

A guide to Notification

What is notification?

Your resource consent application will be considered as one of the following:

- **non-notified** – where the effects of your proposal are minor and you have all written approvals from affected persons (if required); or
- **limited notified** – where the effects of your proposal are minor but you do not have all required written approvals from affected persons; or
- **publicly notified** – where the effects on the wider environment are more than minor.

Who decides whether an application should be notified?

Most applications are processed on a non-notified basis however in some cases Council planning staff will deem it necessary for notification following an assessment of the environmental effects of the proposal.

Where an application for resource consent requires notification, an applicant will be advised within 10 working days of the application being received.

What is limited notification?

Limited notification is where those who have not provided written approval but are considered affected, will be notified of the application. Those affected will be owners and occupiers of adjoining and/or nearby properties because the effects of the application are minor and localised.

What is public notification?

Public notification is where those considered affected, but who have not provided written approval, are notified of the application and the application is publicly notified in the relevant newspaper(s). Affected people may include owners and occupiers of adjoining and/or nearby properties, and/or local authorities, iwi, and other parties that the Council considers may be affected. The effects of the application will be considered by Council to be more than minor and extend beyond adjoining properties.



What is a submission?

A submission can be lodged in support or in opposition to an application.

For a limited notified application, only those identified by the council as affected will be notified of the application and can lodge a submission.

Anyone can make a submission on a publicly notified application. You do not have to have been personally notified of the application.

Will the application proceed to a hearing?

If submissions are received in opposition to an application the matter will proceed to a hearing. This allows for the applicant and submitters, if they choose, to formally present their views to a committee.

Within 15 working days after the hearing you will be notified in writing whether or not the application has been approved.

What is the timeframe for processing a notified application?

Notified applications take a minimum of three months to be processed. This is to allow for submissions to be received on the application and for it to proceed to a hearing.

What is the cost for processing a notified application?

As notified applications typically require consultation, a detailed report by the processing Planner, and proceed to a hearing; the processing costs for notified applications is higher than non-notified applications.

For more information see Council's information sheet 'A Guide to Fees & Charges'.

Can I appeal the decision?

If the applicant or a submitter is dissatisfied with the Council's decision, or dissatisfied with any conditions imposed, both parties have a right of appeal to the Environment Court. An appeal must be lodged with the Environment Court and a copy provided to the Council within 15 working days of the decision being received.

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