

# Request for Outline Plan/ Outline Plan Waiver

Under Section 176A, Resource Management Act 1991

Council use only  
SR number:

## Notes for the applicant

Use this form to submit an outline plan of public work, project or work to be constructed on designated land, or to seek a waiver of this requirement.

Conditions or restrictions may apply to the designation, if this is the case, you will need to show within your plans/documentation that the conditions or restrictions will be satisfied.

If you have any questions, email [planning@wcc.govt.nz](mailto:planning@wcc.govt.nz) or phone the Resource Consents team on 04 801 3590.

Send your completed application using one of the following options:

By email: [planning.admin@wcc.govt.nz](mailto:planning.admin@wcc.govt.nz)

Postal: Resource Consents  
Wellington City Council  
PO Box 2199  
Wellington, 6140

In person at: Wellington City Council service desks  
Te Awe Library, 29 Brandon Street, 8am-5pm, Monday to Friday  
Johnsonville Library, 34 Moorefield Road, 10am-5pm, Monday to Friday

## Site

Designation Reference within the Wellington City District Plan:

No.	Street	Suburb
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Legal description/gazette details

## Requiring Authority contact details

Full name

Postal address

Phone (*day*)

Mobile

Email:

## Your agent (if applicable)

Full name

Postal address

Phone (*day*)

Mobile

Email

## Description of proposal

You need to include:

- The height, shape and bulk of the work;
- The location of the works on the site;
- The likely finished contour of the site;
- Vehicular access, circulation and provision for parking;
- Landscaping provisions; and
- Any other matters to avoid, remedy, or mitigate any adverse effects on the environment.

## 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      Council service desk (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.

#### Phone

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

#### Online

Pay online using your credit card. Visit [wellington.govt.nz/payonline](http://wellington.govt.nz/payonline), choose Property from the dropdown box and follow the instructions.

#### In person

You can make payments by debit card at our Wellington City Council service desks at:  
Te Awe Library, 29 Brandon Street,  
8am-5pm, Monday to Friday  
Johnsonville Library, 34 Moorefield Road,  
10am-5pm, Monday to Friday

## 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

### I have read and understand the above conditions

Signature

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:

One copy of all necessary plans, details and calculations necessary to enable this proposal to be checked for compliance with conditions of the designation (*if applicable*).

Approval from the Requiring Authority (*if obtained prior to this application*).

Record of Title (*formerly known as a Certificate(s) of Title*) for the site (*no more than three months old*).

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

Signature	Date
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## 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.

Applicant's name

Applicant's signature	Date
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## 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
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