



Ministry for the
Environment
Manatū Mō Te Taiao

A guide to section 88 and Schedule 4 of the Resource Management Act 1991

Incorporating changes as a result of the
Resource Management Amendment Act 2013

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1. A brief introduction and background

1.1 Overview

This implementation guide is designed to help practitioners understand and implement recent amendments to the Resource Management Act 1991 (RMA). The guide relates to new provisions concerning the required content of resource consent applications under section 88 (Application for resource consent) and Schedule 4 (Information required in application for resource consent). These new provisions were introduced by the Resource Management Amendment Act 2013 (RMAA 2013) and commenced on 3 March 2015.

The guide provides practical assistance to applicants and consent authorities. It covers:

- why changes were made to section 88 and Schedule 4
- what is different, and what the RMA says now
- the information applications must contain, and why.

1.2 Audience and purpose of this guide

This guide is designed for professionals who work with resource consent applications – primarily consent planners working for councils and consultant planners – either preparing applications or processing consent applications for councils. The main purpose of the guide is to help these professionals successfully implement changes to the Act, brought in by the RMAA 2013.

This guide supports two key components of successful implementation:

- First, the guide's intention is to assist the individual practitioner with their work on resource consent applications, by helping them understand the intent and effect of the new provisions of the RMA.
- Secondly, there is a wider objective of nationally-consistent implementation. This is necessary so applicants working with various consent authorities can have the same expectations about what is required when they lodge applications. This objective is also about ensuring government policy is successfully and consistently implemented across the country.

1.3 When the provisions take effect

The consenting provisions of the RMAA 2013 began on 3 March 2015. These changes do not have retrospective effect. This means that:

- Applications lodged before 3 March 2015 are subject to the un-amended provisions of the RMA.
- Applications lodged on or after 3 March 2015 are subject to the amended requirements of the RMA (covered in this guide).

1.3 The provisions at a glance

Clauses 92 and 125 of the RMAA 2013 change two interrelated parts of the RMA – section 88 and Schedule 4. These set out the statutory tests for the formal receipt of resource consent applications.

Section 88 – Amended

A more simple section 88

Section 88 now specifies that applications must be made in the prescribed form¹ and include the information required by Schedule 4. The new Schedule 4 provides a more comprehensive and consolidated point of reference for the information that must be provided with an application.

Previously, section 88 required that applications include an assessment of environmental effects (AEE) in accordance with Schedule 4 and the information required by regulations. Schedule 4 only set out what should be included in an AEE.

More time to accept or reject applications

Previously, section 88 allowed consent authorities up to five working days to decide whether to accept or return applications. It now provides up to 10 working days for this decision. This extension recognises that more time might be needed for this check, due to other changes to the resource consent process, particularly the more comprehensive information requirements of Schedule 4. More generally, this extension reflects the importance of consent authorities only accepting complete applications so as to avoid delays in the long-run.

Consent authorities must return incomplete applications

Previously, section 88 specified that the consent authorities *may* return applications that they deem to be incomplete. Now, consent authorities *must* return applications that they determine to be incomplete. However, section 88(3) specifies that consent authorities *may* determine an application is incomplete if certain information is missing. This means consent authorities still have the discretion to decide that an application is complete, even if some information hasn't been provided.

Schedule 4 – Replaced

A consolidated source for all information requirements

The new Schedule 4 brings together all the information requirements that were previously dispersed between section 88, the old Schedule 4, and regulations. Previously, Schedule 4 only covered the requirements of an AEE.

More comprehensive information requirements

The new Schedule 4 bridges a gap that previously existed between the information that had to be provided with an application and the information that is needed to reach a decision. Schedule 4 now requires applications to take into consideration provisions of the RMA and other planning documents that are relevant at the substantive decision-making stage under section 104.

¹ Form 9 of the Resource Management (Forms, Fees, and Procedure) Regulations 2003.

