

# CHECKLIST FOR RESOURCE CONSENT APPLICATION: BUSINESS ACTIVITIES

Updated: 29/04/25

Please complete all sections. Some 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 on (03) 788 9603 or email us at [planning@bdc.govt.nz](mailto:planning@bdc.govt.nz).

- ☐ Have you completed and signed the Application form?
- ☐ Have you completed and signed the Assessment of Environmental Effects form?
- ☐ Have you completed and signed the Assessment of the Activity Against **Part 2 of the Resource Management Act** (RMA) and any relevant Objectives and Policies of the **Operative Buller District Plan** (in accordance with Schedule 4) and the **Proposed Te Tai Poutini Plan**? For assistance, please refer to the documents noted in the relevant sections of the application.
- ☐ Have you included any technical reports/assessments? (i.e. Geotechnical assessment, Landscape assessment, Acoustics assessment etc)
- ☐ Have you completed the 'Declaration to Accompany Application for Resource Consent' in regard to the National Environmental Standard for Assessing and Managing Contaminants in Soil to Protect Human Health (NES)?
- ☐ Have you included a site plan?
- ☐ Have you included photos of the site, or ☐ Plan to email photos to Council
- ☐ Have you included the required deposit?  
Please refer to Council's fees and charges: <https://bullerdc.govt.nz/your-council/fees-and-charges/>  
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.
- ☐ Have you included a copy of the Record of Title (RT). The RT must not be older than 3 months, or
- ☐ Do you wish Council to search a copy for you (for a cost of \$40.00 per RT)?
- ☐ Have you attached any completed and signed Affected Persons Approval forms? Affected Persons Approval forms and information can be found on our website:  
<https://bullerdc.govt.nz/property-rates-and-building/planning-and-resource-consent/planning-application-forms/>

**Advice Note:** Please attach separate sheet(s) if required

## **APPLICANT DETAILS**

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

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

\_\_\_\_\_

\_\_\_\_\_

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

Private/Mobile: \_\_\_\_\_

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

Postal Address: (Mandatory field required for account setup)

\_\_\_\_\_

\_\_\_\_\_

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

\_\_\_\_\_

\_\_\_\_\_

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

Private/Mobile: \_\_\_\_\_

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

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

Date:

Signature:

(Applicant/person authorised to sign on behalf of applicant\*)

\*Select one.

Name: \_\_\_\_\_

Postal Address: \_\_\_\_\_

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

Private/Mobile: \_\_\_\_\_

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

## **PROPERTY DETAILS**

4. 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)

\_\_\_\_\_

\_\_\_\_\_

5. Valuation Roll Number: (from rates or valuation)

\_\_\_\_\_

6. Zone: \_\_\_\_\_

7. Size of Property: \_\_\_\_\_

## **RECORD OF TITLE DETAILS**

8. Record of Title Reference: \_\_\_\_\_
9. Legal Description: \_\_\_\_\_

## **DETAILS OF PROPOSAL**

10. 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:)*
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
11. Are any other consents required? ☐ Yes ☐ No
- If yes, list consents below, and whether they have been applied for. *(Alcohol licence or building consent, 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: *(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. The following manufacturing processes are proposed: (describe fully)
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16. 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)*
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17. State the height of any new buildings or alterations to existing buildings:
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18. The proposed days and hours of operation per week are: *(the shop will open from 8.30am until 5.30pm during the summer and 9am till 5pm in the winter)*
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19. \_\_\_\_\_ people full-time and \_\_\_\_\_ people part-time will be employed.
20. 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.)*
21. \_\_\_\_\_ carparks will be provided on site. Please show the number of carparks and location on the site diagram.
22. If potable water is required for the site, how will /is it provided? *(town supply, rain catchment using UV filters to ensure it is potable, etc)*
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24. If effluent disposal is required for the site, how is this disposal provided for? *(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)*
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25. 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)*
- \_\_\_\_\_
- \_\_\_\_\_
26. Details of any landscaping proposed: *(bunding 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)*
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
27. Will dangerous goods be stored on site (ie flammable liquids, gases, solids)? ☐ Yes ☐ No
- If yes, what is the nature of the goods? *(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)*
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
28. Are any new accessways proposed for the site? ☐ Yes ☐ No
29. 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 and dimensions of lettering and symbols, how the sign is to be fixed to the ground/building.
30. Do you wish to be contacted prior to a member of the Planning Department undertaking a site visit?
- ☐ Yes ☐ No

