

# Resource consent application – renewal of discharge permit for on-site wastewater

Application made under section 88 of the Resource Management Act 1991

Form EP-RC021-RNW 01/21

## Making your application

- You must get a suitably qualified professional to do an assessment and report on your on-site wastewater disposal system.
- This form is designed so that when you complete this form and apply with the **above** assessment and report using Council's On-site Wastewater Management System (OWMS) evaluation report template, then this should make sure that the Council has all the information needed to process your application.
- If the Council's OWMS report template is not used, the wastewater professional will need to refer to the application requirements under section 88, Schedule 4 of the RMA, and Chapters 36 and 37 of the Tasman Resource Management Plan.

## Do you need help?

Use the guidance notes at the end of this form and the information available on the Council website to help complete this form. Go to [www.tasman.govt.nz](http://www.tasman.govt.nz) and enter "**renew wastewater**" in the search box. If you still need help, contact our Richmond offices (email, website, phone) and ask to speak to a Natural Resources Consent Planner.

## 1. Applicant details

Legal name

Email address

Post address

Phone

All invoices are made out to and sent to the applicant unless alternative name and address advised.  
Email is the preferred address for service for the applicant or the agent

## 2. Consultant or agent details (address for service if not applicant)

Name

Email address

Post address

Phone

## 3. Location of proposed activity

Is the wastewater discharge on the same property as the applicant address?

no - full details below

yes - go to Legal description.

The address or location of the wastewater discharge is:

Legal description: (Lot, deposited plan & record of title numbers)

A current record of title is attached  
(no more than three months old)

I ask Council to get a record of title from  
LINZ, and have paid an extra \$20 for this

### Tasman Resource Management Plan sensitive wastewater areas

The property is located in the following sensitive wastewater area? (refer guidance)

Wastewater Management Area (WMA)

Special Domestic Wastewater Disposal Area (SDWDA)

No sensitive wastewater area applies

### Existing resource consent

The six-digit consent number of the existing resource consent is:

The existing resource consent's date of expiry is:

## 4. Maintenance of the system

Is there a current maintenance contract to service your system?

no

yes – the name of the current provider is:

The following records of maintenance and monitoring are attached:

Last three maintenance service reports

Details of any maintenance undertaken

Effluent sampling results within the last six months (taken under “normal” loading)

If sample results were sent to the Council within the last six months, what was the approximate date of sampling?

Sample results must be tested for the quality parameters set out in your existing consent. At a minimum, the parameters tested should include

- 5-day biochemical oxygen demand (BOD<sub>5</sub>)
- concentration of total suspended solids (TSS)

This sample should be taken from a designated sampling point that is installed after the final pump out and chamber but before effluent is discharged to the disposal field. The sample must be taken under normal use conditions by a suitably qualified person.

## 5. Assessment of site and system

As part of your application you will need to engage a wastewater disposal system assessment report done by a suitably qualified wastewater professional in accordance with Australia and New Zealand Standard AS/NZS 1547:2012 for on-site domestic-wastewater management.

Their assessment and report should include:

On-site domestic wastewater management system “warrant of fitness”

Site use and/or environment change assessment

Environmental risk assessment

Your wastewater professional is encouraged to use the Council's “On-site Wastewater Management System (OWMS) Evaluation Report” template.

It is available at [www.tasman.govt.nz](http://www.tasman.govt.nz) - use keyword search “OWMS”.

If the template is not used, your wastewater professional must make sure their chosen format still meets the same information requirements, including the specifics under Chapters 36 and 37 of the Tasman Resource Management Plan.

## 6. Declaration

### Privacy information

Council needs all the information provided to process the application under the RMA and to collect statistics. It is available to the public, and may also be made available on the Council website.

You have the right to see and correct any personal information the Council holds about you.

By submitting this application as applicant or authorised agent, I acknowledge that:

- I must meet the information requirements under section 88 and Schedule 4 of the RMA, before the Council can accept my application for processing,
- The information I provided must be in enough detail to satisfy the purpose it's asked for, as detailed in this application form and its introduction,
- The minimum fee paid is a deposit against full costs, and the Council will invoice all the actual and reasonable costs of processing this application (see guidance note 7.6), and will give a refund if the actual costs are less,
- The information provided in this application and its attachments are accurate to the best of my knowledge,
- I have attached all relevant information required for this application by the Tasman Resource Management Plan (including Chapters 36 & 37), the RMA, and any regulations, and
- I understand that I may continue to operate under the terms and conditions of the resource consent I have applied to replace.

