

Guidance for the 2025/26 Reporting Year

National Monitoring System Information Requirements

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Mōhiohio



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 2025/26 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 2025/26 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 we have significantly reduced the number of columns in the template and changed the methodology used in some columns to prevent unnecessary bloat in data submissions. Most columns we removed were ones that contained dates relating to plan and resource consent processing and are no longer necessary for this collection. You can find a detailed list of changes from the 2024/25 year in [appendix 1](#).

The following sections have been removed from the information requirements:

- Section 1.1 – Policy statement and plan reviews (1.1 Full reviews)
- Section 1.3 – Efficiency and effectiveness monitoring (1.3 s35 monitoring)
- Section 2.4 – Customer satisfaction (2.1–2.12 Annual summary info)
- Section 2.12 – Procedures (2.1–2.12 Annual summary info)
- Section 2.14 – National Environmental Standard for Assessing and Managing Contaminants in Soil to Protect Human Health (NЕСS) (2.14 NESCS)
- Section 2.15 – National Environmental Standards for Commercial Forestry (NESCF) (2.15 NESPF).

Key changes to remaining columns include:

- Freshwater hearings and ISPP hearing referrals are Yes/No. Other related information has been removed.
- Aggregation of subsequent section 37 extensions to total number, total length and primary reason, in both resource consents and certificates sheets.
- Addition of resource consent expiry date field.
- Total charge for applicant is now explicitly **deposit inclusive**.
- Plan rule and resource consent non-compliance aggregated to all monitored activities that were non-compliant regardless of perceived risk.
- Total number of complaints is now split only by complaints against resource consents and incident response.
- Work on infrastructure under the FTCA is no longer specific to the FTCA. All works on infrastructure undertaken as permitted activities are to be counted.

Guidance on information requirements

The 2025/26 NMS template is organised into two sections and 14 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.

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

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 2025/26 reporting year (1 July 2025 to 30 June 2026).

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), add additional columns to the template where necessary to accommodate the additional information.

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)	

Data field	Description of data field	Acceptable responses (please leave cell blank if the event has not yet occurred)	Guidance
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	
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>	

Data field	Description of data field	Acceptable responses (please leave cell blank if the event has not yet occurred)	Guidance
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 • 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	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.
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	

Data field	Description of data field	Acceptable responses (please leave cell blank if the event has not yet occurred)	Guidance
		• 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	
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	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
		• 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	
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(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	
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	

Data field	Description of data field	Acceptable responses (please leave cell blank if the event has not yet occurred)	Guidance
		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 summarises 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(a) Number of submissions	The total number of submissions received by the council on the proposed policy statement or plan, change or variation.	Number	
1.2.29(a)	The total number of further submissions received on the	Number	

Data field	Description of data field	Acceptable responses (please leave cell blank if the event has not yet occurred)	Guidance
Number of further submissions	proposed policy statement or plan, change or variation.		
1.2.30(c) Referred to freshwater hearings panel		Yes No Not applicable	
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.
1.2.36 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	
1.2.40 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	
1.2.43b Referred to ISPP independent hearings panel	Whether the planning process was referred to an independent hearings panel as an intensification streamlined planning process.	Yes No 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	
1.2.45 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 the proposed policy statement or plan, change or	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
Date became operative in part	variation became operative in part under clause 20 of Schedule 1.		
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, before being operative in full, then add extra columns as 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.
1.2.48 Date became operative in full	Date the proposed policy statement or plan, change or variation became fully operative under clause 20 of Schedule 1.	Date [dd/mm/yyyy] Not applicable	If parts became operative at different times, before being operative in full, then add extra columns as 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	
1.2.50 Total council costs	Best estimate of total council costs spent on the plan-making process from date	\$0.00	This is total cost for the period between the dates given in the fields <i>Date</i>

Data field	Description of data field	Acceptable responses (please leave cell blank if the event has not yet occurred)	Guidance
	started to date operative in full (estimate dollars including all costs such as staff, consultants and overheads).		<i>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.
1.2.51 Comment on total council costs	Record additional information, providing context as to how total council costs were determined.	Open text Not applicable	This is the 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. Please keep this comment to 1–4 sentences.
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</i>	\$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.

