

FORM Existing use certificate application

Section 139A of the Resource Management Act 1991

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

Existing use situations arising under sections 10A (surface of water) 10B (certain builder works) and 20A (rules in regional plans) are not covered by this application form.

1.	App	olicant details						
	1a.	I am the	Property Proceed to		Lessee Provide deta	ils below	Agent Authorised by owner/lessee	
		Name					Provide details below	
		Postal address						
		Contact details						
		Contact details	Phone		Mobile		Fax	
		Email						
	1b.	Preferred means for formal correspondence	Mail		<u>Email</u>		Fax	
2.	Loc	ation of the use						
	2a. Location of the existing use and/or property address (please include a scaled site plan with your application).						plan with your application).	
	-							
	2b. Legal description (please include your certificate of title).							
	L							
	2c. Include the name of any relevant stream, river or other water body to which the application may relate, and proximity to any well-known landmark(s) if this helps identify the site.							
	-							
3.	Des	cription of the use						
	3a. Please describe in detail the use for which you are seeking an existing use certificate.							
	- 1. 1. 1. 1. 1. 1. 1. 1. 1. 1. 1. 1. 1.							
	L							
4.	Law	ful establishment of	the use					
	4a.				-		ach evidence that would	
	prove the lawful establishment of the use, for example extracts from past Council plans, building permits, consents, Council approvals, photos, or any type of record.							
	-							
	L					Continue on	a separate sheet if necessary. Please turn over	
OFFICE I		ONLY						
Date receive			File reference	RG-02-12-03		oplication #		
Received by			Document #			eceipt #		

Liardet Street, Private Bag 2025, New Plymouth 4340, NZ, Telephone 06-759 6060, Email enquiries@npdc.govt.nz, Website www.npdc.govt.nz

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5.	Cha	racter, intensity and scale of the use
	5a.	Describe in detail the character, intensity and scale of the effects of the use at present. If the use would now require resource consent, describe in detail how the character, intensity and scale of the effects of the use are the same or similar in character, intensity and scale to those which were apparent before the use required consent.
	L	Continue on a separate sheet if necessary.
6.	Con	tinuity of the use
Т	6a.	If the use would require resource consent to establish, please confirm whether or not the use has been continuous since it required consent. Provide evidence of continuity of use where available, for example company records, photos or phone bills. If the activity has ceased during this time, state period for which it ceased.
	_	
		Continue on a separate sheet if necessary.
7.	Rec	onstitution, alterations or extensions to a building
	7a.	If considering reconstitution, alteration or extension to a building, does the proposed work increase the
		degree to which the building fails to comply with any rules?
	7b.	Not applicable - no alterations, extensions or reconstitution proposed.
8.	Fee	reminder
		en the cost of processing the application exceeds the amount that you have paid, the Council may charge for additional fees before or at the time the decision on your application is issued.
9.	App	licant's declaration
	Inforr This i busin Coun	ACY STATEMENT: nation on this form is required to be provided under the Resource Management Act 1991 and is required to process your application. Information, including your personal information, has to be made available to the members of the public and media, including less organisations, upon request. In appropriate circumstances, it may also be made available to other units of the Council, the cil's approved contractors and other government agencies. Under the Privacy Act 2020, you have the right to access the personal nation held about you by the Council and you can also request that the Council corrects any personal information it holds about you.
	and of	firm that I have read and understood the Privacy Statement above and that the information provided on the application form is true correct. I also understand that as the applicant, the Council will send all invoices and refunds for fees to me and I will be responsible and indemnify the Council in respect of, the payment of all fees in connection with this application. I further understand that all spondence related to the application will be sent to me.
	Signa	ture Date
	Name	e (print clearly)
	···	· ·····

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FORM

Application cover page (required with all other forms)

Incorporates requirements of Form 2, sections 33 or 45, Building Act 2004

1.	Pro	perty details	
	1a.	Site address (Specify unit/level number, location of building within site/block number, building name and street name)	
	1b.	Current lawfully established use	
	1c.	Legal description	
	1d.	Rapid number	
2.	Pro	perty owner details	
	2a.	Owner name	First name(s) Surname
	2b.	Name of additional owner(s)/company/trust	
	2c.	Contact person (if different from above)	
	2d.	Postal address (include postcode)	
	2e.	Contact details	
	2f.	Email	Phone Mobile Fax
3.	Pay	er details	
3.	Pay 3a.	er details Required for invoice	Applicant Owner Other - proceed to 4 - provide details below
3.			
3.	3a.	Required for invoice	
	3a. 3b. 3c.	Required for invoice Name in full	
	3a. 3b. 3c.	Required for invoice Name in full Postal address	

5.	NPD	C applications for this project			OFFICE USE ONLY
			Application attached	Have applied already (write the application number if known)	Information provided
	5a.	Common applications		number il known)	
		Project information memorandum	🔾		
		Building consent	🔾		
		Vehicle crossing	🔾		
	(3)	Encroachment licence	🔾		
		Land use resource consent	🔾		
		Deemed permitted boundary activity notice	O		
		Subdivision resource consent	🔘		
		Sewer connection/disconnection	🔾		
		Stormwaterconnection/disconnection	🔾		
		Water connection/disconnection	🔘		
	5b.	Non-residential applications			
		Discharge of trade waste consent			•
		Alcohol licensing			
		Food premises registration			
		Health Act registration(Hairdressing, camping ground, funeral parlour, offensive trade)			•
		Beauty registration			•
	5c.	Other project authorisations			
		Swimming pool registration			
		Temporary obstruction on road reserve			
		Temporary road closure			
		Easements through NPDC-owned reserve land			
	5d.	Other project requirements			
		Rapid number request			
	P	Contractors parking space reservation			
		Existing street damage declaration			

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GUIDE

Application cover page

Incorporates requirements of Form 2, sections 33 or 45, Building Act 2004

Explanations in this guide are intended to assist you to complete the application cover page form - numbers on the form relate to the explanatory notes in this guide.