## Signature and Date

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

\_\_\_\_\_  
**Signature**  
(to be signed by or on behalf of applicant)

\_\_\_\_\_  
**Name of person signing**

*The personal information that you provide in this form will be held and protected by Buller District Council in accordance with our privacy policy (available at [bullerdc.govt.nz/privacy](http://bullerdc.govt.nz/privacy) and at council libraries and service centres) and with the Privacy Act 2020. Council's privacy policy explains how we may use and share your personal information in relation to any interaction you have with the council, and how you can access and correct that information. We recommend you familiarise yourself with this policy.*

## PHYSICAL

1. Describe the:
  - (a) landforms (*eg: mountains, hills, cliffs, streams, rivers, valleys, beaches, lakes, gorges, caves, paddocks*)  


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  - (b) land slopes (*eg: steep, flat, rolling, angle of slope*)  


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  - (c) soils (*eg: sand, clay, rock, fill, name of soil*)  


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2. Describe any potential for natural hazards (*e.g. flooding, erosion, land slip*)  


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3. Are any of the following present in the area?
 

River protection works	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
Bridges		<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
Railways and roads	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
Telephone/electricity wires or cables	<input type="checkbox"/> Yes	<input type="checkbox"/> No	

**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*).  


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5. Will native vegetation clearance occur?    ☐ Yes    ☐ No    If Yes, how much?  


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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).

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

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### **LAND USE**

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

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9. Describe neighbouring land uses.

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10. What is the public use of the area?

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

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12. What is the intended post-activity vegetation cover and land use? (eg. 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)

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

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### **MONITORING**

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

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19. Who will monitor the effects of the activity?

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### **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*)

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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

Give details and distances.

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

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

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## **EXPLOSIVES**

26. Will you use explosives? ☐ Yes ☐ No

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.

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## **MAORI INTERESTS**

27. 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.*)

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## **VISUAL EFFECTS**

28. Is the operation or activity visible from:

Nearby dwellings ☐ Yes ☐ No

Roads (including rest areas) ☐ Yes ☐ No

No

Walking tracks ☐ Yes ☐ No

Known observation points ☐ Yes ☐ No

Areas of public access? ☐ Yes ☐ No

If Yes, give details and discuss any measures that will be taken to minimise the visual impacts (*i.e. buffers, vegetation, screens planted, trees, etc.*).

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## **EFFECTS ON PRESENT AND FUTURE GENERATION**

29. Discuss socio-economic and cultural effects the (*both positive and/or adverse*) activity will have on the immediate neighbourhood and where relevant the wider community for present and future generations (*e.g. additional housing and service requirements, noise, vibration, dust, lighting, aesthetic values, change of lifestyle, recreation, scientific values, water supply, increased traffic, historical, spiritual values, etc.*)

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30. 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:

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## **CONSULTATION**

31. Have you discussed your proposal with your neighbours and other parties who may be adversely affected (eg. Community & Public Health, Department of Conservation, Heritage New Zealand, Ngati Waewae, Waka Kotahi (formerly New Zealand Transport Agency), Kiwi Rail, local electricity and telephone suppliers)  
☐ Yes ☐ No If Yes, who was consulted? \_\_\_\_\_

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32. Are all Affected Persons Approval forms completed and attached, or forwarded to Council? ☐ Yes  
☐ No

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

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#### **OTHER INFORMATION**

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

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#### **SIGNATURE AND DATE**

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

\_\_\_\_\_  
**Signature**  
(to be signed by or on behalf of applicant)

\_\_\_\_\_  
**Name of person signing**

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## 2.0 Objectives and Policy Assessment

When evaluating a proposal, Council is required to consider both the Operative District Plan and the Proposed District Plan. The evaluation of Operative Plan provisions vs Proposed Plan provisions is complex, and the Council must give certain weighting to particular provisions. As the TTPP process advances, different rules under the TTPP may apply as they come into effect.