Data field	Description of data field	Acceptable responses (please leave cell blank if the event has not yet occurred)	Guidance
	<i>notified</i> . Include all cost including staff, consultants and overheads.		Only report costs for completed stages. Please keep this comment to 1–4 sentences.
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	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. Please keep this comment to 1–4 sentences.
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 judicial reviews to the High Court and the number of appeals on points of law to the High Court. Includes the number of appeals resolved before going to court (eg, out-of-court settlements pre-Environment Court hearing). Includes appeals resolved by the Environment Court decision.
1.2.60 Commentary relating to appeals	Record additional information, such as grounds of appeal.	Open text Not applicable	Includes appeals resolved by the Environment Court decision.

Helpful link

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

Section 1.4 – Iwi/hapū planning documents

This section collects information on all iwi/hapū planning documents **lodged, removed or updated** with your council within the 2025/26 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 all resource consent applications that were active during the 2025/26 reporting year.

Include every application that was either:

- **decided** during the 2025/26 reporting year (ie, granted, declined, withdrawn or returned under section 91C or section 88(3)) or
- **still pending** as at the end of the 2025/26 reporting year (ie, a decision has not yet been made).

This includes applications lodged before or during the 2025/26 reporting year. For consents that remain pending across multiple reporting years, councils are expected to report them again in subsequent years, with updated information. This enables longitudinal tracking of individual applications over time, including changes in processing status, charges and other relevant metrics.

Do not include pre-application cases (“pre-apps”) that may not yet have a consent ID number, do not separately detail appeals.

Some data fields in this section apply only to decided consents, while others apply to pending consents. These are identified in the template by the cell shading, and comprise fields 1.5.1, 1.5.1a, 1.5.2, 1.5.2(a), 1.5.3, 1.5.3(a), 1.5.3(b), 1.5.5, 1.5.6, 1.5.7 and 1.5.8. These fields are also marked as ‘compulsory’ in the field description.

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, but 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, 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, 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 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 1.5.7, 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 1.5.40 – 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 1.5.46a – Net charge to the applicant

At 1.5.46a, record the **total charge payable by the applicant** for processing the application. This amount should be **GST inclusive** and reflect the **net charge**, after any refunds have been deducted.

Include:

- any deposit charged (excluding any amount then refunded)
- any supplementary charges (eg, hearings, information gathering).

Exclude:

- financial or development contributions
- compliance monitoring charges
- **any discount applied under the discount regulations** (this should be reported separately in field 1.5.48).

Important:

- do **not** report a negative value, even if part of the deposit was refunded. Instead, report the **net amount retained** by the council after refund.

Example:

If the total charge was \$1,000 and \$200 of the deposit was refunded to the applicant, report **\$800**.

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 identifier that distinguishes a consent from all other consents, including those reported in previous years. This identifier enables longitudinal tracking of individual consents across multiple reporting periods, particularly for applications that remain pending over several years.	For example, RM 15/656	The identifier should be a stable reference, such as a consent number or internal system ID, that remains consistent across years. It must be unique across the dataset, not just within the current year. This approach supports analysis of trends over time, such as changes in processing status, cumulative charges and duration of unresolved applications. Compulsory for all consents including pending.
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. Compulsory for all consents including pending.
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	Compulsory for all consents including pending.
1.5.2(a) Consent sub-type	The subtype of the resource consent	• Land use – residential activity, boundary activity as per section 87AAB, rural, commercial, industrial, vegetation removal, network utilities, earthworks, heritage, renewable energy generation, mixed use, boundary, biodiversity, conservation, Significant Natural Area – SNA, Highly Productive Land, forestry – afforestation, forestry – harvesting, other (please specify). • 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). • Subdivision – residential, rural, commercial, industrial,	If answer to 1.5.2 was land use, the acceptable response would just be one of the responses noted, for example, for a residential addition and/or 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, for example, 'River – disturb bed'. Compulsory for all consents including pending.

