

Pūnaha Aroturuki ā-Motu – ngā whakaritenga mōhiohio

National Monitoring System – information requirements

Guidance for the 2024/25 reporting year



Ministry for the
Environment
Manatū Mō Te Taiao



Te Kāwanatanga o Aotearoa
New Zealand Government

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Background

The Resource Management Act 1991 (RMA) is the main legislation guiding the management of New Zealand's environment. Most of the everyday decision-making under the RMA is delegated to territorial authorities and regional councils.

The National Monitoring System (NMS) is the method the Ministry for the Environment (the Ministry) uses to capture information on the implementation of the RMA. This information allows us to understand whether the functions, tools and processes included within the RMA are working as intended, and whether changes might be necessary.

More specifically, the information gathered by the NMS helps us to:

- develop policy and practice with improved evidence
- measure the success of RMA reforms and implementation
- determine if common concerns and perceptions of the RMA are accurate
- identify examples of good practice that can be shared and promoted.

Each year, under [section 27 of the RMA](#), the Minister for the Environment (and the Ministry by delegation) formally requests that your council supply the relevant data. Details about the NMS can be found on [the Ministry's website](#).

How to use this guide

This guide explains how to populate the NMS Microsoft Excel Template (the template), which is available on the [NMS webpage](#).

The template sets out the information that is being collected for the 2024/25 reporting year, as well as appropriate responses to each data field.

This document provides an overview of the different sections of the NMS, and guidance on some of the more complex information requirements. It is designed to be read in conjunction with the template.

If you have any questions or need help with filling in the template or submitting your data, please email the NMS data collection team on nms@mfe.govt.nz.

How do I provide the NMS data?

We have provided a [Microsoft Excel template](#), to use for submitting your data.

Where possible, you may want to fill out the Excel template by extracting data from your system. Where only partial information can be extracted from your system, enter the additional information manually before submitting the data. Alternatively, enter all information manually into the template provided.

So that we can provide you with timely feedback, ensure your entries match one from the list of acceptable responses, supplied in the template. These acceptable responses reflect the wording of the RMA or common practice. Giving different responses causes problems with our data validation process and makes data analysis difficult. Provide all dates in dd/mm/yyyy format.

If you wish to provide any other comments about your data, please email these comments to us when you submit your template. Please do not use the Microsoft Excel 'comments' tool embedded within the relevant cells as these are not picked up through our data validation process.

Where and when do I submit the data?

The 2024/25 NMS data is due for submission to the Ministry by **31 August 2025**. Please email your completed template to nms@mfe.govt.nz.

Once you submit the data, you will receive an email acknowledging receipt of the data from the Ministry. We will then review the data for errors or inconsistencies. Once we complete this process, we may ask you for clarification on certain responses. Once these issues have been resolved, we will add the data to the national dataset.

Please note by reporting the information required, your council is declaring the information is true and correct to the best of its knowledge and acknowledges that the information reported is official information subject to the *Official Information Act 1982*.

What’s new with the NMS?

Each year, the Ministry reassesses the information requirements to ensure they are up to date with legislative changes and aligned to current priorities.

This year the number of amendments to the template has been limited by the Ministry. The key changes for this collection year include further clarification for relevant Acts for fast-track related columns (1.5.3(c–d), 1.5.4, 2.9.1(a), 2.9.7(a), 2.9.8, 2.11.3). Changes to the description of the ‘Legal description (appellation)’ (1.5.6) column have also been made to encourage standardisation and improve quality of spatial data collected through the NMS. These changes are also reflected in this guidance document and are highlighted in the tables below.

Guidance on information requirements

The 2024/25 NMS template is organised into two sections and 21 subsections. The first section asks for information on individual reviews, planning processes, section 35 monitoring reports, iwi management plans, consents, and certificates. The second collects summary information on many topics, including enforcement and National Environmental Standards.

This guidance details information required for each section. This covers and expands on the instructions provided on the template.

Section 1.1 – Policy statement and plan reviews

This section collects information on each **full review** of a policy statement or plan under section 79(4) of the Resource Management Act 1991 (RMA).

Information is required for each full review that was **underway, started or completed** by your council during the 2024/25 reporting year (1 July 2024 to 30 June 2025).

Data field	Description of data field	Acceptable response	Guidance
1.1.1 Name of full review	The name of the policy statement or plan undergoing a full review. This needs to be unique and will be used to identify it from other reviews	- Open text - Not applicable	
1.1.2 Date full review commenced	The date a decision was made to advance the full review, through resolution of council or other formal decision	Date [dd/mm/yyyy]	
1.1.2(b) Date full review completed	The date that the full review was completed	- Date [dd/mm/yyyy] - Review not yet completed	The cell may be left blank if the review has not been completed

Section 1.2 – Preparation of policy statements and plans, changes and variations

This section collects information on each process to prepare or change a policy statement or plan, or to make a variation to a proposed policy statement or plan.

Information is required for each process that was **underway, started or completed** during the 2024/25 reporting year (1 July 2024 to 30 June 2025).

In the template, add a new row of data for each separate planning process.

For planning processes that have started but are not yet completed, fill in the fields for all events that have happened and leave the rest blank. In this situation, add commentary in *Comment/summary of the process* (field 1.2.53) explaining the status of the planning process as at 30 June 2025.

If a planning process is separated part way through (for example, decisions are released sequentially or sections of a plan become operative at different times), councils are asked to add additional columns to the template where necessary to accommodate the additional information.

Please note: you don't need to report on amendment processes under clause 16(2) or clause 20A of Schedule 1 (alteration for minor effects or to correct minor errors).

Data field	Description of data field	Acceptable responses (please leave cell blank if the event has not yet occurred)	Guidance
1.2.1 Name of the planning process	The name of the proposed policy statement or plan, change or variation	Open text <i>[eg, Plan Change 3 to the Eureka District Plan]</i>	This needs to be unique and will be used to identify it from other processes
1.2.2 Type of planning process	The type of proposed policy statement or plan, change or variation	- Proposed policy statement or plan (new) - Variation to proposed policy statement or plan - Change to operative policy statement or plan - Variation to a change - Private plan change request - Intensification planning instrument (IPI)	
1.2.2(a) For private plan changes: Council decision	The decision made on the plan change request in accordance with Clause 25 of Part 2 of Schedule 1 (and clause 23(6))	- Adopt request - Adopt in part - Accept request - Accept in part - Deal with request as a resource consent application - Reject request - Withdrawn by applicant - Not applicable	If a decision has not been made enter 'Not applicable' or leave the cell blank If the response is 'Deal with request as a resource consent application', please confirm the resource consent unit record identifier in 1.2.49 (<i>Comment/summary of the process</i>)
1.2.3 Part of a rolling review	If changing an operative plan or varying a change, whether the change or variation is part of a rolling review (under s79(1))	- Yes - No	

Data field	Description of data field	Acceptable responses (please leave cell blank if the event has not yet occurred)	Guidance
1.2.4 Type of planning document	What type of planning document(s) the planning process relates to	• Regional policy statement • Combined regional policy statement with another regional council • Regional plan • District plan • Combined regional policy statement and regional plan(s) • Combined regional plan with another regional council • Combined regional policy statement, regional plan(s) and district plan(s) • Combined regional plan(s) and district plan(s) • Combined district plan with another Council	
1.2.5 Extent of provisions under planning process	The name of the parts, sections, policies and/or rules covered by the proposed policy statement or plan, change or variation	Open text	Reported at the highest level (eg, <i>Sections 3 and 10</i> if it included changes to a number of policies within those sections)
1.2.6 Subject matter covered	The subject matter of the proposed policy statement or plan, change or variation	Open text <i>[eg, Residential density and Infrastructure]</i>	
1.2.7 – 1.2.12 Reason for planning process	Confirmation of the reason(s) for the proposed policy statement or plan, change or variation	• To be consistent with or give effect to a national instrument/s • s79 review no alteration required (but notified) • s79 review alteration required • Section 35 monitoring identified issue for change • Result from state of the environment monitoring • New issue emerged • To give effect to a regional policy statement • To be consistent with a regional plan	There can be multiple responses. For such cases, multiple columns are provided in the template. Use a separate column for each response, adding additional columns if required.

Data field	Description of data field	Acceptable responses (please leave cell blank if the event has not yet occurred)	Guidance
		• To be consistent with a water conservation order • To address Treaty of Waitangi settlements • Community driven based on their concerns/aspirations • Technical amendment • Environment Court direction • Decision on a private plan change request • To promote or support population or economic growth • To be consistent with national planning standards • RMA requirement to prepare an intensification planning instrument • Other – please specify	
1.2.13 National instrument driver 1	If any of the reasons for the proposed policy statement or plan, change or variation was a need to be consistent with, or give effect to, a national instrument, confirm which instrument it related to	• Not Applicable (did not relate to a national instrument) • NES Air Quality • NES Sources of Human Drinking Water • NES Telecommunications Facilities • NES Electricity Transmission • NES Assessing and Managing Contaminants in Soil to Protect Human Health • NES Commercial Forestry • NPS Electricity Transmission • NPS Renewable Electricity Generation • NPS Freshwater Management • NPS for Urban Development • Water conservation order • Section 360 Regulations	

Data field	Description of data field	Acceptable responses (please leave cell blank if the event has not yet occurred)	Guidance
		• New Zealand Coastal Policy Statement • Resource Management (Exemption) Regulations 2017 (Pest) • Any other NES/NPS that comes into force	
1.2.14 National Instrument driver 2	If the reason for the proposed policy statement or plan, change or variation was a need to be consistent with, or give effect to, a national instrument, confirm which instrument it related to	• Not Applicable (did not relate to a national instrument) • NES Air Quality • NES Sources of Human Drinking Water • NES Telecommunications Facilities • NES Electricity Transmission • NES Assessing and Managing Contaminants in Soil to Protect Human Health • NES Commercial Forestry • NPS Electricity Transmission • NPS Renewable Electricity Generation • NPS Freshwater Management • NPS for Urban Development • Water conservation order • Section 360 Regulations • New Zealand Coastal Policy Statement • Resource Management (Exemption) Regulations 2017 (Pest) • Any other NES/NPS that comes into force	Where there are more than two national instrument drivers, add additional columns as necessary starting with <i>National Instrument driver 3</i>

