## Application for request to use a Streamlined Planning Process

For office use only:

PO Box 10362 Application number:

Wellington 6143 Date received:

This form should be used by a local authority intending to prepare, change, or vary a policy statement or plan, when applying to the responsible Minister(s) to use the Streamlined Planning Process (SPP).

We recommend you discuss the information requirements with the Ministry for the Environment (the Ministry) before the request is lodged. Our contact details are at the end of this form. The Ministry has prepared technical guidance to assist local authorities to prepare requests to use the SPP. See [http://www.mfe.govt.nz/publications/rma/technical-guide-streamlined-planning-process-under-resource-management-act-1991.](http://www.mfe.govt.nz/publications/rma/technical-guide-streamlined-planning-process-under-resource-management-act-1991)

If the required information is provided in an attached document, please include the page number(s) where this information is found in the attachment (e.g. Volume 1, pages 1 to 3).

All legislative references relate to the Resource Management Act 1991 (RMA), unless stated otherwise.

**To complete this form, please scroll down and click in the appropriate field.**

**Part I: Request to the responsible Minister to use the Streamlined Planning Process**

To the responsible Minister,

**Applicant’s details**

|  |
| --- |
| Full name of the local authority making request (the applicant): Click here to enter text. |
| Contact person: Click here to enter text. | Job title: Click here to enter text. |
| Physical address: Click here to enter text. |
| Postal address (if different from above): Click here to enter text. |
| Phone: Click here to enter text. | Email: Click here to enter text. |

**This application is for a direction to use the Streamlined Planning Process for:**

[Enter name of proposed planning instrument, including any notices of requirement, designations or heritage orders.]

**Please provide a description of the planning issue for which the identified instrument is required:**

[Enter a description of the planning issue.]

**The proposed planning instrument (please tick one):**

|  |  |
| --- | --- |
| [ ]  | does not relate to the coastal marine area |
| [ ]  | relates partly to the coastal marine area |
| [ ]  | relates wholly to the coastal marine area. |

*Please note, if the matter relates wholly to the coastal marine area, references to the Minister in this form should be read as the Minister of Conservation. If the matter relates to the coastal marine area in part, references to the Minister in this form should be read as the Minister for the Environment* ***and*** *Minister of Conservation.*

**Part II: Eligibility criteria**

**Your application must meet at least one of the following criteria. Please select all criteria that apply:**

*Any application to use the SPP must be submitted before notifying the proposed planning instrument in any other planning process.*

|  |  |
| --- | --- |
| [ ]  | (a) The proposed planning instrument will implement a national direction. |
| [ ]  | (b) As a matter of public policy, the preparation of a planning instrument is urgent. |
| [ ]  | (c) The proposed planning instrument is required to meet a significant community need. |
| [ ]  | (d) A plan or policy statement raises an issue that has resulted in unintended consequences. |
| [ ]  | (e) The proposed planning instrument will combine several policy statements or plans to develop a combined document prepared under Section 80 of the RMA. |
| [ ]  | (f) The proposed planning instrument will remove or enable the removal of heritage protection (other than that provided by a heritage order) from buildings or structures that are listed in a heritage list in a plan. |
| [ ]  | (g) The expeditious preparation of a planning instrument is required in any circumstance comparable to, or relevant to, those set out in paragraphs (a) to (f). |

**Explain how specifically using the SPP the proposal meets the relevant criterion / criteria:**

Click here to enter text.

The information provided in this application and any associated reports or documents it refers to will be used to assess the application and may contribute to the Minister’s direction (including the Statement of Expectations) if the application is successful.

**Part III: Why the SPP process is appropriate**

Please explain why use of the SPP is appropriate as an alternative to using the standard process under Part 1 of Schedule 1 of the RMA. For example:

1. Why is the removal of appeals appropriate and justified in this circumstance?
2. How is the proposed streamlined process proportionate to the scale and significance of the issues involved in the proposed planning instrument?

 Click here to enter text.

**Please explain how the application and proposed process relates to the purpose of the SPP set out in section 80B(1) of the RMA. Explain how this application will achieve an expeditious planning process, proportionate to the complexity and significance of the planning issues being proposed.**

Click here to enter text.

