

# APPLICATION FOR RESOURCE CONSENT

## FORM A: ADMINISTRATION



### NOTES

- You must fully complete both this cover form and all other related forms. Provide as much detail as you can. We request that, where possible, you provide electronic copies of any supporting information (for example, on CD). Doing so may reduce administrative costs charged to you.
- Unless we advise otherwise, you should also consult with any person or party who may be interested in or affected by your proposal. You should provide details of this consultation, including written approval from these parties if possible. A form is available to help you with this, available on our website or by contacting our office.
- Failure to provide the required information and payment will delay the processing of your application. If you do not provide adequate information then we will not be able to process your application, and will return it to you. If you do not pay the required fees, we may stop processing your application until payment is received.
- If Purchase Order numbers are required for any future invoicing relating to monitoring and annual charges then this is the responsibility of the Consent Holder to provide.**
- Remember to sign and date all forms and email to [RM.Requests@waikatoregion.govt.nz](mailto:RM.Requests@waikatoregion.govt.nz) or by post to Waikato Regional Council, Private Bag 3038, Waikato Mail Centre, Hamilton 3240.**

### FOR OFFICE USE ONLY

File:

Client ID:

Project:

**Please make sure you read and understand the information section at the end of this form. If you need any further help, please phone our Resource Use staff on 0800 800 402.**

### CONTACT DETAILS

#### 1. Applicant details

For **individuals**, you must provide the full names of all individuals (such as John Robert Smith and Mary Jane Williams).

For **companies and other incorporated entities** you must provide the company name and registration number. You must also provide the name of a person or persons who will represent your company and be responsible for the application.

For **partnerships and unincorporated entities** (such as private or family trusts or unincorporated societies) we must have the details of all authorised partners, trustees, members or officers. We may also request a copy of your society's rules to verify your status as a formal body or society.

<b>Full name/s of applicant</b> <i>This is the name/s that the consent will be issued to.</i>		
<b>Director / Minister / Chief Executive</b>		
<b>Company registration number</b> <i>We will not accept applications made in the name of unregistered companies.</i>		
<b>Applicant's postal address</b>		
<b>Applicant's residential address</b> <i>If different from postal address.</i>		
<b>Primary contact person/s</b>		
<b>Email address</b>		
<b>Phone number/s</b>	Home:	Business:
	Mobile:	Fax:

## 2. Application consultant/agent details *(if applicable)*

<b>Name/company name</b>		
<b>Contact person</b>		
<b>Postal address</b>		
<b>Email address</b>		
<b>Phone number/s</b>	Home:	Business:
	Mobile:	Fax:

## 3. Partnership/Unincorporated entity details

For **partnerships** or **unincorporated entities** (such as private or family trusts or unincorporated bodies or societies) you must provide details of all authorised partners, trustees or members. Any consent granted will then include these names, and all individuals will be legally responsible for the consent and any associated costs. Should these persons change, then you must notify us.

<b>Name of person</b>		
<b>Status</b> <i>(such as partner or trustee)</i>		
<b>Residential address</b>		
<b>Name of person</b>		
<b>Status</b> <i>(such as partner or trustee)</i>		
<b>Residential address</b>		
<b>Name of person</b>		
<b>Status</b> <i>(such as partner or trustee)</i>		
<b>Residential address</b>		

*Include details of any further partners/trustees/members on a separate page if necessary.*

## 4. Who should we send application correspondence to?

Applicant       Consultant/Agent

**Preferred address for service:**     Residential address     Postal address     DX number     Email     Fax

*Note: all costs will be invoiced directly to the applicant*

**RESOURCE CONSENTS SOUGHT****5. Provide a brief description of the activity to which your application(s) relates**


---



---



---



---



---



---



---



---

**6. Tick the type/s of resource consent/s you are seeking from Waikato Regional Council**

If you are replacing any existing or previous consents, please also record the consent number(s) in the space below. Remember that for each consent application you must complete the relevant 'activity form' (Form B). Depending on the scale and complexity of your application(s), you may also be required to prepare a further supporting assessment of environmental effects (AEE).

	<b>RESOURCE CONSENT</b>	<b>PREVIOUS CONSENT NUMBER/S</b>
<input type="radio"/>	<b>Coastal permit</b> For activities that are within the coastal marine area (CMA).	
<input type="radio"/>	<b>Discharge permit</b> For activities outside the CMA that may discharge contaminants into the air, water and onto or into land.	
<input type="radio"/>	<b>Land use</b> For activities and structures outside the CMA that are on land, or in, on or over a river or lake bed, or may result in nitrogen discharges within the Lake Taupo catchment area.	
<input type="radio"/>	<b>Water</b> For activities outside the CMA that involve the abstraction, impoundment (damming), diversion and/or use of water.	
		<b>CONSENT NUMBER/S</b>
<input type="radio"/>	<b>Change to an existing consent</b>	
<input type="radio"/>	<b>Location transfer of an existing consent</b>	

**7. Are related consents required from other authorities (such as building or subdivision consents)?**

Yes  No

If **yes**, please provide details:

CONSENT REQUIRED	CONSENTING AUTHORITY <i>(such as district or city council)</i>	DATE APPLIED	DATE GRANTED

**8. Should your Waikato Regional Council application/s be granted, do you have a consent term or expiry date you would prefer for your consent/s?**

Yes  No

If **yes**, please provide details:

---

---

---

---

---

---

---

---

**9. May Waikato Regional Council staff extend the standard processing timeframe for your application/s if we consider it necessary?**

Yes  No

## LOCATION

### 10. Where will the activity occur?

Where will the activity occur? You must supply a location map or diagram on a separate sheet of paper that shows the site of your activity and its local environment. This helps us determine what or who may be affected by your proposal. **Please show:**

- orientation (North arrow and scale)
- site location
- the location and name of the nearest road or state highway
- location/s of the activities for which you are applying for consent (such as points of water intake, points of discharges to air or water, areas for irrigation or disposal, areas of forestry, earthworks, tracking or filling, places of in-stream structures or in-stream works.)
- property boundaries and neighbouring properties (as well as neighbouring property owners' names)
- location and names of any nearby natural features such as geothermal activity, waterways, wetlands or wildlife habitats
- historic or waahi tapu sites

<b>Property address</b>	
<b>Legal description</b>	
<b>Name of closest road/street</b>	
<b>Nearest settlement/town</b>	

**Note:** Waikato Regional Council can help you create a base map to assist with your location plan. Please visit our website or call us on 0800 800 402 during office hours for assistance.

### 11. If the owner and/or occupier of the activity site differ from the applicant please provide their names and contact details

<b>Owner name/s</b>		
<b>Postal address</b>		
<b>Email address</b>		
<b>Phone number/s</b>	Home:	Business:
	Mobile:	Fax:

<b>Occupier name/s</b>		
<b>Postal address</b>		
<b>Email address</b>		
<b>Phone number/s</b>	Home:	Business:
	Mobile:	Fax:

## APPLICATION DEPOSIT / FEES

Please refer to the enclosed table to see whether your application requires a **deposit** or the **full fixed charge** amount to be paid when it is lodged.

APPLICATION TYPE	CHARGE (incl GST)
Swing mooring inside zoned mooring areas (Rule 16.4.6 of Waikato Coastal Plan)	\$460.00
Well drilling and construction (Rule 3.8.4.7) - Controlled	\$460.00
Bridge (Rule 4.2.8.2) - Controlled	\$1,265.00
Culverts (Rule 4.2.9.3) - Controlled	\$1,380.00
Taupo land use > 20 ha (Rule 3.10.5.3) - Controlled	\$1,207.50
<b>All other application types</b>	<b>\$1,000.00 deposit for each activity</b>

### Initial deposit - for other application types

You will be charged Waikato Regional Council's full actual and reasonable costs for processing this application. An initial deposit is required when you submit your application forms. This deposit requirement is \$1,000 for each activity you are seeking consent for (i.e. \$1,000 per each activity form B). This deposit helps cover our initial processing costs and will also help offset the total cost of your application/s.

### Further deposit fee

If your proposal is likely to proceed to a hearing, then we will require a further deposit. This deposit may be up to 50 per cent of the estimated costs. You will be advised in writing at the end of the submission period if this is the case.

For complex proposals, you will generally receive an invoice on a monthly basis. This invoice will be for costs incurred in the previous month. For simple consents that are processed quickly, you will generally only receive one invoice. This will be sent to you at, or close to, the time that you receive our final decision on your application.

**If you do not pay the required fees, we may stop processing your application until payment is received.**

**We reserve the right to add all fees incurred in the collection of all monies payable and remaining unpaid after the expiry of the time provided for payment.**

12. Total amount paid \$ \_\_\_\_\_

Purchase Order Number \_\_\_\_\_

**If paying by Direct Credit please use the following details and please remember to complete the Payer particulars and reference sections as this will help us identify your payment.**

PAY TO THE CREDIT OF **WAIKATO REGIONAL COUNCIL, ANZ, HAMILTON BRANCH**

Name of account	Bank	Branch	Account No.	Suffix
<b>Waikato Regional Council</b>	<b>0 6</b>	<b>0 3 1 7</b>	<b>0 0 9 6 4 4 2</b>	<b>0 0 0</b>

DETAILS TO APPEAR ON PAYEE'S BANK STATEMENT

Payer particulars (max 12 characters) **Debtor code**

--	--	--	--	--	--	--	--	--	--	--	--

Payer code (max 12 characters) **Applicant name**

--	--	--	--	--	--	--	--	--	--	--	--

Payer reference

<b>R</b>	<b>C</b>	<b>A</b>	<b>P</b>	<b>P</b>	<b>L</b>	<b>N</b>					
----------	----------	----------	----------	----------	----------	----------	--	--	--	--	--

## FINAL CHECKLIST

### 13. Have you? *(Please tick)*

- Filled in all parts of this form (Form A).
- Completed and attached all other related forms (Form B & Form C).
- Applied for any district council consents that are also required for your proposal.
- Included a sketch or location map that shows us exactly where your activity will take place.
- Supplied a detailed assessment of environmental effects.
- Consulted with all interested and affected parties, and included their comments and/or written approval (if possible).
- Paid the required deposit/fee.
- Purchase Order Supplied (if required for invoicing purposes).

