

AFFECTED PERSON(S) WRITTEN APPROVAL FORM

**To: Resource Planning Department
Southland District Council
PO Box 903
Invercargill 9840**

I/We _____

_____ *[full names]*

being the owner
 occupier
 owner and occupier

of the property situated at _____

_____ *[address and/or legal description of your property]*

have read and understand the information on the reverse side of this page and consent to the proposal by:

_____ *[name of applicant(s)]*

to _____

_____ *[description of proposed activity]*

on the following property _____

_____ *[address of application site]*

as outlined in the application submitted and on the associated plans signed by me/us.

Signed: _____ **Date:** _____

Contact Address: (if different from above) _____

Telephone: _____

If you have any queries regarding the resource consent process and the role and rights of adversely affected person(s), please contact:

**Resource Planning Department
Southland District Council
PO Box 903
Invercargill 9840
Phone 0800 732 732
Fax 0800 732 329**

before you complete and sign this form and the associated plans

Consent of Affected Person(s) In Relation to an Application for Resource Consent Under the Resource Management Act 1991

Introduction

Any proposal to do something that is not a Permitted Activity in the Southland District Plan requires a resource consent.

If you have been asked to sign this form, it will be because your neighbour proposes to do something that is not a Permitted Activity (an activity the District Plan permits to occur as of right), and therefore their proposal requires a resource consent.

Why Is Your Consent Required?

If an application for a resource consent is to be processed as a non-notified application, the Resource Management Act requires that the proposed activity **should have no more than minor effects on the environment** and that **written approval be obtained from any person the Council considers may be adversely affected**. If you have been asked to give your consent it is because Council considers you may be adversely affected by the proposed activity.

What Should You Do?

If you are asked to give your written approval to someone's proposal as part of their application for a resource consent, you should do the following:

1. Request that the applicant explains the proposal clearly and fully to you.
2. Study the application and associated plans of the proposed activity provided by them in order to understand the effects of the proposal. If there are no plans available at this stage, you are quite entitled to wait until they are available.
3. Decide whether the proposal will adversely affect you or your property and, if so, to what extent. You can take your time over this decision and you are quite entitled to ask the applicant for more information. You may suggest amendments to the proposal that you consider would improve aspects of the proposal in terms of its adverse effects on you.
4. If you are satisfied that the proposed activity will not adversely affect you, **complete and sign the written approval form and sign a copy of the associated plans**. If you wish to consent to the proposed activity subject to conditions, these should be discussed with your neighbour (or their representative) directly and a satisfactory conclusion reached before your consent is given. The Council will not enter into any negotiations between parties on such matters.
5. Return all documentation to the applicant.

Important Information

Please note that even though you may sign the affected person/s consent form, Council must still give full consideration to the application in terms of the Act. However, if you give your approval to the application, Council will not have regard to any actual or potential effects the proposal may have on you. If resource consent is granted by the Council there is no way for either you or the Council to retract it later. You are therefore encouraged to weigh up all the effects of the proposed activity before consenting to it.

If you do not give your approval, and you are considered to be an adversely affected party, then the application must be treated as a notified application, as a result you will have a formal right of objection by way of submission. If after giving written approval to the proposed activity you change your mind, your written approval may be withdrawn before determination of the application (by hearing or otherwise) by advising the Council in writing that this is withdrawn.