

CHECKLIST FOR RESOURCE CONSENT APPLICATION: SIGNAGE

Updated: 01/06/23/

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, email us at planning@bdc.govt.nz.

Refer to Part 7.7 of the District Wide Rules, Operative Buller District Plan for signage rules
<https://bullerdc.govt.nz/media/gsobs5bs/part-77-signage.pdf>

- Have you completed and signed the Application 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 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?
A site plan 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.
- Have you included a diagram indicating details of the sign?
A diagram of the sign is 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.
- Have you included photos of the site, or Plan to email photos to Council
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 with reference to the site that the application is for.
- 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/media/u4aepe4p/affected-persons-approval-form-8a.pdf>

Advice Notes:

1. Please attach separate sheet(s) if required
2. Election signs are covered by Council's *Election Signs Policy*.
3. Signs that are illegal, dangerous or without current consent may be removed.

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.

RESOURCE CONSENT APPLICATION: SIGNAGE

Form 9: Resource Management (Forms, Fees, and Procedure) Regulations 2003
Sections 87AAC, 88, and 145, Resource Management Act 1991

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: _____

2. Postal Address:

3. Owner's/occupier's name(s) of property on which sign is to be erected: (if different from above)

Telephone: Business: _____ Facsimile: _____

Private/Mobile: _____

Email: _____

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

Telephone: Business: _____ Facsimile: _____

Private/Mobile: _____

Email: _____

PROPERTY DETAILS WHERE SIGNAGE IS TO BE ERECTED

5. Location: _____

6. Zone: _____

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

8. Record of Title Reference: _____

9. Legal Description: _____

DETAILS OF PROPOSAL

10. 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)*

11. 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)*

12. 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)*

13. If this sign is temporary, when will it be removed? *(the sign will be removed the week following the event , being 7 June 2020, etc)*

14. Is your sign is to be erected on a property that fronts, or is within the unformed margins of a State Highway?
 No Yes State Highway Number: _____

If Yes, you must in all cases seek the approval of Waka Kotahi (formerly New Zealand Transport Agency - NZTA). You must also fill in the portion below of the consent application and attach the approval letter you have obtained from Waka Kotahi and the plan of the sign they have approved.

Do you have approval from Waka Kotahi?

- Yes *(Provide a copy of the approval. This is required if the sign is adjacent to a State Highway)*
 No *(You must send details of this application to Waka Kotahi. Forward any response to Buller District Council)*

Contact details for Waka Kotahi can be found on their website <https://www.nzta.govt.nz/contact-us>

SITE PLAN

15. Provide attach 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.)

DIAGRAM OF PROPOSED SIGN

16. Provide a diagram of the sign indicating the following:
- Dimensions of sign (size)
 - Colour of sign.
 - Exact message and dimensions of lettering and symbols.
 - How you intend to fix it to the ground/building.

Refer to Table 1 for minimum letter heights for signs on land adjacent to any public road or state highway.

Table 1

Approach Speed of Traffic (km/h)	Minimum Letter Height
50 km/h	120mm
70 km/h or greater	160mm

(Source: New Zealand Transport Agency/Waka Kotahi)

WRITTEN APPROVAL REQUIRED FROM AFFECTED PERSON OR PARTIES

17. You must identify any persons or parties affected by your proposal (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). Please list the full name and address of each affected person/parties in the space provided below.

A written Affected Persons Approval form and any relevant plans have been signed by the following people:

Name: _____

Address: _____

Written approval and signed plan/s attached

Name: _____

Address: _____

Written approval and signed plan/s attached

Name: _____

Address: _____

Written approval and signed plan/s attached

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 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.

ASSESSMENT OF THE ACTIVITY AGAINST PART 2 OF THE RMA AND ASSESSMENT OF THE ACTIVITY IN REGARD TO ANY RELEVANT OBJECTIVES, POLICIES, OR RULES IN A DOCUMENT

In reaching a decision on an application, the Council has to be satisfied that by granting the application, Part 2 of the RMA will be achieved. For further information on Part 2 of the Resource Management Act see <http://www.legislation.govt.nz/act/public/1991/0069/latest/DLM230265.html>

You can either fill in your assessment in the spaces below, or use the Assessment Document which can be downloaded at <https://bullerdc.govt.nz/media/puilhfva/assessment-document-part-2-rma-and-objectives-and-policies-of-buller-district-plan.pdf> and attach it to your application.

1.0 Part 2 RMA Assessment

Please provide an assessment of your proposal against Part 2 of the RMA:

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>

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/nes-assessing-and-managing-contaminants-soil-protect-human-health/about-nes>. 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 HAIL 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 HAIL 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 HAIL 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.

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 ordnances 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