How to use the application cover page form

New Plymouth District Council (NPDC) administers a number of Acts on behalf of central government. Each Act sets out specific requirements on what type of activities or projects need to be approved under that legislation.

This application form is designed to offer you an integrated way to apply for multiple approvals or NPDC services and achieve compliance for your project.

You only need to submit one application cover page form if you are applying for multiple approvals at one time.

Complete the application cover page form

Complete and attach the form(s) that correspond to the approval(s) that you require for your project

Attach payment to your application(s)

Submit your application(s) to NPDC

Notes to assist completion of your application cover page form

1. Property details

1a. Site address

Write the physical address where the project will take place.

If the building has a name, please include it in the site address. PO Box addresses are not acceptable.

Example:

- Unit 4, 3rd Floor, XYZ Building, 123 Devon Street West, New Plymouth.
- X PO Box 456, New Plymouth.
- X 3rd Floor, XYZ Building, 123 Devon Street.

For properties that are undergoing subdivision, use the address indicated on the Land Transfer Plan with section 223 certificate endorsed.

DISCLAIMER: BUILDING CONSENT APPLICATIONS ACCEPTED FOR LAND UNDERGOING SUBDIVISION

The owner/applicant accepts that the issue of a building consent as requested in an application does not provide any assurance or representation by NPDC that legal title to the land is now or will ever become available and the owner/applicant should take legal advice before commencing construction work.

1b. Current, lawfully established use

Write the lawfully established use of the building.

If you do not know this, please describe to the best of your knowledge. For example: single residential dwelling, shop, takeaway bar, warehouse.

1c. Legal description

Every property has a unique legal description assigned to it. This information is given on your rates instalments invoice or record of title.

Write the legal description of the property.

Example:

- **O** Lot 1 DP 2345
- **S** S PT SEC 678 DP 901

1d. Rapid Number

If the project is in a rural area and you have purchased a rapid number, write this number in the space provided.

2. Property owner details

- Write the name and contact details for all owners. Include any company or trust name.
- If the property is owned by a company, partnership or trust, write the name of the person representing the organisation.

WATER BILLING

If you are applying for a water connection and it needs to be metered, water billing will be sent to this address.

Indications and guidelines issued by NPDC are provided with the intention of helping people to understand the legislation. They are however offered on a 'no liability' basis and in any particular case those concerned should consult their own legal adviser.

Street.

3. Payer details

Modicate who will receive the invoice.

4. Description of project

4a. Detailed description of the development/project Describe the nature and scope of all parts of the project.

For example:

- New one-storey single residential dwelling.
- Three stand-alone two-storey dwellings, each with their own vehicle access and attached carport.
- Replace bath with shower.
- Install woodfire to replace existing open fireplace.
- Repile existing building and improve drainage.
- Excavating soil for a farm track within 50m of a sand dune.
- Boundary adjustment to increase the size of Lot 2 DP 3456 and decrease the size of Lot 3 DP 3456.

 New café, with the intention to use a portion of the footpath and the space above it for additional seating capacity.

4b. Will business activities take place when building is completed?

- ▼ Tick yes if the building is to be used for business activities after it is completed, e.g. operating a business from home, take-away shop, production of chemical products, factory, orchard and shop, etc.
- Tick no if the building is to be used purely for residential purposes.

5. NPDC applications for this project

♂ Tick to indicate all applications that the application cover page form relates to.

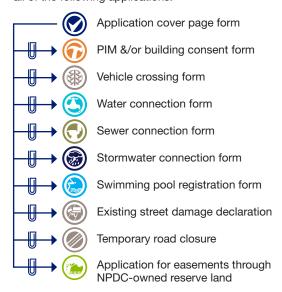
Using this form for multiple applications saves you writing the same information more than once.

Where an application has already been lodged for this project, write the application, licence or consent number.

This will help NPDC to assist you in managing your whole project.

Examples of projects requiring multiple NPDC applications

If you are building a new house with a swimming pool in an urban area, and the site is such that you need to build over NPDC pipes, you may need to complete all of the following applications:



If you are building a garage on the boundary and installing a vehicle crossing, complete:



If you are operating a restaurant/café/bar, with tables on the footpath, complete:



If you are converting your residential garage into a hairdressing salon, complete:



Not sure what approvals you need?

Refer to the appropriate checklist for your application.

If you still have questions, visit the Civic Centre in Liardet Street, New Plymouth and discuss your project with an NPDC officer, or phone NPDC on 06-759 6060.

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