2. Policy background

2.1 The purpose and importance of section 88 and Schedule 4

Section 88 and Schedule 4 are the RMA's key determinants of what information needs to be included with a resource consent application. For applicants, these provisions are crucial in guiding the content of their application. For consent authorities, these provisions set the threshold tests against which their completeness check is undertaken. These provisions are important for both applicants and consent authorities because an application's level of completeness when accepted has a significant impact on the time and expense incurred later in the process due to additional information requests or the absence thereof.

It is important that section 88 and Schedule 4 are unambiguous, to avoid misunderstandings or disagreements about what information is required for an application to be considered complete. It is also important that the information needed to pass the completeness test is an accurate reflection of what the consent authority will require to process the application through to a final decision. Some flexibility is also required, reflective of the fact that the scale, complexity and environmental impacts of different proposals can vary significantly.

2.2 Problems with the old section 88 and Schedule 4 tests

There were two main problems with the old section 88 and Schedule 4.

Firstly, the information required to be lodged with an application was set out in a number of different places. Information requirements were spread amongst section 88, regulations and Schedule 4 with many plans also specifying information to be included with applications. An applicant needed to look in each of these places to ensure they were including all the information required for their application to be complete. This dispersal of information requirements added complexity and uncertainty to the preparation of applications.

Secondly, there was a gap in the information needed for an application to be accepted and the information needed for an application to be processed through to a final decision. For example, section 104 requires decision-makers to make assessments against a range of matters, including the relevant provisions of district and regional plans, national environmental standards, policy statements, regulations, and Part 2. However, section 88 and Schedule 4 did not require applications to contain all of the information relevant to the section 104 assessment when lodged.

2.3 Policy intent of the amendments to section 88 and Schedule 4

The two main problems with the old section 88 and Schedule 4 are addressed as follows:

To...	the amendments will...
simplify the application completeness test	provide a more usable list of information requirements for applications, in a single place – so an applicant will be able to consult one list that sets out all of the information required.
avoid ambiguity	make it clear to both applicants and consent authorities what information needs to be included with applications when they are lodged. This is to avoid the need for applicants to have to provide significant additional information after the application is formally received.
avoid delays	minimise delays after the application has been formally accepted, by requiring the necessary information at the start of the process. The more complete and thorough the application, the greater the likelihood that it will proceed through the process in a timely manner.
avoid starting the process where applications are deficient	provide consent authorities with clear rationale for returning those applications which do not adequately provide the required information in the first instance.

3. In-depth guide: Changes to section 88

The amendments establish a new Schedule 4 as the single source for all the information requirements for a resource consent application. As part of this, section 88 has been rationalised and now simply requires that all applications:

- are made in the prescribed form and manner
- meet the requirements of the new Schedule 4.

Below is section 88 as amended by the RMAA 2013. Repealed text is shown in ~~strikethrough~~ and new text is shown in **bold**.

88 Making an application

- (1) A person may apply to the relevant consent authority for a resource consent.
- ~~(2) An application must—~~
 - ~~(a) be made in the prescribed form and manner; and~~
 - ~~(b) include, in accordance with Schedule 4, an assessment of environmental effects in such detail as corresponds with the scale and significance of the effects that the activity may have on the environment.~~
- (2) An application must—**
 - (a) be made in the prescribed form and manner; and**
 - (b) include the information relating to the activity, including an assessment of the activity's effects on the environment, as required by Schedule 4.**
- (2A) An application for a coastal permit to undertake an aquaculture activity must include a copy for the Ministry of Fisheries.
- ~~(3) If an application does not include an adequate assessment of environmental effects or the information required by regulations, a consent authority may, within 5 working days after the application was first lodged, determine that the application is incomplete and return the application, with written reasons for the determination, to the applicant.~~
- (3) A consent authority may, within 10 working days after an application was first lodged, determine that the application is incomplete if the application does not—**
 - (a) include the information prescribed by regulations; or**
 - (b) include the information required by Schedule 4.**
- (3A) The consent authority must immediately return an incomplete application to the applicant, with written reasons for the determination.**
- (4) If, after an application has been returned as incomplete, that application is lodged again with the consent authority, that application is to be treated as a new application.
- (5) Sections 357 to 358 apply to a determination that an application is incomplete.