**Please remember to email your application to [RM.Requests@waikatoregion.govt.nz](mailto:RM.Requests@waikatoregion.govt.nz) or by post to Waikato Regional Council, Private Bag 3038, Waikato Mail Centre, Hamilton 3240.**

**Information:** If your application is granted and unless we are advised otherwise, this Purchase Order Number will be used for Annual Charges and any subsequent monitoring costs.

**If you have already dealt with Waikato Regional Council staff regarding your proposal, please specify their name/s**

---

---

---

## DECLARATION

### 14. Declaration

I/we hereby certify that, to the best of my knowledge and belief, the information given in this application is true and correct. I/we also undertake to pay all actual and reasonable costs incurred by Waikato Regional Council in the processing of this application.

**Signature of applicant or applicant's agent** \_\_\_\_\_

*Jan Cathcart*

**Date** \_\_\_\_\_

## IMPORTANT INFORMATION – PLEASE READ CAREFULLY

### Official information

The information you provide with your application is official information. It is used to help process your resource consent application and assess the impact of your activity on the environment and other people.

Your information is held and administered by Waikato Regional Council in accordance with the Local Government Official Information and Meetings Act 1987 and the Privacy Act 1993. This means that your information may be disclosed to other people who request it in accordance with the terms of these Acts. It is therefore important you let us know if your application includes trade secrets, commercially sensitive material or any other information you consider should not be disclosed.

Under the Privacy Act 1993 you have right of access to personal information held by Waikato Regional Council.

### Application and consent costs for applications that do not have a fixed fee

Waikato Regional Council operates a user-pays policy for the processing of resource consent applications. This means we will charge you (rather than the ratepayers) for the costs associated with the processing of your consent application. **We will charge you for these costs whether your application is granted or declined.**

The cost of processing your application will depend on the complexity of the issues and the level of work required to evaluate the impacts of your activity:

- simple, non-notified applications or notified applications that do not attract submissions usually cost in the vicinity of \$1,000 - \$2,500
- applications that are notified and receive submissions which are resolved without the need for a hearing usually cost \$2,500 - \$5,000
- applications with significant environmental effects that require public meetings and/or hearings will likely cost more than \$5,000 to process.

### Consent holder costs - all consents

Once granted, most resource consents will also incur a yearly 'consent holder' fee and compliance monitoring charges. Please contact us if you have any queries regarding your deposit/fee or processing costs or the yearly charges for your activity.

### Consultation

Consultation with other parties who may be interested in or affected by your activity is encouraged. This involves discussing your activity with others who may have some concerns, listening to what others have to say, considering their responses and deciding what will be done.

If you have carried out your consultation before you submit your application to Waikato Regional Council we will require details of it. In many cases, the provision of written approval from other affected parties will help streamline the processing of your application and may help avoid the necessity for public notification.

### Ongoing responsibilities

If your application is granted you will be responsible for complying with your consent's conditions and payment of your consent's charges until your consent expires. If you wish to cancel (surrender) your consent, transfer responsibility to another party or make changes to your consented activity before it expires, you must submit notice to us in writing or make an application to change your consent.

## MORE INFORMATION

For more information on the application process or resource consents, visit our website at [waikatoregion.govt.nz](http://waikatoregion.govt.nz) or phone our Resource Use staff on **0800 800 402**.



# APPLICATION FOR RESOURCE CONSENT

## FORM B: COASTAL ACTIVITIES

### NOTES

Coastal activities must meet all the conditions of any relevant Permitted Activity Rules in the Regional Coastal Plan or a resource consent from Waikato Regional Council is required. This form will help you apply for a resource consent.

- You must fully complete this activity form and supply all the required information. Provide as much detail as you can where the questions are relevant to your activity. We request that, where possible, you provide electronic copies of any supporting information (for example, on CD). Doing so may reduce administrative costs charged to you.
- You must also supply completed Forms A and C.
- You must pay the required initial deposit when you submit this consent application.**
- Failure to provide the required information and payment will delay the processing of your application. If you do not provide adequate information then we will not be able to process your application, and will return it to you. If you do not pay the required fees, we may stop processing your application until payment is received.
- Under the Marine and Coastal Area (Takutai Moana) Act 2011, an applicant for a resource consent must notify and seek the views of groups applying for Customary Marine Title (CMT) before lodging a resource consent application. See the following website for a list of CMT applicants:  
[www.justice.govt.nz/policy/constitutional-law-and-human-rights/marine-and-coastalarea-takutai-moana](http://www.justice.govt.nz/policy/constitutional-law-and-human-rights/marine-and-coastalarea-takutai-moana)

### FOR OFFICE USE ONLY

File:

Client ID:

Project:

**Please make sure you read and understand the information section at the end of this form. If you need any further help, please phone our Resource Use staff on 0800 800 402.**

### LOCATION

1. **What is the name of the waterbody/harbour/bay surrounding or adjacent to the activity? (if the waterbody is unnamed, then what is the nearest named waterbody)**

---

2. **If known, please supply relevant map coordinates of the activity or activities, preferably as New Zealand Transverse Mercator 2000 (NZTM2000) or New Zealand Geodetic Datum 2000 (NZGD2000) references. These locations must also be clearly identified on the location map you have supplied with Form A**

### LOCATION

3. **The resource consents sought relate to the following activities.**

Please tick	Previous consent number
<input type="radio"/> Coastal permit – occupy (such as jetty, marine farm, reclamation).	
<input type="radio"/> Coastal permit – discharge to water (such as stormwater, seepage water).	
<input type="radio"/> Coastal permit – take surface water (for example, for dredging).	
<input type="radio"/> Coastal permit – dam or divert (such as culverts, bridges, realignments).	
<input type="radio"/> Coastal permit – dredge, renourish or disturb foreshore.	

*You may require other consents if your activity involves other works. Please discuss other consent requirements with a resource officer from Waikato Regional Council prior to lodging your application.*

**DETAILS OF THE ACTIVITY**

**4. Purpose for which resource consent is sought:**

- Jetty
- Boat ramp
- Marine farm – please specify type (such as mussel, oyster or other): \_\_\_\_\_
- Dredging
- Beach renourishment
- Reclamation (please state area (m2) and for what purpose)

- Other (please specify)

**5. Is the structure or activity**

- Existing
- Proposed

**6. If an existing structure or activity, when was the existing structure built (how long has it been there), or how long has the work been taking place?**

**7. If a proposed structure or works, outline the reasons for the new structure/work.**

**8. Is the structure/work/activity to be permanent?**

- Yes
- No

**9. If no, how long is it intended to be left in place, and how will it be removed?**

**DESCRIPTION OF PROPOSED ACTIVITY**

**10. Please provide a description of the proposed works or structure (dimensions, construction materials.)**

**11. Please provide information on how the works/structure will be marked (such as lighting, poles, buoys). Note: If there is a harbour master for the area concerned, please obtain written comment from him/her on any effects of the structure on navigation and safety.**

**12. Please provide drawings or engineering plans of the proposed works/structure to scale or with approximate measurements and relevant features (such as low/high tide marks, parking areas, reserves, property boundaries).**

**13. Briefly outline how the proposed work will be undertaken/constructed/implemented (such as drilling, manual digging, machinery access to site).**

14. Who will undertake the work or provide supervision of construction?

---

15. What is the approximate date you expect to commence the activity?

---

16. How long will the works/structure take to complete, or what is the approximate completion date?

---

17. What alternative locations have been considered for the activity?

18. What alternative construction methods have been considered?

19. Please describe the maintenance programme that will be undertaken to ensure that any environmental effects from the activity/structure are avoided or minimised.

(Include who will undertake the maintenance and how often, what aspects of the activity maintenance is likely to address, how access will be gained, where maintenance materials will be stored and how they will be transported to the site).

20. What sector of the community is the proposed activity for?

- Private
- Public
- Commercial

**21. What effects could the works/structure have on the environment? (such as erosion, increase flooding, removal of vegetation).**

**22. What onshore effects would be generated (such as increased use of boat ramp, traffic, noise at night).**

**23. What measures would be put in place to reduce these effects? (such as stop banks, filter cloth, timing of works).**

**24. Will any other measures be undertaken to reduce impacts on the environment?**

**25. Within the surrounding environment of the works (within a reasonable distance), are there any:**

- | <b>Yes</b>            | <b>No</b>             |  |
|-----------------------|-----------------------|--|
| <input type="radio"/> | <input type="radio"/> | obvious signs of indigenous flora and fauna? (such as fish eels, bullies, insect life, crayfish, aquatic plants, nesting sites, feeding grounds) |
| <input type="radio"/> | <input type="radio"/> | areas where food is gathered? (such as fish, kaimoana)   |
| <input type="radio"/> | <input type="radio"/> | wetlands? (such as saltmarsh, mangrove or swamp like areas)  |
| <input type="radio"/> | <input type="radio"/> | recreational activities carried out (such as swimming, fishing, canoeing, boating)   |
| <input type="radio"/> | <input type="radio"/> | areas of particular aesthetic or scientific value (such as scenic views, archaeological sites)   |
| <input type="radio"/> | <input type="radio"/> | areas or aspects significant to iwi  |
| <input type="radio"/> | <input type="radio"/> | will the proposed activity increase the risk of subsidence, erosion, inundation or flooding  |
| <input type="radio"/> | <input type="radio"/> | will hazardous or toxic chemicals, or hydrocarbons be used or stored on site (such as fuel)  |
| <input type="radio"/> | <input type="radio"/> | will the water quality be affected (such as sediment disturbance, discharge)   |
| <input type="radio"/> | <input type="radio"/> | will public access to the coastal area be affected   |
| <input type="radio"/> | <input type="radio"/> | will recreational use by the public be restricted or affected  |

**26. If you ticked yes against any areas or aspects within the surrounding environment, please describe how your proposal may affect those surroundings and the steps you have taken or will take to reduce these effects. If you ticked no against everything, please briefly outline why you believe there will be no effects from your activity.**

**27. Apart from those already documented, are there any other areas or aspects in proximity that may be disturbed by the activity and/or considered significant?**

## CONSULTATION

Identify and consult with any parties that may be potentially affected by or interested in your activity. This generally involves your immediate neighbours. It may also include local authorities, iwi and interest groups such as local recreational and care groups. If you are in doubt about who you should be talking to, then call Waikato Regional Council staff.

