

## Application for Certificate of Compliance or Existing Use

**Application made under Section 139(2) or Section 139A(2) of the Resource Management Act 1991**

To: RMA Consents  
 Whangarei District Council  
 Private Bag 9023  
 Te Mai  
 Whangārei 0143  
[consentsadmin@wdc.govt.nz](mailto:consentsadmin@wdc.govt.nz)

Office Use only	
Date Received:	
Time received:	
Payment Received:	
Tech 1 App #:	
Property #:	
Land #:	
Planner:	

**This form should only be used if you are applying for a Certificate of Compliance or Existing Use. Please use our Form 9 if a resource consent is required.**

*This form is designed to provide us with your contact information and details about your proposal that are required for us to process your application. If you fail to complete this form and provide the necessary information, including the deposit fee, your application may not be accepted for processing. Prior to paying your deposit fee you may request an invoice from us.*

Applicants should refer to our guide 'Guide to completing application forms' in completing this application Form. [www.wdc.govt.nz/RCAAppGuide](http://www.wdc.govt.nz/RCAAppGuide)

### 1 Application details

Full name of applicant(s): \_\_\_\_\_  
 Postal address: \_\_\_\_\_  
 Phone: \_\_\_\_\_ Email: \_\_\_\_\_

**I hereby apply to Whangarei District Council for:**

Certificate of Compliance (s139(2) RMA)       Certificate of Existing Use (s139A(2) RMA)

### 2 The activity

**Description of activity:**

---



---



---



---



---

### 3 The site

Physical address: \_\_\_\_\_  
 Legal description(s): \_\_\_\_\_  
 Zone: \_\_\_\_\_

#### 4 Owner / Occupier details (if different from applicant)

**Owner(s):**

Full name: \_\_\_\_\_

Postal address: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

**Occupier(s):**

Full name: \_\_\_\_\_

Postal address: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

#### 5 Information requirements

**I attach, for an application for Certificate of Compliance:**

- 
- Record of title and relevant interests

*Search copy must be dated within the last 3 months*

- 
- Plans detailing the location and extent of all proposed works

*Plans must accurately show the size, location, and nature of the existing activity. The plans must be at a recognised scale (e.g. 1:100, 1:200), be true to scale, and key dimensions shown. Plans should be dated, numbered, and referenced.*

- 
- Written statement detailing the nature of the proposed work/ activity and supporting assessment that demonstrates that the work/ activity can be lawfully undertaken on the site without a resource consent

*The written statement needs to provide sufficient detail to enable an assessment of the activity against the rules of any relevant plan or proposed plan, including national environmental standards.*

- 
- Other information as required to assess in detail your application and/or for any other reason

*Please list below:*

---



---



---

**I attach, for an application for Certificate of Existing Use:**

- 
- Record of title and relevant interests

*Search copy must be dated within the last 3 months*

- 
- Plans detailing the location and extent of the existing activity

*Plans must accurately show the size, location, and nature of the existing activity. The plans must be at a recognised scale (e.g. 1:100, 1:200), be true to scale, and key dimensions shown. Plans should be dated, numbered, and referenced.*

- 
- Written statement detailing the nature of the existing activity, with a supporting statutory assessment.

*The written statement must demonstrate that:*

- *The activity was lawfully established before the rule in the District Plan became operative, or a proposed plan was notified.*

- *The effects of the activity are the same or similar in character, intensity, and scale to those effects which existed before the rule became operative or the proposed plan was notified.*
- *The activity was not discontinued for a period of more than 12 months after the rule in the District Plan became operative or the proposed plan was notified.*

Other information as required to assess in detail your application and/or for any other reason

*Please list below:*

---



---



---



---

## 7 Declaration of applicant or authorised agent

### Privacy:

*We require the information you have provided on this form to process your application and to collect statistics. We will hold and store the information, including the form and all associated reports and attachments, on a public register. The details of your application may also be made available to the public on our website.*

*The details are collected and disclosed to inform the general public and community groups about all applications which have been processed or issued through us. If you would like to request access to, or correction of any details, please contact us.*

A link to Council’s full Privacy Statement is as follows: [www.wdc.govt.nz/Privacy](http://www.wdc.govt.nz/Privacy)

### Fees and charges:

*Subject to rights to object to, or appeal a decision on costs, in making an application you undertake to pay all costs associated with your application.*

*This includes:*

- *paying an advance fee deposit at time of lodgement*
- *paying any additional costs of processing the application, including any interim invoice or invoice issued at the time a decision is made on your application*
- *paying all fees associated with monitoring the conditions of an approved consent, including payment of an advance deposit fee for monitoring at the time that a decision on an application is issued*
- *paying all costs (including debt collection or legal fees) of recovering any unpaid costs.*

*All fees are payable in accordance with our ‘Schedule of Fees and Charges’:*  
[www.wdc.govt.nz/FeesandCharges](http://www.wdc.govt.nz/FeesandCharges)

**Please note:** *Where the advance fee paid is a deposit fee, you will be invoiced for any outstanding costs associated with processing the application when a decision on your application is issued.*

*An advance fee for costs associated with monitoring the conditions of your consent is payable at the time of a decision on your application is issued.*

*In some cases, interim billing for processing costs may also occur. You will need to pay any such invoice to enable the application to continue to be processed.*

*Payment options:* [www.wdc.govt.nz/PayApplication](http://www.wdc.govt.nz/PayApplication). *Please quote the type of application and name of the applicant when making your payment.*

### Development contributions:

*By making this application you take responsibility for payment of any required development contribution (levied under the Local Government Act 2002 and in accordance with our Development Contributions Policy) at the time it comes due unless we are advised otherwise.*

[www.wdc.govt.nz/DevContributions](http://www.wdc.govt.nz/DevContributions)

### Site visit:

*By signing this form, you confirm that we are permitted to undertake a site inspection(s). In relation to any such site inspection, you are responsible for providing us with information as necessary to ensure we can undertake a safe and accessible site visit.*

*In the case that we visit the site and are unable to undertake the site visit because of safety or access issues that have not been disclosed, you will be responsible for any costs associated with re-visiting the site, in addition to those associated with the initial visit.*

**Applicant declaration:** (required where authorised agent is not acting on your behalf)

I / we confirm that I / we have read and understood the above.

Subject to rights to object to or appeal a decision on costs under section 357B and section 358 of the Resource Management Act 1991, I undertake to pay all costs associated with this application. I also agree to pay all the costs (including debt collection or legal fees) of recovering any unpaid costs.

Applicant name: \_\_\_\_\_

Applicant signature \_\_\_\_\_ Date: \_\_\_\_\_

Applicant name: \_\_\_\_\_

Applicant signature \_\_\_\_\_ Date: \_\_\_\_\_

### Authorised agent declaration:

As authorised agent for the applicant, I confirm that I have read and understood the above information and have fully informed the applicant of their obligations in connection with this application, including obligations relating to payment of fees and other charges. I confirm that I have the applicant's authority to sign this application on their behalf.

Agent's signature \_\_\_\_\_ Date: \_\_\_\_\_

Name of agent: \_\_\_\_\_

Company name \_\_\_\_\_ Reference: \_\_\_\_\_

Postal address: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

## 8 Address for service

Please send all correspondence to (select one):

- The applicant
- The authorised agent
- Other (*please provide details*)

Full name: \_\_\_\_\_

Postal address: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_