3.1 Prescribed form and manner

The requirement for applications to be made in the “prescribed form and manner” refers to the need to use Form 9 of the Resource Management (Forms, Fees, and Procedure) Regulations 2003. This form is the basis for providing basic information to the consent authority about the applicant and their proposal. Many consent authorities use this form as a

basis for creating their own application forms tailored to their organisation or to applications for particular types of activities. Form 9 has been amended to reflect the requirements of new Schedule 4.

3.2 New Schedule 4

Schedule 4 now provides a consolidated and more comprehensive source of all the information that must be provided with a resource consent application. Section 4 of this guide provides a detailed description of this change.

3.3 More time to accept or return applications

Before the amendments, section 88 allowed consent authorities up to five working days to decide whether to accept or return applications. This time limit has been increased to 10 working days.

The main policy intent of this amendment is to provide consent authorities with enough time to undertake a robust completeness check before accepting an application for processing. This is needed because of the more comprehensive completeness requirements set out in the new Schedule 4. The amendment reflects a greater emphasis on ensuring applications are complete at lodgement, to avoid the delays and costs of requesting significant additional information later in the process.

3.4 Council discretion to determine completeness

Section 88(3) remains unchanged, and states that a consent authority may determine an application is incomplete if certain information is missing. This means consent authorities still have the discretion to decide that an application is complete, even if some information hasn't been provided. The more comprehensive requirements of Schedule 4 provide consent authorities with a stronger basis to reject inadequate applications if they see fit.

The wording of section 88(3A) has been changed so that if a consent authority determines that an application is incomplete, it must return the application. The previous version of the Act stated that the consent authority may return an application that is deemed to be incomplete. This change reflects the fact that applications should be fit for purpose at lodgement, and those that the consent authority deems to be incomplete should not be accepted under any circumstances.

Accepting incomplete applications does not promote efficient consenting, as costs and delays are incurred later on due to extensive additional information requests. This is not in the consent authority's best interests, as applications are on their books for longer and require more resources to be processed through to completion.

As a public-facing service providers, consent authorities strive to assist applicants wherever possible. However, accepting inadequate applications is generally not in the applicant's best interests. By doing so, consent authorities send a signal to applicants that their applications are 'in-train', even though further (and perhaps significant) additional information is needed before the application can proceed. This can be a source of frustration for applicants, emphasised by a perception that the process is fully in the consent authority's hands at that point and any delays are due to the consent authority's actions. To avoid this, applications

should be complete at the front end, before the application is accepted. Pre-application meetings can be an effective tool to facilitate this.

3.5 ‘Horses for courses’

Previously, section 88 required that applications contain an assessment of environmental effects (AEE) “in such detail as corresponds with the scale and significance of the effects ...”. As part of the consolidation of all information requirements, this ‘horses for courses’ provision has been deliberately transferred into new Schedule 4.

Clause 1 of Schedule 4 states that any information required by the Schedule, including an assessment under clause 2(1)(f) or (g), must be specified in sufficient detail to satisfy the purpose for which it is required.

Clause 2(3)(c) of Schedule 4 requires an AEE in such detail as corresponds with the scale and significance of the effects that the activity may have on the environment.

4. In-depth guide: Changes to Schedule 4

Schedule 4 has been replaced and is now titled 'Information required in application for resource consent'. The schedule sets out the information needed for applications as a whole, rather than just the content requirements for assessments of environmental effects (AEEs). The intent of the revised section is that the expanded requirements will fill the gap that previously existed between the information standards for submitting an application, and the information actually needed to understand and properly assess the proposal.

While Schedule 4 has been greatly expanded, clause 1 states that the information must be "specified in sufficient detail to satisfy the purpose for which it is required", making it clear that information and assessments need only be provided with applications where relevant, and to the extent that is necessary for the type of application.

A clause-by-clause breakdown of the new requirements is provided in sections 4.1 to 4.5 below.

4.1 Clause 1: Information must be specified in sufficient detail

Section 88(2)(b) previously required that AEEs be "in such detail as corresponds with the scale and significance of the effects that the activity may have on the environment". This statement has been removed from section 88. Clause 1 of Schedule 4 now specifies that:

Any information required by this schedule, including an assessment under clause 2(1)(f) or (g), must be specified in sufficient detail to satisfy the purpose for which it is required.