Make sure you provide everyone with sufficient information that they can fully understand what it is you want to do and how they may be affected by it. This could include a copy of this application form once it is completed and and/or any plans or maps. Make sure you make yourself available to explain the application, answer any questions and discuss options for resolving any concerns.

### 28. Identify the parties that may be affected by or interested in your discharge activity and consent application

Party details/relationship <i>(such as neighbour, local iwi, interest group)</i>		
Contact person		
Postal address		
Phone number/s	Home:	Business:
	Mobile:	Fax:

Party details/relationship <i>(such as neighbour, local iwi, interest group)</i>		
Contact person		
Postal address		
Phone number/s	Home:	Business:
	Mobile:	Fax:

Party details/relationship <i>(such as neighbour, local iwi, interest group)</i>		
Contact person		
Postal address		
Phone number/s	Home:	Business:
	Mobile:	Fax:

Other affected or interested parties

**29. Provide details of your consultation**

Provide details about the consultation you have undertaken, or explain why consultation was not considered necessary. If possible you should provide written comment or approval from those you have identified. A consultation form is provided at the end of this form that will help you with this. Photocopy off a separate form for each party identified. Otherwise, make sure you let us know:

- who you consulted with
- how we can contact these people
- their relationship to you (for example, neighbour, local iwi, interest group)
- any concerns they may have about your activity, and how you intend to avoid or mitigate (lessen) these effects.

**FINAL CHECKLIST**

**30. Have you? (please tick)**

- Filled in all parts of this form (Form B) that are relevant to your activity, provided all the information required, and completed and attached any other related activity forms.
- Completed and attached Forms A and C.
- Applied for any district council consents that are also required for your proposal.
- Consulted with all interested and affected parties, and included their comments and/or written approval (if possible).
- Included or paid the required deposit fee for this application.

**Important note:** Under the Marine and Coastal Area (Takutai Moana) Act 2011, an applicant for a resource consent must notify and seek the views of groups applying for Customary Marine Title (CMT) before lodging a resource consent application. See the following website for a list of CMT applicants: [www.justice.govt.nz/policy/constitutional-law-and-human-rights/marine-and-coastal-area-takutai-moana](http://www.justice.govt.nz/policy/constitutional-law-and-human-rights/marine-and-coastal-area-takutai-moana)



# CONSULTATION FORM

PHOTOCOPY THIS FORM FOR EACH PERSON OR GROUP TO BE CONSULTED

Applicant	
Description of proposal	

## Person/group consulted in regard to this proposal

Name of contact person		
Name of group		
Street address		
Email address		
Contact number/s	phone:	fax:

## Consulted party's views on the proposal (to be completed by person/group consulted)

If you would like the Waikato Regional Council to know your views on the applicant's proposal, and/or if you consider you may be adversely affected, please indicate your views below (attach additional pages if necessary). Consider the following: How do you consider you will be affected? How would you like the applicant's proposal to be modified to take account of your views? What other comments do you have on the proposal that you would like the Waikato Regional Council to consider in making a decision on these resource consent applications?

## Applicant's response to views of consulted parties (to be completed by applicant)

Please indicate how your proposal can be modified to take account of the views of the party you have consulted with (or why the proposal may not be able to be modified to take account of those views).

## Consulted party's response to the proposal (to be completed by person/group consulted) *Please tick one only*

- I/We give my/our approval for the proposal       I/We do not give my/our approval for the proposal  
 I/We are not affected by this proposal

Signed \_\_\_\_\_ Date \_\_\_\_\_

# APPLICATION FOR RESOURCE CONSENT

## FORM B: DISCHARGE TO AIR

### NOTES

- Discharges of contaminants into the air (such as odour, smoke, spray or particulate matter) must meet all the conditions of our permitted activity rules, or resource consent will be required. This activity form will help you apply for a resource consent.
- You must fully complete this activity form and supply the required information. Provide as much detail as you can where the questions are relevant to your activity. We request that, where possible, you provide electronic copies of any supporting information (for example, on CD). Doing so may reduce administrative costs charged to you.
- You must also supply completed Forms A and C.
- Unless we advise otherwise, you should also consult with any person or party who may be interested in or affected by your proposal. You should provide details of this consultation, including written approval from these parties if possible.
- You must pay the required initial deposit when you submit this consent application.
- Failure to provide the required information and payment will delay the processing of your application. If you do not provide adequate information then we will not be able to process your application, and will return it to you. If you do not pay the required fees, we may stop processing your application until payment is received.
- Remember to sign and date all forms.

### FOR OFFICE USE ONLY

File:

Client ID:

Project:

**Please make sure you read and understand the information section at the end of this form. If you need any further help, please phone our Resource Use staff on 0800 800 402.**

### SITE AND LOCATION

1. **If known, please supply map coordinates of the discharge point/s or area (such as Easting/Northing coordinates or NZMS260 grid references). These locations must also be clearly identified on the location map you have supplied with form A**

2. **Describe the general meteorology and topography of the area**

3. What is the designated land use of the site under the relevant district plan and any district plan requirements?

4. Describe the uses of land surrounding the site, for example residential, commercial or dairy farming:

**PROCESSES**

5. Describe the processes that take place on-site, identifying sources of emissions to air. Provide process flow diagrams if appropriate and details of process capacity including raw material used, throughput, heat output, fuel consumption and fuel type as appropriate. Use separate pages if necessary.

## AIR POLLUTION CONTROL

6. Describe any air pollution control equipment installed or proposed to be installed such as baghouse filters, scrubbers, cyclones. Include information on maintenance procedures and process control information to monitor the performance of such systems.

7. Provide information on system design including design air flows and expected or measured efficiency of contaminant removal.

8. Provide information on other processes in place to ensure that emissions are controlled and/or minimised.

## AIR MANAGEMENT PLAN

9. Most activities will require an air management plan before the consent is granted.

This plan details the procedures that will be implemented to ensure the operation complies with the conditions of the resource consent. Although this plan is not required at the time of the initial application, it will speed up the application process if a draft plan is provided in advance. This plan should detail proposed procedures and provide complaint response procedures, including contact telephone numbers for operations staff who will be responsible for responding to complaints.

## DISCHARGES

10. Identify the contaminants present in the discharge/s. Identify whether the source is a fugitive or a point source. Point sources are discharged via vents or stacks and fugitive emissions may be from sources such as stockpiles stored outside or contaminants discharging through doors or windows for example.

11. Where the discharge is via a stack, provide the stack height and diameter and height relative to the roofline and any other local buildings.

12. Velocity of the discharge in metres per second.

**13. Where a contaminant is likely to be present in quantities that could give rise to adverse effects, the applicant needs to quantify the discharge as accurately as possible. This is a very important step in ensuring the accuracy of the assessment.**

Provide data that includes predicted or measured normal emissions and predicted or measured abnormal (or worst case) emissions. This information may be obtained using emission factors, experience from similar plants or from emission measurements. The sources of all data used in the assessment should be provided and its use and relevance to the assessment justified. Emission tests should be undertaken using internationally recognised methods such as USEPA test methods or equivalent methods.

The information should state the normal duration of the discharge and any expected variation in emission levels. Both the concentration of contaminants in the discharge and the discharge rate of contaminants should be provided.

Modelling may be necessary for investigating the potential effects of various contaminants. You should consult the Waikato Regional Council in the early stages of preparing your consent application to determine whether dispersion modeling is required for the assessment.

**14. Did the Waikato Regional Council require a modelling assessment with your application?**

Yes       No

**15. If yes, provide modelling data that includes predicted or measured normal emissions and predicted or measured abnormal (or worst case) emissions.**

This information may be obtained using emission factors, experience from similar plants or from emission measurements. The sources of all data used in the assessment should be provided and its use and relevance to the assessment justified. Emission tests should be undertaken using internationally recognised methods such as USEPA test methods or equivalent methods.

A range of models are available which will be relevant depending on the particular dispersion situation. Models include AUSPLUME, ISCST3, AERMOD, CTDMPPLUS, CALPUFF and TAPM<sup>1</sup>.

You should model contaminant levels that result in predicted ground level concentrations which would be a magnitude of probable concern. The Waikato Regional Council considers that the use of dispersion modeling is particularly relevant for evaluating various upgrade scenarios, such as investigating the effects as a result of installing air pollution control equipment.

Applicants should model the expected normal emissions as well as the likely worst case emissions. If the worst case assessment is well within accepted criteria then there should be no need for any further assessment.

The Waikato Regional Council requires the following specific information to be submitted with a modelling assessment:

- a discussion of the model and the justification for the use of the particular model
- how particular model settings were used and other model assumptions were made
- the influence of terrain and other local effects such as sea breezes
- a description of the contaminants in the discharge
- the source emission data used in the model and other model input data such as stack and building dimensions
- a description of the meteorological data used
- consideration of whether atmospheric chemistry and or deposition is important and should be included in the model
- tables and graphical presentations of the predicted maximum ground level concentrations for each contaminant at regular and appropriate intervals from the discharge points, such as worst case receptors located at a residential dwelling with a time series plot or table
- model output tables as an appendix
- a comparison of the predicted maximum ground level concentrations with the appropriate guideline or other criteria
- an interpretation with reference to relevant ambient guidelines and other criteria.

<sup>1</sup> "Good Practice Guide for Atmospheric Dispersion Modelling" Ministry for the Environment, June 2004.

**16. Provide a discussion of relevant guidelines or other ambient air quality criteria.**

As a starting point reference documents could include:

- National Environmental Standards for Air Quality<sup>2</sup>
- the Ministry for the Environment’s Ambient Air Quality Guidelines<sup>3</sup>
- Regional Ambient Air Quality Guidelines in the Waikato Regional Plan (refer Appendix 1)
- the Ministry for the Environment’s Odour Guideline<sup>4</sup>
- Guidelines for assessing odour and particulate matter in the Waikato Regional Plan
- other relevant information sources from overseas.

Be aware that some ambient guidelines may be limited in the effects that they are protecting for, and that other effects may need to be considered. You should explain the basis of the guideline that you are using and justify its use in the particular circumstance and considering the particular receiving environment. There is also a changing body of international evidence on which guidelines are based. This may need to be considered when selecting an appropriate guideline and discussing the potential effects of the discharge.

<sup>2</sup> “Updated Users Guide to Resource Management (National Environmental Standards Relating to Certain Air Pollutants, Dioxins and Other Toxics) Regulations 2004 (Including Amendments 2005)”, Ministry for the Environment, October 2005.