Data field	Description of data field	Acceptable responses (please leave cell blank if the event has not yet occurred)	Guidance
1.2.15 Date process commenced	The earliest date the council worked on the proposed policy statement or plan, change or variation, including background research	Date [dd/mm/yyyy]	This can be approximate. At a minimum a month and year are required. This date will be used as the start date to calculate the total time taken for the planning process. Note: The date the process commenced is not the same date that the plan-making process was notified
1.2.19(a) Background research description	Explanation of background research/process which supported or led to the proposed policy statement or plan change or variation	• Open text • Not Applicable	Keep comments to 1 to 2 paragraphs
1.2.20–1.2.22 Pre-notification consultation	Confirmation of what pre-notification consultation was undertaken	• No pre-notification consultation undertaken • Targeted consultation with landowners or other stakeholders • Targeted consultation with iwi/hapū • Public feedback on issues and options • Public feedback on draft document • Community collaboration • Other	These options are for pre-notification consultation that was undertaken over and above the statutory requirements under clause 3(d) of Schedule 1 Multiple columns are provided to record different types of consultation undertaken Add additional columns if required
1.2.22(b) Date of consultation decision	Date of council decision to release for consultation or proceed without consultation	Date [dd/mm/yyyy]	
1.2.22(c) Date sent to iwi authorities for consultation	Date the proposed policy statement or plan, change or variation was sent to iwi authorities for consultation, as per clause 4A of Schedule 1	Date [dd/mm/yyyy]	If sent to more than one iwi authority, please provide the earliest date in this cell
1.2.22(d) Date advice received from iwi authorities	Date advice received from iwi authorities following consultation, as per clause 4A of Schedule 1	Date [dd/mm/yyyy]	If received by more than one iwi authority, please provide the latest date in this cell
1.2.22(e) List of iwi authorities that were consulted	The list of iwi authorities that were consulted, as per clause 4A of Schedule 1	• Open text • Not Applicable	

Data field	Description of data field	Acceptable responses (please leave cell blank if the event has not yet occurred)	Guidance
1.2.22(f) Path of planning process	The path of the planning process	- Part 1, Schedule 1 - Part 5, Schedule 1 - streamlined planning process - Part 6, Schedule 1 – intensification streamlined planning process	
1.2.23 Date notified	Date the proposed policy statement or plan, change or variation was publicly notified, as per clause 5 or clause 26 of Schedule 1	Date [dd/mm/yyyy]	
1.2.23(a) Notification decision	The notification path of the planning process	- Publicly notified (as per clause 5, Schedule 1) - Limited notified (as per clause 5A, Schedule 1)	
1.2.24(a) Section 32 evaluation summary of iwi authority advice	Whether the section 32 evaluation report summaries all advice concerning the proposal from iwi authorities under the relevant provisions of Schedule 1, and summarises the response to the advice including any provisions of the proposal that are intended to give effect to the advice, as per section 32(4A)	- Yes - No - Not applicable	If no advice was received from iwi authorities, enter 'Not applicable' or leave the cell blank
1.2.24(b) Provisions that give effect to iwi authority advice	If applicable, provisions of the plan, policy statement or change that are intended to give effect to the advice received from iwi authorities, as per section 32(4A)(b)	- Open text - Not Applicable	
1.2.25 Environment Court order under section 86D for rules to apply early	Whether your council applied to the Environment Court under section 86D for rule(s) to apply earlier	- Yes - No - Not applicable	
1.2.26 Council resolution under section 86B to delay rules coming into effect	Whether your council made a resolution under section 86B to delay rule(s) coming into effect until the proposed plan becomes operative	- Yes - No - Not applicable	
1.2.27 Date submissions close	Date when submissions on the proposed policy statement or plan, change or	Date [dd/mm/yyyy]	

Data field	Description of data field	Acceptable responses (please leave cell blank if the event has not yet occurred)	Guidance
	variation closed as per clause 5(3) of Schedule 1		
1.2.27(a) Number of submissions	The total number of submissions received by the council on the proposed policy statement or plan, change or variation	Number	
1.2.28 Date of public notice of the availability of summary of submissions	Date public notice was given of the availability of the summary of submissions, as per clause 7 of Schedule 1	Date [dd/mm/yyyy]	
1.2.29 Date further submissions close	Date further submissions closed under clause 7(d) of Schedule 1	Date [dd/mm/yyyy]	
1.2.29(a) Number of further submissions	The total number of further submissions received on the proposed policy statement or plan, change or variation	Number	
1.2.30 Freshwater hearings panel recommendations to regional council	The date the freshwater hearings panel recommendations were provided to regional council	• Date [dd/mm/yyyy] • Not applicable	These questions relate to dates when the Council takes an action in the Freshwater Planning Process and it is appropriate for Council to provide this data We will be collecting data directly from all Freshwater Panels to supplement information collected from Councils
1.2.30(b) Freshwater hearings panel recommendations accepted by regional council	Whether all recommendations were accepted by the regional council	• Yes • No • Not Applicable	These questions relate to dates when the Council takes an action in the Freshwater Planning Process and it is appropriate for Council to provide this data We will be collecting data directly from all Freshwater Panels to supplement information collected from Councils
1.2.31 Date pre-hearing meetings start	First day of pre-hearing meetings under clause 8AA(1) of Schedule 1	• Date [dd/mm/yyyy] • Not applicable	
1.2.32 Date pre-hearing meetings conclude	Last day of pre-hearing meetings under clause 8AA(1) of Schedule 1	• Date [dd/mm/yyyy] • Not applicable	

Data field	Description of data field	Acceptable responses (please leave cell blank if the event has not yet occurred)	
			Guidance
1.2.33 Pre-hearing meeting days	Number of pre-hearing days in total	- Number - Not applicable	Round to the nearest half day and exclude days where no meetings occurred
1.2.34 Date mediation starts	First day of mediation under clause 8AA(3) of Schedule 1	- Date [dd/mm/yyyy] - Not applicable	
1.2.35 Date mediation concludes	Last day of mediation	- Date [dd/mm/yyyy] - Not applicable	
1.2.36 Mediation days	Number of mediation days in total	- Number - Not applicable	Round to the nearest half day and exclude days where no mediation occurred
1.2.37 Iwi authority consultation on appointment of commissioner	If hearings were held, whether iwi consultation was undertaken on the appointment of a commissioner with an understanding of tikanga Māori, as per section 34A(1A) or section 96(2)	- Yes - No - Not Applicable	
1.2.38 Date hearings start	First day of hearings	- Date [dd/mm/yyyy] - Not applicable	
1.2.39 Date hearings conclude	Last day of hearings	- Date [dd/mm/yyyy] - Not applicable	
1.2.40 Hearing days	Number of hearing days in total	- Number - Not applicable	Round to the nearest half day and exclude days where no hearings occurred. If a hearing was not required, enter 'Not applicable' or leave the cell blank.
1.2.41 Number of submitters heard	The number of submitters heard at the hearing on the proposed policy statement or plan, change or variation	Number	
1.2.42 Date freshwater hearings panel recommendations provided	The date the freshwater hearings panel recommendations were provided to regional council	- Date [dd/mm/yyyy] - Not applicable	
1.2.43 Recommendations accepted	Whether all recommendations were accepted by the regional council	- Yes - No - Not Applicable	

Data field	Description of data field	Acceptable responses (please leave cell blank if the event has not yet occurred)	
		Guidance	
1.2.43a Date ISPP independent hearings panel provides recommendations	The date the independent hearings panel provides recommendations to the specified territorial authority as per clause 99 of Schedule 1	• Date [dd/mm/yyyy] • Not applicable	This question applies to the intensification streamlined planning process.
1.2.44 Date decisions notified	Date the decision on the provisions and matters raised in submissions was notified, as per clause 10(4)(b), of Schedule 1	• Date [dd/mm/yyyy] • Not applicable	
1.2.44a Date specified territorial authority notifies decisions on ISPP independent hearings panel's recommendations	The date the specified territorial authority notifies its decisions on the independent hearings panel's recommendations as per clause 102 of Schedule 1	• Date [dd/mm/yyyy] • Not applicable	This question applies to the intensification streamlined planning process.
1.2.44b Recommendations of ISPP independent hearing panel accepted	Whether the specified territorial accepts all the recommendations of independent hearings panel	• Yes • No • Not Applicable	This question applies to the intensification streamlined planning process.
1.2.43d Date recommendations of ISPP independent hearing panel rejected by TA and alternative recommendations referred to the Minister	The date the specified territorial authority refers rejected and alternative recommendations to the Minister as per section 101(2)	• Date [dd/mm/yyyy] • Not applicable	This question applies to the intensification streamlined planning process.
1.2.45 Date plan change withdrawn	Date on which the proposed policy statement or plan, change or variation was withdrawn under clause 8D of Schedule 1	• Date [dd/mm/yyyy] • Not applicable	
1.2.46 Date became operative in part	Date the proposed policy statement or plan, change or variation became operative in part under clause 20 of Schedule 1	• Date [dd/mm/yyyy] • Not applicable	
1.2.47 Parts/section/policies that became operative in part	The name and subject matter of the parts that became operative under clause 20 of Schedule 1	• Open text • Not applicable	If parts became operative at different times, prior to being operative in full, then add extra columns as

Data field	Description of data field	Acceptable responses (please leave cell blank if the event has not yet occurred)	Guidance
1.2.48 Date became operative in full	Date the proposed policy statement or plan, change or variation became fully operative under clause 20 of Schedule	• Date [dd/mm/yyyy] • Not applicable	necessary for each part, starting with <i>Date became operative in part 2</i> and <i>Parts/section/policies that became operative in part 2</i> . Each date should link to the name and subject matter of the part identified in the data field
1.2.49(a) Date of extension of time	The date that any extension under section 37 was made	• Date [dd/mm/yyyy] • Not applicable	The date that the section 37 extension was made
1.2.49(b) Length of extension of time	The number of working days of section 37	• Number of days • Not applicable	The length (in working days) of the extension
1.2.49(c) Compliance with 2-year timeframe	Whether the proposed policy statement or plan, change or variation (from date notified to decision date) was completed within the 2 year timeframe in accordance with Clause 10 of Schedule 1	• Yes • No • Not applicable	
1.2.49(d) Commentary if non-compliant with 2-year timeframe	If the plan making process was not completed within the 2 year timeframe, list the reasons for not complying with the timeframe	• Open text • Not applicable	
1.2.49(e) Compliance with timeframe set in ISPP Direction	Whether the intensification streamlined planning process was complete	• Yes • No • Not applicable	
1.2.50 Total council costs	Best estimate of total council costs spent on the plan making process from date commenced to date operative in full (estimate \$ include all costs including staff, consultants and overheads)	\$0.00	

Data field	Description of data field	Acceptable responses (please leave cell blank if the event has not yet occurred)	Guidance
1.2.51 Comment on total council costs	Record additional information, providing context as to how total council costs were determined	• Open text • Not applicable	This is total cost for the period between the dates given in the fields <i>Date process commenced</i> (1.2.19) and <i>Date became operative in full</i> (1.2.45). Include all costs including staff, consultants and overheads. Reporting of total council costs is only required for completed processes Note: This includes the total costs to process private plan changes
1.2.52 Total council staff time	The best estimate of the average council staff full-time equivalents (FTE) spent over the life of the process, on completion to operative in full	• Number [eg, 1.5 FTE]	This is the average FTE for the period between the dates given in the fields <i>Date process commenced</i> and <i>Date became operative in full</i>
1.2.53 Comment/summary of the process	Record additional information, such as reasons for delays or processes put on hold or withdrawn; or confirm the next step to occur in the process	• Open text • Not applicable	Please keep this comment to 1–4 sentences.
1.2.54 Council costs – pre-notification	The best estimate of total council costs relating to the planning process for the period between the dates given in the data fields <i>Date process commenced</i> and <i>Date Notified</i> . Include all cost including staff, consultants and overheads	\$0.00	If more than a reasonable effort is required to provide a best estimate of costs split by stage, the total cost can be reported Only report costs for completed stages.
1.2.55 Council costs – notification to decisions	The best estimate of total council costs relating to the planning process for the period between the dates given in the data fields <i>Date Notified</i> and <i>Date Decisions notified</i> . Include all cost including staff, consultants and overheads	\$0.00	
1.2.56 Council costs – decisions to operative	The best estimate of total council costs relating to the planning process for the period between the dates given in the data fields <i>Date Decisions notified</i> and <i>Date became operative in full</i> . Include all costs including staff, consultants and overheads	\$0.00	

Data field	Description of data field	Acceptable responses (please leave cell blank if the event has not yet occurred)	Guidance
1.2.57 Number of appeals	The total number of appeals received to the High Court against the decision made on a planning process.	- Number of appeals - Not applicable	
1.2.58 Appeal outcomes – number of appeals resolved before Environment Court	Number of appeals resolved before Environment Court	- Number of appeals - Not applicable	Includes the number of judicial reviews to the High Court and the number of appeals on points of law to the High Court
1.2.59 Appeal outcomes – number of appeals resolved at Environment Court	Number of appeals resolved at Environment Court	- Number of appeals - Not applicable	Includes the number of appeals resolved before going to court (eg, out of court settlements pre environment court hearing)
1.2.60 Commentary relating to appeals	Record additional information, such as grounds of appeal etc.	- Open text - Not applicable	Includes appeals resolved by the Environment court decision

Helpful link

The Ministry's [Resource Legislation Amendment Act 2017](#) webpage.

Section 1.3 – Efficiency and effectiveness monitoring

This section collects information on any monitoring reported under section 35(2)(b) of the RMA during the 2024/25 reporting year.

Data field	Description of data field	Acceptable responses (please leave cell blank if the event has not yet occurred)	Guidance
1.3.1 Date results of 35(2)b monitoring reported	The date when the results of efficiency and effectiveness of policy statement or plan monitoring, as per section 35(2)(b), were made available to the public, as per section 35(2A)	- Date [dd/mm/yyyy] - Not Applicable	
1.3.2 Policy statement or plan, policies, rules or other methods covered in reporting	A summary of the policy statement or plan, policies, rules or other methods covered in reporting, as per section 35(2A)	Open text <i>[eg, Eureka District Plan sections 5 and 6 on Utilities and Heritage]</i>	

Data field	Description of data field	Acceptable responses (please leave cell blank if the event has not yet occurred)	
		Guidance	
1.3.3 Compliance with statutory timeframes	Whether a review of the results of council's section 35(2)(b) monitoring was made available to the public at intervals of not more than 5 years, in accordance with section 35(2A)	• Yes • No	

Section 1.4 – Iwi/hapū planning documents

This section collects information on all iwi/hapū planning documents **lodged, removed or updated** with your council within the 2024/25 reporting year.

Data fields	Description of data field	Acceptable response	Guidance
1.4.1 Document name	The name of the planning document (iwi/hapū management plan/customary title area plan) lodged, removed or updated with the local authority	Open text	Planning documents lodged and reported upon in previous reporting years do not need to be included here unless they have been updated, or removed
1.4.2 Iwi/hapū authority	The name of the iwi/hapū authority that recognised the planning document	Name of iwi/hapū authority	
1.4.3 Date lodged with local authority	The date that the planning document was lodged with the council	• Date [dd/mm/yyyy] • Not Applicable	
1.4.3(a) Date removed from council	The date that the planning document was removed from the council	• Removed date [dd/mm/yyyy] • Not Applicable	
1.4.3(b) Date updated with council	The date that the planning document was updated with the council	• Updated date [dd/mm/yyyy] • Not Applicable	
1.4.4 Coverage	The iwi/hapū and council area/s the planning document relates to	Open text	The approximate geographical coverage the planning document relates to. This could refer to local governing board areas or a map
1.4.5 Summary of issues and considerations	Summary of specific issues and considerations, including their geographic coverage, relating to planning processes	Open text	The information sought is a high level summary of the key issues and considerations identified in the document rather than a summary of the planning document itself

You don't need to include planning documents lodged and reported on in previous reporting years here, unless they have been updated or removed.

Section 1.5 – Resource consents

This section collects information about resource consent applications. Include all applications that were processed through to a decision in the 2024/25 reporting year.

This includes resource consent applications lodged before and during the 2024/25 reporting year if the decision to grant, decline, withdraw or return (under section 91(C) or section 88(3)) was made in the 2024/25 reporting year.

Field 1.5.1 – Unit record identifier

At 1.5.1, we take a record of all individual resource consent applications. A unique reference, ideally a consent identifier should be used for each consent. In field 1.5.1, each row of data should represent an individual consent.

Field 1.5.1a – Bundle identifier

At 1.5.1a, if you're adding a consent that is part of a bundle of consents, please indicate this by putting a reference to identify the bundle that the consent was a part of. The reference used may be the same or different from the unit record identifier you provided in 1.5.1, it just must be different from other bundle identifiers. When dealing with a bundled consent, you should still provide a unit record identifier for each of the separate consents that made up the bundle.

Unit record identifier	Bundle identifier	Type of resource consent	Total charge
ATH-2014014650.00	APP-2012015716.00	Discharge permit	\$2000
ATH-2014014651.00	APP-2012015716.00	Land use	Bundled
ATH-2014014654.00	APP-2012015716.00	Subdivision	Bundled

Avoid duplicating fees when dealing with bundled resource consents

If a single fee is charged for a bundle of consents, list the relevant fee information (data fields 1.5.49 to 1.5.52) against **one of the consents only**. For the other consents in the bundle, list the fee information as 'Bundled'. This will prevent us from double-counting application fees. If you do, however, charge for each consent in a bundle separately, please record the relevant amounts against each consent.

Field 1.5.2 – Type of resource consent

At 1.5.2, we record information about the type of resource consent being applied for. We allow for the consent type to be listed as 'Combined land use and subdivision' if an application for both follows the **exact same** application process. In this case, please state the class of activity for land use in 1.5.6 and add an extra column for the subdivision class of activity.

Field 1.5.2(a) – Consent subtype

At 1.5.2(a), we record information about the subtype of consent. The template supplies a list of possible consent subtypes. When recording the subtype of resource consent please select **only one** subtype option.

Unit record identifier	Type of resource consent	Consent subtype	Type of application
ATH-2014014650.00	Discharge permit	Water	Section 88
ATH-2014014651.00	Discharge permit	Air	Section 88
ATH-2014014654.00	Discharge permit	Land	Section 88

Field 1.5.3 – Type of application

Treat any section 221(a) or (b) applications as discretionary – the same as a section 127.

Field 1.5.7 – Class of activity

At 1.5.6, please note the class of activity relevant to the consent. If the consent type noted in 1.5.2 was combined land use and subdivision, please state the class of activity for land use in 1.5.6 and add an extra column for the subdivision class of activity.

Where an application was returned incomplete or an activity type is yet to be determined, please respond with 'Not applicable'.

Field 1.5.8 – Date lodged

At 1.5.8, we ask for the lodgement date of the application. Guidelines on providing correct dates for consents can be found in the [Resource Management \(Discount on Administrative Charges\) Regulations 2010: Implementation Guidance](#).

If an application for the same activity was previously returned under section 88, the lodgement date should be the date that the new application was lodged with your council.

Field 1.5.9 – Date determined as incomplete under section 88(3)

At 1.5.9, we collect information on incomplete consent applications. If the resource consent at issue is complete, please respond with 'Not applicable'.

If your council decided a resource consent was incomplete, please provide the date that this decision was made. Please also ensure that all incomplete consents have their own unit record identifier. If your council does not record this information for incomplete applications, please use a 'dummy' unit record identifier for incomplete applications, so that we can distinguish between different incomplete applications.

If, after an incomplete application was returned, a subsequent application was lodged, this should be treated as a new application with a distinct unit record identifier and lodgement date. You do not need to link this subsequent application to the original incomplete application.

If the fee from an incomplete application was credited towards a re-application, change the fee for the incomplete application to \$0 and list the fee on the record for the new application.

Field 1.5.40 – Processed within statutory timeframe

At 1.5.40, we ask you to record whether or not the consent was processed within the statutory timeframe. Please write 'Not applicable' only if the consent was withdrawn or if the application was for an extension of the lapse period (section 125).

Field 1.5.41 – Statutory days lapsed

At 1.5.41, we collect information on the number of statutory working days it took to process the consent. Your council's calculations for *Statutory days lapsed* should be comparing the time limit for each specific resource consent process (ie, non-notified, limited notified, full notification) with the number of days you input into this column. Calculations should also be consistent with the Resource Management (Discount on Administrative Charges) Regulations 2010, noting the various exclusions for a statutory day (working day) in certain situations.

If you are unsure about how to correctly calculate the time lapsed please refer to [Resource Management \(Discount on Administrative Charges\) Regulations 2010: Implementation Guidance](#). The quality assurance system for NMS uses the definitions outlined in the implementation guidance to estimate and check councils' statutory days lapsed. Alternatively, the NMS team is always happy to help with such matters and can be reached at nms@mfe.govt.nz.

Field 1.5.46 – Total charge to the applicant

At 1.5.46, we record the total charge payable (GST inclusive) by the applicant for processing the application.

This amount should include:

- any deposit recorded in the *Deposit charged* (1.5.43) data field
- any supplementary charges as a result of hearings, information gathered etc.

This amount should not include:

- financial or development contributions
- compliance monitoring charges
- any discount applied under the discount regulations (this information should be provided separately in *Amount of discount* 1.5.48)

Field 1.5.47 – Fixed fee application

At 1.5.47, we record whether or not the applicant was charged a fixed fee. Here, answering 'Yes' means that the total amount charged to the applicant was **not** supplemented by additional charges or reasonable costs once the consent process is complete. Answering 'No' to this field means that the total amount charged to the applicant included actual and reasonable costs.

Data field	Description of data field	Acceptable responses [or example]	Guidance
1.5.1 Unit record identifier	A unique reference used to identify each separate row of data as unique, such as a consent identifier	For example, RM 15/656	Each row of data (unit record) should represent an individual resource consent. For bundled consents: refer to notes above
1.5.1(a) Bundle identifier	A unique reference to identify multiple consents that are processed together	Open text	Leave the cell blank if the consent is not part of a bundle
1.5.2 Type of resource consent	The type of resource consent as per section 87	• Land-use consent • Subdivision consent • Coastal permit • Water permit • Discharge permit • Combined land-use and subdivision	
1.5.2(a) Consent sub-type	The subtype of the resource consent	• For Land-use consents – residential, rural, commercial, industrial, vegetation removal, network utilities, earthworks, heritage, renewable energy generation, mixed use, boundary, other – please specify • For land-use consents for the use of bed of lake or river – structure, disturb bed, introduce plants or plant, deposit, reclaim, habitats of plants, habitats of animals, other – please specify • For subdivision consents – residential, rural, commercial, industrial, coastal, other – please specify • For coastal permits – use, occupation, disturbance, reclamation, aquaculture, other – please specify • For water permits – take, use, dam, divert, or energy from open coastal water, other – please specify • For discharge permits – to air, water, land that may enter water, land, other – please specify	Optional data field If answer to 1.5.2 was land use, the acceptable response would just be one of the responses noted; for example, if it was for a residential addition/alteration you would just note: 'Residential' However, for land-use consents for the use of a bed of lake or river you could state firstly whether the consent related to a river or a lake, then note one of the options, eg, 'River – disturb bed'

Data field	Description of data field	Acceptable responses [or example]	Guidance
1.5.3 Type of application	The type of application	• Section 88 (new application) • Section 125 (extension of lapse period) • Section 127 (change or cancellation of consent condition) • Section 128 (review of consent condition by council) • Section 221(3)(a) vary or cancel condition of consent notice • Section 221(3)(b) review of condition of consent notice by council • Section 25 application under the Housing Accords and Special Housing Areas Act 2013	
1.5.3(a) Consent renewal	Whether the application is for a new consent for the same activity for which resource consent has previously been granted	• Yes • No • Not applicable	This relates to whether the resource consent is for an activity for which resource consent has previously been granted (for the same activity), however the previous consent is due to expire, and the consent holder was exercising their existing consent whilst the new consent was determined (in accordance with section 124)
1.5.3(b) National environmental standards	The National Environmental Standard (NES) that is relevant to the resource consent	• Air Quality • Sources of Human Drinking Water • Telecommunication Facilities • Electricity Transmission • Assessing and Managing Contaminants in Soil • Commercial Forestry • Freshwater • Any other NES that comes into force • Not applicable	This question is relevant only if the need for resource consent is triggered due to the coming into force of an NES
1.5.3 (c) Fast-track application under section 87AAC	Whether the application was processed as a fast-track application, as per section 87AAC	• Yes • No	If the application was started as a fast-track but ceased to be, enter 'No'

Data field	Description of data field	Acceptable responses [or example]	Guidance
1.5.3 (d) Ceasing of fast-track application under section 87AAC	If this application was originally a fast-track application under section 87AAC, and then subsequently ceased to be processed as a fast-track application, please identify the reason for the application ceasing to be fast-tracked.	- Section 87AAC(2)(a) – limited or public notification of the application - Section 87AAC(2)(b) – hearing to be held - Section 87AAC(2)(c) – applicant opts out - Not applicable	
1.5.3(e) Referred to iwi/hapū for consultation	Whether the application was referred to iwi/hapū for consultation. This applies to any consent applications (not only fast-track).	- Yes - No	
1.5.4 COVID-19 Recovery Fast-track Consenting Act application	Whether the consent was originally approved by an Expert Consenting Panel under the COVID-19 Recovery Fast Track Consenting Act 2020	- Yes - No	
1.5.5 Description of activity	Description of the activity or activities	Open text <i>Eg, To take up to 6000 cubic metres of water per day from the Waikato River for public water supply purposes</i>	Responses should correlate with how the activity would be described in the resource consent if granted/declined
1.5.6 Legal description (appellation)	Preferably provide the estate description for the Land Information New Zealand (LINZ) land title covered by this consent. Where the consent applies to land not covered by a LINZ title (eg, water abstraction from river bed), please provide the parcel ID for the LINZ parcel covered by the consent. All identifiers should match against an existing LINZ land record(s).	Open Text <i>Eg, Fee Simple, 1/1, Lot 1 Deposited Plan 458461 and Lot 18-19 Deposited Plan 4873 and Part Lot 14-15 Deposited Plan 4873 and Part Lot 6 Deposited Plan 6115, 3,897 m2; Fee Simple, 1/1, Lot 200 Deposited Plan 588190 and Lot 1 Deposited Plan 439020, 106,388 m2; Fee Simple, 1/1, Lot 3 Deposited Plan 4229, Lot 1 Deposited Plan 5573 and Part Lot 1-5 Deposited Plan 124, 59,795 m2;</i> or <i>3672236; 3745268; 3737295</i>	Please note that other methods of location identification can be used if title estate descriptions or parcel IDs are not appropriate eg, valuation reference number, Global Positioning System (GPS) coordinates in New Zealand Transverse Mercator 2000 (NZTM2000). Valuation reference number may be supplied in the same column as legal description. Any title estate, parcel ID or valuation reference number supplied must match against existing LINZ land records. In the case of NZTM 2000 GPS coordinates, additional columns to show the northings and eastings can be inserted and named accordingly. Geographic Information System (GIS) shape files may also be submitted as separate files.

Data field	Description of data field	Acceptable responses [or example]	Guidance
1.5.7 Class of activity	The class of activity relevant to the consent, as per section 87A	- Controlled - Restricted discretionary - Discretionary - Non-complying - Not applicable	If the consent type noted in section 1.5.2 is 'Combined land use and subdivision', then the <i>Class of Activity</i> for each needs to be clearly reported, and an additional column should be added following this data field and named accordingly. 'Not applicable' can be used for those applications which are returned as incomplete where the activity status has not been determined It should be noted that all section 127 and 128 applications should be processed as discretionary activities
1.5.8 Date lodged	The date an application was lodged with the council	Date [dd/mm/yyyy]	This is the first statutory 'working day' for the application, ie, it is the date that the processing clock starts (irrespective of whether or not the relevant fee has been paid). Please refer to the Resource Management (Discount on Administrative Charges) Regulations 2010: Implementation Guidance for any further guidance on this matter. If an application for the same activity has previously been returned under section 88, the lodgement date should be the date the new application is lodged with the council as it must be treated as a new application under section 88(4)
1.5.9 Date determined as incomplete under section 88(3)	If applicable, the date it was determined the application was incomplete under section 88(3)	- Date [dd/mm/yyyy] - Not applicable	The council has 10 working days from the date that the application was first lodged (ie, from the date given in 1.5.8) to determine whether the application is incomplete. If this is the case, a date is required in this data field. The row of data should not continue after this field (ie, each cell should either be left blank or populated with 'Not applicable') except for 1.5.37 (<i>Decision date</i>), 1.5.38 (<i>Decision</i>) and 1.5.39 (<i>Decision-maker</i>). Incomplete applications should have their own <i>Unit record identifier</i>, <i>Date lodged</i> etc. reported. If another application is lodged for the same activity, it should be treated as a new application with a new <i>Unit record identifier</i>, as per section 88(4), and does not necessarily need to link to the original application. If your system doesn't capture incomplete/returned applications,

Data field	Description of data field	Acceptable responses [or example]	Guidance
			an alternative means of collection should capture this information. This may mean assigning a dummy <i>Unit record identifier</i> to each or if your system uses the same <i>Unit record identifier</i> for applications that are re-lodged, you may want to provide this data (ie, data fields 1.5.1–1.5.9 and 1.5.37–1.5.39) in a separate sheet/tab in the template
1.5.10 Date application suspended if relevant administrative charges are not paid	The date an application was suspended under section 88H due to unpaid administrative charges	• Date [dd/mm/yyyy] • Not Applicable	
1.5.11 Date application continued after administrative charges are paid	The date an application continued after suspension under section 88H	• Date [dd/mm/yyyy] • Not Applicable	
1.5.12 Deferral under section 91	Date section 91 issued for applicant to apply for additional consents	• Date [dd/mm/yyyy] • Not applicable	
1.5.13 Continued following section 91 deferral	Date processing proceeded following a deferral under section 91	• Date [dd/mm/yyyy] • Not applicable	
1.5.14 Date of section 92(1) request	Date further information was requested under section 92(1)	• Date [dd/mm/yyyy] • Not applicable	If the requested information was not provided, enter 'Not applicable' or leave the cell blank. If more than one section 92(1) request was made, add an additional two columns for the date of request and provision date for each, starting with <i>Date of section 92(1) request 2</i> and <i>Date requested information was provided 2</i>.
1.5.15 Date requested information was provided	If provided, the date that information requested under section 92(1) was received	• Date [dd/mm/yyyy] • Not applicable	
1.5.16 Date of section 92(2) commissioning	Date the applicant was notified of intent to commission a report, as per section 92(2)(b)	• Date [dd/mm/yyyy] • Not applicable	If a report was not provided, enter 'Not applicable' or leave the cell blank. If more than one section 92(2) report was commissioned, add an additional two columns for the date of notification and provision date for each, starting with <i>Date of section 92(2) commissioning 2</i> and <i>Date requested report was provided 2</i>.
1.5.17 Date requested report was provided	If provided, the date that the section 92(2) report was received	• Date [dd/mm/yyyy] • Not applicable	

Data field	Description of data field	Acceptable responses [or example]	Guidance
1.5.18 Date council notifies applicant that there are affected persons	The date that the council notifies the applicant that there are affected parties under section 95E, 95F and 95G	• Date [dd/mm/yyyy] • Not applicable	
1.5.19 Date of response to notice of affected persons	Date that written approval from affected parties was received, or applicant requested that application proceed on a limited notified basis	• Date [dd/mm/yyyy] • Not applicable	
1.5.20 Notification decision	The notification path that the consent followed	• Non-notified • Limited notified • Publicly notified	
1.5.21 Date notified	The date the consent was limited notified or publicly notified	• Date [dd/mm/yyyy] • Not applicable	
1.5.22 Date submissions closed	If limited notified or publicly notified, the date that submissions closed	• Date [dd/mm/yyyy] • Not applicable	
1.5.23 Deferral under section 91A or 91D	For resource consents, the date the applicant requested suspension of processing of application under section 91A or 91D.	• Date [dd/mm/yyyy] • Not applicable	
1.5.24 Continued following section 91A or 91D deferral	Date processing proceeded following a suspension under section 91A or section 91D	• Date [dd/mm/yyyy] • Not applicable	If an application was returned under section 91C or section 91F, enter the date it was returned
1.5.25 Date of pre-hearing meeting	The start date of pre-hearing meeting(s)	• Date [dd/mm/yyyy] • Not applicable	
1.5.26 Commencement date of hearing	The date the commencement of the hearing	• Date [dd/mm/yyyy] • Not applicable	The date that the hearing began
1.5.27 Completion date of hearing	The date that the hearing was completed	• Date [dd/mm/yyyy] • Not applicable	As per reference in section 103A