Please provide an assessment of your proposal against:

- (a) any relevant objectives, policies, or rules in a document; and
- (b) any relevant requirements, conditions, or permissions in any rules in a document; and
- (c) any other relevant requirements in a document (for example, in a national environmental standard or other regulations).

## Operative Buller District Plan

Objectives and Policies of the **Operative Buller District Plan** can be viewed on Council's website - <https://bullerdc.govt.nz/media/iwng1304/part-4-significant-resource-management-issues-objectives-and-policies.pdf>

This image shows a blank sheet of white paper with horizontal ruling lines. The lines are evenly spaced and run across the width of the page. There are no margins, text, or other markings on the paper.

***Proposed Te Tai Poutini Plan (TTPP)***

The Proposed Te Tai Poutini Plan (including maps) can be viewed on TTPP's website <https://tppp.nz/>. The Objectives and Policies are contained within the relevant chapters.

[illegible]

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

**SIGNATURE AND DATE**

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

**Signature**  
(to be signed by or on behalf of applicant)

Name of person signing

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# NES DECLARATION TO ACCOMPANY APPLICATION FOR RESOURCE CONSENT

## This Declaration MUST be completed, signed and submitted with your application

The **National Environmental Standard for Assessing and Managing Contaminants in Soil to Protect Human Health (NES)** applies to particular activities on a piece of land where an activity or industry described in the current edition of the **Hazardous Activities and Industries List (HAIL)** is being undertaken, has been undertaken, or it is more likely than not that it is being or has been undertaken.

The **HAIL** and other useful information about the **NES**, including a *User's Guide on the NES*, can be found on the Ministry for the Environment's website, <http://www.mfe.govt.nz/land/nas-assessing-and-managing-contaminants-soil-protect-human-health/about-nas>. A copy of the current **HAIL** is attached.

To help determine whether or not the **NES** will apply to your activity please answer the following questions:

Is an activity described on the <b>HAIL</b> currently being undertaken on the piece of land to which this application applies?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Has an activity described on the <b>HAIL</b> ever been undertaken on the piece of land to which this application applies?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Is it more likely than not that an activity described on the <b>HAIL</b> is being or has been undertaken on the piece of land to which this application applies?	Yes <input type="checkbox"/>	No <input type="checkbox"/>

If 'Yes' to ANY of the above, then the **NES** may apply. Please answer the following questions:

Is the activity you propose to undertake removing or replacing a fuel storage system or parts of it?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Is the activity you propose to undertake sampling soil?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Is the activity you propose to undertake disturbing soil?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Is the activity you propose to undertake subdividing land?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Is the activity you propose to undertake changing the use of the land?	Yes <input type="checkbox"/>	No <input type="checkbox"/>

If 'Yes' to ANY of the above activities, then the **NES** is likely to apply.

For further information about the **NES** and what is required please contact Council's Planning Department on (03) 788 9603 or [planning@bdc.govt.nz](mailto:planning@bdc.govt.nz).

I hereby certify that to the best of my knowledge and belief, the information given in this form is true and correct.

**Applicant's Signature:** (or person authorized to sign on applicant's behalf)

..... **Date:** .....

**Name:** (Please Print) .....

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## **Hazardous Activities and Industries List (HAIL)**

