

## APPLICATION - S223 AND/OR S224(c) CERTIFICATION

### Timeframes and Acceptance of Applications

Applications for Sections 223 and 224(c) certification will **not** be processed until all outstanding fees are paid, including any invoices for bonded works. Council has ten **(10) working days** to either approve or decline an s223 application. **If both 223 and s224(c) applications have been submitted but the conditions for approval are not met, the applicant must advise whether they still wish for the s223 to be issued. If the applicant does not wish to proceed with the s223, the application will be returned.** The Applicant will then need to reapply for both s223 and s224(c), and it is likely that **additional application fees** will be required

### Approved Plans/Reports

Prior to the issuing of s224(c), certain plans or reports may need to be approved by Council. These could include, but are not limited to :

- Engineering
- Landscaping
- Earthworks
- Contaminated Soil Remediation
- Any other report as stated in the conditions

Required plans and reports should be submitted in advance of the 224(c) application to allow enough time for the relevant Council department(s) to review and approve them. For larger subdivisions, technical data and documentation should be signed off prior to applying for s224(c).

### Supporting Evidence

Supporting evidence should be provided to demonstrate compliance with each condition of the resource consent. Types of supporting evidence can include:

- Photos of works
- Asbuilts
- Water of drainage application numbers\*
- Additional evidence as specified in the Resource Consent

*\*Building, water and/or drainage consents as required, are to be completed prior to s224(c).*

### Recommendation for Faster Processing

Providing clear, comprehensive evidence, including photos and signed-off technical reports will assist in the fast and efficient processing of your s224(c) application. The more detailed the evidence, the less likely there will be delays in approval.

## APPLICANTS DETAILS

- Must be a person or legal entity (limited liability company or trust)
- Full names of all trustees required
- The applicant name(s) will be the consent holder(s) responsible for the resource consent and any associated costs.

Applicant(s) Full Name / Company / Trust:			
Contact name for company or trust:			
Resource Consent Number:			
Postal Address:		Post Code:	
Email Address:			
Contact Number:			

## CORRESPONDENCE DETAILS

*If you are acting on behalf of the applicant e.g. agent, consultant or architect please fill in your details in this section*

Name and Company:			
Postal Address		Post Code:	
Email Address:			
Contact Number:			

DETAILS FOR INVOICE		
<i>(Refunds will only be applied to the invoiced debtor)</i>		
<input type="checkbox"/> Applicant / Consent Holder (as above)	<input type="checkbox"/> Agent / nominated contact (as above)	<input type="checkbox"/> Other (Please complete full details below)
Invoice Name:		
Email:		
Contact number:		
Purchase order number (if applicable):		
Invoice to be emailed to:		
<input type="checkbox"/> Applicant / Consent Holder	<input type="checkbox"/> Agent / nominated contact (if required)	<input type="checkbox"/> Invoiced Debtor
Correspondence (excluding invoice) to be sent to:		
<input type="checkbox"/> Applicant / Consent Holder	<input type="checkbox"/> Agent / nominated contact (if required)	

SITE VISIT REQUIREMENTS		
<i>Should a Council officer need to undertake a site visit please answer the questions below</i>		
Is there a gate or security system restricting access by council?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Is there a dog on the property?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Are there any other hazards or entry restrictions that council staff need to be aware of?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
If the above answer was 'yes' please provide information below:		

CERTIFICATION/PREPARATION OF DOCUMENTS BEING APPLIED FOR			
<input type="checkbox"/> s223	<input type="checkbox"/> s224(c)	<input type="checkbox"/> Consent notice / s221	<input type="checkbox"/> Other (please specify):
Other relevant information or further comments:			

INFORMATION REQUIRED TO BE SUMMITTED
LT Plan (s223 plan): <input type="checkbox"/>
As-built plan: <input type="checkbox"/>
Management plan: <input type="checkbox"/>
Bond Approval (if requested): <input type="checkbox"/> <i>Note: Please complete a bond application form separately</i>
Confirmation of engineering approval: <input type="checkbox"/>
Photos of Works: <input type="checkbox"/>
Copy of LT Plan has been lodged online: <input type="checkbox"/>
Other (please specify): <input type="checkbox"/>

*If approvals are required from other Council departments, please include with your application.*

Comments on conditions:

## APPLICATION & DECLARATION

I/We understand that Council may invoice me/us for the actual and reasonable costs incurred in the processing of this application. Subject to my/our rights under Sections 357B and 358 of the RMA to object to any costs, I/We undertake to pay all and future processing costs incurred by the Council. Without limiting the Council's legal rights, if any steps, including the use of debt collectors, are necessary to recover unpaid processing costs, I/We agree to pay all costs of recovering those processing costs.

If this application is made on behalf of a trust (private or family), a society (incorporated or unincorporated) or a company, in signing this application I/we are binding the trust, society or company to pay all of the above costs and guaranteeing to pay all the above costs in my/our personal capacity.

The Council relies on the information contained in this application being complete and accurate. The Applicant must take all reasonable steps to ensure that it is complete and accurate and accepts responsibility for information in this application being so.

☐ If lodging this application as the Applicant:

I/we hereby represent and warrant that I am/we are aware of all of my/our obligations arising under this application including, in particular but without limitation, my/our obligations to pay all fees and administrative charges (including debt recovery and legal expenses) payable under this application as referred to within the Fees Information section.

☐ If lodging this application as agent of the Applicant:

I/we hereby represent and warrant that I am/we are authorised to act as agent of the Applicant in respect of the completion and lodging of this application and that the Applicant is aware of all of his/her/its obligations arising under this application including, in particular but without limitation, his/her/its obligation to pay all fees and administrative charges (including debt recovery and legal expenses) payable under this application as referred to within the Fees Information section.

☐ I hereby apply for the resource consent(s) for the Proposal described above and I certify that, to the best of my knowledge and belief, the information given in this application is complete and accurate.

Signed (by authorised agent of the Applicant):			
Full name of person lodging this form:			
Firm/Company:		Date:	

Address all correspondence in relation to this consent to: [ResourceConsents@icc.govt.nz](mailto:ResourceConsents@icc.govt.nz)