Data field	Description of data field	Acceptable responses [or example]	Guidance
1.5.28 Number of hearing days	Number of hearing days in total	- Number of days - Not applicable	This should be rounded to the nearest half day (eg, a hearing held on one evening should be recorded as 0.5) and exclude days where no physical hearing occurred
1.5.29 Joint hearing	Whether it was a joint hearing with another council	- Yes - No - Not applicable	
1.5.30 Decision date	The date the decision was issued	Date [dd/mm/yyyy]	If the application was returned, withdrawn or found incomplete, the date the application was returned, withdrawn or found incomplete
1.5.31 Decision	The decision outcome	- Granted - Declined/Refused - Withdrawn - Returned (s91C) - Incomplete (s88(3))	'Incomplete' should be used if a consent has been returned as incomplete under section 88(3) 'Returned' should be used when a consent was suspended under section 91A for 130 days or more, and the council has decided to return the application under section 91C
1.5.32 Decision-maker	The person, with the appropriate delegated authority, who made the final decision on the application	- Council officer - Councillor(s) acting as commissioners - Hearings panel made up of councillors - Independent commissioner(s) - Independent commissioner(s) requested under section 100A - Other (eg, mixed panel of councillor(s)/commissioner(s)) - Environment Court - Not applicable	'Not applicable' should be used if application was withdrawn
1.5.33 For commissioner decision-makers: iwi authority consultation on appointment	Whether iwi consultation was undertaken on the appointment of a commissioner with an understanding of tikanga Māori	- Yes - No - Not applicable	Applicable only if a commissioner was a decision-maker
1.5.34 Date of section 37 extension (extension 1)	The date any extension under section 37 was made	- Date [dd/mm/yyyy] - Not applicable	Every section 37 extension of time should have a date that it was made, along with the length and the reason. All three of the columns need to be utilised if there is a section 37. If the section 37 extension of time was made with the applicant agreement (under s37A(4)(b)(ii) or 37A(5)), the date shown should be the date the applicant agreed to the extension

Data field	Description of data field	Acceptable responses [or example]	Guidance
			If the section 37 extension of time was made due to special circumstances (under section 37A(4)(b)(i)), the date should be the date the applicant is issued the notice of the section 37 extension
1.5.35 Length of section 37 extension (extension 1)	The number of working days of section 37 extension	- Number of days - Not applicable	The number of working days that were extended through the use of section 37. It is implicit in the RMA that if a timeframe is extended, it should be for a specified period
1.5.36 Reasons for section 37 (extension 1)	The method by which the council extended a time period	- Special circumstances (section 37A(4)(b)(i)) - Applicant agreement (section 37A(4)(b)(ii)) - Applicant agreement (section 37A(5)) – more than twice - Not applicable (did not extend time)	The council must ensure every person who it considers is directly affected by the extension of the time limit is notified of the extension. Also, where applicant agreement has not been obtained, the use of special circumstances (s37A(4)(b)(i)) should be supported by clear reasons why special circumstances are considered to exist which require an extension of time
1.5.37 – 1.5.39 Section 37 extensions	Further/subsequent extensions under section 37	As per 1.5.34 – 1.5.36	Additional columns are added to record a second section 37 extension. If there are more than two extensions, additional sets of three columns will need to be added as an inserted column adjacent to existing columns or appended after the final column of the template.
1.5.40 Processed within statutory timeframe	Whether the application was processed within statutory timeframe, as defined under the Resource Management (Discount on Administrative Charges) Regulations 2010	- Yes - No - Not applicable	‘Not Applicable’ should be used when a statutory timeframe is not applicable to that application (eg, the application was withdrawn) Statutory days under the discount regulations are the same as under the RMA except: - The clock can be stopped for late payment of fixed fees for section 88 or section 127 applications - Consent renewals have a different timetable

Data field	Description of data field	Acceptable responses [or example]	Guidance
1.5.41 Statutory days lapsed	Number of statutory days the decision was made within, as defined under the discount regulations	Number	A statutory day (a working day) is the same under the discount regulations as under the RMA except: • The clock can be stopped for late payment of fixed fees for s88 or s127 applications • Consent renewals have a different timetable Your council's calculations for <i>Statutory days lapsed</i> should be comparing the time limit for each specific resource consent process (ie, non-notified, limited notified, full notification) with the number of days you input into this column. Calculations should also be consistent with the regulations 2010, noting the various exclusions for a statutory day (working day) in certain situations.
1.5.42 Appealed	Whether the decision was appealed to the Environment Court	• Yes • No	
1.5.43 Deposit charged	The initial deposit charged to the applicant by your council	• \$0.00 • Waiver • Bundled	GST inclusive This should record the deposit that was paid in accordance with council's fees and charges schedule Where more than one resource consent has been processed at the same time, and the deposits are not paid individually for each consent, the deposit can be recorded against one of the consents, and the remaining relevant rows pertaining to the other combined consents can use 'Bundled' as the appropriate response. Note: A fixed deposit or a deposit determined via a formula is not considered to be a fixed fee
1.5.44 Date initial deposit/fee paid in full	The date that any initial deposit/fee was received by your council	• Date [dd/mm/yyyy] • Not applicable	
1.5.45 Date notification deposit/fee paid in full	The date that any notification deposit/fee was received by your council	• Date [dd/mm/yyyy] • Not applicable	

Data field	Description of data field	Acceptable responses [or example]	Guidance
1.5.46 Total charge for applicant	The total charges payable by the applicant for processing the application	• \$0.00 • Waiver • Bundled	GST inclusive This amount <i>should</i> include: • any deposit recorded in the <i>Deposit charged</i> data field • any supplementary charges as a result of hearings, information gathered etc. This <i>does not</i> include: • financial or development contributions • compliance monitoring charges • the discount applied under the discount regulations (this information should be provided separately in 1.5.52) • charges for the approval and deposit of survey plans • any charges related to subsequent or previous consents for same activity/location/applicant As noted above, where more than one resource consent has been processed at the same time, and the total charges are not paid individually for each consent, the total charge can be recorded against one of the consents, and the remaining relevant rows pertaining to the other combined consents can use 'Bundled' as the appropriate response
1.5.47 Fixed fee application	Confirmation of whether the applicant was charged a fixed fee	• Yes • No	'Yes' confirms the figure identified as the <i>Total charge for applicant</i> was a fixed fee 'No' indicates that the figure identified as the <i>Total charge for applicant</i> included actual and reasonable costs If the answer was 'Yes', generally the same amount would be listed in 1.5.49 and 1.5.50 Note: Fixed charges are not supplemented by additional actual and reasonable charges once the consent process is complete
1.5.48 Amount of discount	The amount of a discount applied under the discount regulations	• \$0.00 • Not applicable (if no discount applied)	If the answer to section 1.5.40 (<i>Processed within the statutory timeframe</i>) was 'No', then there should be a \$ amount listed here GST inclusive Where more than one resource consent has been processed at the

Data field	Description of data field	Acceptable responses [or example]	Guidance
			same time for the same project, and you can't extract the discount for each consent individually, you should list the discount against one of the consents and enter 'Bundled' for the remainder
1.5.49 Section 357 objections	Whether any objections were received under section 357 to 357B	• Yes • No	

Helpful links

[Ministry for the Environment Resource Legislation Amendment Act 2017 webpage.](#)

[Resource Management \(Discount on Administrative Charges\) Regulations 2010: Implementation Guidance](#)

[A guide to the six-month process for notified resource consent applications](#)

[A guide to section 88 and Schedule 4 of the Resource Management Act 1991](#)

Section 1.6 – Certificates of compliance, existing use certificates and deemed permitted activities

This section requires the reporting of information about certificate of compliance, existing use certificates and deemed permitted activity applications or requests. Include all applications/requests that were processed to a decision in the 2024/25 reporting year.

This includes applications/requests lodged before and during the 2024/25 reporting year if the decision to issue, decline, withdraw or was made in the 2024/25 reporting year.

Field 1.6.6 – Date lodged or initial date council first decides to apply the section 87BB process

At 1.6.6, we collect the date at which the request was made to your council. This should be recorded as the first statutory 'working day' after the application was received.

When this information relates to a section 87BB process, the initial date that the council first decided to apply the section 87BB process should be provided.

Field 1.6.10 – Processed within statutory timeframe

At 1.6.10, we collect information about whether the request was processed within the appropriate timeframe. A request made under section 139(6) or 139A(6)(c) should be

processed within 20 working days (or more if further information is received or application fees are paid late).

If a request is made under section 87BA(3), the council must take action within 10 working days, from when they received all required information. When dealing with deemed permitted marginal or temporary activities under section 87BB, there is no specified statutory timeframe.

If you are unsure about how to correctly calculate the time lapsed, please refer to the [Resource Management \(Discount on Administrative Charges\) Regulations 2010: Implementation Guidance](#)

The quality assurance system for NMS uses the definitions outlined in the implementation guidance to estimate and check council's statutory days lapsed. Alternatively, the NMS team is always happy to help with such matters and can be reached at nms@mfe.govt.nz.

Field 1.6.13 – Fixed fee application

At 1.6.13, we record whether or not the applicant was charged a fixed fee. Here, answering 'Yes' means that the total amount charged to the applicant was **not** supplemented by additional charges or reasonable costs once the consent process is complete. Answering 'No' to this field means that the total amount charged to the applicant included actual and reasonable costs.

