

Bank Details for Refunds

Bank Account Name: _____

Bank Account Number:

Ownership of the Site

Full name and address of each owner and occupier of the application site:

Name: _____

Address: _____

Name: _____

Address: _____

Site Plan

I have provided plan(s) to scale showing the site at which the activity is to occur, showing the height, shape, and location on the site of the proposed activity.

Activity Description

Description of the proposed activity:

Rule Breach Assessment

List the rules being breached and describe how the rules breaches will be marginal or temporary:

Permitted Activity Comparison

Compare the proposed activity to a permitted activity, and discuss whether the adverse effects are no different in character, intensity and scale:

Affected person assessment

Identify whether any person will be adversely affected by the activity, and discuss whether these adverse effects are less than minor:

Privacy – Local Government Official Information and Meetings Act 1987

You should be aware that this document becomes a public record once submitted. Under the above Act, anyone can request to see copies of applications lodged with the Council. The Council is obliged to make available the information requested unless there are grounds under the above Act that justify withholding it. While you may request that it be withheld, the Council will make a decision following consultation with you. If the Council decides to withhold an application, or part of it, that decision can be reviewed by the Office of the Ombudsmen.

Please advise if you consider it necessary to withhold your application, or parts of it, from any persons (including the media) to (tick those that apply):

- Avoid unreasonably prejudicing your commercial position
- Protect information you have supplied to the Council in confidence
- Avoid serious offence to tikanga Maori or disclosing location of waahi tapu

Fees

Council recovers all actual and reasonable costs of processing your application. Most applications require a deposit and costs above this deposit will be recovered. A current fees schedule is available on www.goredc.govt.nz or from Planning staff.

Further Assistance

Please discuss your proposal with us if you require any further help with preparing your application. The Council does provide pre-application meetings without charge to assist in understanding the issues associated with your proposal and completing your application. This service is there to help you. Please note that we are able to provide you with planning information but we cannot prepare the application for you. You may need to discuss your application with an expert such as a planning consultant, surveyor or lawyer, if you need further advice.

Gore District Council Planning Services staff can be contacted as follows:

In Writing: Gore District Council, PO Box 8, Gore 9740

In Person: Gore District Council, 29 Bowler Avenue, Gore, *but please phone first to make an appointment.*

By Phone: (03) 209 0330

By Email: planning@goredc.govt.nz

There is also information on our website at www.goredc.govt.nz

Information Requirements

- Completed and Signed Application Form
- Description of Activity and Assessment of Effects
- Site Plan, Floor Plan and Elevations (where relevant)
- Historic Copy of Certificate of Title (less than 3 months old) including any relevant restrictions (such as consent notices, covenants, encumbrances, building line restrictions)
- Written Approval forms and plans signed and dated by Affected Persons
- Application Fee (cash, cheque, Internet banking or EFTPOS only; no Credit Cards accepted)
- Bank account details for refunds

In addition, subdivision applications also need the following information

- Number of existing lots Number of proposed lots
- Total area of subdivision The position of all new boundaries

Payment Method

- Cash (do not post) EFTPOS (at Gore District Council) Cheque Internet banking

Cheques payable to: Gore District Council

Post cheques to: Gore District Council
PO Box 8, Gore 9740

Internet Banking Payments: Gore District Council
Account Number: **03-0915-0289519-00**
Particulars: Please use your Name
Reference: Please use your Address

In order to ensure your application is not rejected or delayed through requests for further information, please make sure you have included all of the necessary information.