

Application Form Certificate of Compliance

29 Bowler Avenue, Gore 9710

PO Box 8, Gore 9740

Phone 03 209 0330

Email planning@goredc.govt.nz

www.goredc.govt.nz

Notes to Applicants:

1. A Certificate of Compliance can only be issued where all details of the proposal submitted comply fully with the rules of the Gore District Plan and any relevant National Environment Standard. The applicant must provide sufficient information to enable assessment of all relevant rules in the District Plan.
2. Includes plans showing any changes proposed to the layout of activities and structure on the site. Also include additional pages if insufficient space is available to respond to any information requested.
3. The Council may be able to issue a Certificate of Compliance for parts of a proposal where other parts require resource consent for approval. Discussions should be held with the Gore District Council Planning Services to ensure correct procedures are being followed.
4. A Certificate of Compliance cannot be issued where a proposed plan or plan change has been notified and the activity could not be lawfully carried out without resource consent under that plan or change plan.
5. Requests for Certificates of Compliance are proposed on a cost recovery basis for the actual time taken by the Council to assess the request. Providing detailed responses to all matters listed on this form will assist in minimising costs to the applicant.
6. If you need advice and/or wish to discuss the Certificate of Compliance process please contact Planning Services by email to planning@goredc.govt.nz or phone (03) 209 0330 to talk to, or make an appointment to see, a planner.

Applicant(s):

The full legal name of Applicant(s) are required. For Trusts, Estates and Partnerships, the name of the Trust, Estate or Partnership must be given **and** the full legal names of all trustees, executors or partners are required.

Trust Partnership Company Private Person(s)

Trust or Company Name (if applicable): _____

Full Names: _____

Site Description

I am/We are the: _____ (owner, occupier, lessee, prospective purchaser etc) of the site

Street Address of Site: _____

Legal Description: _____

Certificate of Title Identifier: _____

Address for Correspondence

Name: _____ (Put your name here if you are preparing the application for someone else.)

Address: _____ Postcode: _____

Email: _____ Phone (daytime): _____

Address for Invoices or Refunds (if different from above)

Name: _____

Address: _____ Postcode: _____

Bank Details for Refunds

Bank Account Name: _____

Bank Account Number:

Ownership of the Site

Who is the current owner of the site? _____

If the applicant is not the site owner, please provide the site owner’s contact details:

Address: _____ Postcode: _____

Email: _____ Phone (daytime): _____

Current Use of the Site

Describe in detail the current use of the site. Details are also required of the bulk and location of buildings, parking provision, traffic movements, manoeuvring, noise generation, signage, hours of operation, number of people on-site, number of visitors etc. Include plans showing what is existing.

Activity for which Certificate of Compliance Sought

Describe in detail the activity for which a Certificate of Compliance is sought. Details are required of any changes to activities and buildings of the site. Include plans showing what is proposed.

District Plan Zoning

What is the District Plan zoning of the site? _____

Compliance with District Plan Rules

Please detail the District Plan Rules that apply to the activity and in turn demonstrate how the proposal will comply with each of these requirements.

Declaration

I certify that, to the best of my knowledge and belief, the information given in this application is true and correct.

I accept that I have a legal obligation to comply with any conditions imposed on the Resource Consent should this application be approved.

Subject to my/our rights under section 357B and 358 of the Resource Management Act 1991 to object to any costs, I agree to pay all the fees and charges levied by the Gore District Council for processing this application, including a further account if the cost of processing the application exceeds the deposit paid.

Signature of Applicant/Agent (delete one): _____ Date: _____

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
- 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)
- Application Fee (cash, cheque, Internet banking or EFTPOS only; no Credit Cards accepted)
- Bank account details for refunds

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.