This statement makes it clear that information and assessments need only be provided with applications where relevant and to the extent that is necessary for that type of application. This allows consent authorities to retain discretion over the completeness of applications. For example, a lot less detail would be needed by a consent authority to consider a boundary infringement application, than for a wind farm.

The old Schedule listed the information that "should be included", whereas the new wording lists the information that "must" be included. It is intended that the use of "must" will add clarity and avoid doubt over application requirements. It also removes opportunities for conflict between consent authorities and applicants over information that one party feels "should" be included but the other does not.

It is up to each consent authority to decide what level of detail is needed for an application to be determined complete and acceptable for lodgement. When making this decision, the processing officer will need to weigh up whether the proposal can be fully understood without the information, and whether the missing information would add value to the process. When deciding this, it will be important to remember what the purpose of the information is – to understand the proposal, how it will affect the environment, and whether it will affect any other parties. If the information provided doesn't address these questions, then a decision

cannot be made on the application and the information can't be considered to fulfil the purpose for which it is required – to obtain a decision as to whether resource consent can be granted.

4.2 Clause 2: Information required in all applications

Clause 2 introduces the following new information requirements:

- a site description
- a description of any other activities that are part of the proposal
- an assessment against Part 2
- an assessment against any relevant provisions of a document referred to in section 104(1)(b).

Much of the new information that now needs to be lodged by applicants was often sought by consent authorities during processing through requests for further information. The shift in requiring the information up front is intended to achieve a higher degree of certainty over timeframes.

The full requirements of clause 2 are as follows:

- (1) An application for a resource consent for an activity (the activity) must include the following:
 - (a) a description of the activity;
 - (b) a description of the site at which the activity is to occur;
 - (c) the full name and address of each owner or occupier of the site;
 - (d) a description of any other activities that are part of the proposal to which the application relates;
 - (e) a description of any other resource consents required for the proposal to which the application relates;
 - (f) an assessment of the activity against the matters set out in Part 2;
 - (g) an assessment of the activity against any relevant provisions of a document referred to in section 104(1)(b).
- (2) The assessment under subclause (1)(g) must include an assessment of the activity against—
 - (a) any relevant objectives, policies, or rules in a document; and
 - (b) any relevant requirements, conditions, or permissions in any rules in a document; and
 - (c) any other relevant requirements in a document (for example, in a national environmental standard or other regulations).
- (3) An application must also include an assessment of the activity's effects on the environment that—
 - (a) includes the information required by clause 6; and
 - (b) addresses the matters specified in clause 7; and
 - (c) includes such detail as corresponds with the scale and significance of the effects that the activity may have on the environment.

An outline of the new information requirements is provided below.

Site description

Although this was often already included within AEEs or on consent authority application forms, there was no formal requirement for this in the Act.

A description of any other activities that are part of the proposal

Clause 2(1)(d) requires the applicant to identify other activities that are part of their proposal. This is intended to capture things which need permission or licensing outside of the RMA. For example, activities under the Building Act 2004 or the Hazardous Substances and New Organisms Act 1996.

An assessment against Part 2

Part 2, which sets out the purpose and principles of the RMA, is the part against which decisions under section 104 are made. As all decisions on resource consents must demonstrably contribute towards the purpose of the Act, it makes sense that this assessment is provided with an application when it is lodged.

For most applications, consistency with Part 2 matters should be demonstrated easily because either they are irrelevant to the particular application, or because the proposal is clearly consistent with them.

It is likely that only those applications that are declined (less than 1 per cent annually) will have trouble providing this assessment.

An assessment against any relevant provisions of a document referred to in section 104(1)(b)

The policy intent of clause 2(1)(g) is to ensure applicants have regard to the relevant documents the decision-maker will also need to have regard to when making a decision on the application. The documents are:

- a national environmental standard (NES)
- other regulations
- a national policy statement (NPS)
- a New Zealand coastal policy statement
- a regional policy statement or proposed regional policy statement
- a plan or proposed plan.