## Part IV: Description of the proposed process

Please provide details of the process you will use, and the time frames proposed for the steps in that process. The proposed process must include the following minimum steps in red. If required, you may add additional steps before, in between, or after these mandatory steps:

|  | **Procedural requirement (process step)** | Description  | **Timeframes (dates or working days if appropriate)** |
| --- | --- | --- | --- |
|  | **Please enter the process steps you will use. You may add as many steps as required between, after, or before the minimum requirements.** | **Please enter a brief description of the process step proposed**  | **Please enter working days as appropriate** |

|  |  |  |  |
| --- | --- | --- | --- |
| 1.  | Add steps, if required. | Click here to enter text. | Click here to enter text. |
| 2.  | Consultation with affected parties on the proposed planning instrument, including any applicable Crown Agency and iwi authorities (if not already done).  | (Eg, We have determined two iwi authorities and six land owners (and their potential occupiers) will be affected, and consultation will be undertaken with these parties prior to notification.) | Click here to enter text. |
| 3.  | Public notification of the proposed planning instrument in accordance with clause 5 (other than clause 5(3)), or limited notification under clause 5A.  | This process is the same as the Schedule 1, Part 1 process.  | Click here to enter text. |
| 4.  | An opportunity for written submissions under clause 6 or 6A. | A period for which written submissions will be held.  | Click here to enter text. |
| 5.  | The preparation of (and submission) of reports and documents required by clause 83(1) (a) to (g). | Click here to enter text. | Click here to enter text. |
| 6. | Add as many steps as needed.  | Click here to enter text. | Click here to enter text. |
| 7. | Total time required for the SPP to be completed. | Please enter the total number of days, weeks or months as appropriate and the anticipated end date of the process. | Click here to enter text. |

**Other additional procedural steps**

Please provide a justification for each additional procedural step and the proposed timeframe. Please provide a summary in the table above. Any further details can also be provided below:

 Click here to enter text.

## Part V: Consultation and affected parties on the proposed planning instrument

Your application must include:

* the persons you consider likely to be affected by the proposed planning instrument, and the reasons why
* a summary of any consultation done, or intended to be done, including consultation with iwi authorities, under clauses 1A to 3C of Schedule 1 Part 1 of the RMA
* demonstration the local authority has complied with (or intends to comply with) clause 3(1) during the preparation of the proposed planning instrument.

If consultation is intended to be done, it should be included in the proposed process, set out in Part IV of this form.

## Part VI: Implications of the proposal for any relevant iwi participation legislation

Your application must state the implications of using this new process for any relevant iwi participation legislation or Mana Whakahono ā Rohe: iwi participation arrangement entered into under subpart 2 of Part 5 of the RMA.

It is important for the local authority to identify in this application form all relevant[[1]](#footnote-1) agreements in place with iwi or hapū, as this will:

1. enable the local authority explain how each of these relate to participation in the RMA plan making process, and identify any implications they may have on those agreements, and
2. inform the Minister of all the relevant iwi participation legislation and agreements in place.

A local authority may have entered into a Mana Whakahono ā Rohe, Deed of Settlement or other agreement with iwi which requires consultation, before making a plan change. If this is the case, the local authority will need to demonstrate it has consulted with iwi before making a request.

**Checklist**

Please ensure your application contains the following information, and double-click to place an “X” in each box to confirm:

|  |  |
| --- | --- |
| [ ]  | A description of the planning issue for which a planning instrument is required, with an explanation on how the proposal meets any of the criteria set out in section 80C(2). |
| [ ]  | An explanation of why the use of the Streamlined Planning Process is appropriate as an alternative to use of process under Part 1, Schedule 1 of the RMA. |
| [ ]  | A description of the process the local authority wishes to use, and the timeframes it proposes for the steps in that process, having regard to the relevant criteria under section 80C(2). |
| [ ]  | The persons the local authority considers likely to be affected by the proposed planning instrument. |
| [ ]  | A summary of any consultation(s) done by the local authority, or intended to be done, on both the planning proposal and the intention to apply to make use of the Streamlined Planning Process, including consultation with iwi authorities under clauses 1A to 3C of Schedule 1. |
| [ ]  | The implications of the proposal for any relevant iwi participation legislation, or Mana Whakahono ā Rohe (iwi participation arrangement) entered into under subpart 2 of Part 5 of the RMA. |

**Signature**

By typing your name in the space provided, you are electronically signing this application form and certifying the information given in this application is true and correct.

|  |  |
| --- | --- |
| Click here to enter text. | Click here to enter date. |
| **Signature of person authorised to sign on behalf of local authority** | **Date** |

**Contact details**

Manager, RMA Practice
Ministry for the Environment – Manatū Mō Te Taiao
Phone: 04 439 7400
Email: info@mfe.govt.nz

Team Leader, Resource & Statutory Land Management

Department of Conservation – Te Papa Atawhai

Phone: 04 471 3199

Email: enquiries@doc.govt.nz

1. In this case, “relevant” means focused on the particular local authority concerned, on policy planning matters under the RMA to the subject matter of the proposed planning instrument. [↑](#footnote-ref-1)