<sup>3</sup> “Ambient Air Quality Guidelines”, Ministry for the Environment, May 2002.

<sup>4</sup> “Good Practice Guide for Assessing and Managing Odour in New Zealand”, Ministry for the Environment, June 2003.



17. Provide a summary of any available ambient air quality data for the locality. Refer to the Waikato Regional Council's website for monitoring data. This includes information on background air quality for a new application and any impact monitoring undertaken for existing operations. Ambient monitoring will be more important for large-scale operations.

## MONITORING

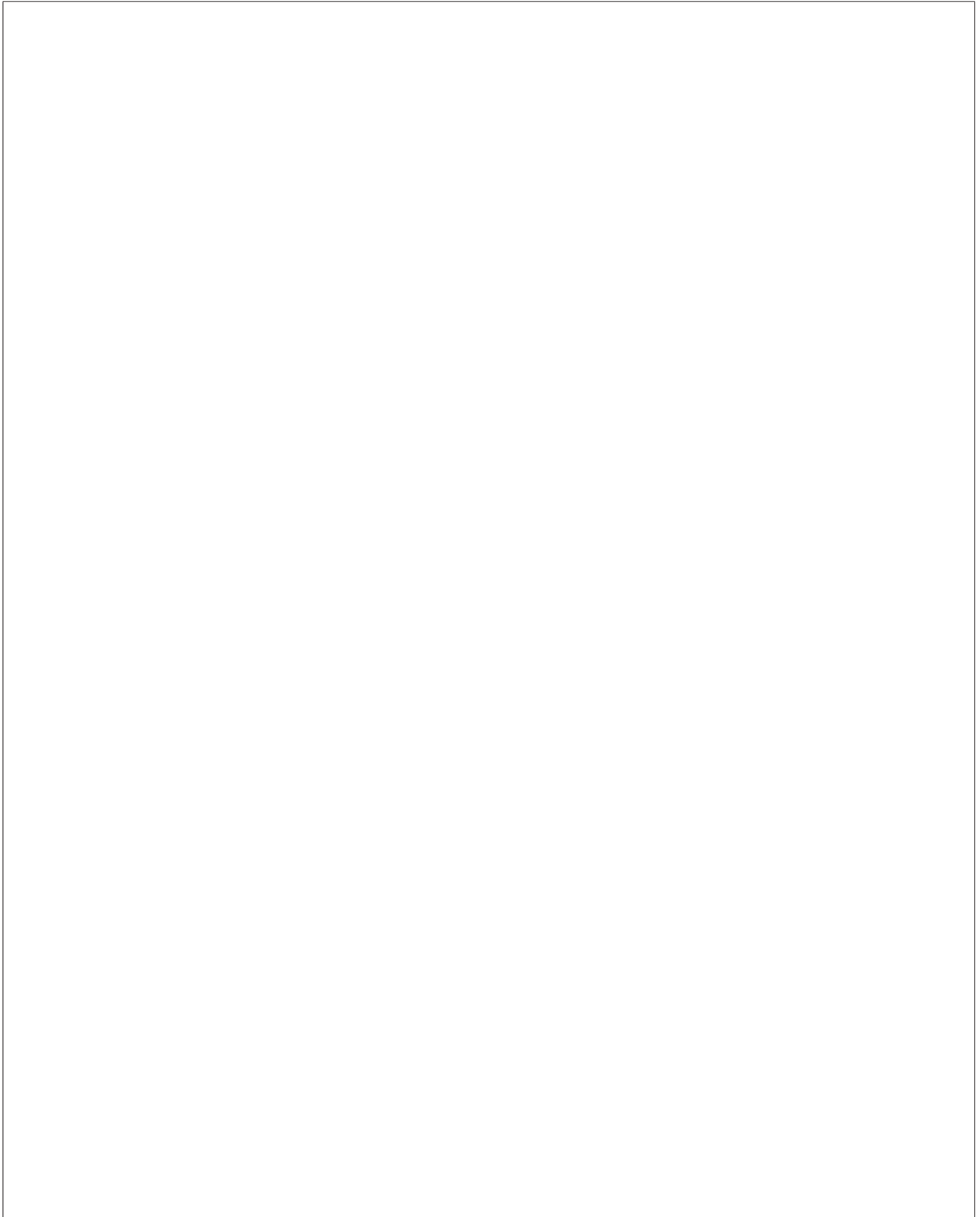
18. Describe any current, ongoing and proposed methods and/or monitoring regimes for stack and/or ambient air quality, such as stack testing, dust deposition testing, site boundary odour assessments.

## CONSIDERATION OF ALTERNATIVES

19. Describe any alternative locations or methods for the discharge and any alternative receiving environments. Provide details on whether these are being implemented, and if not, then why not.

**RESULTS AND INTEPRETATION**

**20. Describe the actual and potential effects of your activity on humans, animals or plants, aircraft safety, the global atmosphere, areas of historic or cultural value, public amenity areas and places of public assembly.**



**21. Provide copies of any additional information you may have about the effects of your activity on the receiving environment, such as photographs, monitoring data or recent compliance reports. If possible, we would prefer this information to be submitted in an electronic format, such as CD.**

Unless the Waikato Regional Council has indicated otherwise, you should identify and consult with any parties that may be potentially affected by or interested in your discharge activity.

- This generally involves at the very least your neighbours and local community.
- It may also include local health authorities, district councils, iwi and interest groups such as local recreational and care groups.
- Other forms of community information should be used to support the application if available, such as community surveys and/or summaries of any complaints received that relate to air discharges from the operation.
- If you are in doubt about who you should be talking to, then call the Waikato Regional Council's staff.

Make sure you provide everyone with sufficient information so that they can fully understand what it is you want to do and how they may be affected by it. This could include a copy of this application form once it is completed and/or any plans or maps. Make sure you make yourself available to explain the application, answer any questions and discuss options for resolving any concerns.

**22. Identify the parties that may be potentially affected by or interested in your discharge activity and consent application**

<b>Party details/relationship</b> <i>(such as neighbour, local iwi, interest group)</i>		
<b>Contact person</b>		
<b>Postal address</b>		
<b>Email address</b>		
<b>Phone number/s</b>	Home:	Business:
	Mobile:	Fax:

<b>Party details/relationship</b> <i>(such as neighbour, local iwi, interest group)</i>		
<b>Contact person</b>		
<b>Postal address</b>		
<b>Email address</b>		
<b>Phone number/s</b>	Home:	Business:
	Mobile:	Fax:

<b>Party details/relationship</b> <i>(such as neighbour, local iwi, interest group)</i>		
<b>Contact person</b>		
<b>Postal address</b>		
<b>Email address</b>		
<b>Phone number/s</b>	Home:	Business:
	Mobile:	Fax:

**23. Other affected or interested parties**

**24. Provide details of your consultation**

Provide details about the consultation you have undertaken, or explain why consultation was not considered necessary. If possible you should provide written comment or approval from those you have identified. A consultation form is provided at the end of this form that will help you with this. Photocopy off a separate form for each party identified. Otherwise, make sure you let us know:

- who you consulted with
- how we can contact these people
- their relationship to you (for example, neighbour, local iwi, interest group)
- any concerns they may have about your activity, and how you intend to avoid or mitigate (lessen) these effects.

## FINAL CHECKLIST

### 25. Have you? *(Please tick)*

- Filled in all parts of this form (Form B) that are relevant to your activity, provided all the information required, and completed and attached any other related activity forms.
- You must also supply completed Forms A and C.
- Applied for any district council consents that are also required for your proposal.
- Consulted with all interested and affected parties, and included their comments and/or written approval (if possible).
- Included or paid the required deposit fee for this application.

**APPENDIX 1 – REGIONAL AMBIENT AIR QUALITY GUIDELINES (RAAQG) (TABLE 6-5 OF THE WAIKATO REGIONAL PLAN)**

CONTAMINANT	AVERAGING TIME	WAIKATO REGION LEVELS
Carbon monoxide (CO)	1 hour	30 mg/m <sup>3</sup>
	8 hours	10 mg/m <sup>3</sup>
Nitrogen dioxide (NO <sub>2</sub> )	1 hour	200 g/m <sup>3</sup>
	24 hours	100 g/m <sup>3</sup>
	Annual	30 g/m <sup>3</sup>
Particulate matter (PM <sub>10</sub> )	24 hours	50 g/m <sup>3</sup>
	Annual	20 g/m <sup>3</sup>
Sulphur dioxide (SO <sub>2</sub> )	1 hour	350 g/m <sup>3</sup>
	24 hour	120 g/m <sup>3</sup>
Agricultural crops	Annual and winter average	30 g/m <sup>3</sup>
Forest and natural vegetation	Annual and winter average	20 g/m <sup>3</sup>
Lichen	Annual	10 g/m <sup>3</sup>
Ozone (O <sub>3</sub> )	1 hour	150 g/m <sup>3</sup>
	8 hours	100 g/m <sup>3</sup>
Forests	6 months	21,400 g/m <sup>3</sup> - h
Semi-natural vegetation	3 months	6,420 g/m <sup>3</sup> - h
Crops (yield)	3 months	6,420 g/m <sup>3</sup> - h
Crops (visible injury) mean daytime vpd below 1.5kPa	5 days	428 g/m <sup>3</sup> - h
Crops (visible injury) mean daytime vpd above 1.5kPa	5 days	1,070 g/m <sup>3</sup> - h
Hydrogen sulphide (H <sub>2</sub> S)	1 hour	7 g/m <sup>3</sup>
Lead content of PM <sub>10</sub>	3 month moving average	0.2 g/m <sup>3</sup>
Benzene (current)	Annual	10 g/m <sup>3</sup>
Benzene (2010)	Annual	3.6 g/m <sup>3</sup>