The assessment under these documents must include a discussion of any:

- relevant objectives, policies, or rules
- relevant requirements, conditions, or permissions in any rules
- other relevant requirements, for example, in a national environmental standard or other regulations.

For less complicated applications, the only relevant document is likely to be the plan or the proposed plan. In these instances applicants will be able to identify the requirements that are relevant by simple reference to the plan. For example, if an application is for a controlled activity, the regional or district plan will list the matters of control against which the application will be assessed by the consent authority. These matters are by definition those that are relevant and should be provided with the application to fulfil clause 2(1)(g). Other matters that are beyond the consent authority's control need not be considered as they will not be relevant.

If, for example, an application is affected by a particular NES or NPS, the applicant will need to make reference to those documents in the application and provide relevant information and analysis of any issues those documents raise.

4.3 Clause 3: Additional information required in some applications

3 Additional information required in some applications

An application must also include any of the following that apply:

- (a) if any permitted activity is part of the proposal to which the application relates, a description of the permitted activity that demonstrates that it complies with the requirements, conditions, and permissions for the permitted activity (so that a resource consent is not required for that activity under section 87A(1));
- (b) if the application is affected by section 124 or 165ZH(1)(c) (which relate to existing resource consents), an assessment of the value of the investment of the existing consent holder (for the purposes of section 104(2A));
- (c) if the activity is to occur in an area within the scope of a planning document prepared by a customary marine title group under section 85 of the Marine and Coastal Area (Takutai Moana) Act 2011, an assessment of the activity against any resource management matters set out in that planning document (for the purposes of section 104(2B)).

4.4 Description of permitted activities

Clause 3(a) requires that information about related permitted activities is provided. This would be particularly important where an applicant needs to consider documents other than the relevant district or regional plan – for example, an NES.

An example of this is the Resource Management (National Environmental Standard for Assessing and Managing Contaminants in Soil to Protect Human Health) Regulations 2011, which permits certain activities subject to conditions. This means that for the change of use to be a permitted activity under the NES, the consent authority must have been given copies of the relevant documents by the person seeking to change the use of the land. It makes sense for these documents to be required by Schedule 4 and provided at the start of the process. The

alternative is for the application to be placed on hold under section 92(1) while the consent authority seeks that information from the applicant.

In most cases, permitted activities that are part of the proposal will either obviously be permitted or can be easily shown to be permitted with the addition of minor details in the application. Provision of these details will add little cost or time to preparing the application and may prevent the consent authority from needing to request further information later in the process.

It is important to remember that clause 3(a) makes it clear that it refers to permitted activities that are part of the proposal – not to any other permitted activities that the applicant might already have established at the site or elsewhere.

Section 124 applications

Under section 104(2A), a consent authority must have regard to the value of the investment of the existing consent holder when considering an application affected by section 124 or section 165ZH(1)(c). This information was not previously required, so a section 92 request would have been necessary for the consent authority to get the information before making a decision.

This requirement simply seeks to receive the information needed to make a decision up front, rather than relying on a section 92 request once processing has already begun.

The Marine and Coastal Area (Takutai Moana) Act 2011

Regional councils must take into account relevant planning documents prepared under section 85 of the Marine and Coastal Area (Takutai Moana) Act 2011 when preparing their regional policy statement and regional plans. There is an explicit requirement for an applicant to provide an assessment against any relevant plans prepared by a customary marine title group. This will ensure the documents are considered after they are lodged but before they are incorporated into the council's planning documents.

4.4 Clauses 4 and 5: Additional information required in application for subdivision consent and coastal permits for reclamation

The information requirements of clauses 4 and 5 are not new, as they were previously included on the relevant forms in the Resource Management (Forms, Fees, and Procedure) Regulations 2003. While this information will still be on the forms, it is now listed in Schedule 4. Including this information in the Schedule aligns with the policy intent to list all the information requirements for all types of resource consent applications in one place.

