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## RESOURCE CONSENT APPLICATION FOR ENCROACHMENT OF BOUNDARY DISTANCE/RECESSION PLANE

Please complete all sections. Examples are provided in brackets to help you answer the questions. If you require assistance in completing the application please feel free to give us a call, or make an appointment at the Westport office, as a Duty Planner is available most days.

Site photos are always helpful. If you are taking photos remember to take one along the boundary that will be affected by the encroachment, and one of the site from the street. Either print the photos and attach to your application, or email them to [planning@bdc.govt.nz](mailto:planning@bdc.govt.nz) with reference to the site that the application is for.

A diagram (Site Plan) of the site is essential. It doesn't have to be complicated, but you do have to indicate how close the building will be to the boundaries and for what distance the structure will encroach into the setback.

### Checklist

- Have you completed all sections of the application form?
- Have you enclosed the deposit of \$350.00?  
Please note that this is a deposit only and Council operates on a full cost recovery system. If the cost of processing the consent is more than the deposit, you will be charged the additional amount. Upon payment of any additional amount, you will receive the consent.
- Have you included a site plan?  
The site plan must show the location of every existing and proposed building on site in relation to the legal and actual site boundaries, any roads the property fronts on to and any existing or new accesses, and the length of walls and building heights.
- Have you attached any affected parties forms that have been completed?  
Affected persons consent forms should be completed by neighbours on any boundary where the distance will be reduced, or by neighbours who may be affected by a breach of the recession plane angle.
- Have you included a copy of the Certificate of Title, or
  - Do you wish Council to search a copy for you (at a cost of \$10 per Title)?
- Have you included photos of the site, or
  - Plan to email them to Council?
- Have you signed the application?

If you have **not included all the information required** for Council to assess your application, it will either be **sent back** to you or be lodged (which means Council keeps the application but does **not start to process the application**).

## **Applicant Details**

1. Applicant(s) name(s): *(please write all names in full)*  
\_\_\_\_\_  
\_\_\_\_\_
  
2. Postal Address: \_\_\_\_\_  
\_\_\_\_\_
  
- Telephone: Business: \_\_\_\_\_ Facsimile: \_\_\_\_\_  
Private: \_\_\_\_\_ Email: \_\_\_\_\_
  
3. Applicant is the  owner/occupier *(please tick the appropriate box)*  
 prospective owner  
Property owner's name: *(if different from above)*  
\_\_\_\_\_  
Telephone: Business: \_\_\_\_\_ Facsimile: \_\_\_\_\_  
Private: \_\_\_\_\_ Email: \_\_\_\_\_
  
4. Correspondence to be sent to the following name and address: *(if different from applicant)*  
\_\_\_\_\_  
\_\_\_\_\_  
Telephone: Business: \_\_\_\_\_ Facsimile: \_\_\_\_\_  
Private: \_\_\_\_\_ Email: \_\_\_\_\_

## **Property Details**

5. Description of location of activity and/or property address:  
*(include the name of any relevant stream, river or other water body to which the application may relate, proximity to any well known landmark, etc.)*  
\_\_\_\_\_  
\_\_\_\_\_
  
6. Legal description: \_\_\_\_\_  
\_\_\_\_\_
  
7. Certificate of Title Reference: \_\_\_\_\_
  
8. Valuation Roll Number: *(from rates or valuation notice)* \_\_\_\_\_
  
9. Zone: \_\_\_\_\_

## **Details of Proposal**

10. This is a land use consent for: (please tick the appropriate box)

- boundary encroachment
- exceeding the recession plane

11. Are any other consents required?  Yes  No

(building consent, or discharge consent from the Regional Council, etc)

If yes, list consents below, and whether they have been applied for.

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12. Provide a general description of what is proposed: (to build a new dwelling with an attached garage. The garage will be 3 metres from the road boundary with the entrance to the garage parallel to the road to allow turning on site, etc)

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13. Provide a description of the proposed use of every building or structure that is encroaching or breaching a recession plane: (the recession plane will be breached by the corner of the dwelling in the area of the third bedroom. The garage will be used to store vehicles and gardening equipment, etc)

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14. Are any alterations to existing buildings proposed?  Yes  No

If yes, what is the nature of the proposed alterations? (the existing dwelling will be extended to incorporate an office area at the front of the extension and an additional bedroom to the rear. The extension will be 3.5 metres wide by 8 metres long, etc)

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15. State the height of any new buildings or alterations to existing buildings: (the new storage sheds will be 8 metres high, etc)

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16. Details of any landscaping proposed: (planting along the edge of the garage closest to the road to partly screen the building and soften its impact, etc)

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17. Are any new access ways proposed for the site?  Yes  No

If yes, please show on the site diagram.

**Assessment of Effects on the Environment**

18. Will the structure affect views of any significant landscapes or natural features?  
 Yes       No

19. Will the structure be visible from any residences or community facilities?  
 Yes       No  
If yes, show the location and distance of the closest house(s)/facilities from the development on your site diagram.

20. Will the new development affect any historic sites or sites with important cultural values?  
 Yes       No

If yes, how will these sites be affected? (the shed will be close to the boundary with the old community hall and due to its proposed height will increase the shading of the hall, etc)

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21. Does the development involve any native vegetation clearance?  Yes    No  
If yes, how much vegetation will be cleared? (an area of 15 metres by 8 metres will be cleared for the footprint of the building and working area, etc)

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22. Do you wish to be contacted prior to a member of the Planning Department undertaking a site visit?  
 Yes       No

Dated at \_\_\_\_\_ this \_\_\_\_\_ day of \_\_\_\_\_ 201\_\_

Signed: \_\_\_\_\_  
(to be signed by or on behalf of applicant)

**PLEASE MAKE SURE YOU HAVE READ THE CHECKLIST ON THE FRONT PAGE AND PROVIDED ALL REQUIRED INFORMATION**