Data field	Description of data field	Acceptable responses [or example]	Guidance
1.6.1 Unit record identifier	A unique reference used to identify each separate row of data as unique, such as a consent identifier	Open text	Each row of data (unit record) should represent an individual request
1.6.2 Type of certificate or activity	The type of certificate or activity	• Certificate of compliance (section 139) • Existing use certificate (section 139A) • Deemed permitted boundary activity (section 87BA) • Deemed permitted marginal or temporary activity (section 87BB)	
1.6.3 Description of activity	Description of the activity or activities	Open text For example, for existing use certificate: <i>The use of the property as a childcare centre in a residential area</i> ; eg, for certificate of compliance: <i>The proposed use of a residential building as a bed and breakfast</i> .	Responses should correlate with how the activity would be described in the decision notice
1.6.4 National environmental Standards	The national environmental standard (NES) that is relevant	• Air Quality • Sources of Human Drinking Water	

Data field	Description of data field	Acceptable responses [or example]	Guidance
		- Telecommunication Facilities - Electricity Transmission - Assessing and Managing Contaminants in Soil - Any other NES that comes into force - Not applicable	
1.6.5 Legal description (appellation)/GPS coordinates or GIS shape files	The legal description for the specific piece of land for which the activity relates (or other standard location identifier as utilised in the decision)	Open text <i>Eg, Section 1 Block VII Mata; Survey District; Kaiti 313A6B2; Section 1019-1022 Town of Christchurch; Lot 123 DP 4567</i>	Please note that other methods of location identification can be used if legal descriptions are not appropriate; for example, GPS (Global Positioning System) coordinates. In this case, additional columns to show the latitude, longitude and grid coordinates (known as northings and eastings) can be inserted and named accordingly. GIS (Geographic Information System) shape files may also be submitted as a separate file
1.6.6 Date lodged OR The date that the council decided to apply the section 87BB process	The date the request was made to the council OR The date that the council decided to apply the section 87BB process	Date [dd/mm/yyyy]	
1.6.6(a) Date determined as incomplete under section 87BA(2)(b)	If applicable, the date it was determined the application was incomplete under section 87BA(2)(b) (deemed permitted boundary activity)	- Date [dd/mm/yyyy] - Not applicable	
1.6.7 Date further information requested	The date further information was requested	- Date [dd/mm/yyyy] - Not applicable	The date that the council requested any further information (under section 138(4) for certificates of compliance, or under section 139A(3) for existing use certificates)
1.6.8 Date further information received	The date further information was received	- Date [dd/mm/yyyy] - Not applicable	
1.6.8(a) Date of section 37 extension	The date any extension under section 37 was made	- Date [dd/mm/yyyy] - Not applicable	
1.6.8(b) Length of section 37 extension	The number of working days of section 37 extension	- Number of days - Not applicable	
1.6.8(c) Reasons for section 37 extension	The method by which the council extended a time period	Council extension (section 37A(2)(a))	

Data field	Description of data field	Acceptable responses [or example]	Guidance
		- Applicant agreement (section 37A(2)(b) – more than twice) - Not applicable (did not extend time)	
1.6.9 Decision date	The date the certificate or written notice was issued	Date [dd/mm/yyyy]	If the application was withdrawn or returned, the date it was withdrawn or returned
1.6.9(a) Decision	The decision outcome	- Issued - Withdrawn - Declined - Returned	
1.6.10 Processed within statutory timeframe	Whether the request was processed within the statutory timeframe	- Yes - No	Under section 139(6), local authorities must issue the certificate within 20 working days (of initial request or once further information received) Under s 139A(6)(c) – within 20 working days (of initial request, once further info received or fee has been paid)
1.6.11 Deposit charged	The initial deposit charged to the applicant by the council	\$0.00	GST inclusive This should record the deposit that was paid in accordance with the council's fees and charges schedule
1.6.12 Total charge for applicant	The total charges payable by the applicant for processing the application	\$0.00	GST inclusive This amount should include any deposit recorded in the deposit charged data field plus any supplementary charges
1.6.13 Fixed fee application	Confirmation of whether the applicant was charged a fixed fee	- Yes - No	'Yes' confirms the figure identified as the total charge for applicant was a fixed fee. Generally the same amount would therefore be listed in 1.6.12 and 1.6.13. Note: Fixed fees are not supplemented by additional actual and reasonable charges once the consent process is complete 'No' indicates that the figure identified in total charge for applicant included actual and reasonable costs

Helpful link

[The Ministry's Resource Legislation Amendment Act 2017 webpage.](#)

Section 2.1 – Iwi/hapū involvement

This section collects information on all iwi/hapū involvement in the resource management process with your council in 2024/25.

Data field	Description of data field	Acceptable Response	Guidance
2.1.1 Budget to assist iwi or hapū participation in resource consent processing	The budgetary commitment to assist iwi/hapū participation in resource consent processing	\$0.00	This includes internal council budgetary provision for staff costs and consultation and any direct payments to iwi/hapū given to help them participate in consultation (that is relevant to resource consent processing)
2.1.2 Other forms of process to assist iwi or hapū participation in resource consent processing	Description of other forms of process to assist iwi/hapū participation in resource consent processing. That is, other than a budgetary commitment	• Open text • Not applicable	
2.1.3 Budget to assist iwi or hapū participation in policy statement and plan making	The budgetary commitment to assist iwi/hapū participation in policy statement and plan making	\$0.00	This includes internal budgetary provision for staff costs and consultation with iwi/hapū and any direct payments given to iwi/hapū to help with this participation. Contributions paid towards helping iwi/hapū develop planning documents recognised by the iwi authority (such as iwi management plans) may also be included.
2.1.4 Other forms of process to assist iwi or hapū participation in policy statement and plan making	Description of forms of process to assist iwi/hapū participation in policy statement and plan-making, other than a budgetary commitment	• Open text • Not applicable	Please try to keep this comment to 1 to 4 sentences, rather than a lengthy explanation
2.1.5 Iwi or hapū relationship managers/liaison officers	Staff employed as iwi/hapū relationship managers/liaison officers	Number of full-time equivalent employees (annual average)	
2.1.6 Capability and capacity tools	Description of capability or capacity tools to help staff recognise and provide for, have particular regard to, or take into account sections 6(e)(f)(g), 7(a) and 8 of the RMA in planning and decision-making	Open text	Staff training, iwi/hapū led workshops. Other examples

Section 2.2 – Staff working on preparation of policy statements and plans, changes and variations

This section records information on the number of full-time equivalent (FTE) employees dedicated to plan preparation processes at your council in 2024/25. Resourcing figures should be as accurate as possible and capture the annual average FTEs for the reporting year.

An FTE is a staff member who works between 37 and 40 hours per week during that reporting year. A part-time staff member works less than this. They could be a 0.8 FTE, where they work 4 days per week, or a 0.2 FTE, where they work 1 day per week. For example, if your council had one full-time employee and one employee who worked one day per week dedicated to plan preparation, your council would have 1.2 FTEs dedicated to plan preparation.

If you have employed a contractor for a three-month period (full time), this number should be included in 'Other' (converted to FTEs), where the response would be 0.25 (3 months divided by 12 months = 0.25 annual average FTEs).

The sum of all figures provided will indicate your total staff resource for plan preparation and implementation. It is important that figures are not double counted. If you have staff that do not neatly fit into one of the categories, some practical interpretation may be required.

Data field	Description of data field	Acceptable response	Guidance
2.2.1 Senior planners	Staff employed as senior planners by your council to work on preparation/review of policy statements/plans, changes and variations	Number of FTEs (annual average)	
2.2.2 Planners	Staff employed as planners by your council to work on preparation/review of policy statements/plans, changes and variations	Number of FTEs (annual average)	This may include graduate planners and intermediate planners
2.2.3 Planning technicians/ administrators	Staff employed as technicians including administrators by your council to work on preparation/review of policy statements/plans, changes and variations	Number of FTEs (annual average)	
2.2.4 Other	Other staff employed to prepare or support work on policy statements and plans, changes and variations (including contractors)	Number of FTEs (annual average)	Includes any consultants contracted by your council on an ongoing basis to process resource consents (converted into FTEs)
2.2.5 Vacancies	Vacancies for planning staff as at 30 June 2025	Number of FTEs	
2.2.6 Additional context	Additional information regarding resourcing, including challenges recruiting or retaining staff	• Open text • Not applicable	Please keep this comment to 1 to 4 sentences

Section 2.3 – Staff processing resource consents

This section records the number of staff dedicated to processing resource consents at your council in 2024/25.

Resourcing figures should include all staff employed to assess, determine, change and review resource consents, including staff such as council engineers, administrators and dedicated duty planners. The sum of all figures provided will indicate your total staff resource for processing resource consents. See the above section (section 2.2) for guidance on how to calculate your staff numbers.

Data field	Description of data field	Acceptable response	Guidance
2.3.1 Senior planners	Staff employed as senior planners by your council to process resource consents	Number of FTEs (annual average)	
2.3.2 Planners	Staff employed as planners by your council to process resource consents	Number of FTEs (annual average)	This may include graduate planners and intermediate planners
2.3.3 Planning technicians/administrators	Staff employed as technicians or administrators to support work on resource consents	Number of FTEs (annual average)	
2.3.4 Other	Other staff employed to process or support work on resource consents (including scientists and contractors)	Number of FTEs (annual average)	
2.3.5 Vacancies	Vacancies for staff to process resource consents as at 30 June 2025	Number of FTEs	Includes any consultants contracted by your council on an ongoing basis to process resource consents (converted into FTEs)
2.3.6 Additional context	Additional information regarding resourcing, including challenges recruiting or retaining staff	- Open text - Not applicable	Please keep this comment to 1 to 4 sentences

Section 2.4 – Customer satisfaction

This section collects information on your customers' satisfaction with resource consent processing in 2024/25. If your council ran a formal consent processing customer-satisfaction survey, please provide the percentage of survey responses that indicated overall satisfaction. Do not include survey responses that indicated dissatisfaction or were neutral. This field can be left blank if your council did not run a survey in the reporting year.

Data field	Description of data field	Acceptable response	Guidance
2.4.1 Customer satisfaction	If your council ran a formal, documented consent processing customer satisfaction survey, what percentage of those surveyed indicated an overall level of satisfaction above, and not including, neutral?	- Percentage - Not applicable	This should be done on analysis of responses for all resource consent processing questions

Section 2.5 – Notices of requirement (territorial authorities only)

This section captures summary information on notices of requirement relevant in 2024/25.

Data field	Description of data field	Acceptable response	Guidance
2.5.1 Notices of requirement received	The number of notices of requirement received in the reporting year	Number	
2.5.2 Notices of requirement confirmed	The number of notices of requirement that were recommended to be confirmed in the reporting year	Number	
2.5.3 Notices of requirement recommended for withdrawal	The number of notices of requirement that were recommended for withdrawal in the reporting year	Number	
2.5.4 Alteration of Designation	The number of alteration of designations received	Number	
2.5.5 Outline Plans	The number of outline plans received	Number	

Section 2.6 – Staff working on RMA compliance and enforcement

This section captures information on resourcing for compliance and enforcement at your council in 2024/25. Resourcing figures should be as accurate as possible and capture the annual average full-time equivalent (FTE) employees for the reporting year. Guidance on how to calculate your staff resources is provided in section 2.2.