4 Additional information required in application for subdivision consent

An application for a subdivision consent must also include information that adequately defines the following:

- (a) the position of all new boundaries:
 - (b) the areas of all new allotments, unless the subdivision involves a cross lease, company lease, or unit plan:
 - (c) the locations and areas of new reserves to be created, including any esplanade reserves and esplanade strips:
 - (d) the locations and areas of any existing esplanade reserves, esplanade strips, and access strips:
 - (e) the locations and areas of any part of the bed of a river or lake to be vested in a territorial authority under section 237A:
 - (f) the locations and areas of any land within the coastal marine area (which is to become part of the common marine and coastal area under section 237A):
 - (g) the locations and areas of land to be set aside as new roads.
- (2) The requirement to address a matter in the assessment of environmental effects is subject to the provisions of any policy statement or plan.

5 Additional information required in application for reclamation

An application for a resource consent for reclamation must also include information to show the area to be reclaimed, including the following:

- (a) the location of the area:
- (b) if practicable, the position of all new boundaries:
- (c) any part of the area to be set aside as an esplanade reserve or esplanade strip.

4.5 Clauses 6 and 7: Information required in assessment of environmental effects and matters that must be addressed by assessment of environmental effects

Clauses 6 and 7 provide a direct replacement for the original Schedule 4 by covering what information is needed in an AEE. The information requirements are almost exactly the same, but the new clauses specify that the information must be included. The original schedule specified that the information should be included.

It is intended that the use of “must” will provide added clarity and will help all parties avoid doubt over application requirements. It also removes opportunities for conflict between consent authorities and applicants over information that one party feels “should” be included but the other does not.

It is important to remember that the AEE need only “be specified in sufficient detail to satisfy the purpose for which it is required”. This is likely to mean that for smaller applications, much of the information required for the AEE is either not relevant or can be addressed very briefly.

Assessment of environmental effects

6 Information required in assessment of environmental effects

- (1) An assessment of the activity's effects on the environment must include the following information:
 - (a) if it is likely that the activity will result in any significant adverse effect on the environment, a description of any possible alternative locations or methods for undertaking the activity;
 - (b) an assessment of the actual or potential effect on the environment of the activity;
 - (c) if the activity includes the use of hazardous substances and installations, an assessment of any risks to the environment that are likely to arise from such use;
 - (d) if the activity includes the discharge of any contaminant, a description of—
 - (i) the nature of the discharge and the sensitivity of the receiving environment to adverse effects; and
 - (ii) any possible alternative methods of discharge, including discharge into any other receiving environment;
 - (e) a description of the mitigation measures (including safeguards and contingency plans where relevant) to be undertaken to help prevent or reduce the actual or potential effect;
 - (f) identification of the persons affected by the activity, any consultation undertaken, and any response to the views of any person consulted;
 - (g) if the scale and significance of the activity's effects are such that monitoring is required, a description of how and by whom the effects will be monitored if the activity is approved;
 - (h) if the activity will, or is likely to, have adverse effects that are more than minor on the exercise of a protected customary right, a description of possible alternative locations or methods for the exercise of the activity (unless written approval for the activity is given by the protected customary rights group).
- (2) A requirement to include information in the assessment of environmental effects is subject to the provisions of any policy statement or plan.
- (3) To avoid doubt, subclause (1)(f) obliges an applicant to report as to the persons identified as being affected by the proposal, but does not—
 - (a) oblige the applicant to consult any person; or
 - (b) create any ground for expecting that the applicant will consult any person.

7 Matters that must be addressed by assessment of environmental effects

- (1) An assessment of the activity's effects on the environment must address the following matters:
 - (a) any effect on those in the neighbourhood and, where relevant, the wider community, including any social, economic, or cultural effects:
 - (b) any physical effect on the locality, including any landscape and visual effects:
 - (c) any effect on ecosystems, including effects on plants or animals and any physical disturbance of habitats in the vicinity:
 - (d) any effect on natural and physical resources having aesthetic, recreational, scientific, historical, spiritual, or cultural value, or other special value, for present or future generations:
 - (e) any discharge of contaminants into the environment, including any unreasonable emission of noise, and options for the treatment and disposal of contaminants:
 - (f) any risk to the neighbourhood, the wider community, or the environment through natural hazards or the use of hazardous substances or hazardous installations.

