
- a description of the activity you are proposing,
- any specific information requested on the relevant application form,
- the Ministry for the Environment provides additional advice on preparing AEEs (www.mfe.govt.nz), a description of the site including relevant features such as streams, wetlands, vegetation, past development and the wider environment,
- a detailed description of any consultation undertaken. This includes all written and verbal correspondence, and
- details about the location of your activity such as a map, aerial photograph or detailed sketch plan. You can visit www.boprc.govt.nz (Regional Mapping) to use the mapping tool to locate, and print maps of properties.

Your submitted map should at least show:

- your property boundary and neighbouring properties,
- the nearest country road or state highway,
- the location of any waterways, wetlands or wildlife habitats in the area,
- any known historic or waahi tapu sites, and
- any known significant features, including geothermal or archaeological sites.



Dairy effluent irrigation to pasture requires a resource consent in the Bay of Plenty



Works in stream beds such as building bridges or dams may need a consent



Structures over the bed of the Rotorua Lakes including jetties, platforms, pontoons, retaining walls and ramps will need a resource consent

Cost of Consents

Under the Resource Management Act (RMA), the Bay of Plenty Regional Council will recover costs associated with processing applications, and administering, supervising, and monitoring granted consents.

For more information on resource consents costs view our factsheet 'What does a resource consent cost?' which is available on our website visit www.boprc.govt.nz.

If you have any questions about costs involved with resource consents or about resource consents in general, contact us on 0800 884 880 or check out our website www.boprc.govt.nz, search: resource consents



GDS123708