



This form must be submitted with a completed application cover page form.

1. Applicant details

1a. Full name

1b. Postal address

1c. Contact details

Phone  Mobile  Fax

1d. Email

2. Details

A certificate of compliance once issued provides assurance that the activity applied for may be carried out and established on the site within five years of the date of issue.

2a. Name of premises

2b. Location of site

2c. Legal description

2d. Proposed use

3. Documents required to be attached to this application

Description of activity to include:

- Traffic generation for rural and residential environment areas
- Car parking assessment (where appropriate)
- Loading assessment (where appropriate)
- Hazardous facilities screening assessment (where hazardous substances or processes are stored/used)
- Details of any noisy machinery or processes and assurances that these will be installed and managed to meet the relevant noise controls

Elevations for new buildings, alterations to existing building(s) and signs - elevations to include ground levels at time of deposit of subdivision.

Site plan showing:

- Building(s) and structures
- Number of car parks
- Manoeuvring space for the vehicles on the site
- Loading/unloading space
- Screening and/or landscaping

All plans are required to be to a recognised scale or fully dimensioned, and of A3 size or smaller.

Please turn over

OFFICE USE ONLY

Date received	<input type="text"/>	File reference	RG-02-12-03	Application #	<input type="text"/>
Time received	<input type="text"/>	Document #	<input type="text"/>	Receipt #	<input type="text"/>
Received by	<input type="text"/>	Land ID	<input type="text"/>	Amount paid	\$ <input type="text"/>
Property ID	<input type="text"/>				

#### 4. Fee reminder

When the cost of processing the application exceeds the amount that you have paid, the Council may charge you for additional fees before or at the time the decision on your application is issued.

#### 5. Applicant's declaration

**PRIVACY STATEMENT:**

Information on this form is required to be provided under the Resource Management Act 1991 and is required to process your application. This information, including your personal information, has to be made available to the members of the public and media, including business organisations, upon request. In appropriate circumstances, it may also be made available to other units of the Council, the Council's approved contractors and other government agencies. Under the Privacy Act 2020, you have the right to access the personal information held about you by the Council and you can also request that the Council corrects any personal information it holds about you.

I confirm that I have read and understood the privacy statement above and that the information provided on the application form is true and correct. I also understand that the Council will send all invoices and refunds for fees to me (the applicant) and I will be responsible for, and indemnify the Council in respect of, the payment of all fees in connection with this application. I further understand that all correspondence related to the application will be sent to me.

Signature

Date

Name (print clearly)