

OFFICE USE:

Consent No: _____
Date Received: _____
Receipt Number: _____

Resource Consent Application – Land Use For Tiny Homes/Minor Dwellings

This application is made under Section 88 of the Resource Management Act 1991

Important information before you begin

Read and complete the form thoroughly:

At the back of this form is a list of information requirements, check this to ensure you have everything you need. Note that not all of it is required for every application. This application will be checked before formal acceptance and if further information is required, you will be notified accordingly. When this information is supplied the application will be formally received and processed.

Pay your deposit and/or fees:

A deposit is required to be paid with the application, see the payment section of this form for more information. Under Section 36 of the Resource Management Act 1991, further charges may be imposed to recover actual and reasonable costs in processing the application. Likewise, if actual costs are less than the deposit a refund will be made. You can find the schedule of fees on tasman.govt.nz | [Schedule of Fees](#).

Where to get help:

You can contact Council staff for support in any part of the process: Call 03 543 8400 or fill [out the online form](#) to book an appointment with the Duty Planner, otherwise email resourceconsentadmin@tasman.govt.nz.

Contact Details

1. Applicant(s) details:

(If the site is owned by more than one person, an Unincorporated Trust or a Partnership, then all the owners, trustees or partners must be identified.)

Full Legal Name: _____

Postal Address: _____

Email: _____

Phone (daytime): _____

Mobile: _____

Full Legal Name: _____

Postal Address: _____

Email: _____

Phone (daytime): _____

Mobile: _____

2. Name and Address for Service

(If different from above or if your agent is processing the application)

Full Legal Name: _____

Postal Address: _____

Email: _____

Phone (daytime): _____

Mobile: _____

Invoicing should be sent to **(tick one)**: Applicant Agent Other (specify) _____

Property Details

Address or location to which this application relates is:

Property Number (10-digit number):

Legal Description (e.g. Lot & DP numbers):

Consent Details

1. Land Use consent sought for *(Tick as many as necessary)*

- | | | |
|--|--|--|
| <input type="checkbox"/> Building height or daylight angle | <input type="checkbox"/> First dwelling in Rural 3 zone – Minor dwelling | <input type="checkbox"/> Other |
| <input type="checkbox"/> Minor dwelling in Coastal Environment Area | <input type="checkbox"/> Access rule breach (width, seal, sight visibility etc.) | |
| <input type="checkbox"/> Minor dwelling in Landscape Priority Area | <input type="checkbox"/> Minor dwelling will be a second dwelling on the site | |
| <input type="checkbox"/> Minor dwelling on contaminated land* | <input type="checkbox"/> Multiple minor dwellings on the site | |
| <input type="checkbox"/> Minor dwelling - Coverage or density | <input type="checkbox"/> Minor dwelling breaches setback (building, balcony, deck) | |
| <input type="checkbox"/> Minor dwelling on cultural heritage site/precinct | | |
| <input type="checkbox"/> First dwelling in Rural 1 zone – Minor dwelling | | <input type="checkbox"/> *If consent is required under the National Environmental Standard for Assessing and Managing Contaminants to Protect Human Health (2011). |

Other special forms are available if you are applying for the following activities: Hazardous Facility, Land Disturbance/Quarrying, Construction of a bore, or Land-based Gravel Extraction. Please contact us resourcecontentadmin@tasman.govt.nz or see our website tasman.govt.nz for the appropriate form.

2. Full description of activity

- A. Describe what is it to be carried out on the site and
- B. State why a resource consent is required

Land use consent application for a minor dwelling...(please complete)

Notes to applicant:

Covenants

Before applying, please check the Record of Title for the property to ensure there are no covenants registered on the title precluding tiny home or minor dwellings. Records of Title can be obtained from Land Information New Zealand (LINZ) or Tasman District Council (TDC).

Property owners

If you are not the property owner, please include an email or written approval from all property owners advising that they are satisfied with your proposal.

3. Site Plan

Attach a site plan for your proposal (it may also be useful to use aerial photos or diagrams). **Your site plan must:**

- **have a North point**
- **be drawn to scale and scale stated**
- **be scaleable when reduced in size**
- **show dimension (where appropriate)**
- **be clear**

Your site plan must show:

- roads onto which the property has frontage
- boundaries, area and dimensions of the subject property(s)
- existing and proposed car parks, cycle parks, loading areas, on-site access, on-site manoeuvring areas, vehicle crossings and proximity to intersections
- formation (i.e. seal or compacted basecourse) of crossings, access and car parks, stormwater disposal from access and parking areas
- location and dimensions of existing and proposed buildings, including the percentage coverage if the application is in a residential, commercial or industrial area
- setbacks from boundaries
- location of known archaeological sites/cultural heritage sites, significant individual or groups of trees
- any topographic features (embankments, cliffs, streams, wetlands, drains), selected ground heights and main power lines
- present use of adjoining properties
- the visibility splay and sight distance available from any access, measured in accordance with Rule 16.2.2.1 of the TRMP / Nelson Tasman Land Development Manual (NTLDM) 2020
- the location, type (e.g. "evergreen") and anticipated maximum height of any proposed landscaping and existing landscaping to be retained
- details of any legal public access along and to any water body or the coast