Data field	Description of data field	Acceptable responses [or example]	Guidance
		coastal, conservation, Significant Natural Area – SNA, other (please specify). • Coastal – use, occupation, disturbance, reclamation, aquaculture other (please specify). • Water – take, use, dam, divert, or energy from open coastal water, other (please specify). • Discharge – to air, water, land that may enter water, land, other (please specify).	
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	Compulsory for all consents including pending.
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). Compulsory for all consents including pending.
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	This question is relevant only if the need for resource consent is triggered due to the coming into force of an NES. Compulsory for all consents including pending.

Data field	Description of data field	Acceptable responses [or example]	Guidance
		- Commercial Forestry - Freshwater - Any other NES that comes into force - 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	
1.5.5 Description of activity	Description of the activity or activities	Open text <i>For example, to take up to 6,000 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 and/or declined. Compulsory for all consents including pending.
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 riverbed), 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>For example, 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, for example, 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 the 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. Compulsory for all consents including pending.
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.

Data field	Description of data field	Acceptable responses [or example]	Guidance
			It should be noted that all section 127 and 128 applications should be processed as discretionary activities. Compulsory for all consents including pending.
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, that is, 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 more guidance. 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). Compulsory for all consents including pending.
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	
1.5.28 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. If the application is pending a decision (ie, not yet processed) then the decision date should either be left blank or contain 'Not applicable'.
1.5.31 Decision	The decision outcome.	- Granted - Declined/refused - Withdrawn	'Incomplete' should be used if a consent has been returned as incomplete under section 88(3).

Data field	Description of data field	Acceptable responses [or example]	Guidance
		- Returned (s91C) - Incomplete (s88(3)) - Pending	'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. 'Pending' should be used for all consents which have not been decided on.
1.5.31a Expiry date	If the decision outcome was "Granted", on what date does the resource consent expire?	- Date [dd/mm/yyyy] - Permanent - Not applicable	Where the consent was granted and has an expiry date, please provide it in the given format. If it does not have an expiry then enter 'Permanent' into the field. If the consent was not granted, then leave this field blank or write 'Not applicable'.
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)/ and/or commissioner(s)) - Environment Court - Not applicable	'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. 'Not applicable' should be used if application was withdrawn. Applicable only if a commissioner was a decision-maker. It is implied that the total number of extensions should not exceed the total length.
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	'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. 'Not applicable' should be used if application was withdrawn.
1.5.34a Total number of section 37 extensions	The total number of extensions made under section 37.	Number Not applicable	Applicable only if a commissioner was a decision-maker. It is implied that the total number of extensions should not exceed the total length. The number of working days that were extended through the use of

Data field	Description of data field	Acceptable responses [or example]	Guidance
			section 37 extensions. It is implicit in the RMA that if a timeframe is extended, it should be for a specified period.
1.5.35a Total length of section 37 extensions	The total number of working days of section 37 extensions.	Number of days Not applicable	
1.5.36a Primary reason for section 37 extension	The primary 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)	This field records the primary reason your council used to extend statutory timeframes under section 37 or 37A of the Resource Management Act 1991, for each consent where an extension was applied. In previous years, councils reported the reason for each individual extension. This year, we are collecting one reason per consent, representing the main basis for extending timeframes. How to determine the primary reason (per consent): • If a consent had only one extension, report the reason for that extension. • If a consent had multiple extensions, report the reason that occurred most frequently. • If multiple reasons occurred with equal frequency, report the reason for the first extension applied. This approach ensures a consistent and practical method for summarising extension reasons at the consent level.
1.5.40 Processed within statutory timeframe	Whether the application was processed within the statutory timeframe, as defined under the Resource Management (Discount on Administrative Charges) Regulations 2010.	Yes No Not applicable	
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:

Data field	Description of data field	Acceptable responses [or example]	Guidance
			- 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	
1.5.46a Total charge for applicant (incl. deposit)	The total charges payable by the applicant for processing the application. GST and deposit inclusive	\$0.00 Waiver Bundled	GST and deposit inclusive. This amount <i>should</i> include: - any deposit <i>charged</i> - any supplementary charges as a result of hearings, information gathered and so on. 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 the same activity, location and/or 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.

Data field	Description of data field	Acceptable responses [or example]	Guidance
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 dollar amount listed here. GST inclusive. Where more than one resource consent has been processed at the 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 2025/26 reporting year.

This includes applications/requests lodged before and during the 2025/26 reporting year if the decision to issue, decline, withdraw or was made in the 2025/26 reporting year.

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)	

Data field	Description of data field	Acceptable responses [or example]	Guidance
		- 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> For example, 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 - 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 used in the decision).	Open text <i>For example, Section 1 Block VII Mata; Survey District;</i> <i>Kaiti 313A6B2;</i> <i>Section 1019–1022 Town of Christchurch;</i> <i>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]	
1.6.8(d)	Total number of section 37 extensions	Number	

Data field	Description of data field	Acceptable responses [or example]	Guidance
		Not applicable	
1.6.8(e)	Total length of section 37 extensions	Number Not applicable	
1.6.8(f)	Primary reason for section 37 extension	- 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)	
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 information 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.

Data field	Description of data field	Acceptable responses [or example]	Guidance
			'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 2025/26.

Data field	Description of data field	Acceptable response	Guidance
2.1.1 Budget to assist iwi/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/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/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/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/hapū relationship managers/liaison officers	Staff employed as iwi/hapū relationship managers and/or liaison officers.	Number of full-time equivalent employees (annual average)	

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 2025/2026. 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)	This 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 2025/2026.

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 [section 2.2](#) above 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	This 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 2025/2026. If your council ran a formal customer-satisfaction survey about consent processing, please provide the percentage of survey responses that indicated overall satisfaction. Do not include survey responses that indicated dissatisfaction or that 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 2025/2026.

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 2025/2026. 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 about 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 2025/26.

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.

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 2025/26 reporting year? Monitoring involves capturing a record of what was monitored.	Yes No	
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.
2.7.3a Plan rule non-compliance	The total number of individual activities that were monitored for compliance against plan rules that were non-compliant regardless of their perceived risk.	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 2025/26.

Field 2.9.1 – Active resource consents

Active resource consents are ones that have been granted and/or 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 – that is, work is being undertaken and a section 223 or section 224 certificate is still to be issued – then we would consider this an active resource consent in your jurisdiction.

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, for example, land-use subdivisions where the subdivision is complete and certificates issued; or land-use building where the building has been constructed.
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.
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 from this count any reactive or complaint-prompted monitoring activities that your council undertook.

Data field	Description of data field	Acceptable response	Guidance
2.9.5a Resource consent non-compliance	The number of individual resource consents which were monitored for compliance by the council that were non-compliant regardless of their perceived risk.	Number	

Section 2.10 – Complaints

This section collects summary information on complaints received by your council in 2025/26.

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 Excessive noise direction	The total number of excessive noise directions issued.	Number	
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 RMA complaints (other than noise)	The total number of complaints (notifications) recorded by the local authority alleging a contravention of the RMA (including the Act, regulations, NES, plan rules or resource consents).	Number	This excludes excessive noise complaints (as these are dealt with in 2.11.1 above), or complaints related to other non-RMA council functions.
2.10.6a Total number of complaints – resource consents	The total number of complaints recorded by the local authority against resource consents.	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.	Number	

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.

Section 2.11 – Other activities

This section collects information on emergency works resource consents and water shortage directions undertaken by your council in 2025/26.

Data field	Description of data field	Acceptable response	Guidance
2.11.1 Emergency works	The total number of resource consent applications for emergency work 'recorded' by the council.	Number	
2.11.2 Water shortage directions	The total number of water shortage directions issued by the council.	Number	
2.11.3a Work on infrastructure	The total number of works on infrastructure undertaken as permitted activities recorded by the local authority.	Number	

Section 2.13 – Enforcement

This section collects information on the enforcement activities undertaken by your council during the 2025/26 reporting year.

