

# Information Checklist for Application for Existing Use Certificate

Section 139A of the Resource Management Act 1991 (RMA).

The following information is required in order for Council to fully assess your application.

## Note to applicant:

You must include all information required by this form. The information must be specified in sufficient detail to satisfy the purpose for which it is required.

**Please print clearly and complete all sections.**

**To:** Name of Council that is the consent authority for this application: [Select a Council](#)

## General information

- Street address, legal description and lot area(s) of the subject site.**
- Current Certificate/s of Title for the subject site** (please attach).  
*(Certificates of Title may be obtained from Land Information New Zealand. Please ensure that the Certificate of Title consists of **both** the cover page and attached pages showing the survey plan.)*
- Locality plan (scale 1:500) or aerial photograph (scale 1:500).**  
*(Showing the physical location of the subject site in relation to adjoining streets and sites)*
- Application Fee** – A full list of fees and charges is available on Council’s website.
- Site Plan showing the original site and another site plan showing any proposed changes to the use of the site. Please attach two copies at a scale of 1:50, 1:100, 1:200 or 1:500, and one reduced A4 size copy, showing:**
  - North point
  - Lot boundaries and dimensions
  - Date the plans were drawn
  - Natural features, including significant trees, water courses etc
  - Heritage features, including buildings, archaeological sites etc
  - Road frontages
  - Locations and layout of existing and any proposed new buildings and/or land uses *(include key dimensions from buildings to boundaries)*
  - Location of buildings and/or land uses on adjacent sites
  - Access and vehicle crossings from road boundaries to parking, loading and manoeuvring areas



- Position and dimensions of loading spaces
- Layout of all existing and/or proposed parking spaces
- Location and dimensions of service area(s)
- Location and dimensions of living court area(s)
- Original and proposed future contours of the site with contours marked at one-metre intervals
- Existing and/or proposed landscaping
- Existing and/or proposed fencing
- Site coverage calculation
- Details of any existing or proposed signage (*sign design, dimensions and location*)
- Existing and/or proposed location of utility services (*water lines, street lights etc*)
- Floor Plan(s) showing existing and proposed floor levels in buildings (including additions and alterations) on the site. Please attach two copies on a scale of 1:50, 1:100 or 1:200, and one reduced A4 size copy. The plan(s) should show the following:**
  - Layout of internal rooms
  - Deck areas and balconies
  - Storage and internal parking areas
- Elevation drawings showing existing and proposed buildings. Please attach two copies on a scale of 1:50, 1:100 or 1:200, and one reduced A4 size, showing the relationship and appearance of buildings, including:**
  - The natural ground level, and the extent of any earthworks
  - Existing and finished ground levels
  - Maximum building height and relevant height control plane angle(s)

### Description of the land use

Please describe in detail the land use for which you are seeking an existing use certificate:

- Proof of establishment date.** *Please attach as much of the following as possible, showing evidence of the date the land use was lawfully established:*
  - Business letter (dated)
  - Historical photographs (dated)
  - Letter from owner-operator etc.
  - Accounting records (dated)
  - Other evidence to Council’s satisfaction

- How was the land use lawfully established?**
  - As a Permitted Activity under relevant district plan(s)
  - Before any district plan in existence
  - Via resource consent or permit

Note: If the existing use of the land was established under an actual or deemed resource consent which has not expired or been cancelled or surrendered, you do not need an existing use certificate.

- Under what regulations/legislation was the land use established?**
  - Transitional district plan
  - Operative district plan
  - Proposed district plan
  - Other (please specify)

- Has the land use continued uninterrupted since it was established?**
  - Yes
  - No

- If no, when did it stop?**

- Assessment of the effects and scale of the land use**

*Fully complete the following table comparing the effects of the lawfully established use to the effects of the proposed use/change.*

Types of Effects	What is provided and what is the magnitude of the effects of the <b>LAWFULLY ESTABLISHED USE</b>	What is proposed and what is the magnitude of the effects of the <b>PROPOSED USE</b>	Will the effects of the <b>PROPOSED USE</b> be the same or similar in character, intensity and scale to the effects of the <b>LAWFULLY ESTABLISHED USE</b> ?

Effects	Lawfully Established Use	Proposed Use	Difference in Effects
Size, number and colour of signs			
Size of buildings (m2)			
Exterior alterations to buildings			
Any change to site layout?			
On-site planting and screening			
Noise Effects	Lawfully Established Use	Proposed Use	Difference in Effects
Traffic noise			
General noise of activity			
Traffic and Parking Effects	Lawfully Established Use	Proposed Use	Difference in Effects
Numbers of clients/customers			
Number of staff			
Number of parking spaces			
Any change in exterior parking layout?			
Any change in vehicle access?			
Type of goods and services offered			
Hours of operation			
Glare and Lighting Effects	Lawfully Established Use	Proposed Use	Difference in Effects
Number, location and type of exterior lighting			
Smoke, Fumes, Dust and Odour Effects	Lawfully Established Use	Proposed Use	Difference in Effects
Any change in these effects from the proposal?			
Any other effects?			

### Continuity of the land use

If the land use would now require resource consent to establish under the district plan, please confirm whether or not the use has been continuous since the date it required consent. Provide evidence of continuity of use, for example company records, photos, phone bills etc. If the land use has ceased during this time, state the period for which it ceased.

**Reconstruction, alterations or extensions to a building or land use**

If considering reconstruction, alteration, or extension to a building, or alteration or expansion of a land use, does this increase the degree to which the building or land use fails to comply with any rule in the district plan?

**Not applicable – no alterations, extensions, reconstruction or expansion proposed.**

**Signature**

I hereby certify that, to the best of my knowledge and belief, the information given in this application is true and correct.

Applicant or Agent:

Signature:

Date:

**Send**

Attached this checklist to your existing use certificate application.