



This form must be submitted with a completed application cover page form.  
 Existing use situations arising under sections 10A (surface of water) 10B (certain builder works) and 20A (rules in regional plans) are not covered by this application form.

Liardet Street, Private Bag 2025, New Plymouth 4342, New Zealand. Telephone 06-759 6060, Fax 06-759 6072, Email enquiries@npdc.govt.nz, Website www.newplymouthnz.com

### 1. Applicant details

1a. I am the  Property owner Proceed to 1b  Lessee Provide details below  Agent Authorised by owner/lessee Provide details below

Name

Postal address

Contact details

Phone Mobile Fax

Email

1b. Preferred means for formal correspondence  Mail  Email  Fax

### 2. Location of the use

2a. Location of the existing use and/or property address (please include a scaled site plan with your application).

2b. Legal description (please include your certificate of title).

2c. Include the name of any relevant stream, river or other water body to which the application may relate, and proximity to any well-known landmark(s) if this helps identify the site.

### 3. Description of the use

3a. Please describe in detail the use for which you are seeking an existing use certificate.

### 4. Lawful establishment of the use

4a. In the space below describe how and when the use was lawfully established. Attach evidence that would prove the lawful establishment of the use, for example extracts from past Council plans, building permits, consents, Council approvals, photos, or any type of record.

Continue on a separate sheet if necessary.

Please turn over

#### OFFICE USE ONLY








|               |                      |                |                      |               |                         |
|---------------|----------------------|----------------|----------------------|---------------|-------------------------|
| Date received | <input type="text"/> | File reference | RG-02-12-03          | Application # | <input type="text"/>    |
| Time received | <input type="text"/> | Document #     | <input type="text"/> | Receipt #     | <input type="text"/>    |
| Received by   | <input type="text"/> | Land ID        | <input type="text"/> | Amount paid   | \$ <input type="text"/> |
| Property ID   | <input type="text"/> |                |                      |               |                         |





## 5. Council applications for this project

OFFICE USE ONLY

|  | Application attached     | Have applied already<br>(Write the application number if known) | Information provided     |
|--|--------------------------|---|--------------------------|
| <b>5a. Common applications</b>   |                          |   |                          |
|  Project information memorandum .....                 | <input type="checkbox"/> | <input type="text"/>  | <input type="checkbox"/> |
|  Building consent .....                               | <input type="checkbox"/> | <input type="text"/>  | <input type="checkbox"/> |
|  Vehicle crossing .....                               | <input type="checkbox"/> | <input type="text"/>  | <input type="checkbox"/> |
|  Encroachment licence .....                           | <input type="checkbox"/> | <input type="text"/>  | <input type="checkbox"/> |
|  Land use resource consent .....                      | <input type="checkbox"/> | <input type="text"/>  | <input type="checkbox"/> |
|  Subdivision resource consent .....                   | <input type="checkbox"/> | <input type="text"/>  | <input type="checkbox"/> |
|  Sewer connection/disconnection .....                 | <input type="checkbox"/> | <input type="text"/>  | <input type="checkbox"/> |
|  Stormwater connection/disconnection .....            | <input type="checkbox"/> | <input type="text"/>  | <input type="checkbox"/> |
|  Water connection/disconnection .....                 | <input type="checkbox"/> | <input type="text"/>  | <input type="checkbox"/> |
| <b>5b. Non-residential applications</b>  |                          |   |                          |
|  Discharge of trade waste consent .....               |                          |   | <input type="checkbox"/> |
|  Alcohol licensing .....                              |                          |   | <input type="checkbox"/> |
|  Food premises registration .....                     |                          |   | <input type="checkbox"/> |
|  Health Act registration .....                      |                          |   | <input type="checkbox"/> |
| (Hairdressing, camping ground, funeral parlour, offensive trade)   |                          |   |                          |
|  Beauty registration .....                          |                          |   | <input type="checkbox"/> |
| <b>5c. Other project authorisations</b>  |                          |   |                          |
|  Swimming pool registration .....                   |                          |   | <input type="checkbox"/> |
|  Temporary obstruction on road reserve .....        |                          |   | <input type="checkbox"/> |
|  Temporary road closure .....                       |                          |   | <input type="checkbox"/> |
|  Easements through Council-owned reserve land ..... |                          |   | <input type="checkbox"/> |
| <b>5d. Other project requirements</b>  |                          |   |                          |
|  Rapid number request .....                         |                          |   | <input type="checkbox"/> |
|  Contractors parking space reservation .....        |                          |   | <input type="checkbox"/> |
|  Existing street damage declaration .....           |                          |   | <input type="checkbox"/> |



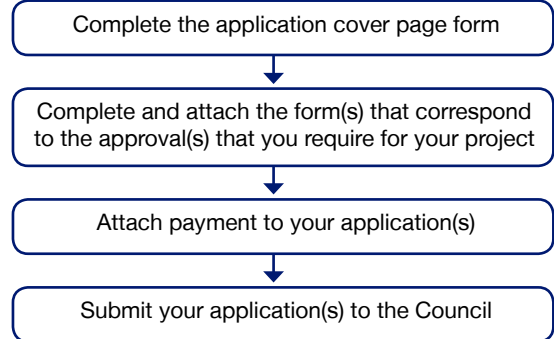
Explanations in this guide are intended to assist you to complete the application cover page form - numbers on the form relate to the explanatory notes in this guide.

