

# Amendments within the scope of an existing resource consent

Submit this form online at: [onlineservices.ccc.govt.nz](https://onlineservices.ccc.govt.nz); or

Email to: [resourceconsentapplications@ccc.govt.nz](mailto:resourceconsentapplications@ccc.govt.nz); or

Deliver to: Resource Consents Unit, Christchurch City Council, 53 Hereford Street, Christchurch; or

Send to: Resource Consents Unit, Christchurch City Council, PO Box 73013, Christchurch Mail Centre, Christchurch, 8154

For enquiries phone: (03) 941 8999 or email [DutyPlanner@ccc.govt.nz](mailto:DutyPlanner@ccc.govt.nz)

## About this form

This form is used to request minor amendments to approved resource consent plans, where the amendments are within the scope of the consent granted.

A deposit must be paid before the amendments will be considered (refer to the Resource Management [Fee Schedule](#)). An invoice will be issued when your application has been received.

**Note:** Amendments that are not within the scope of the consent will require either an application for a change or cancellation of conditions under section 127 of the Resource Management Act, or a new resource consent.

## 1. Pre-application discussions

Have you had a pre-application meeting or discussions with Council staff about the amendments?

 Yes

 No

If yes, what was the name of the planner or other staff member(s)?

Date of pre-application meeting (if applicable):

Meeting reference number:

## 2. Consent details

RMA number:

Date of issue of the consent:

Site address:

Legal description:

## 3. Applicant (consent holder)

Please note that the **applicant** is responsible for the fees associated with this application, unless specified otherwise in Section 5. Where there is an agent, it is the Council's practice to communicate with both the agent and the applicant.

Full name (including middle name):

**OR**

Registered Company / Trust /  
Organisation name:

Contact person / Trustee names:

Landline:

Email:

Postal Address:

Mobile :



## 7. Declaration

I have completed all relevant sections of this form and I understand that my application may be returned as incomplete if it does not include all of the necessary information.

I understand that the fees paid on lodgement **are a deposit only**, and that the Council will invoice all costs actually and reasonably incurred in processing this application.

All of the information provided with this application is, to the best of my knowledge, true and correct. I understand that all information submitted as part of an application is required to be kept available for public record, therefore the public (including business organisations, media and other units of the Council) may view this application, once submitted. It may also be made available to the public on the Council's website. If there is commercially sensitive information in your application please let us know.

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**Signature of Applicant** (or person authorised to sign on behalf of applicant):

Date  Print name

If you are signing this application on behalf of a company/trust/other entity (the applicant), you are declaring that you are duly authorised to sign on behalf of the applicant to make such an application.

### Privacy information

The Council is subject to the Privacy Act 1993. For a full privacy statement see: <https://ccc.govt.nz/the-council/how-the-council-works/privacy-statement/>. If you would like to request access to, or correction of, your details, please contact us.

## 8. Fee information

The required deposit must be paid before these amendments will be considered. A further invoice will be issued when processing has been completed if the cost of processing exceeds the deposit paid. If the processing cost is less than the deposit a refund will be issued to the **person who paid the fee**.

Where the application fee is to be charged to an **account holder** no deposit is required. Instead the actual fees will be invoiced on completion of processing.

Interim invoices may be issued on a monthly basis, including where the applicant is an account holder.

The Resource Management Fees Schedule can be viewed at: <https://ccc.govt.nz/consents-and-licences/resource-consents/resource-management-fees/>

**DEBT RECOVERY** – Where an invoiced amount has not been paid by the stated due date, the Council may commence debt recovery action. The Council reserves the right to charge interest, payable from the date the debt became due, and recover costs incurred in pursuing recovery to the debt.