



**Westport Area**  
**Buller District Council**  
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**Reefton Area**  
**Buller District Council**  
**PO Box 75**  
**REEFTON 7851**  
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## **RESOURCE CONSENT APPLICATION FOR SIGNS**

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. If you are taking photos, take one of where the sign is to be located from the area it is most likely to be viewed from. Either print the photos and attach to your application, or email them to [planning@bdc.govt.nz](mailto:planning@bdc.govt.nz) with reference to the site that the application is for.

A diagram (Site Plan) of the site is essential. It doesn't have to be complicated, but you do have to indicate where the sign will be located and at what angle to the road. We require the important measurements like how far the sign will be set back from the formed road and how far it is from the nearest official sign.

A diagram of the sign is also essential. It must include details of the sign itself, the length of each side, the wording, the colour of the writing and the background, and how big the lettering is. It must also show how high the sign will stand and how it will be supported.

Election signs are covered by Council's *Election Signs Policy*.

Signs that are illegal, dangerous or without current consent may be removed.

**NOTE: DO NOT ERECT YOUR SIGN UNTIL YOU HAVE RECEIVED COUNCIL'S DECISION ON YOUR APPLICATION. ANY ILLEGAL SIGNS OR SIGNS THAT DO NOT COMPLY WITH THE CONSENT MAY BE REMOVED BY COUNCIL.**

***Details of Applicant, Owners and Occupiers***

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

\_\_\_\_\_

2. Postal Address: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Telephone: Business: \_\_\_\_\_ Facsimile: \_\_\_\_\_

Private: \_\_\_\_\_ Email: \_\_\_\_\_

3. Name and address of owner and/or occupier of property on which sign is to be erected:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

***Property Details where Sign(s) are to erected***

4. Valuation Roll Number (from rates or valuation notice) \_\_\_\_\_

5. Legal Description: \_\_\_\_\_

\_\_\_\_\_

6. Certificate of Title Reference: \_\_\_\_\_

7. Zone: \_\_\_\_\_

### ***Application Details***

8. Please explain the reason for the application and for choosing this site: (to advertise my business. The sign will be erected at the entrance to the site to direct traffic into the parking area, etc)

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9. Will your sign be illuminated or contain flashing lights? If so, please indicate what type of lighting will be used. (The sign will be lit by a single hooded bulb that will be on a timer to come on during the hours of darkness, etc)

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10. Will your sign contain reflective material? If so, please indicate which areas of the sign will be reflective (the name of our business "Buller" and the removable "open" portion of the sign will be in reflective material, etc)

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11. If this sign is temporary, when will it be removed? (the sign will be removed in the week following the event, being 7 June 2013, etc)

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12. If your sign is to be erected on a property that fronts, or is within the unformed margins of a State Highway, you must in all cases seek the approval of the New Zealand Transport Agency NZTA (formerly Transit NZ). You must also fill in the portion below of the consent application and attach the approval letter you have obtained from NZTA and the plan of the sign they have approved.

### ***New Zealand Transport Agency Approval***

State Highway Number: \_\_\_\_\_

Do you have consent from New Zealand Transport Agency?

- Yes (enclose copy of consent). This is required if the sign is adjacent to a State Highway and does not comply with Rule 7.7.1.2 in the Buller District Plan. Check with Council Planning staff if unsure.)
- No (you must send all details of this application to New Zealand Transport Agency, PO Box 1479, Christchurch, Attention: Regional Planner), then forward the response to the Buller District Council.

### ***Other Affected People***

It is likely that you will need to obtain consents from your immediate neighbours, persons across the road, or anyone who is going to be visually affected by your sign, ie can easily see it from their property.

Name	Address	Is affected party form enclosed & signed <b>YES/NO.</b>

### ***Diagram***

You must attach a diagram of the site and the sign indicating the following:

- (a) Size of sign.
- (b) Colour of sign.
- (c) Exact message and dimensions of lettering and symbols.
- (d) How you intend to fix it to the ground/building.
- (e) A site plan showing exactly where you intend to erect the sign, and the orientation of the sign to boundaries. (you may want to provide several alternate locations for each sign in case the first choice is not acceptable.)

To assist with (c) above, below is a table stating the minimum letter height for various approach speeds:

<b>Approach Speed of Traffic (km/h)</b>	<b>Minimum Legibility Distance Required</b>	<b>Minimum Letter Height</b>
50	80m	120mm
70	130m	160mm
90	170m	160mm
100	220m	160mm

*(Source: New Zealand Transport Agency)*

## Checklist

- Have you completed all sections of the application form?
- Have you enclosed the deposit of \$500.00?  
Please note that 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.
- Have you included a site plan?
- Have you included a diagram indicating the sign details?
- 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
  - Plan to email them to Council?
- Have you signed the application?

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**).

Dated this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_

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