

# Application for Outline Plan of Works

## Under Section 176(A) of the Resource Management Act 1991



**Send to:** The Chief Executive  
Waitakere City Council  
Private Bag 93109  
Henderson  
WAITAKERE CITY 0612  
ATTN: Group Manager  
Planning & Community Services

**For more information:**  
Civic Centre  
6 Henderson Valley Road  
Henderson  
Telephone (09) 839 0400

<b>Office use only:</b>
Receipt date: _____
Initials: _____
Register number: _____
Planner: _____
Deposit paid: _____

1. Name of applicant: \_\_\_\_\_
2. Address for correspondence: \_\_\_\_\_
3. Address of property: \_\_\_\_\_
4. Legal description: \_\_\_\_\_
5. Designation (e.g. for primary school, electricity purposes etc): \_\_\_\_\_
6. Requiring authority: \_\_\_\_\_
7. Building Consent application number (if applicable): \_\_\_\_\_ / \_\_\_\_\_
8. Description of proposal: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
9. Assessment of effects (describe the effects of the proposal on the environment and measures incorporated into the proposal to reduce effects to an acceptable level):  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

## Payment Details

- a. A minimum fee payment is required on lodgement of all applications.
- b. Processing fees additional to the minimum fee may be incurred if an application requires any specialist inputs, such as those related to drainage, infrastructure, landscape and visual amenity, traffic and parking matters and geotechnical issues.
- c. Such additional fees may be invoiced during or at the end of the application process, in accordance with Section 36 of the Resource Management Act 1991.
- d. All fees (other than the minimum fee) shall be paid in full without set-off or deduction of any kind within 14 days of the date of the invoice or prior to the issue of the Outline Plan of Works, whichever is the sooner.
- e. The applicant shall further pay to Waitakere City Council, all costs and expenses (including costs on a solicitor/client basis and debt collector's costs) incurred in the enforcing or attempting to enforce these terms and conditions or in seeking payment of all fees.
- f. Where you fail to make payment of any amount on the due date, Waitakere City Council may in addition require you to compensate it by making payment of interest as liquidated damages on the amount due from the due date for payment until the date of actual payment at a rate equal to the current overdraft interest rate Waitakere City Council has with its principal registered bank.

Name and address for Accounts: \_\_\_\_\_

Phone Number: Business: \_\_\_\_\_ Home: \_\_\_\_\_

Mobile: \_\_\_\_\_ Fax: \_\_\_\_\_

Email: \_\_\_\_\_

GST number: \_\_\_\_\_

Please allow adequate time for an initial review and site inspection (**approximately 2 weeks**) before you make enquiries concerning the progress of the processing of this application.

**Signature of Applicant/Authorised Agent:** \_\_\_\_\_

**Print Name of Applicant/Authorised Agent:** \_\_\_\_\_

If the named applicant is a company/trust please state your position/title and contact details:

I have authority to bind the company/trust: \_\_\_\_\_

**(Please attach a copy of the Authorising Documents for Company/Trusts)**

**This application will not be accepted by Council unless all the information required above is provided.**

**Please contact the Call Centre on 839-0400 with any queries regarding this form.**

# Resource Management Act 1991

## How to Make an application for an Outline Plan of Works

### Information to be Provided

To avoid delay in the processing of your application the following information **must** be provided:

1. **Plans** fully outlining the proposal. A site plan, elevation plans, and floor plans are required for most proposals. If a building consent application has been lodged it will still be necessary to supply an additional copy of the plans for this application. Ground levels at the boundary and floor levels of buildings must be shown. Plan accuracy is the responsibility of the applicant.

An outline plan must show:

- (a) The height, shape and bulk of the public work, project, or work; and
  - (b) The location on the site of the public work, project, or work; and
  - (c) The likely finished contour of the site; and
  - (d) The vehicular access, circulation, and the provision for parking; and
  - (e) The landscaping proposed; and
  - (f) Any other matters to avoid, remedy or mitigate any adverse effects on the environment.
2. **Your assessment** of what 'effect', if any, your proposal will have, for example, on neighbouring properties. Examples of categories under which effects may be described are listed on Attachment A of the application form. Measures that you are willing to take to reduce the effects to an acceptable level should be described on Attachment A and incorporated, where appropriate, on building and site plans.

### Report and Decision

The Council, after considering the proposal, may request changes or alterations to it. The Council has one month in which to request changes. The authority responsible for the work may accept or refuse the Council's requests. If the Council's request is refused, the Council may, within one month after the date of notification of that decision, appeal to the Environment Court.

3. **Fees - Refer to the Current Fee Schedule**

**Note 1:** Additional fees may be charged for more complex applications.

**Note 2:** All fees unless otherwise specified are minimum fees only. Where the actual cost exceeds the minimum fee, the applicant will be charged the additional cost at the current hourly rate of the relevant discipline.

4. **Building Consent Applications**

Where a building consent application has already been lodged please indicate on the application form the building consent application number.

**If you require any further information contact a Planning Officer at the Council, Phone 839 0400.**