It is important that we avoid double-counting enforcement actions. 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, you can provide an explanation in the commentary and/or 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 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 Infringement notices issued	The total number of infringement notices issued during the reporting period.	Number Not applicable	
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 Abatement 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 notices 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

Data field	Description of data field	Acceptable response	Guidance
			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.
2.13.6 Prosecutions initiated	The number of prosecutions started (ie, charging documents were filed in the relevant district court) by your local authority. Note: For this question, please consider an entire case (regardless of the number of charges and defendants) as one prosecution.	• Number • Not applicable	As above – please add number to appropriate column.
2.13.7 Prosecutions in progress	How many prosecutions are still in progress in 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 the 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 (ie, number of charges).	• Number	
2.13.14	What is the total number of individual (person) defendants	• Number	

Data field	Description of data field	Acceptable response	Guidance
Individuals convicted	convicted as a result of RMA prosecutions concluded in this period?		
2.13.15 Corporates convicted	What is the total number of corporate defendants (eg, Crown, company, body corporate) convicted as a result of RMA prosecutions concluded in this period?	Number	

Appendix 1: Changelog from previous year

Sheet name	Column number	Field name	Change
Full reviews	NA	NA	Sheet removed
Planning	1.2.22(b)	Date of consultation decision	Removed
Planning	1.2.22(c)	Date sent to iwi authorities for consultation	Removed
Planning	1.2.22(d)	Date advice received from iwi authorities	Removed
Planning	1.2.27	Date submissions close	Removed
Planning	1.2.28	Date of public notice of the availability of summary of submissions	Removed
Planning	1.2.29	Date further submissions close	Removed
Planning	1.2.30	Freshwater hearings panel recommendations to regional council	Removed
Planning	1.2.30(b)	Freshwater hearings panel recommendations accepted by regional council	Removed
Planning	1.2.30(c)	Referred to freshwater hearings panel	Added
Planning	1.2.31	Date pre-hearing meetings start	Removed
Planning	1.2.32	Date pre-hearing meetings conclude	Removed
Planning	1.2.34	Date mediation starts	Removed
Planning	1.2.35	Date mediation concludes	Removed
Planning	1.2.38	Date hearings start	Removed
Planning	1.2.39	Date hearings conclude	Removed
Planning	1.2.42	Date freshwater hearings panel recommendations provided	Removed
Planning	1.2.43	Recommendations accepted	Removed
Planning	1.2.43a	Date ISPP independent hearings panel provides recommendations	Removed
Planning	1.2.43b	Referred to ISPP independent hearings panel	Added
Planning	1.2.44a	Date specified territorial authority notifies decisions on ISPP independent hearings panel's recommendations	Removed
Planning	1.2.44b	Recommendations of ISPP independent hearing panel accepted	Removed
Planning	1.2.44d	Date recommendations of ISPP independent hearing panel rejected by TA and alternative recommendations referred to the Minister	Removed
Planning	1.2.49(e)	Compliance with timeframe set in ISPP Direction	Removed
s35 monitoring	NA	NA	Sheet removed
Resource consents	1.5.2(a)	Consent subtype	Modified
Resource consents	1.5.3(c)	Fast-track application under Section 87AAC	Removed
Resource consents	1.5.3(d)	Ceasing of fast-track application under Section 87AAC	Removed
Resource consents	1.5.4	COVID-19 Recovery Fast-track Consenting Act application	Removed
Resource consents	1.5.9	Date determined as incomplete under section 88(3)	Removed

