



Application for Outline Plan Waiver/Outline Plan of Works

Use this form to submit an outline plan of public work, project or work to be constructed on designated land, or to seek a waiver of this requirement.

Conditions or restrictions may apply to the designation, if this is the case, you will need to show within your plans/documentation that the conditions or restrictions will be satisfied.

Send your application to:

Email: resourceconsents@uhcc.govt.nz

Resource Consents
 Upper Hutt City Council
 Private Bag 907, Upper Hutt 5140

For enquiries:

Telephone: (04) 527 2169
 Email: resourceconsents@uhcc.govt.nz

Outline Plan Outline Plan Waiver

Site

Designation Reference within the Upper Hutt City Council District Plan:		
No.	Street	Suburb
Legal Description/gazette details		

Requiring Authority contact details

Full name:	
Postal address:	
Telephone (daytime)/Mobile:	Email:

Your Agent (if applicable)

Full name:	
Postal address:	
Telephone (daytime)/Mobile:	Email:

Description of Proposal

You need to include:

- The height, shape and bulk of the work
- The location of the works on the site;
- likely finished contour of the site;
- Vehicular access, circulation and provision for parking;
- Landscaping provisions; and
- Any other matters to avoid, remedy, or mitigate any adverse effects on the environment.

Fees

An initial fee must be paid before we can process your application.

I enclose the initial fee of \$_____. I understand that the Council may invoice me for the actual and reasonable costs incurred in processing this application as identified in section 36 of the Resource Management Act and the Council's current schedule of fees.

Additional fees

Further charges will be invoiced if there is additional time spent processing requests or for expenses incurred. Additional fees may be charged once a decision on your application is made or during processing. Additional fees will only be charged for amounts over \$40.00. Refunds will only be made for unused amounts over \$40.00.

Our terms of payment

Payment of additional fees is due by the 20th of the month following an invoice. If payment is not received, you will be liable for all legal and collection fees.

The declaration below must be signed by the person(s) or entity responsible for paying the costs of processing this application. If you are an agent, you will need to obtain the signature of the person(s) responsible for paying the fees before submitting the application to the Council.

Declaration

Subject to my rights under sections 357B and 358 of the RMA to object to any costs, I undertake to pay all costs associated with this application. I also agree to pay all the costs (including debt-collection or legal fees) of recovering any unpaid costs.

Name	Signature	Date
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Notes for the applicant

1. This approval does not authorise building work. A building consent must be obtained before starting construction.
2. Please send the following information with this application:
 - One copy of all necessary plans, details and calculations necessary to enable this proposal to be checked for compliance with conditions of the designation (if applicable).
 - Approval from the Requiring Authority (if obtained prior to this application).
 - Record of Title (formerly known as a Certificate(s) of Title) for the site (no more than three months old).
3. Once this application is lodged with the Council, it becomes public information. If there is sensitive information in the proposal, please let us know.

Privacy Information

The information you have provided on this form is required so that your application can be processed under the Resource Management Act 1991, and so that statistics can be collected by Upper Hutt City Council. The information will be stored on a public register and held by Upper Hutt City Council. Under the Privacy Act 2020, you have the right to see and correct personal information Upper Hutt City Council holds about you.