- The RAAQG have been adopted as maximum acceptable levels of priority contaminants for managing ambient air quality in the Waikato region. The RAAQG are not standards. The acceptable level of these contaminants in air in any given situation will depend upon a site specific analysis in accordance with the policies in Section 6.1.3 of the Waikato Regional Plan.
- The application and interpretation of the guideline values shall be in accordance with Chapter 3 of the Ambient Air Quality Guidelines, Ministry for the Environment, May 2002.
- In the absence of a regional guideline value regard shall be had to relevant national and/or international criteria as appropriate.
- The specific monitoring methods to be used will, as a matter of preference, be those specified in the most recent version of the Ministry for the Environment's Ambient Air Quality Guidelines. Where those guidelines are not specific, or are out of date, the monitoring method to be used will be determined on a case by case basis having regard to best practice.
- In some circumstances, such as discharges from the mineral processing industry, PM<sub>10</sub> may not be the appropriate indicator of air quality effects from particulate matter. In those circumstances measures such as total suspended particulate and/or dust deposition may be more appropriate.
- These guidelines are not to be used as 'pollute up to' levels in the region.
- The levels in the guidelines are concerned with the cumulative impacts of discharges into air from human activities and natural processes.
- When using the guidelines to calculate allowable emission standards for single sources consideration should be given to the proportion of the available air quality increment that should be allocated to that single source. Consideration also needs to be given to background levels of contaminants so that the guideline values are not exceeded.
- Critical levels for nitrogen dioxide assume that either O<sub>3</sub> or SO<sub>2</sub> are also present at near guideline levels. Critical levels for ozone are expressed as a cumulative exposure over a concentration threshold referred to as AOT40 values (accumulative exposure over a threshold of 85.6 g/m<sup>3</sup>, at OC), calculated as the sum of the difference between hourly ambient ozone concentrations and 85.6 g/m<sup>3</sup>, when ozone concentrations exceed 85.6 g/m<sup>3</sup>. Ozone is only measured during daylight hours with a clear global radiation of 50Wm<sup>-2</sup> or greater; vpd = vapour pressure deficit.
- The hydrogen sulphide value is based on odour nuisance and may be unsuitable for use in geothermal areas.

# CONSULTATION FORM

PHOTOCOPY THIS FORM FOR EACH PERSON OR GROUP TO BE CONSULTED

<b>Applicant</b>		
<b>Description of proposal</b>		
<b>Name of contact person</b>		Contact number:
<b>Name of group</b> <i>(if appropriate)</i>		
<b>Postal address</b>		
<b>Street address</b>		
<b>Email address</b>		
<b>Fax</b>		

## Consulted party's views on the proposal (to be completed by person/group consulted)

If you would like the Waikato Regional Council to know your views on the applicant's proposal, and/or if you consider you may be adversely affected, please indicate your views below (attach additional pages if necessary). Consider the following: How do you consider you will be affected? How would you like the applicant's proposal to be modified to take account of your views? What other comments do you have on the proposal that you would like the Waikato Regional Council to consider in making a decision on these resource consent applications?

## Applicant's response to views of consulted parties (to be completed by applicant)

Please indicate how your proposal can be modified to take account of the views of the party you have consulted with (or why the proposal may not be able to be modified to take account of those views).

## Consulted party's response to the proposal (to be completed by person/group consulted) *Please tick one only*

- I/We give my/our approval for the proposal       I/We do not give my/our approval for the proposal
- I/We are not affected by this proposal

**Signed** \_\_\_\_\_ **Date** \_\_\_\_\_

# APPLICATION FOR RESOURCE CONSENT

## FORM B: ONSITE DISCHARGE OF TREATED EFFLUENT



### NOTES

Resource use activities must meet all the conditions of any relevant Permitted Activity Rules in the Waikato Regional Plan or a resource consent from the Waikato Regional Council is required. This form will help you apply for a resource consent.

- You must fully complete this activity form and supply all the required information. Provide as much detail as you can where the questions are relevant to your activity. We request that, where possible, you provide electronic copies of any supporting information (for example, on CD). Doing so may reduce administrative costs charged to you.
- You must also supply completed Forms A and C.
- You must pay the required initial deposit when you submit this consent application.**
- Failure to provide the required information and payment will delay the processing of your application. If you do not provide adequate information then we will not be able to process your application, and will return it to you. If you do not pay the required fees, we may stop processing your application until payment is received.

FOR OFFICE USE ONLY	
File:	
Client ID:	
Project:	

**If you need any further help, please phone our Resource Use staff on 0800 800 402.**

### TYPES OF RESOURCE CONSENT SOUGHT

#### 1. The resource consents sought relate to the following activities

Please tick	Previous consent number
<input type="radio"/> Discharge of treated effluent into the ground	
<input type="radio"/> Discharge of treated effluent onto land	

### SITE AND LOCATION CHARACTERISTICS

#### 2. What is the name of the nearest waterbody to the activity? (if the waterway is a drain or an unnamed stream, then what is the name of the stream, river, lake or wetland that it flows into)

#### 3. If known, please supply relevant map coordinates of the activity or activities, preferably as New Zealand Transverse Mercator 2000 (NZTM2000 references). These locations must also be clearly identified on the location map you have supplied with Form A



**4. Describe the surrounding land uses/landscape (such as farming, residential, forestry)**

**5. Describe the topography, ground cover, and general land stability of the property (including a description of any previous fill in the vicinity of the proposed soakage field)**

**6. What is the annual rainfall in the vicinity of the property?**

**7. What is the prevailing wind direction?**

**8. Are there any nearby houses, public facilities (such as school, hall, shop), streams or other significant features? How far from these is the disposal field site?**

**9. Are there any bores within 1000 m of the disposal area?**

Yes       No

(if yes, please show bore locations on a sketch map and indicate the distances between the bores and the disposal area)

**10. Total area of section**

**11. Area available for effluent disposal**

**DESCRIPTION OF FACILITIES AND WASTEWATER**

**12. Describe the type of facility(ies) contributing waste (such as private house, motor camp, clubhouse, industry)**

**13. What is the maximum number of people using the facilities?**

**14. What is the maximum volume of effluent to be discharged?**

m<sup>3</sup> per day

Please state how this volume of waste was calculated.

**15. What is the maximum rate of discharge**

litres per second

**16. If the number of people using the facilities varies significantly during the year, please describe this fully.**

**17. If the dwelling is not a private house, please indicate the number and type of facilities (such as showers, kitchen, waste disposer, laundry).**

**18. If the wastewater contains something other than normal household waste, please describe the waste.**

## DESCRIPTION OF SEWAGE TREATMENT SYSTEM

**19. Describe the sewage treatment system including:**

- the number and size of septic tanks
- the type of septic tanks (such as single/double chamber, digestive tank)
- description of special features (such as filters, aeration)

**20. What is the design retention time of the treatment system?**

days

**21. If a package plant (such as sequencing batch reactor) please describe the proposed system and treatment method(s).**

**22. What is the expected quality of the wastewater after treatment? Quality should be described at least in terms of faecal coliforms (or other microbiological indicator), Biochemical Oxygen Demand (BOD) and Suspended Solids (SS)(include information on other parameters if available).**

**DESCRIPTION OF DISPOSAL SYSTEM**

23. What is the total length, width and area of the soakage field?

Length	m	Width	m	Area	m <sup>2</sup>
--------	---	-------	---	------	----------------

24. What is the depth of the ground water table in winter?

How was this determined?

25. Is the soakage field prone to flooding? (If so, describe how often and to what degree.)

26. What is the slope of the soakage field?

27. Describe the kind of disposal system used (for example, conventional absorption trench, evapo-transpiration bed, Wisconsin mound, irrigated area, other)

28. How is the effluent delivered to the soakage field (for example gravity feed, pump dosed, spray irrigated, drip fed or other)?

29. If an intermittent dosing system is used, how often, and with what volume of effluent is the soakage field dosed?

30. Describe the distribution pipes (field tiles, LPED system, Dripper, other).

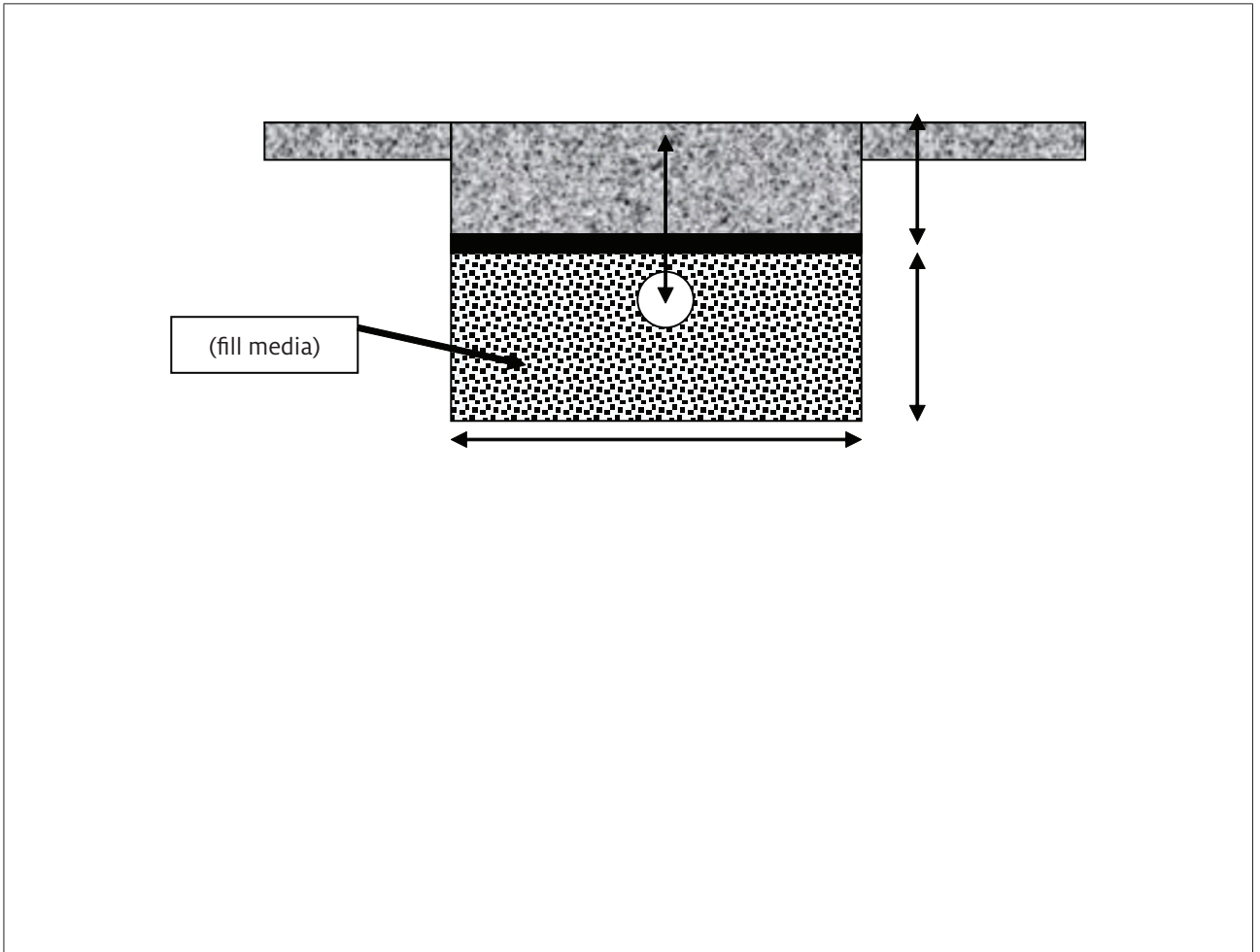
31. Is any part of the disposal field lined (for example with polythene, clay, filter cloth)? Please describe.

