



Westport Office
PO Box 21
WESTPORT 7866
Phone (03) 788 9111
Fax (03) 788 8041
Freephone 0800 807 239

Reefton Office
PO Box 75
REEFTON 7851
Phone (03) 732 8821
Fax (03) 732 8822

RESOURCE CONSENT APPLICATION FOR BUSINESS ACTIVITIES

Please complete all sections. Examples are provided in brackets to help you answer the questions. If you require assistance in completing the application please feel free to give us a call, or make an appointment at the Westport office, as a Duty Planner is available most days.

Site photos are always helpful. Please include photo(s) of the site access from the road. Either print the photos and attach to your application, or email them to planning@bdc.govt.nz with reference to the site that the application is for.

A diagram of the site (Site Plan) is essential. It doesn't have to be complicated, but must show the important measurements, like the length and width of each boundary, the location of buildings in relation to the site boundaries, where the entrance to the activity is, where the car parks are to be located, and associated vehicle manoeuvring area.

Checklist

- Have you completed all sections of the application form?
- Have you filled in the attached assessment of environmental affects form?
- Have you enclosed the deposit of \$800.00?
Please note that this is a deposit only and Council operates on a full cost recovery system. If the cost of processing the consent is more than the deposit, you will be charged the additional amount. Upon payment of any additional amount, you will receive the decision.
- Have you included a site plan?
- Have you attached any affected parties forms that have been completed?
- Have you included a copy of the Certificate of Title, or
 - Do you wish Council to search a copy for you (at a cost of \$40 per Title)?
- Have you included photos of the site, or
 - Are you going to email photos to Council?
- Have you signed the application?
- Have you attached any technical reports?

If you have **not included all the information required** for Council to assess your application, it will either be **sent back** to you or be lodged (which means Council keeps the application but does **not start to process the application**).

Applicant Details

1. Applicant(s) name(s): (please write all names in full)

2. Postal Address: _____

Telephone: Business: _____ Facsimile: _____

Private: _____ Email: _____

3. Applicant is the owner/occupier (please tick the appropriate box)
 prospective owner

Property owner's name: (if different from above)

Telephone: Business: _____ Facsimile: _____

Private: _____ Email: _____

4. Correspondence to be sent to the following name and address: (if different from applicant)

Telephone: Business: _____ Facsimile: _____

Private: _____ Email: _____

Property Details

5. Description of location of activity and/or property address: (include the name of any relevant stream, river or other water body to which the application may relate, proximity to any well known landmark, etc)

6. Legal Description: _____

7. Certificate of Title Reference: _____

8. Valuation Roll Number: (from rates or valuation notice) _____

9. Zone: _____

Details of Proposal

10. Are any other consents required? Yes No

(liquor licence or building consent, etc)

If yes, list consents below, and whether they have been applied for.

11. Provide a general description of what is proposed: (to build six accommodation units on our rural property and operate them as part of a retreat. To operate a bicycle repair shop from my residential address with repairs taking place in the garage, etc)

12. Provide reasons for the application and for choosing this site: (we already live on the site and would like to run our business from home. We feel this is the best site, being located within the main shopping area of Reefton. There is existing infrastructure and buildings on the site that suit the needs of our operation, etc)

13. The following is a full description of the proposed use of every building: (the building closest to the road will be used as an office and meeting area for staff and customers. The large rear building will be used to store products and machinery. This will also be where repairs and maintenance of machinery is undertaken, etc)

14. The following is a full description of all activities proposed to be carried out on the site outside of the buildings: (there will be parking on site with manoeuvring to the north of the garage. Signs will be out by the road, with outside dining taking place to the west of the restaurant building. Loading, unloading and handling of freight, including sorting for distribution and customer collection. Truck refuelling will also be undertaken, etc)

15. Are any alterations to buildings proposed? Yes No

If yes, what is the nature of the proposed alterations? (the existing dwelling will be extended to incorporate an office area at the front of the extension and a guest laundrette to the rear. The extension will be 3.5 metres wide by 8 metres long, etc)

16. State the height of any new buildings or alterations to existing buildings:

17. The proposed days and hours of operation per week and any seasonal variations: (the shop will open from 8.30am until 5.30pm during the summer and 9am till 5pm in the winter)

18. _____ people full-time and _____ people part-time will be employed.

19. Regular traffic movements are likely to be at the rate of _____ cars and _____ trucks per day/week (delete as appropriate). Include customer and staff vehicles. Note: if a vehicle visits the site that is one movement and a second movement when that same vehicle leaves the site).

20. _____ carparks will be provided on site. Please show the number of carparks and their locations on the site diagram.

21. If potable (drinking) water is required, how will / is it provided?
(town supply, rain catchment using UV filters to ensure it is potable, etc)

22. If effluent disposal is required for the site, how is this disposal provided for?
(to the town's reticulated service, septic tank, communal system, aerated system, etc)

23. If stormwater disposal is required for the activity, how is it provided?
(to the town's reticulated supply, used for water supply with ground level hard surfaces draining to an onsite settling pond before discharging to water course, etc)

24. Details of any landscaping proposed: (bundling along the road boundary, with planting on the bunds to screen the activity from the road. Planting along the borders of the public access areas with screening of the yards along the road using fences, etc)

25. Will dangerous goods be stored and handled on site (i.e. flammable liquids, gases, solids)?

Yes No

If yes, what is the nature of the goods and how will they be stored? (there will be two 5000L refuelling tanks on site holding diesel and petrol. The tanks will be within a bunded area installed on a concrete slab. All refuelling will take place on the slab with the area having a location test certificate, and all handlers having appropriate certification, etc)

26. Are any new accessways proposed for the site? Yes No
If yes, please show on the site diagram

27. Are any new signs or changes to existing signs proposed? Yes No

If yes, please provide a site diagram showing the location, dimensions, colour, exact message with dimensions of lettering and symbols, and how the sign is to be fixed to the ground/building.

28. Do you wish to be contacted prior to a member of the Planning Department undertaking a site visit? Yes No

Dated at _____ this _____ day of _____ 201__

Signed: _____
(to be signed by or on behalf of applicant)

**PLEASE MAKE SURE YOU HAVE READ THE CHECKLIST ON THE FRONT
PAGE AND PROVIDED ALL REQUIRED INFORMATION**



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ASSESSMENT OF EFFECTS ON THE ENVIRONMENT

1. Answer all questions fully. Some may not apply to your proposal.
2. Please provide a locality map and a copy of the Certificate of Title.
3. Contact the Planning Department with any queries or if you require assistance.

Physical

<p>1. Describe the:</p> <p>(a) landforms (eg: mountains, hills, cliffs, streams, rivers, valleys, beaches, lakes, gorges, caves, paddocks)</p> <hr/> <hr/> <hr/> <p>(b) land slopes (eg: steep, flat, rolling, angle of slope)</p> <hr/> <hr/> <hr/> <p>(c) soils (eg: sand, clay, rock, fill, name of soil)</p> <hr/> <hr/> <hr/>
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2. Describe any potential for natural hazards (e.g. flooding, erosion, land slip)

3. Are any of the following present in the area? (delete which do not apply)

- (a) river protection works
- (b) bridges
- (c) railways and roads
- (d) telephone/electricity wires or cables

Please indicate these features on a site diagram/map.

Flora, Fauna and Ecosystems

4. Describe the vegetation within the application area. List the major species, and any rare or endangered species. (“Native bush” and “scrub” is not a satisfactory answer).

5. Will native vegetation clearance occur? If so, how much?

6. Describe and/or list the birdlife, wildlife, freshwater and marine life within the application area, or in the vicinity and any recognised special wildlife habitats (*“usual West Coast wildlife”* or similar is not a satisfactory answer).

7. Describe the effects the activity will have on ecosystems, including effects on plants or animals, any physical disturbance of habitats in the area.