Additional information

4. Any other Resource Consents needed?

Are any other resource consent(s) required for this proposal? Yes No

If you have ticked **Yes**, show any other resource consent(s) required as part of this proposal by ticking the relevant boxes:

	Resource consent required	Resource consent applied for	Comments:
Land use consent	<input type="checkbox"/>	<input type="checkbox"/>
Subdivision consent	<input type="checkbox"/>	<input type="checkbox"/>
Coastal permit	<input type="checkbox"/>	<input type="checkbox"/>
Water permit	<input type="checkbox"/>	<input type="checkbox"/>
Discharge permit	<input type="checkbox"/>	<input type="checkbox"/>
Regional land use consent (e.g. earthworks)	<input type="checkbox"/>	<input type="checkbox"/>

5. The National Environmental Standard (NES) for Assessing and managing Contaminants in Soil to Protect Human Health (2011)

Note: These questions must be accurately answered for all land use applications.

Is an activity described on the HAIL* currently being undertaken anywhere on the property to which this application relates?

Yes No

Has an activity described on the HAIL* ever been undertaken anywhere on the property to which this application relates?

Yes No

If you ticked **Yes** to either of the above questions, please describe the activity that is, or was, undertaken on the site:

.....

.....

.....

If you are unsure, and think that an activity described on the HAIL* may have been undertaken anywhere on the property, please describe the activity that may have been undertaken and describe the circumstances and reasons why you think it may or may not have been undertaken:

.....

.....

.....

*What is the HAIL?

HAIL stands for "Hazardous Activities and Industries List". It is a list published by the Ministry for the Environment. It can be obtained from the Ministry's website environment.govt.nz or the Tasman District Council website, tasman.govt.nz | [HAIL Sites](#).

The HAIL specifies over 50 different activities which are considered to be potentially hazardous. It includes the following classes of activities:

- Chemical manufacture, application and bulk storage. *e.g. Spray mixing shed, fertiliser storage, Sheep dips*
- Electrical and electronic works, power generation and transmission
- Explosives and ordinances production, storage and use. *e.g. gun clubs or explosive storage*
- Metal extraction, refining and reprocessing, storage and use. *e.g. abrasive blasting sites, engineering workshops*
- Mineral extraction, refining and reprocessing, storage and use. *e.g. asbestos-containing buildings in deteriorating condition*
- Vehicle refuelling, service and repair. *e.g. motor vehicle workshops, transport depots*
- Cemeteries and waste recycling, treatment and disposal. *e.g. landfill sites, scrap yards*
- Any land that has been subject to the migration of hazardous substances from adjacent land
- Any other land that has been subject to the intentional or accidental release of a hazardous substance that could risk human health.

6. Assessment of Effects on the Environment (AEE)

- An AEE is an essential part of your application. If no AEE is provided, then the Council cannot accept your application. Please see a brief guide to this on the next page if you require support.
- Either complete your AEE in the space provided below, or tick here if you have attached a separate AEE.

Describe the effects of your proposal on the environment:	Describe any methods or steps you will take to reduce these effects: <i>Strike through those you are not proposing</i>
--	---

Effects on productive land value TRMP productive land objectives and policies National Policy Statement Highly Productive Land (NPS – HPL)	Second dwellings only - I volunteer a covenant to be registered on the property title that the second dwelling will not be used as a reason to subdivide. The dwelling floor area is small. The dwelling will be on a pile foundation. The dwelling is clustered with existing built form on the property. It is metres from the main dwelling. The dwelling will accommodate workers on the site (supporting activity under the NPS-HPL)
Effects on rural character and amenity values Visual effects of the building and facilities	The building roof and walls will be finished in recessive colours
Effects on access and transport	Using the existing access and it complies with the standards of the Nelson Tasman Land Development Manual (NTLDM) 2020 Or, Using the existing access which will be upgraded to comply with the standards of the Nelson Tasman Land Development Manual (NTLDM) 2020, or Constructing a new access which will complies with the standards of the Nelson Tasman Land Development Manual (NTLDM) 2020, or Other:.....
Potable water supply	The proposal will comply with the TRMP. See site plan.
Water supply for firefighting	The proposal will comply with the TRMP. See site plan.
Stormwater discharge from roofs and hardstand surfaces	<i>Describe what is proposed.....</i> <i>Shown on site plan.</i>
Domestic wastewater discharge	<i>Describe what is proposed.....</i> <i>Or</i> <i>See attached email from wastewater designer/engineer</i> <i>A composting toilet is proposed – see details attached or the toilet will be connected to the wastewater system or other.....</i>
Hazardous Activities and Industries List / Contaminated land	<i>The site is not in the HAIL register</i> <i>Or</i> <i>The site is within the HAIL register, please see attached email from TDC Resource Scientist - Contaminants</i>
Wetlands	<i>The works will be more than 100 metres from an identified wetland</i> <i>Or</i> <i>The works will be within 100 metres of an identified wetland, and see attached email from TDC Ecologist</i>
Cultural Heritage Values	The works are outside all Cultural Heritage Sites and Precincts listed in schedule 16.13B of the TRMP <i>Or</i>

Affected person or parties (Written Approvals)

You must identify any persons or parties who may be adversely affected by your proposal. To report the results of any discussion or consultation, use the section below.

