

Certificate of compliance application

Under Section 139, Resource Management Act 1991

Notes for the applicant

Use this form to apply for certification that your proposal complies with District Plan rules. Please note that approval does not authorise any work which requires a building consent.

If you have any questions, visit wellington.govt.nz/resourceconsents, email planning@wcc.govt.nz or phone us on 04 801 3590

Send the completed application or hand it in to us at:

Resource Consents
Wellington City Council
PO Box 2199, 101 Wakefield Street, Wellington

Site

No.	Street	Suburb
Legal description		

Applicant details

Full name	
Postal address	
Phone (<i>day</i>)	Mobile
Email	Fax

Your agent (if applicable)

Name	
Postal address	
Phone (<i>day</i>)	Mobile
Email	Fax

Owner of the site that is the subject of this application

State the name(s) and address of the owner(s) of the site described above.
If these are the same as for the applicant, tick this box and go to the next question.

Name	
Postal address	
Phone (<i>day</i>)	Mobile
Email	Fax

Description of proposal activity

(Continue on another page if necessary.)

Fees

An initial fee must be paid before we can process your application.

I enclose the initial fee of \$ _____ paid by (please tick the applicable box):

Credit card

Internet banking

Service Centre (receipt attached)

I understand that the Council may invoice me for the actual and reasonable costs incurred to process this application - as identified in Section 36 of the Resource Management Act and the Council's current fee schedule.

Additional fees

If we spend additional time processing requests or incur expenses we need to invoice additional fees. This may happen during processing or once a decision on your application is made. We only charge for amounts over \$65. Likewise, refunds will only be made for unused amounts over \$65.

Our payment terms

Additional fees are due by the 20th of the month following an invoice. If payment is not received, you will be liable for all legal and collection fees.

The declaration below must be signed by the person(s) or entity responsible for paying the application processing costs. If you are an agent, you will need to obtain the signature of the person(s) responsible for paying the fees before submitting the resource consent application to the Council.

How to pay

Internet banking

The Council's bank account number is 06 0582 0106111 00. Use "RC" followed by the site address as a reference.

Online

Pay online using your credit card. Visit wellington.govt.nz/payonline, choose Property from the dropdown box and follow the instructions.

Phone

You can pay over the phone with your credit card.
Phone us on 04 801 3718.

In person

You can make payments by cash or EFTPOS at:

Wellington City Council Service Centre
101 Wakefield Street
8am-5pm, Monday to Friday.

We also accept Visa, MasterCard and American Express.

Declaration

Subject to my rights under sections 357B and 358 of the RMA to object to any costs, I undertake to pay all costs associated with this application. I also agree to pay all the costs (*including debt collection or legal fees*) of recovering any unpaid costs.

Send all additional invoices to

Full name

Postal address

Applicant/Agent/Other (*give details*)Phone (*day*)

Mobile

Email

Fax

I have read and understand the above conditions.

Signed

Date

Notes for the applicant

This approval does not authorise building work. A building consent must be obtained before starting construction.

Please send the following information with this application:

two copies of all necessary plans, details and calculations necessary to enable this proposal to be checked for compliance with the District Plan

certificate(s) of title (computer freehold register) for the site (no more than three months old).

The Council may also request further information under Section 139(4) of the Resource Management Act 1991, to better understand if the activity can be done lawfully without resource consent.

Once this application is lodged with the Council, it becomes public information. If there is sensitive information in the proposal, please let us know.

Signed

Date

Privacy information

The information you have provided on this form is required so that your application can be processed under the Resource Management Act 1991, and so that statistics can be collected by Wellington City Council. The information will be stored on a public register, and held by Wellington City Council.

Under the Privacy Act 2020, you have the right to see and correct personal information Wellington City Council holds about you.

Signature of applicant(s) or agent

Declaration for the applicant or authorised agent or other

I/we confirm that I/we have read and understood the notes above. If a private or family trust is the applicant, at least two New Zealand-based trustees are required to provide contact details and sign this form.

Applicant's name

Applicant's signature

Date

Applicant's name

Applicant's signature

Date

Applicant's name

Applicant's signature

Date

Declaration for the agent authorised to sign on behalf of the applicant

As authorised agent for the applicant, I confirm that I have read and understood the above notes and confirm that I have fully informed the applicant of their/its liability under this document, including for fees and other charges, and that I have the applicant's authority to sign this application on their/its behalf.

Agent's full name

Agent's signature

Date

How do you wish to be served with any correspondence

via email (*please ensure you have provided your email address on page 1*)

via post, ie hardcopy