Land Use

8. Describe the current land use (give as many details as possible).

9. Describe neighbouring land uses.

10. What is the public use of the area?

11. Describe any recreational uses that occur on the land.

12. What is the intended post-activity vegetation cover and land use? (e.g. forestry, road, residential subdivision, pasture, etc)

13. What effect will this application have on alternative uses of the land, resources and/or the environment at present or in the future? (discuss the reasons for your answer)

14. Describe the present land surface and how it will be rehabilitated (if applicable).

Contingencies or Safeguards

15. If your activity includes the use of hazardous substances and installations, provide an assessment of any risks to the following which are likely to arise from such use:

(a) risks to the physical environment

(b) the neighbourhood

(c) the wider community

16. Describe any mitigation measures (safeguards and contingency plans where relevant) to be undertaken to help prevent or reduce the actual or potential effect of any chemical or other contaminant accidents (i.e. where will the contents go, how will they be contained, treated, recycled or disposed?)
(continue on separate sheet if necessary)

17. Describe any possible alternative locations or methods for undertaking the activity.

Monitoring

18. How will the effects of the activity be monitored?

19. Who will monitor the effects of the activity?

Socio-economic Impacts

20. State the number of people who will work at the site _____

21. Give details of the hours of work (provide details of any shift times)

22. Do you intend working on weekends or outside the hours 7.00am to 6.00pm?

- Yes No

Noise

23. Is a residential area or any occupied dwelling close by or within the application area. Yes No

24. Give details and distances.

25. Give details of any anticipated noise levels and likely impacts on both wildlife and residents in the area.

26. Details of noise reduction measures (rubber lined hoppers, mufflers, shelters, vegetation or soil screens, etc.)

Explosives

27. Will you use explosives? Yes No

28. If so give details of purpose, public warning methods, frequency, timing, storage and handling facilities, type and quantity of blast. Discuss the impacts blasting will have on nearby residents and any measures that will be taken to minimise such effects.

Maori Interests

29. Give details of particular Maori interest in the land or water within or bordering the application area, or likely to be affected by the application (*sacred or spiritual sites and values, traditional food gathering areas, etc*).

Visual Effects

30. Is the operation or activity visible from:	Yes	No
- nearby dwellings	<input type="checkbox"/>	<input type="checkbox"/>
- roads (including rest areas)	<input type="checkbox"/>	<input type="checkbox"/>
- walking tracks	<input type="checkbox"/>	<input type="checkbox"/>
- known observation points	<input type="checkbox"/>	<input type="checkbox"/>
- areas of public access?	<input type="checkbox"/>	<input type="checkbox"/>

32. Describe any effects (*both positive and negative*) on natural and physical resources having aesthetic, recreational, scientific, historical, spiritual, cultural, or other special value for present or future generations:

Consultation

33. Have you discussed your proposal with your neighbours and other parties who may be adversely affected (eg. Community & Public Health, Department of Conservation, Historic Places Trust, Ngati Waewae, New Zealand Transport Agency (formerly Transit NZ) , New Zealand Railways Corporation, local electricity supplier and Telecom New Zealand Limited).

If so, who was consulted? _____

34. Are all affected persons consent forms completed and attached, or forwarded to Council? Yes No

If no, your application will be placed on hold until Council receives these forms.

35. If any environmental concerns have been raised by affected neighbours or other parties, how can these concerns be met?

Other Information

36. Outline other information (if any), required to be included in the application by the District Plan or regulations.

Have you remembered to :

1. Complete all sections

2. Enclose - Deposit

Please note this is a deposit only and Council operates on a full cost recovery system. Therefore if the cost of processing the consent is more than the deposit, you will be charged the additional amount. Upon payment of any additional amount, you will receive the consent.

Site Plans

Affected Parties

Copy of Certificate of Title

Please contact planning staff with any queries. (Telephone: 03 788 9111)

Dated at _____ this _____ day of _____ 20____

Signed: _____
(to be signed by or on behalf of applicant)