Information Box – Affected parties

If any people or parties are affected by your proposal to a minor or a more than minor extent, they may have a say in how your consent is processed by the Council.

Other points to consider are:

- If your neighbours or other parties have no concerns at all, consider asking them to sign a Written Approval of an Affected Person form (form number EP-RC043).
- The Council has the final say on who is, or is not, deemed to be an affected party.
- If an affected person or party raises concerns, offering solutions or amending your application may satisfy them so that they are happy to sign a "Written Approval" form.
- It is an affected person or party's right NOT to sign a "Written Approval" form if they do not want to.
- If they do choose to sign, **they must also sign a copy of the relevant plans** to show that they have seen them.
- Affected persons or parties do not have veto rights, but refusal to sign a "Written Approval" form can make the consent process longer and more expensive.

Approval of Affected Person form/s (EP-RC043) and any relevant plans have been signed by the following people:

(1)	<input type="checkbox"/> form attached
(2)	<input type="checkbox"/> form attached
(3)	<input type="checkbox"/> form attached
(4)	<input type="checkbox"/> form attached
(5)	<input type="checkbox"/> form attached
(6)	<input type="checkbox"/> form attached
(7)	<input type="checkbox"/> form attached
(8)	<input type="checkbox"/> form attached

8. Consultation

Depending on the scale or effects of your proposed activity it may be appropriate for you to consult with people who may be affected by, or have an interest in your activity. Consultation is not always necessary, but if others are affected it can be very worthwhile. Space is provided to write the results of your consultation.

Information Box – Brief guide to consultation

The Act says that you must identify the person or parties affected. However, there is no legal obligation to consult with any person or party.

Examples of people you may consult are neighbours, local iwi and the New Zealand Transport Agency (for State Highway access). Think about who might be affected by or interested in your proposal.

Meeting face to face may be the best way to achieve effective consultation. Here are some ingredients for effective consultation.

1. Be prepared to make changes to the proposal in response to feedback.
2. Listen rather than promote. The person consulting should remember that the primary purpose of the exercise is to find out what people think about the proposal, not to "sell" the proposal by putting down or ignoring any concerns expressed.
3. Make sure that those being consulted are representative of all the people who will be affected. At meetings, make sure that all the people present contribute to the discussions.
4. The Council must take into account the effects of proposals on resources of value to tangata whenua.

If there is a chance that your proposal may affect the local iwi, or if you want to find out if they are interested, you should consult with the appropriate groups:

To find out if you need to talk with iwi, go to our webpage at tasman.govt.nz and enter "talk to iwi" as the keywords in the search box.

This will take you to guidance on:

- when it's likely you must talk to iwi,
- why you should talk,
- what to expect,
- which iwi to contact, and
- their contact details.

We also explain that if you're unsure it's worth talking to our duty planners as part of this process. Check before you lodge - this can save you time and money.

Declaration

I (*print name*) _____ hereby acknowledge:

- (i) The requirement to provide details of additional consents needed, and the effects of my proposal on the environment.
- (ii) That the minimum fee paid is a deposit against full costs and I acknowledge there may be further costs as part of the process.
- (iii) That the information provided in this application and the attachments to it are to the best of my knowledge accurate.
- (iv) I attach other information (if any) required to be included in the application by the Resource Management Plan or Regional Plan or regulations.

Signature of applicant or authorised agent: _____ Date: _____

Information that must be submitted with this application

Attach the following information in support of this application, to satisfy the requirements of Section 88(2) of the Resource Management Act 1991 (RMA) and Chapter 19 of the Tasman Resource Management Plan. If inadequate information is supplied with your application, this will cause delays in processing.

Copies of the following information (as relevant):

- Assessment of Environmental Effects (AEE)**
 - If you have a separate AEE (not as part of this form)
- Site Plan (see section 6 of this form):**
 - Aerial photos and/or diagrams may also be attached
- Elevation plans and floor plans:**
 - If your proposed includes any building works or the activity will take place in any building(s)
- Current Register of Title for the subject site** (*no more than 3 months old*)
 - Including any relevant consent notice(s) registered on the register
- Any signed Written Approval forms**
 - with an initialled copy of the site plan and any other relevant plan
- The necessary deposit fee**
 - specified in the Council's schedule of charges on [tasman.govt.nz | Schedule of Fees](https://tasman.govt.nz/Schedule-of-Fees).
 - processing of your application can not begin until the deposit is paid.