Resource consents	1.5.10	Date application suspended if relevant administrative charges are not paid	Removed
Resource consents	1.5.11	Date application continued after administrative charges are paid	Removed
Resource consents	1.5.12	Deferral under section 91	Removed
Resource consents	1.5.13	Continued following section 91 deferral	Removed
Resource consents	1.5.14	Date of section 92(1) request	Removed
Resource consents	1.5.15	Date requested information was provided	Removed
Resource consents	1.5.16	Date of section 92(2) commissioning	Removed
Resource consents	1.5.17	Date requested report was provided	Removed
Resource consents	1.5.18	Date council notifies applicant there are affected persons	Removed
Resource consents	1.5.19	Date of response to notice of affected persons	Removed
Resource consents	1.5.22	Date submissions closed	Removed
Resource consents	1.5.23	Deferral under section 91A or 91D	Removed
Resource consents	1.5.24	Continued following section 91A or 91D deferral	Removed
Resource consents	1.5.25	Date of pre-hearing meeting	Removed
Resource consents	1.5.26	Commencement date of hearing	Removed
Resource consents	1.5.27	Completion date of hearing	Removed
Resource consents	1.5.31	Decision	Modified
Resource consents	1.5.34	Date of section 37 (extension 1)	Removed
Resource consents	1.5.34a	Total number of section 37 extensions	Added
Resource consents	1.5.35	Length of section 37 (extension 1)	Removed
Resource consents	1.5.35a	Total length of section 37 extensions	Added
Resource consents	1.5.36	Reasons for section 37 (extension 1)	Removed
Resource consents	1.5.36a	Primary reason for section 37 extension	Added
Resource consents	1.5.37	Date of section 37 (extension 2)	Removed
Resource consents	1.5.38	Length of section 37 (extension 2)	Removed
Resource consents	1.5.39	Reasons for section 37 (extension 2)	Removed
Resource consents	1.5.43	Deposit charged	Removed
Resource consents	1.5.44	Date initial deposit and/or fee paid in full	Removed
Resource consents	1.5.45	Date notification deposit and/or fee paid in full	Removed
Resource consents	1.5.46	Total charge for applicant	Removed
Resource consents	1.5.46a	Net charge for applicant (including deposit)	Added
Certificates	1.6.6(a)	Date determined as incomplete under section 87BA(2)(b)	Removed
Certificates	1.6.7	Date further information requested	Removed
Certificates	1.6.8	Date further information received	Removed
Certificates	1.6.8(a)	Date of section 37 extension	Removed
Certificates	1.6.8(b)	Length of section 37 extension	Removed
Certificates	1.6.8(c)	Reasons for section 37 extension	Removed
Certificates	1.6.8(d)	Total number of section 37 extensions	Added
Certificates	1.6.8(e)	Total length of section 37 extensions	Added
Certificates	1.6.8(f)	Primary reason for section 37 extension	Added
Annual summary info	2.1.6	Capability and capacity tools	Removed
Annual summary info	2.4.1	Customer satisfaction	Removed
Annual summary info	2.7.3	Plan rule non-compliance — low risk	Removed
Annual summary info	2.7.3a	Plan rule non-compliance	Added
Annual summary info	2.7.4	Plan rule non-compliance — moderate risk	Removed

Annual summary info	2.7.5	Plan rule non-compliance — significant risk	Removed
Annual summary info	2.9.1(a)	Monitoring of resource consents issued under the FTCA	Removed
Annual summary info	2.9.5	Resource consent non-compliance — low risk	Removed
Annual summary info	2.9.5a	Resource consent non-compliance	Added
Annual summary info	2.9.6	Resource consent non-compliance — moderate risk	Removed
Annual summary info	2.9.7	Resource consent non-compliance — significant risk	Removed
Annual summary info	2.9.7(a)	Resource consent non-compliance — significant risk for FTCA	Removed
Annual summary info	2.9.8	Commentary/context in relation to resource consent monitoring and compliance	Removed
Annual summary info	2.10.6	Total number of RMA complaints (other than noise)	Modified
Annual summary info	2.10.6a	Total number of complaints alleging non-compliance with a resource consent	Added
Annual summary info	2.10.7	Notification register — individual	Removed
Annual summary info	2.10.8	Notification register — multiple	Removed
Annual summary info	2.10.9	Total number of notifications received	Removed
Annual summary info	2.10.14	Breach of permitted activity rules	Removed
Annual summary info	2.11.3	Work on infrastructure under the FTCA	Removed
Annual summary info	2.11.3a	Work on infrastructure	Added
Annual summary info	2.12.1	Compliance monitoring strategy	Removed
Annual summary info	2.12.2	Approach of local authority to monitoring resource consents	Removed
Annual summary info	2.12.3	Enforcement policy	Removed
Annual summary info	2.12.4	Complaints register	Removed
2.13 Enforcement	2.13.1	Total actions taken	Modified
2.13 Enforcement	2.13.2	Notices issued	Renamed
2.14 NESCS	NA	NA	Sheet removed
2.15 NESPF	NA	NA	Sheet removed