The sum of all figures provided will indicate your total staff resource for RMA compliance, enforcement and investigations. You don't need to include staff at external companies contracted to respond to excessive noise complaints.

Data field	Description of data field	Acceptable response	Guidance
2.6.1 Compliance, enforcement and investigations staff	Staff dedicated to RMA compliance monitoring, enforcement and/or investigations	Number of FTEs (annual average)	
2.6.2 Other	Other staff dedicated to RMA compliance, enforcement and/or investigations (including administrators and contractors)	Number of FTEs (annual average)	
2.6.3 Vacancies	Vacancies for compliance, enforcement and investigations staff as at 30 June 2025	Number of FTEs	
2.6.4 Additional context	Additional information regarding resourcing, including challenges recruiting or retaining staff	- Open text - Not Applicable	

Section 2.7 – Other monitoring

This section captures information on other monitoring undertaken by your council in 2024/25.

We know that councils approach monitoring differently from one another. These fields need to be interpreted in a way that makes sense in light of your council’s approach to monitoring.

Fields 2.7.3 to 2.7.5 – Plan rule non-compliance

At 2.7.3 to 2.7.5, we ask you to grade the individual activities your council monitored in 2024/25. The table below is drawn from the Ministry for the Environment’s *Best practice guidelines for compliance, monitoring and enforcement under the Resource Management Act 1991* (figure 3 on page 44, in conjunction with figure 4 on page 79).

Recommended compliance rating system

Full compliance

Compliance with all relevant consent conditions, plan rules, regulations and national environmental standards.

Low-risk non-compliance

Compliance with most of the relevant consent conditions, plan rules, regulations and national environmental standards. Non-compliance carries a low risk of adverse environmental effects or is technical in nature (for example, failure to submit a monitoring report).

Moderate non-compliance

Non-compliance with some of the relevant consent conditions, plan rules, regulations and national environmental standards, where there are some environmental consequences and/or there is a moderate risk of adverse environmental effects.

Significant non-compliance

Non-compliance with many of the relevant consent conditions, plan rules, regulations and national environmental standards, where there are significant environmental consequences and/or a high risk of adverse environmental effects.

Data field	Description of data field	Acceptable response	Guidance
2.7.1 State of the environment monitoring	Did your council monitor the state of the whole or any part of the environment (section 35(2)(a)) in the 2024/25 reporting year? Monitoring involves capturing a record of what was monitored	• Yes • No	

Data field	Description of data field	Acceptable response	Guidance
2.7.2 Plan rule monitoring	The total number of individual activities that were monitored for compliance against plan rules, including permitted activities. Does not include resource consent monitoring or response to complaints	Number	We ask that you include proactive monitoring of permitted activities and unconsented rule breaches (under the district plan). Please exclude any proactive assessment of building consent applications against RMA plans. If your council has not undertaken any such monitoring this year, please enter '0' when responding to this field.
2.7.3 Plan rule non-compliance – low risk	The total number of individual activities that were monitored for compliance against plan rules that were non-compliant, with a low risk of adverse environmental effects	Number	
2.7.4 Plan rule non-compliance – moderate risk	The total number of individual activities that were monitored for compliance against plan rules that were non-compliant, with a moderate risk of adverse environmental effects	Number	
2.7.5 Plan rule non-compliance – significant risk	The total number of individual activities that were monitored for compliance against plan rules that were non-compliant, with a significant risk of adverse environmental effects	Number	
2.7.6 Delegated and transferred functions monitoring	Whether the council monitored the exercise of any functions, powers, or duties delegated or transferred by it (section 35(2)(c))	• Yes • No	

Helpful links

[Quality Planning What and How to Monitor webpage.](#)

[Best practice guidelines for compliance, monitoring and enforcement under the Resource Management Act 1991](#)

Section 2.9 – Resource consent monitoring and compliance

This section collects information on resource consent monitoring undertaken by your council in 2024/25.

Field 2.9.1 – Active resource consents

Active resource consents are ones that have been granted/approved by a council and require monitoring (regardless of which reporting year). The period of data collection includes the final day of the reporting year, which is 30 June. Where a subdivision consent(s) has been granted but the work is not yet complete – ie, works are being undertaken and a section 223 or section 224 certificate is yet to be issued – then we would consider this an active resource consent in your jurisdiction.

Fields 2.9.3 to 2.9.7 – Resource consent compliance or non-compliance

At 2.9.3 through to 2.9.6, we ask you to grade the degree to which the resource consents you monitored in 2024/25 complied with all relevant consent conditions, plans rules, regulations and national environmental standards. Guidance on how to grade compliance can be found in the [Recommended compliance rating system](#) box above.

Data field	Description of data field	Acceptable response	Guidance
2.9.1 Active resource consents	How many individual, active resource consents exist in your jurisdiction?	Number	Exclude land-use consents where the activity is completed and a certificate of compliance has been issued, eg, land-use subdivisions where the subdivision is complete and certificates issued; or land-use building where the building has been constructed.
2.9.1(a) Monitoring of resource consents issued under the FTCA	The total number of resource consents under the COVID-19 Recovery Fast-track Consenting Act 2020 (FTCA) which were monitored for compliance	Number	
2.9.2 Resource consents requiring monitoring	The total number of individual resource consents that required monitoring for compliance	Number	This includes both consents with ongoing conditions throughout the life of the consent and consents with conditions that require one-off monitoring. Please exclude lapsed conditions from your response

Data field	Description of data field	Acceptable response	Guidance
2.9.3 Resource consents monitored	The total number of individual resource consents which were monitored for compliance. Does not include response to complaints	Number	Monitoring can involve physical site inspections or 'desk-top' audits, where monitoring information is externally provided. Please exclude any reactive or complaint prompted monitoring activities that your council undertook from this count
2.9.5 Resource consent non-compliance – low risk	The number of individual resource consents which were monitored for compliance by the council that were non-compliant, with a low risk of adverse environmental effects	Number	
2.9.6 Resource consent non-compliance – moderate risk	The number of individual resource consents which were monitored for compliance by the council that were non-compliant, with a moderate risk of adverse environmental effects	Number	
2.9.7 Resource consent non-compliance – significant risk	The number of individual resource consents which were monitored for compliance by the council that were non-compliant, with a significant risk of adverse environmental effects	Number	
2.9.7(a) Resource consent non-compliance – significant risk for FTCA	The number of individual resource consents relating to the FTCA which were monitored for compliance by the local authority that were non-compliant, with a significant risk of adverse environmental effects.	Number	
2.9.8 Commentary/ context in relation to resource consent monitoring and compliance	Record any additional information in relation to the responses provided in 2.9.1 to 2.9.5 (please add any comments regarding FTCA compliance issues)	Open text	

Section 2.10 – Complaints

This section collects summary information on complaints received by your council in 2024/25.

Data field	Description of data field	Acceptable response	Guidance
2.10.1 Number of excessive noise complaints	The total number of excessive noise complaints	Number	
2.10.2	The total number of excessive noise directions issued	Number	

Data field	Description of data field	Acceptable response	Guidance
Excessive noise direction			
2.10.3 Infringement notice (offence under section 338(2)(c))	The number of infringement notices issued relating to an offence under section 338(2)(c) for the contravention of an excessive noise direction	Number	
2.10.4 Abatement notices for unreasonable noise	The number of abatement notices issued to adopt best practicable option to reduce noise under section 322(1)(c)	Number	
2.10.5 Infringement notice (offence under section 338(2)(d))	The number of infringement notices issued relating to an offence under section 338(2)(d) for the contravention of an abatement notice for unreasonable noise	Number	
2.10.6 Total number of other RMA complaints	The total number of complaints recorded by the council, as per section 35(5)(i)	Number	Excludes excessive noise complaints (as these are dealt with in 2.11.1 above), or complaints related to other non-RMA council functions
2.10.7 Notification register – individual	Does your council register/count an individual ‘incident’ per notification?	• Yes • No	
2.10.8 Notification register – multiple	Does your council register/count one incident per event, regardless of the number of separate complainants?	• Yes • No	
2.10.9 Total number of notifications received	How many notifications (complaints) were received from members of the public (or other sources, but excluding information from council monitoring activity) relating to environmental incidents or potential breaches of environmental regulation?	Number	
2.10.10 Notifications responded	How many of these notifications were responded to by your council?	Number	
2.10.11 Notifications attended	How many of these notifications were physically attended by council staff?	Number	
2.10.12 Total number of other RMA complaints where non-compliance was confirmed	The total number of complaints recorded by your council, as per section 35(5)(i), where non-compliance was confirmed		

Data field	Description of data field	Acceptable response	Guidance
2.10.13 Breach of a resource consent	How many breaches were for a resource consent?	Number	For this question, count the number of notifications that confirmed a breach with an existing consent
2.10.14 Breach of permitted activity rules	How many of the breaches were for a breach of permitted activity (plan) rules?	Number	For this question, count the number of notifications that confirmed a breach that did not relate to a breach of a condition in a resource consent

Section 2.11 – Other activities

This section collects information on emergency works resource consents and water shortage directions undertaken by your council in 2024/25.

Data field	Description of data field	Acceptable response	Guidance
2.11.1 Emergency works	The total number of emergency works resource consent applications 'recorded' by the council	Number	
2.11.2 Water shortage directions	The total number of water shortage directions issued by the council	Number	
2.11.3 Work on Infrastructure under the FTCA	The total number of work on infrastructure undertaken as permitted activities recorded by the local authority under the COVID-19 Recovery Fast-track Consenting Act 2020 (FTCA).	Number	

Section 2.12 – Procedures

This section collects information on whether your council has procedure documents relating to compliance and enforcement (including complaints).

Field 2.12.1 – Compliance monitoring strategy

At 2.12.1, we ask you to record whether your council has a written an up-to-date strategy for monitoring compliance with plan rules and consent conditions.

Guidance on developing a compliance strategy can be found in part 2 of the Ministry for the Environment's [Best practice guidelines for compliance, monitoring and enforcement under the Resource Management Act 1991](#).

Field 2.12.2 – Approach of local authority to monitoring resource consents

At 2.12.2, we ask you provide a brief description of your council's general approach to monitoring resource consents. If you answered 'No' to 2.12.1 or just wish to add additional context, this is an opportunity to explain how your council has approached monitoring in 2024/25.

