

Written approval of potentially affected person(s)



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OFFICE USE ONLY
 Date received:
 Consent No:

Before completing this form please read the guidance notes on the back of this page.

To be completed by applicant

Applicant(s) full name	
Address of proposed activity: <i>And any other information to assist identification of the property</i>	
Brief description of proposed activity: <i>Clearly state the aspects of the proposed activity that require consent under the District Plan, i.e. To erect a garage 1.5 metres from the side boundary breaching the yard requirement.</i>	

To be completed by potentially affected person(s)

In most instances Council will require the approval of ALL legal owners and the occupiers of the affected property. Eg approval from both Mr and Mrs Smith, or all trustees required.

Potentially affected person's full name(s):	
Address of affected property:	

Tick either:	<input type="checkbox"/>	I am/ We are the owner(s) and occupier(s) of the property.	Or:	<input type="checkbox"/>	I am/ We are the owner(s) / occupiers (delete one) of the property.
	<input type="checkbox"/>			<input type="checkbox"/>	I / We have authority to sign on behalf of all the other owners / occupiers (delete one) of the property.

Please tick the following:

<input type="checkbox"/>	I/We have read the guidance notes on the back of this form.
<input type="checkbox"/>	I/We have been given details of the full and final proposal and understand the aspects of non-compliance within the District Plan to which I am/we are giving my/our written approval.
<input type="checkbox"/>	I/We give my/our written approval to the proposal.
<input type="checkbox"/>	I/We have signed and dated the site plan and elevation plans.
<input type="checkbox"/>	I/We understand that by giving my/our written approval, the Council cannot take account of any actual or potential effects of the activity on my/our property.
<input type="checkbox"/>	I/We understand that at any time before the final decision is made on the application, I/we may give notice in writing to the Council that this approval is withdrawn, under section 104(4) of the Resource Management Act 1991.

Signature(s) _____ **Date** _____

Guidance Notes

What is this about?

- The applicant named on this form is seeking resource and/or building consent approval from Council to undertake an activity which is not permitted as of right under the South Waikato District Plan.
- Such an activity may be a proposal to build a garage closer to your shared boundary than permitted under the rules, or something larger like a commercial or recreational development which may have noise or traffic impacts. This activity could potentially have an effect on you.
- Council determines who may be affected by a proposal and it is then the applicant's responsibility to approach each of those parties and try and obtain their written approval.
- Because your consent is being sought does not mean that the proposal will definitely have an adverse effect on you, but you could potentially be affected simply because you are a neighbour. Either way the process is designed to give you the opportunity to consider the proposal and decide for yourself whether you are affected or not, and to what extent.

What is required of you?

- Before asking for your approval the applicant should fully explain the proposal and why it needs resource consent. They should give you a detailed description of the proposal including plans and an assessment of environmental effects.
- Study the plans and assessment of environmental effects for the proposal; these will help you understand any potential effects.
- Decide whether the proposal will have any effect on you – and if so to what extent.
- **If you are happy with the proposal** and have no objections then you may give your written approval. You will need to complete this form and sign the site plan and any elevation plans. Do not sign these documents unless you consent to the proposed activity as is; if you have signed this form and the plans, Council will not take into account any effect on you.
- **If you are not happy with the proposal** you do not have to sign the consent form, however it is important that you explain why you are not happy with the proposal.
 - The applicant may then change the proposal to avoid, remedy or mitigate those adverse effects on you.
 - If after those changes have been made you are satisfied with the proposal then you may give your written approval.
 - If you still object and Council still deems that you are an affected party then the application will be notified, which means that you will have the chance to make a formal submission on the proposal and explain the reasons for your objection.

What if you change your mind?

- If you decide to support the proposal then you should contact the applicant or Council as soon as possible, as this may save the applicant from costly notification fees and procedures.
- If you decide that you no longer support the proposal, you may withdraw your approval, provided that Council receives notice in writing before the date of a hearing (if one is held) or otherwise before the date of the decision on the application.

Can you provide approval with conditions?

- No, you may not make your approval conditional on, for example, a particular colour scheme. You may, however make a private agreement with the applicant about these matters or see if they can change the proposal to meet your requests.

What if you have further questions or concerns?

- If you have any questions or concerns about the resource consent application or signing this form please approach the applicant or contact the Planning Department at Council. Council's contact details are on the front of this form.