Signature of applicant or authorised agent

Not needed if lodged electronically

Printed full name

Dated

Once this form is completed, choose to print this form as a pdf, and via the print dialogue you will be prompted to save the form on your computer.

This locks all the information in the form as a flattened pdf.

## 7. Guidance notes

The guidance notes are numbered by the section of the form they relate to - for example note 7.1 gives guidance on the questions on Applicant details for section 1 of this application form. The notes start with "Background" notes that do not correlate to any specific part of the application form.

### Background - Help completing this form

#### How to get help from us

Your first stop is our website for up-to-date information. This explains why you need a resource consent and what you need to do.

Go to [www.tasman.govt.nz](http://www.tasman.govt.nz).

In the search box ('looking for something else') enter "renew wastewater".

You can also get help from our consent planners by:

- website: complete a contact form - include "renew wastewater resource consent" on the form
- email: [resourceconsentadmin@tasman.govt.nz](mailto:resourceconsentadmin@tasman.govt.nz) and include "renew wastewater" in the subject line

### Background - Use of this application form and supporting information

#### What parts are relevant?

Section 88 and Schedule 4 of the RMA sets out the information that an applicant must provide to the Council with any resource consent application. This includes the specific information under Chapters 36 and 37 of the Tasman Resource Management Plan.

This form, together with the Council's OWMS evaluation report template, addresses the information required with your resource consent application.

Council's website at [www.tasman.govt.nz](http://www.tasman.govt.nz) has links to the relevant TRMP chapters, maps, and template – enter keyword "renew wastewater" in the search box. For the report template and list of suitably qualified wastewater professionals known to operate in the region, use the keyword "OWMS".

### Note 7.1 - Applicant details

#### Name

You must provide the full legal name of the applicant.

If the 'applicant' is multiple people, or an incorporated group or registered trust, or a partnership, then you identify all persons - such as all trustees for a trust.

Companies or registered trusts should use their registered name.

#### Email

We prefer email as the address for service so we can get in touch with you more quickly.

## Note 7.4 - Property details

### Legal description

Find the legal description on your rates notice, or by entering the address into:

<https://www.topofthesouthmaps.co.nz>

### Copy of the title

You can order a record of title from Land Information NZ:

<https://www.linz.govt.nz> (keyword search "order a title"), or

you can pay an extra \$20 fee and we will source a copy of your record of title from the LINZ records.

## Note 7.5 - Assessment of site and system

### Assessing your treatment and disposal field

An onsite wastewater management system (OWMS) assessment report provided for effluent renewal consent applications must be produced by a suitably qualified wastewater professional.

Tasman District Council has an OWMS evaluation report template that your wastewater professional is encouraged to use, to help with more efficient and cost effective processing of your application.

You can find a copy of the OWMS report template and details of some wastewater professional known to operate in the Tasman region on our website.

Go to [www.tasman.govt.nz](http://www.tasman.govt.nz), and enter the keyword "OWMS" in the search box.

## Note 7.6 - Payment and costs of processing

### How much does it cost?

Go to our website at [www.tasman.govt.nz](http://www.tasman.govt.nz) and enter the keyword "resource consent fees".

As at 01 July 2021 the required deposit was \$0.00.

The fees usually change every year. If you need to confirm the amount, go to our website.

You may have to pay further charges to cover our actual and reasonable costs in processing the application. We can do this under section 36 of the Resource Management Act 1991 (RMA). Likewise, if our actual costs are less than the deposit we will give you a refund.

## Payment of deposits

You must pay the deposit when you lodge your application

You may have to pay further charges to cover our actual and reasonable costs in processing the application. We can do this under section 36 of the Resource Management Act 1991 (RMA). Likewise, if our actual costs are less than the deposit we will give you a refund.

You can pay the deposit the following ways:

- in person at our service centres, or
- online by internet banking or by credit card (and attach evidence of the payment to your application)

To find out how to pay online, go to our website (keyword search "internet banking" and "credit card").

## Payment of subsequent costs above

As the applicant you must pay all actual and reasonable processing costs incurred by the Council. This is subject to your rights under sections 357B and 358 of the RMA to object to any costs.

The Council may issue interim invoices for applications.

If any steps, including the use of debt collectors and/or lawyers, are needed to recover unpaid processing costs, the applicant agrees to pay all collection costs.

If an application is made on behalf of a trust (private or family), a society (incorporated or unincorporated) or a company, by signing this application the applicant binds the trust, society or company to pay all the above costs and guarantee to pay all the above costs in their personal capacity.