Data field	Description of data field	Acceptable response	Guidance
2.12.1 Compliance monitoring strategy	Does the council have a written and up-to-date strategy for monitoring RMA compliance?	• Yes • No	
2.12.2 Approach of local authority to monitoring resource consents	Description of approach the council takes to monitoring resource consents (including any approach other than a resource consent monitoring strategy)	• Open text • Not applicable	
2.12.3 Enforcement policy	Whether the council has an enforcement policy	• Yes • No	
2.12.4 Complaints register	Whether the council uses a complaints register	• Yes • No	

Section 2.13 – Enforcement

This section collects information on the enforcement activities undertaken by your council during the 2024/25 reporting year.

It is important that we avoid double-counting enforcement actives. Where a single enforcement action relates to breaches of multiple sections of the RMA, record it against **only one section**, whichever is deemed the primary issue. Where this occurs, an explanation can be provided in the commentary/context field.

Please exclude infringement and abatement notices for noise (these are accounted for in section 2.10).

Where a notice or order was sought due to a contravention of an existing abatement notice, enforcement order or due to a breach of section 17 (or some other offence noted in section 338) please account for these activities in the optional *Other* column provided in section 2.13.

Data field	Description of data field	Acceptable response	Guidance
2.13.1 Total actions taken	What was the total number of actions taken during the period for: • formal warnings issued • abatement notices issued • infringement notices issued • enforcement orders applied for?	• Number • Not applicable	

Data field	Description of data field	Acceptable response	Guidance
2.13.1(a) Notices withdrawn or statute barred	The number of infringement notices that were withdrawn or became unenforceable	- Number - Not applicable	
2.13.1(b) Notices subject to a hearing	The number of infringement notices subject to a hearing	- Number - Not applicable	
2.13.1(c) Notices subject to a hearing and upheld	The number of infringement notices subject to a hearing that were upheld	- Number - Not applicable	
2.13.2 Notices issued	The number of abatement notices issued by your council, where the primary issue was an alleged breach of the RMA (excluding noise)	- Number - Not applicable	If abatement notes related to breaches of multiple sections, count the notice under only one section but make a note in the comment field
2.13.2(a) Notices appealed	The number of abatement notices appealed	- Number - Not applicable	
2.13.2(b) Notices appealed and upheld	The number of abatement notices appealed and upheld	- Number - Not applicable	
2.13.3 Enforcement order applications (including interim)	The number of enforcement orders (including interim enforcement orders) applied for by your council, where the primary issue was an alleged breach of the RMA	- Number - Not applicable	Add the number of enforcement orders applied for under the appropriate column If the enforcement order relates to an alleged breach of section 17 (or other offences noted in section 338), the number should be added under the <i>Other</i> column and then any relevant information should be added in the following column <i>Commentary/ context</i>
2.13.3(a) Enforcement orders granted	The number of enforcement orders granted for your council	- Number - Not applicable	
2.13.4 Recommendations to prosecute	The number of charges recommended by staff that were referred to council's decision-maker(s), where the primary issue was an alleged breach of the RMA (excluding noise)	- Number - Not applicable	
2.13.5 Decisions to prosecute	The number of recommended charges that your council's decision-maker(s) decided to prosecute	- Number - Not applicable	As above – please add number to appropriate column

Data field	Description of data field	Acceptable response	Guidance
2.13.6 Prosecutions initiated	The number of different charges laid by your council	• Number • Not applicable	As above – please add number to appropriate column
2.13.7 Prosecutions in progress	How many prosecutions are still in progress this period?	• Number	
2.13.8 Prosecutions concluded	How many prosecutions were concluded in this period?	• Number	For this question, please consider an entire case (regardless of number of charges and defendants) as one prosecution.
2.13.10 Convictions secured	The number of convictions secured	• Number • Not applicable	
2.13.11 Charges withdrawn	The number of charges withdrawn	• Number • Not applicable	
2.13.12 Charges acquitted	The number of charges where the subject was acquitted	• Number • Not applicable	
2.13.13 Discharge without conviction	The number of instances where a discharge without conviction was granted – number of charges	• Number	
2.13.14 Individuals convicted	What is the total number of individual (person) defendants convicted as a result of RMA prosecutions concluded in this period?	• Number	
2.13.15 Corporates convicted	What is the total number of corporate (eg, Crown, company, body corporate etc) defendants convicted as a result of RMA prosecutions concluded in this period?	• Number	

Section 2.14 – National Environmental Standard for Assessing and Managing Contaminants in Soil to Protect Human Health (NESCS)

This section reports on the implementation of the National Environmental Standard for Assessing and Managing Contaminants in Soil to Protect Human Health (NESCS). We ask you to note any changes made to your council's HAIL (Hazardous Activities and Industries List) register, and the regulatory processes undertaken by your council in relation to the development of contaminated land during 2024/25.

Data field	Description of data field	Acceptable responses	Guidance
<i>For all councils (regional councils, unitary authorities and territorial authorities):</i>			
2.14.1 New HAIL sites	The number of sites that were identified as meeting specifications in the Hazardous Activities and Industries List (HAIL) in 2024/25 that were previously not recorded as HAIL land	Number	We are aware that often new sites may be generated from existing sites that have been subdivided (if the sites are based on a rating or property number). If this is the case, please provide this explanation as a comment
2.14.2 Total number of HAIL sites	The number of sites identified as HAIL land in total as at 30 June 2025	Number	In the future, the Ministry will require the area of HAIL and the database to be Geographic Information System compatible. We would also like to know the total number within each sub-category (eg, types of land use) under the current Contaminated Land Categories. Further, we understand that councils have undergone a process to implement the categories and we want to work together to attain consistency. We have an aim to obtain all information in a consistent format, which is why we will work with all councils towards a nationally consistent system that we can retrieve information on. Please add this as a comment.
2.14.3 Estimated completeness of HAIL site identification	The estimated completeness (by percentage) of identification of HAIL sites in your region or district as at 30 June 2025	Number	Additionally, for regional councils, if your council is completing specific areas or districts, then it would be useful to have the break-down of the percentage (%) of areas/ districts completed within the region
2.14.4 Total number of 'unverified HAIL' sites	The total number of 'unverified HAIL' sites as at 30 June 2025	Number	If your council is using the older categories, can you please match up as close as possible and add in comments about the classifications you are using (if it is easy and requires minimal time).
2.14.5 Total number of 'verified non-HAIL' sites or equivalent category	The total number of 'verified non-HAIL' sites or equivalent category (this includes 'administration error' and 'HAIL did not occur') as at 30 June 2025	Number	Please provide your definition of 'verified non-HAIL' sites as a comment.

Data field	Description of data field	Acceptable responses	Guidance
2.14.6 Total number of sites 'at or below background' or equivalent category	The total number of sites 'at or below background' or equivalent category (eg, 'not contaminated' or 'no identified contamination') as at 30 June 2025	Number	If your council is using the older categories, can you please match up as close as possible and add in comments about the classifications you are using (if it is easy and requires minimal time)
2.14.7 Total number of sites 'verified HAIL risk not quantified' or equivalent category	The total number of sites 'verified HAIL risk not quantified' or equivalent category (eg, 'verified HAIL', 'verified HAIL partially investigated') as at 30 June 2025	Number	If your council is using the older categories, can you please match up as close as possible and add in comments about the classifications you are using (if it is easy and requires minimal time)
2.14.8 Total number of sites 'suitable for land use' or equivalent category	The total number of sites 'suitable for land use' or equivalent category (eg, 'contamination acceptable' or 'acceptable for land use') as at 30 June 2025	Number	If you have a 'contamination acceptable, managed/ remediated' combined category and are not able to easily separate out, please provide the number and add a comment If your council is using the older categories, can you please match up as close as possible and add in comments about the classifications you are using (if it is easy and requires minimal time)
2.14.9 Total number of sites 'managed for land use' or equivalent category	The total number of sites 'managed for land use' or equivalent category as at 30 June 2025	Number	If you have a 'contamination acceptable, managed/ remediated' combined category and are not able to easily separate out, please provide the number and add a comment If your council is using the older categories, can you please match up as close as possible and add in comments about the classifications you are using (if it is easy and requires minimal time)

Data field	Description of data field	Acceptable responses	Guidance
2.14.10 Total number of sites 'contaminated for land use' or equivalent category	The total number of sites 'contaminated for land use' or equivalent category as at 30 June 2025	Number	If you have a 'contamination acceptable, managed/ remediated' combined category and are not able to easily separate out, please provide the number and add a comment If your council is using the older categories, can you please match up as close as possible and add in comments about the classifications you are using (if it is easy and requires minimal time)

Territorial and unitary authorities

2.14.11 Preliminary site investigations required	The total number of sites that required a 'preliminary site investigation' to comply with the NESCS as at 30 June 2025	Number	
2.14.12 Detailed site investigations required	The total number of 'pieces of land' that required a detailed site investigation to comply with the NESCS as at 30 June 2025	Number	
2.14.13 Management or remediation works required	The total number of 'pieces of land' that required management or remediation works to comply with a resource consent issued under the NESCS as at 30 June 2025	Number	

Helpful link

The Ministry for the Environment's [National environmental standard for assessing and managing contaminants in soil to protect human health webpage](#).

Section 2.15 – National Environmental Standards for Commercial Forestry (NЕСF)

This section collects information on the implementation of the Resource Management (National Environmental Standards for Commercial Forestry) Regulations 2017 (NЕСF), which came into force on 1 May 2018.

This section must be filled out by regional councils and unitary authorities. This section is optional for territorial authorities.

We ask you to provide the number of notices, management plans you received for activities controlled by the NЕСF. We also collect information regarding compliance and enforcement activities your council has undertaken in response to conditions imposed by the NЕСF.

Data field	Description of data field	Acceptable responses	Guidance
2.15.1 Notices	The number of notices that the council received for each relevant commercial forestry activity (NB: please record written report as notice for slash traps)	Number	Where the council receives notice that applies to multiple commercial forestry activities, record the notice received under each relevant activity
2.15.2 Management plans requested	The number of management plans that the council requested for the three activities that require preparation of a management plan (ie, earthworks, forestry quarrying, harvesting)	Number	The NЕСF allows for a combined earthworks and harvest plan to be prepared. If a combined plan has been prepared, record the plan under both harvesting and earthworks
2.15.3 Site audits undertaken	The number of site audits that the council undertakes for each activity. This includes both permitted and consented activities	Number	
2.15.4 Non-compliance	The number of instances that the council monitored either: i) a permitted or ii) consented activity, and the activity was found to be non-compliant with at least one condition (either the permitted activity conditions in the NЕСF or a consent condition). This includes desk-based monitoring and site audits	Number	
2.15.5 Enforcement	The total number of enforcement proceedings for all activities where the primary issue was alleged breaches of the NЕСF	Number	

Helpful link

The Ministry for the Environment's [National environmental standards for commercial forestry webpage](#).