



This form must be submitted with a completed application cover page form.

**1. Applicant details**

1a. I am the  Property owner  Lessee  Agent authorised by owner/lessee

1b. Full name    
First name(s) Surname

1c. Electronic service address

1d. Telephone    
Mobile Landline

1e. Postal address or alternative method of service under Section 352 of RMA 1991

**2. Property owner details**

Provide details below for the property owner if different to 1. above.  
 If required, attach additional property owner details.

2a. Full name    
First name(s) Surname

2b. Electronic service address

2c. Telephone    
Mobile Landline

2d. Postal address or alternative method of service under Section 352 of RMA 1991

**3. Description of proposed boundary activity**

In order to be eligible for a deemed permitted boundary activity, the activity must meet the definition of boundary activity under section 87AAB(1) of the RMA.

3a. Description of activity  
 Please provide sufficient detail for the Council to be satisfied the proposal is a boundary activity e.g. a bedroom extension located 1.2m from the northern boundary.

3b. District Plan rule(s) not being met:  
 Daylighting requirement from a side boundary  
 Res5  Rur7  Bus10  OS8  
 Building exceeding 30m in length within 10m of a side boundary adjoining a Residential Environment Area site  
 Res8  
 Building within the permitted setback from side boundaries  
 Res16  Rur17  Rur18  Ind16  Ind17  Bus17  OS16  
 I confirm the activity meets the permitted standards of all other District Plan rules.

Please note that if any other District Plan rules are not met, then the proposal is not a boundary activity and a land use resource consent is required (Form 9).

Please turn over

**OFFICE USE ONLY**

Date received	<input type="text"/>	Application #	<input type="text"/>	Planner's Pre-check	<input type="text"/>
Time received	<input type="text"/>	Document #	<input type="text"/>	Signature	<input type="text"/>
Received by	<input type="text"/>	Property ID	<input type="text"/>	Date	<input type="text"/>
Receipt #	<input type="text"/>	Land ID	<input type="text"/>		
Amount paid	\$ <input type="text"/>				

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

#### 4. Information included in application

A boundary activity application cannot be accepted by the Council under the RMA, and will be returned if any of the following information is not included.

I have attached:

- A full description of the activity. Please include a description of the infringement and extent of the infringement and any relevant building, together with site and boundary measurements.
- Plan(s) showing the height, shape and location on the site of the proposed activity and neighbouring sites/ addresses with an infringed boundary, including:
  - Location plan showing the street address of the subject site and identifying neighbouring properties.
  - Site plan identifying the shape and location (distance) of the proposed structure to any infringed boundary. The plan also needs to show compliance with other District Plan bulk and location rules (such as site coverage and height of buildings).
  - Elevation plan(s) of all structures to be built or altered, showing the relationship of structures to certificate of title boundaries, and showing compliance or non-compliance with relevant district plan rules. The plan may also need to include topographical details of the subject and/or neighbouring sites.
- A list of the names and addresses of each owner of neighbouring sites with an infringed boundary.
- Written approval form(s) signed by all listed neighbouring owners (Form 8B).
- All plan sheet(s) referred to above to be signed by all listed neighbouring owners.

Please note that if a neighbouring site is a public site, i.e. road, river, lake, coast, esplanade reserve, esplanade strip, other reserve, or land owned by the local authority or by the Crown, the proposal is not a boundary activity and a land use resource consent is required (Form 9).

If all the information above is provided, the Council must issue your deemed permitted boundary activity notice within 10 working days after the date the application is lodged.

#### 5. Privacy statement

The Privacy Act 1993 applies to the personal information provided in this application. For the purposes of processing this application the Council may disclose that personal information to another party. If you want to have access to, or request correction of, that personal information, please contact the Council.

#### 6. Applicant's declaration and privacy waiver

By signing this application, or by submitting this application electronically, I confirm that I am authorised to make such an application, that the information contained in this application is true and correct and that I have read, understood and agree to such terms and conditions applying to this application. I acknowledge and agree to the disclosure of my personal information in respect of this application.

A signature is not required if this application is submitted electronically.

If signing on behalf of a trust or company, please provide additional written evidence that you have signing authority.

First name(s)

Surname

Signature

Date



**1. Property details**

1a. Site address  
 (Specify unit/level number, location of building within site/block number, building name and street name)

1b. Current lawfully established use

1c. Legal description

1d. Rapid number

**2. Property owner details**

2a. Owner name



First name(s)

Surname

2b. Name of additional owner(s)/company/trust

2c. Contact person  
 (if different from above)

2d. Postal address  
 (include postcode)

2e. Contact details




Phone

Mobile

Fax

2f. Email

**3. Payer details**

3a. Required for invoice

Applicant  
 - proceed to 4

Owner  
 - proceed to 4

Other  
 - provide details below

3b. Name in full

3c. Postal address

**4. Description of project**

4a. Detailed description of the development/project

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























Yes

No

Please turn over

## 5. Council applications for this project

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	Application attached	Have applied already (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"/>
 Deemed permitted boundary activity notice.....	<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"/>



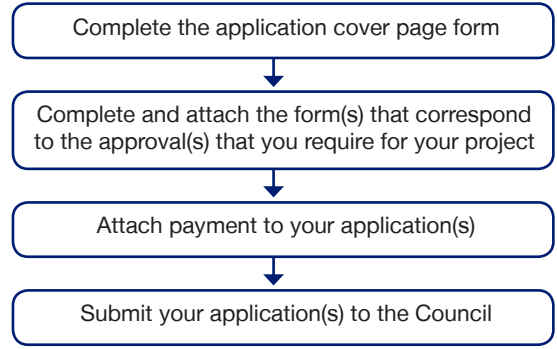
Explanations in this guide are intended to assist you to complete the application cover page form - numbers on the form relate to the explanatory notes in this guide.

### 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 for all owners. Include any company or trust name.

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.

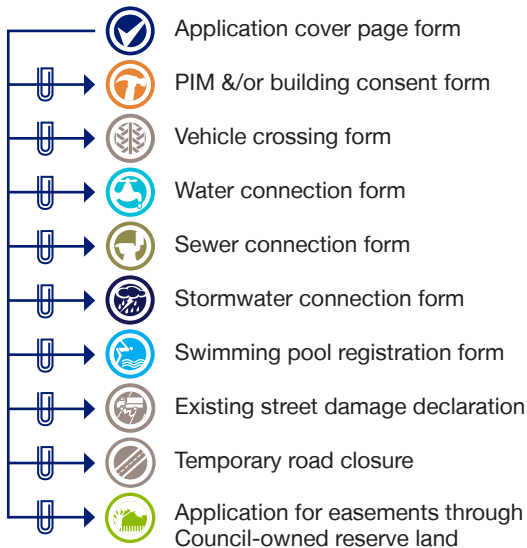
Using this form for multiple applications saves you writing the same information more than once.

- 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:



#### 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.

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:

