



Application to change conditions of consent

[Pursuant to section 127 of the Resource Management Act 1991]

(A separate application form is required for each consent being changed)

Important: Please read carefully before completing the form

All sections must be completed in full and accompanied by the initial deposit fee, the administration form (Form A) and an Assessment of Environmental Effects in accordance with schedule 4 of the Resource Management Act 1991. Failure to do so may result in your application not being accepted and/or returned.

You may wish to consult with a Consents Officer prior to applying, as this may save you time and money in the long run. We always recommend that you consult with anyone who may be deemed an affected party by your proposal, including neighbours and tangata whenua. We are happy to provide you with the correct contact information and anything else you might require with regards to communications and engagement.

You need to complete an application form for each consent.

If you have any questions relating to completion of this application form, please contact the Consents Department, Taranaki Regional Council on telephone (06)765-7127 or email consents@trc.govt.nz.

Office use only		
Consent No:	Date Received:	Doc #

1 Consent Details

1.1. Consent holders name *(full name of consent holder)*

Please complete either (a), (b) or (c) to whom consent is issued.

(a) Company _____

First Name

Middle Name

Surname

(b) Individual(s) _____

(c) Trust/Partnership Name _____

If Trust/Partnership: Full names of Trustees/Partners:

First Name

Middle Name

Surname

1.2. Applicant's address for service *[not consultant's address]*

E-mail _____

Postal _____

Phone _____ Mob. _____

Name of person to contact regarding this application

Contact Person _____

Phone _____ Email. _____
(if different from 1.2) *(if different from 1.2)*

1.3. Address for service (if different from above, i.e. consultant, lawyer, or other person handling application)

Contact Person _____

E-mail _____

Postal _____

Phone _____ Mob. _____

***The Council will serve all formal documents electronically via
the email address in 1.2 and 1.3 (if provided).***

1.4. Please state consent number of consent to be changed _____

2 Details of the change to consent conditions requested

2.1. If you have discussed this proposal with council staff, please give the person's name here:

2.2. In your own words, briefly describe the activity you are undertaking:

2.3. Why do you wish to change consent conditions?

- 2.4. Detail how you wish the consent conditions to be changed. Refer to specific existing conditions or attach a copy of the consent with annotations showing changes requested.

3 Assessment of Environmental Effects

- 3.1. Provide an assessment of the effects on the environment in accordance with section 88 and schedule 4 of the Resource Management Act in such detail as corresponds with the scale and significance of the effects that the proposed change may have on the environment. *(Schedule 4 can be viewed at www.trc.govt.nz/resource-consent-application-forms)*

- ☐ No change or reduction in environmental effect *(explain below)*
- ☐ Environmental effects may be more adverse *(provide detail below)*

4 Assessment of Part 2 (sustainable management)

4.1. Provide an assessment of the changed activity against the matters set out in Part 2 of the RMA such detail as is appropriate for the changes proposed. (*Part 2 can be viewed at www.trc.govt.nz/resource-consent-application-forms*)

- ☐ Changed activity has no implications for sustainable management of natural resources.
- ☐ Implications for sustainable management detailed below.

5 Assessment against Policy documents

5.1. Provide an assessment of the change proposed against any relevant provisions of the *Regional Freshwater Plan for Taranaki*, *Regional Coastal Plan for Taranaki*, *Regional Air Quality Plan for Taranaki*, *Regional Policy Statement for Taranaki*, *Regional Soil Plan*, *National Policy Statement for Freshwater Management* and other regulations.

6 Location Map

- 6.1. If the change involves a change of site this application must include an aerial photograph or clear map showing the changes proposed. Include property boundaries, local roads, north point, boundaries and other relevant features.

An aerial photograph of the site can be obtained free of charge from Taranaki Regional Explorer; <https://maps.trc.govt.nz/LocalMapsGallery/>. Alternatively, contact the Consents Department at the Council and request an aerial photograph to be provided.

Aerial photograph (or map) included ☐

OR no change to site ☐

Please make sure the following is shown on your aerial photograph or map:

- Site of proposed changes ☐
- Local Roads ☐
- Property Boundaries ☐
- Any other relevant features ☐

7 Consultation / Affected Parties

- 7.1. Please list the persons that you believe to have an interest in or that may be affected by the proposed change.

Name	Address	Phone

- 7.2. Detail the consultation undertaken with any interested/affected parties, and the views of those consulted. Attach correspondence if appropriate. The consultation undertaken and the information provided is to aid the Council in determining who may be adversely affected by the proposal.

Please note: Council may determine that your application is to be notified. But generally it will be non-notified if there are no more than minor adverse effects beyond the adjacent land, and if written approval is obtained from all those people who are likely to be adversely affected in a minor or more than minor way. Council will determine the people who are likely to be adversely affected and you will have the option of obtaining their written approval so that your application can be non-notified.

8 Draft report and conditions

- 8.1. Do you wish to review and make comment on a draft report and recommendation *[including consent conditions]* before any consent is issued?

Yes ☐ No ☐

If you answered 'Yes' please consider agreeing to a timeframe extension [See section 9 below.]

9 Processing Timeframes

The RMA specifies timeframes for processing resource consent applications, [for example 20 working days for a non-notified application], however these timeframes can be extended with the applicant's agreement.

- 9.1. Do you agree to the Taranaki Regional Council extending RMA consent processing timeframes?

- ☐ Yes, provided that the extension is for the specific purpose of discussing and trying to agree on consent conditions.
- ☐ Yes, provided that the application process is completed before ____/____/____ *[enter date]*

10 Deposit

A deposit is required with this application. This can be paid online, by cash or eftpos at our reception desk.	
<input type="checkbox"/>	Taranaki Regional Council's bank account number is 02 0756 0040555 002 . Use the applicant's name as the reference. We'll send you a GST invoice marked "PAID" shortly after you have paid.
<input type="checkbox"/>	The application will not be accepted until the deposit is paid. We're happy to hold the forms, but processing will not start until we receive payment.
<input type="checkbox"/>	Additional charges are usually incurred. Please see 'Notes to Applicant' on page 10 and the Schedule of charges attached.

Deposit to be paid (Assume your application is non-notified unless Council has informed you otherwise.)	
Non notified application	<p>\$2,150.50 including GST per consent applied for</p> <p>x _____ no of consents applied for</p> <p>Total Amount Paid \$ _____</p> <p>Payment date _____</p>
Notified application	<p>\$11,385.00 (GST inclusive) per proposal</p> <p>Payment date _____</p>

Purchase order number		
Purchase order number supplied Please note a p/o number will not be accepted in lieu of the consent deposit	<input type="checkbox"/>	No
	<input type="checkbox"/>	Yes
	Number _____	

If different to above email addresses, please supply:			
Send all correspondence relating to this application(s), including invoices, to:	<input type="checkbox"/>	Applicant	Email Address
	<input type="checkbox"/>	Consultant	Email Address

Send correspondence and invoices once consent is granted to:	<input type="checkbox"/>	Applicant	Email Address
	<input type="checkbox"/>	Consultant	Email Address

Please provide an email address for any future invoicing required. (Eg. monitoring of this consent)	Email Address
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Information privacy
<p>The RMA requires this information to process the application.</p> <p>Taranaki Regional Council ("TRC") will use the information provided with your application to process your application and to assist in managing the region's natural and physical resources. Information in this application is regarded as official information and available to the public on request in accordance with the Local Government Official Information and Meetings Act 1987 and the Privacy Act 2020. In addition, you agree that the information in your activity application (Forms 1A to 7B) (and any documentation provided in support) will be published and made available on our website. It is important that you let us know if your application includes trade secrets, commercially sensitive information, and/or any other information that you would like to remain confidential.</p>

Signature
<ol style="list-style-type: none"> I have authority to sign on behalf of the party/ies named as applicants for this consent. I have read, and understand, all information in this application form, including the requirement to pay additional costs. All information provided is true and correct. I understand that inaccurate information could result in my resource consent being cancelled. <p>Signature Date</p> <p>Name:</p>

Send your application to Consents@trc.govt.nz

You can also lodge the application by the following methods

Mail: Taranaki Regional Council, Private Bag 713, Stratford 4352.

In person: Taranaki Regional Council offices, 47 Cloten Road Stratford

If you have not received an email acknowledgement for this application within 5 working days (for new applications) or 10 working days (for replacements) please contact consents@trc.govt.nz.

Notes to Applicant – Important information – Please read carefully before filling out the application forms – email the consents team at consents@trc.govt.nz with consent questions

The deposit amount is required when an application is submitted and is an **initial deposit** towards the final cost of processing the application. Processing of the application will begin when the deposit is received. Purchase orders are not acceptable as payment for the deposit.

The final cost of processing is based on actual and reasonable staff time and expenses incurred during the processing of the application. **Interim invoices will be issued if the additional costs incurred rise above \$3,000.00 plus GST. A final invoice will then be issued after processing is completed.**

Where there is more than one consent required for the same proposal, an initial deposit is required for each consent applied for (non-notified applications).

If the consent is notified, a larger deposit will be required. We will advise if the application is to be notified.

Withdrawn applications will incur the cost for work done up to the date of withdrawal.

The coastal marine area is the area from the outer limit of the territorial sea (12 nautical miles) to the line of mean high-water springs. For activities at river mouths, contact the Consents team at consents@trc.govt.nz for clarification.

Let us know if your application includes trade secrets and/or commercially or culturally sensitive material. Section 42 of the RMA enables protection of sensitive information.

Schedule 4 of the RMA sets out the information you must provide. If insufficient information is provided, we may put the application on hold or return it as incomplete.

Identify every consent required for the proposal. We may put the application on hold until you apply for all resource consents required (s91 of the RMA).

If we request further information (s92 of the RMA), the application will be put on hold and processing will not restart until all information is received.

An application does not need to be publicly notified if the environmental effects are minor and written approval has been obtained from everyone adversely affected by the granting of the consent (s95D and s95B of the RMA). Written approval forms are on our website: [TRC Non-notified approval form](#)

We may review any consent at any time if the application contains inaccuracies that materially influence the decision made (s128(1)(c) of the RMA) at the cost of the consent holder.

All collection costs incurred in the recovery of a debt will be added to the invoice amount due. Overdue invoices will incur an interest charge of 12% per annum.

Details of Council's charging policy are in its 2025/2026 Annual Plan, which can be found here: [2025-2026 Annual Plan](#)

Ongoing responsibilities
Once granted, most resource consents will incur a yearly compliance monitoring charge.
If your application is granted you will be responsible for complying with your consent's conditions and payment of your consent's charges until your consent expires. If you wish to cancel (surrender) your consent, transfer responsibilities to another party or make changes to your consented activity before it expires, you must submit notice to us in writing or make an application to change your consent.

Once granted, most resource consents will incur a yearly compliance monitoring charge.

If your application is granted you will be responsible for complying with your consent's conditions and payment of your consent's charges until your consent expires. If you wish to cancel (surrender) your consent, transfer responsibilities to another party or make changes to your consented activity before it expires, you must submit notice to us in writing or make an application to change your consent.

Appendices

Appendix 1: Charging policies

Resource Management Act Charging Policy. Schedule of charges pursuant to section 36 of the Resource Management Act 1991

Schedule 1: Scale of charges for staff time

	Rate for processing resource consents and responding to pollution incidents.	Rate for all other Council work.
Professional staff	\$134/hr	\$129/hr
Professional/supervisory staff	\$170/hr	\$160/hr
Team Leaders	\$209/hr	\$195/hr
Managers	\$246/hr	\$230/hr
Support staff	\$134/hr	\$129/hr
Directors	\$409/hr	\$382/hr

Explanation

This scale of charges is used to calculate the Council's actual and reasonable costs when carrying out functions under the Resource Management Act 1991, including any functions transferred to it under section 33. Where those actual and reasonable costs exceed any specified charges, the Council may recover those costs as additional charges under section 36(3) of the Resource Management Act 1991. Staff time is recovered at the charge appropriate to the task which they are undertaking. The charges are calculated as per the IPENZ method with a multiplier of 2.1. All collection costs incurred in the recovery of a debt will be added to the amount due. Overdue invoices will incur an interest charge at 12% per annum. All charges exclude GST. Effective from 1 July 2025.

Schedule 2: Fixed minimum charges for the preparation or change of policy statement or plans and the processing of resource consents

Request for preparation or change to a plan/policy statement	\$77,000
For non-notified farm dairy discharge consent	\$1,650
For non-notified consent other	\$1,870
For notified consents (limited and public)	\$9,900
Renewal or change consent:	
• Non-notified	\$1,870
• Notified (limited and public)	\$9,900
Non-notified review of consent	\$1,210
Notified review of consent	\$9,900
Extension of a consent lapse date	\$690
Certificate of compliance	\$1,815
Serve notice of a permitted activity	\$421
Approvals under Resource Management Act:	
Water Measuring Regulations	\$502
Transfer of consent to another party or change of consent holder name (1 to 5 consents)	\$133 per consent
Transfer of consent to another party or change of consent holder name (6 to 20 consents)	\$117 per consent
Transfer of consent to another party or change of consent holder name (more than 21)	\$88 per consent