### How to use the application cover page form

The Council administers a number of Acts on behalf of central Government. Each Act sets out specific requirements on what type of activities or projects need to be approved under that legislation.

This application form is designed to offer you an integrated way to apply for multiple approvals or Council services and achieve compliance for your project.

You only need to submit one application cover page form if you are applying for multiple approvals at one time.



### Guidance notes to assist completion of your application cover page form

#### 1. Property details

##### 1a. Site address

Write the physical address where the project will take place.

If the building has a name, please include it in the site address. PO Box addresses are not acceptable.

Example:

- Unit 4, 3rd Floor, XYZ Building, 123 Devon Street West, New Plymouth.
- PO Box 456, New Plymouth.
- 3rd Floor, XYZ Building, 123 Devon Street.

For properties that are undergoing subdivision, use the address indicated on the Land Transfer Plan with section 223 certificate endorsed.

**DISCLAIMER: BUILDING CONSENT APPLICATIONS ACCEPTED FOR LAND UNDERGOING SUBDIVISION**

The owner/applicant accepts that the issue of a building consent as requested in an application does not provide any assurance or representation by New Plymouth District Council that legal title to the land is now or will ever become available and the owner/applicant should take legal advice before commencing construction work.

##### 1b. Current, lawfully established use

Write the lawfully established use of the building.

If you do not know this, please describe to the best of your knowledge. For example: single residential dwelling; shop; takeaway bar; warehouse.

##### 1c. Legal description

Every property has a unique legal description assigned to it. This information is given on your rates instalments invoice or certificate or title.

Write the legal description of the property.

Example:

- Lot 1 DP 2345
- S PT SEC 678 DP 901

##### 1d. Rapid Number

If the project is in a rural area and you have purchased a rapid number, write this number in the space provided.

#### 2. Property owner details

Write the name and contact details of the owner.

If the property is owned by a company, partnership or trust, write the name of the person representing the organisation.

**WATER BILLING**

If you are applying for a water connection and it needs to be metered, water billing will be sent to this address.

Binding interpretation of the Acts, regulations and bylaws can be issued only by the courts. Indications and guidelines issued by the Council are provided with the intention of helping people to understand the legislation. They are however offered on a 'no liability' basis and in any particular case those concerned should consult their own legal adviser.

### 3. Payer details

- Indicate who will receive the invoice.

### 4. Description of project

#### 4a. Detailed description of the development/project

- Describe the nature and scope of all parts of the project.

For example:

- New one-storey single residential dwelling.
- Three stand-alone two-storey dwellings, each with their own vehicle access and attached carport.
- Replace bath with shower.
- Install woodfire to replace existing open fireplace.
- Repile existing building and improve drainage.
- Excavating soil for a farm track within 50m of a sand dune.
- Boundary adjustment to increase the size of Lot 2 DP 3456 and decrease the size of Lot 3 DP 3456.

- New café, with the intention to use a portion of the footpath and the space above it for additional seating capacity.

#### 4b. Will business activities take place when building is completed?

- Tick yes if the building is to be used for business activities after it is completed, e.g. operating business from home, take-away shop, production of chemical products, factory, orchard and shop, etc.
- Tick no if the building is to be used purely for residential purposes.

### 5. Council applications for this project

- Tick to indicate all applications that the application cover page form relates to.

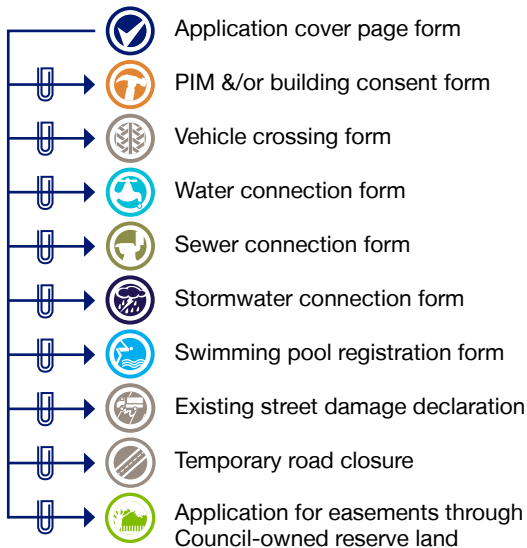
Using this form for multiple applications saves you writing the same information more than once.

- Where an application has already been lodged for this project, write the application, licence or consent number.

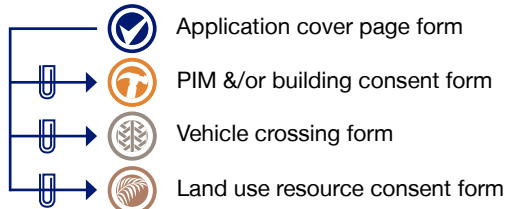
This will help the Council to assist you in managing your whole project.

#### Examples of projects requiring multiple Council applications

If you are building a new house with a swimming pool in an urban area, and the site is such that you need to build over Council pipes, you may need to complete all of the following applications:



If you are building a garage on the boundary and installing a vehicle crossing, complete:



If you are operating a restaurant/café/bar, with tables on the footpath, complete:



If you are converting your residential garage into a hairdressing salon, complete:



#### Not sure what approvals you need?

Refer to the appropriate checklist for your application.

If you still have questions, visit the Civic Centre in Liardet Street, New Plymouth and discuss your project with a Council officer, or phone the Council on 06-759 6060.