32. What is the peak loading rate of effluent over the soakage field?

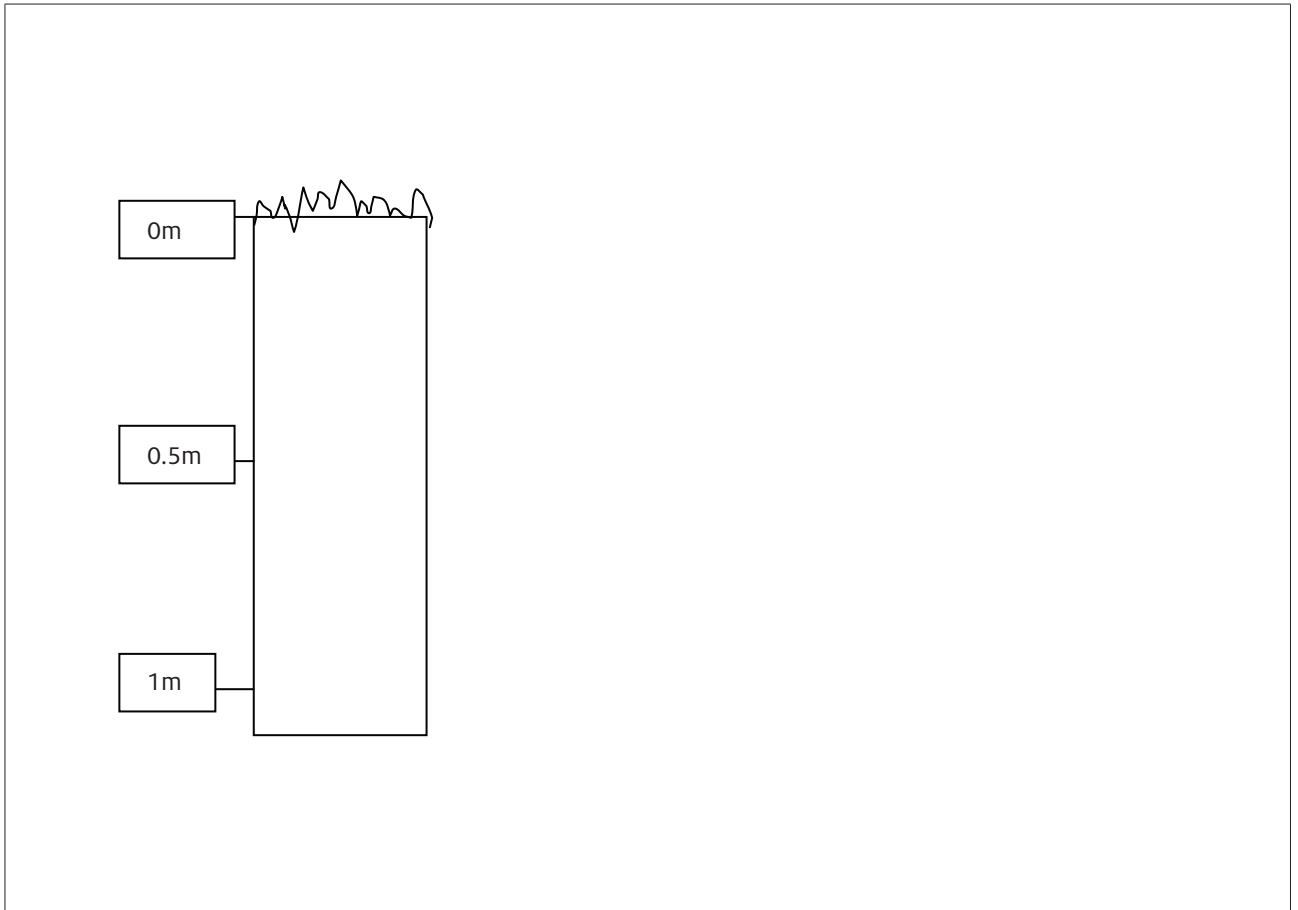
mm/day

33. What is (or what will be) the ground cover above the soakage field?

34. Use the diagram below, or draw and attach your own diagram, to explain your soakage field (for example, include dimensions of trench, fill material, distance from ground level to distribution pipe, linings used).



35. Describe the soil profile of the soakage field site in the following diagram



36. What is the expected maximum soakage rate of the soil beneath the soakage field? (If a percolation test has been carried out, provide the results here).

A large empty rectangular box provided for the student to write their answer to question 36.

**37. Describe routine maintenance and inspections that will be carried out concerning the treatment and disposal system.**

**38. How will the treatment and disposal system be managed to ensure maximum treatment efficiency?**

**39. Is any monitoring of the discharge, and its impact upon ground water (or nearby surface water) carried out (or intended to be carried out)? If yes, please outline the programme (for example, what measured, where, how often).**

**40. What procedures/methods (other than treatment) have been adopted/put in place, to minimise the volume of discharge (for example, dual flush toilets, water saving devices)?**

**41. Have alternative methods of treatment and discharge been considered? Please give details.**

**42. What effect will the discharge have on:**

soil:

groundwater:

surface water:

**43. Are there likely to be other environmental effects of the wastewater treatment and disposal system (such as odour, visual effects)?**



## CONSULTATION

Identify and consult with any parties that may be potentially affected by or interested in your activity. This generally involves your immediate neighbours. It may also include local authorities, iwi and interest groups such as local recreational and care groups. If you are in doubt about who you should be talking to, then call Waikato Regional Council staff.

Make sure you provide everyone with sufficient information that they can fully understand what it is you want to do and how they may be affected by it. This could include a copy of this application form once it is completed and and/or any plans or maps. Make sure you make yourself available to explain the application, answer any questions and discuss options for resolving any concerns.

### 44. Identify the parties that may be affected by or interested in your discharge activity and consent application

<b>Party details/relationship</b> <i>(such as neighbour, local iwi, interest group)</i>		
<b>Contact person</b>		
<b>Postal address</b>		
<b>Phone number/s</b>	Home:	Business:
	Mobile:	Fax:

<b>Party details/relationship</b> <i>(such as neighbour, local iwi, interest group)</i>		
<b>Contact person</b>		
<b>Postal address</b>		
<b>Phone number/s</b>	Home:	Business:
	Mobile:	Fax:

<b>Party details/relationship</b> <i>(such as neighbour, local iwi, interest group)</i>		
<b>Contact person</b>		
<b>Postal address</b>		
<b>Phone number/s</b>	Home:	Business:
	Mobile:	Fax:

**Other affected or interested parties**

**45. Provide details of your consultation**

Provide details about the consultation you have undertaken, or explain why consultation was not considered necessary. If possible you should provide written comment or approval from those you have identified. A consultation form is provided at the end of this form that will help you with this. Photocopy off a separate form for each party identified. Otherwise, make sure you let us know:

- who you consulted with
- how we can contact these people
- their relationship to you (for example, neighbour, local iwi, interest group)
- any concerns they may have about your activity, and how you intend to avoid or mitigate (lessen) these effects.

**FINAL CHECKLIST**

**46. Have you? (please tick)**

- Filled in all parts of this form (Form B) that are relevant to your activity, provided all the information required, and completed and attached any other related activity forms.
- Completed and attached Forms A and C.
- Applied for any district council consents that are also required for your proposal.
- Consulted with all interested and affected parties, and included their comments and/or written approval (if possible).
- Included or paid the required deposit fee for this application.

# CONSULTATION FORM

PHOTOCOPY THIS FORM FOR EACH PERSON OR GROUP TO BE CONSULTED

Applicant	
Description of proposal	

## Person/group consulted in regard to this proposal

Name of contact person		
Name of group		
Postal address		
Street address		
Email address		
Contact number/s	phone:	fax:

## Consulted party's views on the proposal (to be completed by person/group consulted)

If you would like the Waikato Regional Council to know your views on the applicant's proposal, and/or if you consider you may be adversely affected, please indicate your views below (attach additional pages if necessary). Consider the following: How do you consider you will be affected? How would you like the applicant's proposal to be modified to take account of your views? What other comments do you have on the proposal that you would like the Waikato Regional Council to consider in making a decision on these resource consent applications?

## Applicant's response to views of consulted parties (to be completed by applicant)

Please indicate how your proposal can be modified to take account of the views of the party you have consulted with (or why the proposal may not be able to be modified to take account of those views).

## Consulted party's response to the proposal (to be completed by person/group consulted) *Please tick one only*

- I/We give my/our approval for the proposal       I/We do not give my/our approval for the proposal  
 I/We are not affected by this proposal

Signed \_\_\_\_\_ Date \_\_\_\_\_

# APPLICATION FOR RESOURCE CONSENT FORM B: DISCHARGE OF LIQUID WASTE



## NOTES

Resource use activities must meet all the conditions of any relevant Permitted Activity Rules in the Waikato Regional Plan or a resource consent from the Waikato Regional Council is required. This form will help you apply for a resource consent.

- You must fully complete this activity form and supply all the required information. Provide as much detail as you can where the questions are relevant to your activity. We request that, where possible, you provide electronic copies of any supporting information (for example, on CD). Doing so may reduce administrative costs charged to you.
- You must also supply completed Forms A and C.
- **You must pay the required initial deposit when you submit this consent application.**
- Failure to provide the required information and payment will delay the processing of your application. If you do not provide adequate information then we will not be able to process your application, and will return it to you. If you do not pay the required fees, we may stop processing your application until payment is received.