Appendix: Template letters

Letter A	Acknowledgement
Letter B	Acceptance
Letter C	Return

Letter A – Acknowledgement

Date

Name

Address

Dear Name

Resource consent application – Acknowledgement

Application number(s):

Applicant:

Address:

Proposed activity(s):

Thank you for your resource consent application, which we received on **date**.

We are now checking the documents you provided to make sure everything is included according to with the requirements of the law (as per section 88 and Schedule 4 of the Resource Management Act 1991).

Within the next 10 working days we will be in touch again. You will **either** receive a letter confirming that your application has been accepted for processing and explaining what will happen next, or your application will be returned to you with reasons outlining why it is not complete.

In the interim you can find further information about the steps that make up the resource consent process on our website at [include link](#).

I will be the planner working on your application. If you have any queries, please contact me on **phone number** and quote the application number above.

OR if the planner has not yet been allocated

If you have any queries, please contact **me/Admin Support/the Duty Planner** on **phone number** and quote the application number above.

Yours sincerely

Name

Position

Letter B – Acceptance

Date

Name

Address

Dear Name

Resource consent application – Acceptance

Application number(s):

Applicant:

Address:

Proposed activity(s):

Thank you for your resource consent application which we received on date. We have made an initial check of the documents you provided and decided the application is complete.

Next steps

My next step will be to make a more detailed assessment of your application. Sometimes we will need additional information or details to be clarified, even where applications are broadly complete when they are lodged. I will call or write to you as soon as possible if this is the case.

I will also be visiting the site in the next few days. If it has any locked gates or other obstacles that I should be aware of, please contact me to arrange access or to discuss a suitable time for me to visit.

The RMA requires us to decide whether or not applications should be notified. Notification is usually mandatory when specific people and the wider environment are affected by your proposal. If this is the case I will call you to discuss what this means, how notification works and how to proceed with your application.

If your application is not notified, you should receive our decision within 20 working days of the date we received it (insert forecast last date for decision), although this can take longer if further information is needed.

You can find further information about the steps that make up the resource consent process on our website at include link.

Fees

Please note that the fee you have paid is a deposit towards the cost of our work on your application. We recover insert % of cost recovery of costs from applicants, with the remainder being subsidised from rates. If the deposit does not cover the total cost, minus this subsidy, we will advise you of this and invoice the difference.

OR if the application has a fixed fee

The fee that you have paid is a fixed fee and covers all of our work on your application.

Include information about any additional charges that may apply, for example 223 and 224 certification or development contributions.

If you have any queries, please contact me on **phone number** and quote the application number above.

Yours sincerely

Name
Position

Letter C – Return

Date

Name

Address

Dear Name

Resource consent application – Returned

Application number(s):

Applicant:

Address:

Proposed activity(s):

Thank you for your resource consent application, which we received on **date**. The law requires us to assess all new resource consent applications against criteria in the RMA and determine whether or not they are complete. Unfortunately your application is not complete so we are returning it to you.

The application is not complete because:

- Detail the required information in reference to legal requirements of section 88 and Schedule 4
- Xxx
- Xxx

We need the information listed above before we can progress with your application and make a decision. This means we will not do any more work on it at this stage, although you may re-lodge it with us in a modified form.

To progress from here, you can find further details on our website at **include link** about the information requirements for resource consent applications. You can also make an appointment with our duty planner any week day between 9.00am and 5.00pm. They provide half an hour of free information which you may find useful.

If you decide to re-lodge this application or make a new application including the above information, it will be treated as if it were a new application.

To date we have spent **enter total time** checking your application, and a total of **\$ amount** of your initial fee has been used. If you re-lodge the application, please include an additional **\$ amount** to make up the balance of the initial fee, which is **\$ amount**. If you decide not to resubmit your application, please contact us on **phone** or **email**, to receive a refund of the portion of the initial fee not used.

If you disagree with our decision that your application is incomplete you can lodge an official objection. Further information about this process on our website at **include link**.

If you have any queries, please contact me on **phone number** and quote the application number above.

Yours sincerely

Name

Position