**October 2011**

### **A Chemical manufacture, application and bulk storage**

1. Agrichemicals including commercial premises used by spray contractors for filling, storing or washing out tanks for agrichemical application
2. Chemical manufacture, formulation or bulk storage
3. Commercial analytical laboratory sites
4. Corrosives including formulation or bulk storage
5. Dry-cleaning plants including dry-cleaning premises or the bulk storage of dry-cleaning solvents
6. Fertiliser manufacture or bulk storage
7. Gasworks including the manufacture of gas from coal or oil feedstocks
8. Livestock dip or spray race operations
9. Paint manufacture or formulation (excluding retail paint stores)
10. Persistent pesticide bulk storage or use including sport turfs, market gardens, orchards, glass houses or spray sheds
11. Pest control including the premises of commercial pest control operators or any authorities that carry out pest control where bulk storage or preparation of pesticide occurs, including preparation of poisoned baits or filling or washing of tanks for pesticide application
12. Pesticide manufacture (including animal poisons, insecticides, fungicides or herbicides) including the commercial manufacturing, blending, mixing or formulating of pesticides
13. Petroleum or petrochemical industries including a petroleum depot, terminal, blending plant or refinery, or facilities for recovery, reprocessing or recycling petroleum-based materials, or bulk storage of petroleum or petrochemicals above or below ground
14. Pharmaceutical manufacture including the commercial manufacture, blending, mixing or formulation of pharmaceuticals, including animal remedies or the manufacturing of illicit drugs with the potential for environmental discharges
15. Printing including commercial printing using metal type, inks, dyes, or solvents (excluding photocopy shops)
16. Skin or wool processing including a tannery or fellmongery, or any other commercial facility for hide curing, drying, scouring or finishing or storing wool or leather products
17. Storage tanks or drums for fuel, chemicals or liquid waste
18. Wood treatment or preservation including the commercial use of anti-sapstain chemicals during milling, or bulk storage of treated timber outside

### **B Electrical and electronic works, power generation and transmission**

1. Batteries including the commercial assembling, disassembling, manufacturing or recycling of batteries (but excluding retail battery stores)
2. Electrical transformers including the manufacturing, repairing or disposing of electrical transformers or other heavy electrical equipment
3. Electronics including the commercial manufacturing, reconditioning or recycling of computers, televisions and other electronic devices
4. Power stations, substations or switchyards

### **C Explosives and ordnance production, storage and use**

1. Explosive or ordnance production, maintenance, dismantling, disposal, bulk storage or re-packaging
2. Gun clubs or rifle ranges, including clay targets clubs that use lead munitions outdoors
3. Training areas set aside exclusively or primarily for the detonation of explosive ammunition



**D Metal extraction, refining and reprocessing, storage and use**

1. Abrasive blasting including abrasive blast cleaning (excluding cleaning carried out in fully enclosed booths) or the disposal of abrasive blasting material
2. Foundry operations including the commercial production of metal products by injecting or pouring molten metal into moulds
3. Metal treatment or coating including polishing, anodising, galvanising, pickling, electroplating, or heat treatment or finishing using cyanide compounds
4. Metalliferous ore processing including the chemical or physical extraction of metals, including smelting, refining, fusing or refining metals
5. Engineering workshops with metal fabrication

**E Mineral extraction, refining and reprocessing, storage and use**

1. Asbestos products manufacture or disposal including sites with buildings containing asbestos products known to be in a deteriorated condition
2. Asphalt or bitumen manufacture or bulk storage (excluding single-use sites used by a mobile asphalt plant)
3. Cement or lime manufacture using a kiln including the storage of wastes from the manufacturing process
4. Commercial concrete manufacture or commercial cement storage
5. Coal or coke yards
6. Hydrocarbon exploration or production including well sites or flare pits
7. Mining industries (excluding gravel extraction) including exposure of faces or release of groundwater containing hazardous contaminants, or the storage of hazardous wastes including waste dumps or dam tailings

**F Vehicle refuelling, service and repair**

1. Airports including fuel storage, workshops, washdown areas, or fire practice areas
2. Brake lining manufacturers, repairers or recyclers
3. Engine reconditioning workshops
4. Motor vehicle workshops
5. Port activities including dry docks or marine vessel maintenance facilities
6. Railway yards including goods-handling yards, workshops, refuelling facilities or maintenance areas
7. Service stations including retail or commercial refuelling facilities
8. Transport depots or yards including areas used for refuelling or the bulk storage of hazardous substances

**G Cemeteries and waste recycling, treatment and disposal**

1. Cemeteries
2. Drum or tank reconditioning or recycling
3. Landfill sites
4. Scrap yards including automotive dismantling, wrecking or scrap metal yards
5. Waste disposal to land (excluding where biosolids have been used as soil conditioners)
6. Waste recycling or waste or wastewater treatment

**H Any land that has been subject to the migration of hazardous substances from adjacent land in sufficient quantity that it could be a risk to human health or the environment**

**I Any other land that has been subject to the intentional or accidental release of a hazardous substance in sufficient quantity that it could be a risk to human health or the environment**