### FOR OFFICE USE ONLY

File:

Client ID:

Project:

**If you need any further help,  
please phone our Resource Use  
staff on 0800 800 402.**

## LOCATION

1. **What is the name of the nearest waterbody to the activity? (if the waterway is a drain or an unnamed stream, then what is the name of the stream, river, lake or wetland that it flows into)**

---

2. **If known, please supply relevant map coordinates of the activity or activities, preferably as New Zealand Transverse Mercator 2000 (NZTM2000 references). These locations must also be clearly identified on the location map you have supplied with Form A**

## TYPE OF RESOURCE CONSENT SOUGHT

3. **The resource consents sought relate to the following activities.**

Please tick	Previous consent number
<input type="radio"/> Discharge to water	
<input type="radio"/> Discharge into the ground	
<input type="radio"/> Discharge onto land	

*Note: Separate application forms are available for stormwater discharge, farm dairy discharge, piggery discharge, quarry discharges, and discharge of solid waste.*

## NATURE OF THE PROPOSAL

**4. What do the resource consents sought apply to? (Please tick.)**

- Geothermal water.
  - Factory farm water containing animal waste.
  - Water from an industrial or trade process.
  - Water containing human waste.
  - Other (please specify):
- 

**5. Please provide a brief description of the nature of the proposal including a description of the liquid to be discharged (such as whey from dairy factory, wash water from winery) and the environment the liquid is discharged into or onto (such as small stream, grazed pasture).**

## DESCRIPTION OF DISCHARGE LIQUID

**6. Volume of liquid to be discharged per day** \_\_\_\_\_

**7. Rate of liquid discharge per day** \_\_\_\_\_ (litres per second)

**8. Describe how the volume and rate of discharge has been calculated (attach calculations used).**

**9. Describe fully the source of the liquid. (For example if washwater, describe the facilities that are washed, if industrial process water, describe the processes using the water).**

**10. Describe the maximum contaminant loadings in the discharge (for example biochemical oxygen demand, suspended solids, nutrients, micro-organisms, toxicity) and state how this has been determined (such as sample analysis).**

**11. Is the liquid likely to contain oil, diesel or similar contaminants? Please describe.**

**12. Please describe any hazardous substances likely to be associated with the discharge.**

**13. Describe the colour and clarity of the liquid.**

**14. Is there an odour associated with the liquid? Please describe.**

**15. If the liquid is wastewater, what treatment does it receive prior to discharge? (Please describe fully and attach a diagram of the treatment facility/process.)**

**16. If sludge/solid waste is generated as part of the treatment, please state what happens to this sludge. (Note: an additional consent may be required for the discharge of sludge.)**

## DESCRIPTION OF DISCHARGE ENVIRONMENT

Complete the appropriate section below (A: discharge to water, or B: discharge to land/into ground).

### **A: DISCHARGE TO WATER**

**17. Is the discharge point in a coastal marine area?**

Yes

No

**18. Name of stream/lake/river/coastal area (if the waterway is an unnamed tributary then what is the name of the stream/river it flows into?)**

---

**19. Describe the dimensions, volume, rate of flow (as appropriate) of the stream/lake/river/coastal area, as it would appear in summer conditions.**

**20. Describe the nature of the catchment and surrounding land uses.**

**21. Please describe the current nature of the waterway at the proposed site for the works.**

Water colour/clarity	
Flow	
Bed material <i>(for example rocky, silty)</i>	
Bank material	
Vegetation	
Erosion	
Fish/Invertebrate life	
Other	

**22. Describe the uses of the water body in the vicinity of the discharge (for example water abstractions, recreational use, other discharges):**

23. Describe the discharge structure (for example 300mm pipe, multiport diffuser, gravel trench).

24. What measures will be put in place at the discharge point to prevent erosion?

**B: DISCHARGE ONTO LAND OR INTO THE GROUND**

25. Describe the surrounding land uses/landscape (for example farming, residential, forestry).

26. Describe the topography, ground cover, and general land stability of the discharge area.

27. Describe the soil type of the discharge area.

28. Is the discharge area used for any other purpose (such as cropping, grazing)? Please describe.

29. Is any part of the discharge area prone to water logging or flooding?

- Yes       No

Please describe how often and to what extent



30. Are there any nearby houses, public facilities (such as school, hall, shop), streams, lakes or other significant features? How close is the discharge area to these features?

31. Are there any bores within 1000 metres of the discharge area?

Yes

No

If yes, please show bore locations on a sketch map and indicate the distances between the bores and the discharge area.

32. What is the depth of the ground water table in winter? \_\_\_\_\_ (m)

IF ONTO LAND

33. What is the method of disposal? (such as tanker, spray irrigator, seepage)

34. What is the total land area that the discharge will occur over? \_\_\_\_\_ (m/ha)

35. How often is the discharge area changed? (For example rotation period)

36. What area of land is discharged to each day? \_\_\_\_\_ (m<sup>2</sup>/ha)

37. How often do you discharge?

---

38. What is the rest period between discharges?

---

IF ONTO GROUND

39. Draw a diagram below to show how the discharge occurs (for example diagram of trench, distribution pipes).



40. At what depth below ground does the discharge occur? \_\_\_\_\_ (m)

41. What is the total length and area of the soakage field? \_\_\_\_\_ (length in m)

\_\_\_\_\_ (area in m<sup>2</sup>)

42. How is the liquid delivered to the soakage field? (For example gravity feed, pump dosed, drip fed or other.)

---

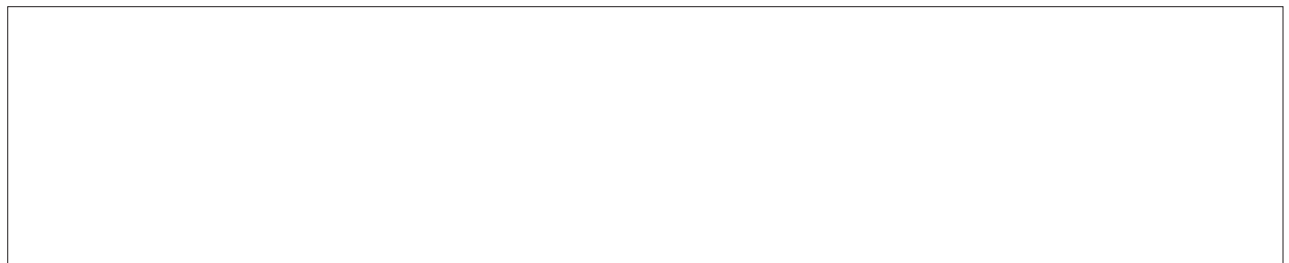
43. What is the peak loading rate over the soakage field? \_\_\_\_\_ (mm/day)

44. Is the whole area dosed equally?

Yes

No

If no, please explain



## ASSESSMENT OF EFFECTS ON THE ENVIRONMENT

Complete the appropriate section below (A: discharge to water, or B: discharge to land/into ground).

### **A: DISCHARGE TO WATER**

**45. Is there a noticeable change in colour/clarity of the receiving water as a result of the discharge? Please describe.**

**46. How will the discharge change the existing water quality of the water body (for example in terms of dissolved oxygen, biochemical oxygen demand, suspended solids, nutrients, micro-organisms, toxicity) and state how this has been determined.**

**47. How may the discharge affect plant/animal life of the receiving water?**

**48. How may the discharge affect the flow/water levels in the water body?**

**49. Are there (or will there be) any erosion/bank stability effects? Describe these effects and describe how you propose to avoid or remedy these effects.**

**50. Describe any other effects caused by the discharge (such as effects on amenity values, recreation).**

**B: DISCHARGE ONTO LAND OR INTO THE GROUND**

51. What effect will the discharge have on the receiving environment?

52. Are there likely to be other environmental effects of the wastewater treatment and disposal system? (For example, odour, visual effects, effects on nearby surface water).

**MAINTENANCE, MONITORING AND MITIGATION**

53. Describe routine maintenance and inspections that will be carried out concerning the discharge system and any associated waste treatment facilities.

54. How will the treatment and disposal system be managed to ensure maximum treatment efficiency?

**55. Is any monitoring of the discharge, and its impact upon surface water and/or ground water carried out (or intended to be carried out)?**

Yes

No

If yes, please outline the programme (such as what measured, where, how often).

**56. What procedures/methods (other than treatment) have been adopted/put in place to minimise:**

- the volume of waste discharged?

- contaminant loading of the waste discharged?

**57. Have alternative methods of treatment and discharge been considered?**

Yes

No

If yes, please give details.

## CONSULTATION

Identify and consult with any parties that may be potentially affected by or interested in your activity. This generally involves your immediate neighbours. It may also include local authorities, iwi and interest groups such as local recreational and care groups. If you are in doubt about who you should be talking to, then call Waikato Regional Council staff.

Make sure you provide everyone with sufficient information that they can fully understand what it is you want to do and how they may be affected by it. This could include a copy of this application form once it is completed and and/or any plans or maps. Make sure you make yourself available to explain the application, answer any questions and discuss options for resolving any concerns.

### 58. Identify the parties that may be affected by or interested in your discharge activity and consent application

Party details/relationship <i>(such as neighbour, local iwi, interest group)</i>		
Contact person		
Postal address		
Phone number/s	Home:	Business:
	Mobile:	Fax:

Party details/relationship <i>(such as neighbour, local iwi, interest group)</i>		
Contact person		
Postal address		
Phone number/s	Home:	Business:
	Mobile:	Fax:

Party details/relationship <i>(such as neighbour, local iwi, interest group)</i>		
Contact person		
Postal address		
Phone number/s	Home:	Business:
	Mobile:	Fax:

**Other affected or interested parties**

**59. Provide details of your consultation**

Provide details about the consultation you have undertaken, or explain why consultation was not considered necessary. If possible you should provide written comment or approval from those you have identified. A consultation form is provided at the end of this form that will help you with this. Photocopy off a separate form for each party identified. Otherwise, make sure you let us know:

- who you consulted with
- how we can contact these people
- their relationship to you (for example, neighbour, local iwi, interest group)
- any concerns they may have about your activity, and how you intend to avoid or mitigate (lessen) these effects.

**FINAL CHECKLIST**

**60. Have you? (please tick)**

- Filled in all parts of this form (Form B) that are relevant to your activity, provided all the information required, and completed and attached any other related activity forms.
- Completed and attached Forms A and C.
- Applied for any district council consents that are also required for your proposal.
- Consulted with all interested and affected parties, and included their comments and/or written approval (if possible).
- Included or paid the required deposit fee for this application.

# CONSULTATION FORM

**PHOTOCOPY THIS FORM FOR EACH PERSON OR GROUP TO BE CONSULTED**

Applicant	
Description of proposal	

## Person/group consulted in regard to this proposal

Name of contact person		
Name of group		
Street address		
Email address		
Contact number/s	phone:	fax:

## Consulted party's views on the proposal (to be completed by person/group consulted)

If you would like the Waikato Regional Council to know your views on the applicant's proposal, and/or if you consider you may be adversely affected, please indicate your views below (attach additional pages if necessary). Consider the following: How do you consider you will be affected? How would you like the applicant's proposal to be modified to take account of your views? What other comments do you have on the proposal that you would like the Waikato Regional Council to consider in making a decision on these resource consent applications?

## Applicant's response to views of consulted parties (to be completed by applicant)

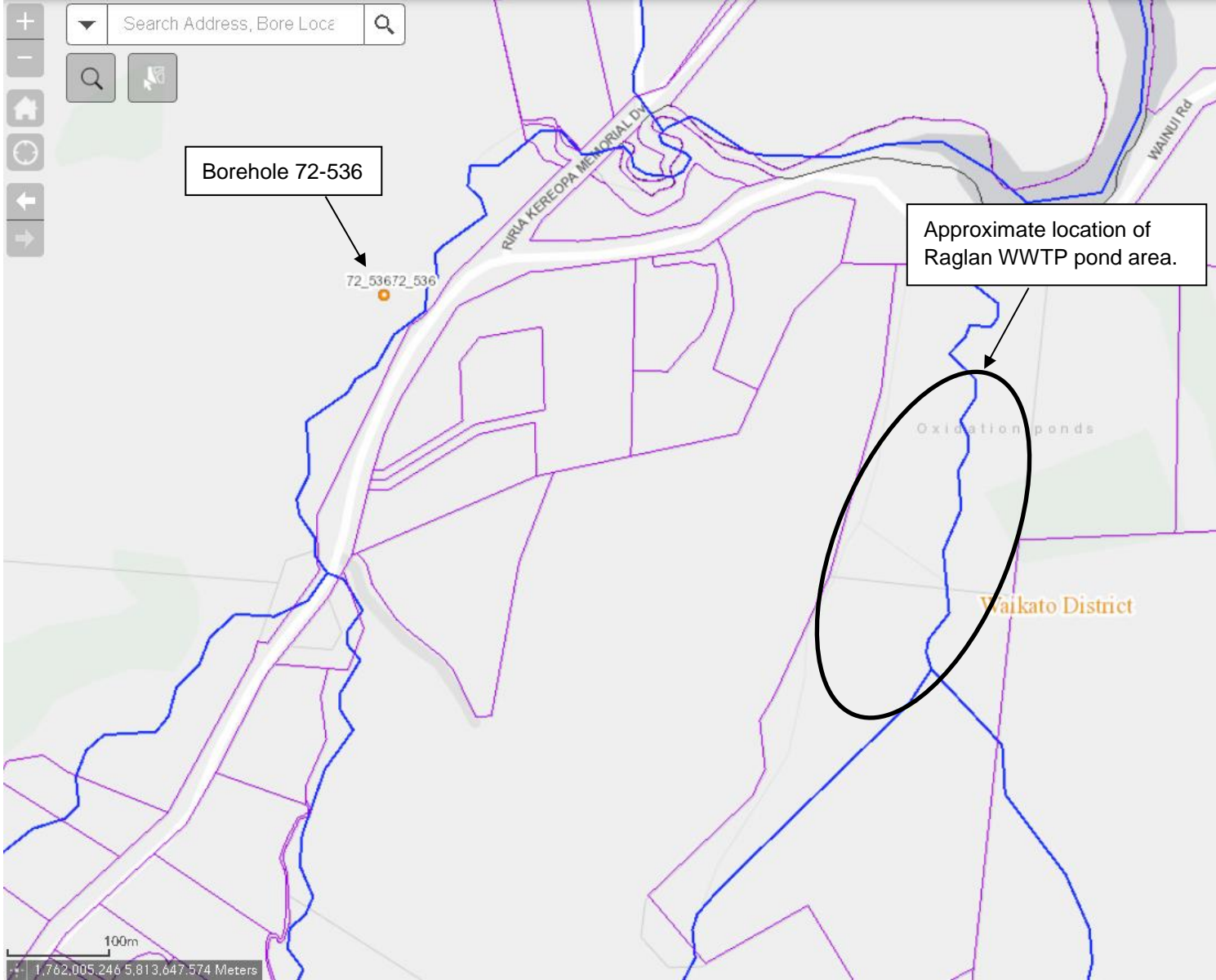
Please indicate how your proposal can be modified to take account of the views of the party you have consulted with (or why the proposal may not be able to be modified to take account of those views).

## Consulted party's response to the proposal (to be completed by person/group consulted) *Please tick one only*

- I/We give my/our approval for the proposal       I/We do not give my/our approval for the proposal  
 I/We are not affected by this proposal

**Signed** \_\_\_\_\_ **Date** \_\_\_\_\_





# APPLICATION FOR RESOURCE CONSENT

## FORM C: OTHER MATTERS

### NOTES

- The following information requirements were introduced by the RM Amendment Act 2013 and took effect on 3/3/2015. Due to this, it is mandatory to answer these questions. **If you feel that these questions do not apply to your activity, please write 'not applicable' in the space provided.**
- Questions 1, 3 and 4 require varying degrees of familiarity with the Resource Management Act (RMA) and documents produced under the RMA. Please contact the Resource Use Directorate on our freephone if you need help accessing these documents.
- Question 5 applies to applications for replacement consents.

**If you need any further help, please phone our Resource Use staff on 0800 800 402.**

#### FOR OFFICE USE ONLY

File:

Client ID:

Project:

### RELATED PERMITTED ACTIVITIES

- 1a. List any activities that are part of your proposal and are permitted (allowed without a resource consent) under the Waikato Regional Plan and/or the Waikato Regional Coastal Plan.**

--

- 1b. Provide information that shows how each permitted activity will comply with the conditions of the relevant rule**

--

## OTHER ACTIVITIES

2. Describe any other activities related to your proposal that you think Waikato Regional Council may need to be aware of.

## PART 2 OF THE RMA

3. Part 2 of the RMA is attached on the last page. Provide an assessment of your proposed activity/activities against the matters set out in Part 2.

**4. Assess your proposal against any relevant provisions of:**

- national environmental standards
- other regulations
- national policy statements
- the Waikato Regional Policy Statement (RPS).

*Note: for activities within the Waikato/Waipā Catchment below Huka Falls, this will require assessment against the **Vision and Strategy** for the Waikato River. This requires every application to provide for the protection and restoration of the River in a manner which is proportionate to the activity and its effects.*

- the Waikato Regional Plan (WRP) and/or Waikato Regional Coastal Plan (WRCP).

*Note: If your application is for a controlled activity then you do not need to provide any assessment against the RPS or WRP (or WRCP).*

## VALUE OF CONSENT HOLDER INVESTMENT

**Important:** You must complete this question if your application is intended to replace a currently operative resource consent, and this application will be lodged with Waikato Regional Council at least 3 month before that consent expires.

**5. Provide an assessment of the value of your investment. You need to**

- specify the value of investment of the activities/infrastructure that are reliant on the resource consent/s you are applying for here. This must be the 'book value' of the investment (not the replacement value).
- include evidence that supports the assessment.

**5 Purpose**

- (1) The purpose of this Act is to promote the sustainable management of natural and physical resources.
- (2) In this Act, sustainable management means managing the use, development, and protection of natural and physical resources in a way, or at a rate, which enables people and communities to provide for their social, economic, and cultural well-being and for their health and safety while—
  - (a) sustaining the potential of natural and physical resources (excluding minerals) to meet the reasonably foreseeable needs of future generations; and
  - (b) safeguarding the life-supporting capacity of air, water, soil, and ecosystems; and
  - (c) avoiding, remedying, or mitigating any adverse effects of activities on the environment.

**6 Matters of national importance**

In achieving the purpose of this Act, all persons exercising functions and powers under it, in relation to managing the use, development, and protection of natural and physical resources, shall recognise and provide for the following matters of national importance:

- (a) the preservation of the natural character of the coastal environment (including the coastal marine area), wetlands, and lakes and rivers and their margins, and the protection of them from inappropriate subdivision, use, and development:
- (b) the protection of outstanding natural features and landscapes from inappropriate subdivision, use, and development:
- (c) the protection of areas of significant indigenous vegetation and significant habitats of indigenous fauna:
- (d) the maintenance and enhancement of public access to and along the coastal marine area, lakes, and rivers:
- (e) the relationship of Maori and their culture and traditions with their ancestral lands, water, sites, waahi tapu, and other taonga:
- (f) the protection of historic heritage from inappropriate subdivision, use, and development:
- (g) the protection of protected customary rights
- (h) the management of significant risks from natural hazards.

**7 Other matters**

In achieving the purpose of this Act, all persons exercising functions and powers under it, in relation to managing the use, development, and protection of natural and physical resources, shall have particular regard to—

- (a) kaitiakitanga:
  - (aa) the ethic of stewardship:
- (b) the efficient use and development of natural and physical resources:
  - (ba) the efficiency of the end use of energy:
- (c) the maintenance and enhancement of amenity values:
- (d) intrinsic values of ecosystems:
- (e) [Repealed]
- (f) maintenance and enhancement of the quality of the environment:
- (g) any finite characteristics of natural and physical resources:
- (h) the protection of the habitat of trout and salmon:
- (i) the effects of climate change:
- (j) the benefits to be derived from the use and development of renewable energy

**8 Treaty of Waitangi**

In achieving the purpose of this Act, all persons exercising functions and powers under it, in relation to managing the use, development, and protection of natural and physical resources, shall take into account the principles of the Treaty of Waitangi (Te Tiriti o Waitangi).