

# APPLICATION FOR AN OUTLINE PLAN UNDER SECTION 176A(1) OF THE RESOURCE MANAGEMENT ACT 1991



Basic instructions on how to apply are at the end of this form.  
For additional help go to: [huttcity.govt.nz/apply-online](http://huttcity.govt.nz/apply-online)

An up-to-date version of Adobe Reader is required to fill this form out online. Download for free: [get.adobe.com/reader/](http://get.adobe.com/reader/)

To: Chief Executive, Hutt City Council

1. This is an application from:

Full name	<i>Last</i>		<i>First</i>	
Company/organisation				
Contact <i>if different</i>				
Address	<i>Number</i>	<i>Street</i>		
	<i>Suburb</i>			
	<i>City</i>			<i>Postcode</i>
Address for Service <i>if different</i>	<i>Postal Address</i>		<i>Courier Address</i>	
Phone	<i>Day</i>		<i>Evening</i>	
Fax			<i>Mobile</i>	
Email				

2.

I,

*Name of applicant*

apply for an **Outline Plan**

3. The proposed activity of the application is:

4. The location of the proposed activity is:

5. The names and addresses of the owners and occupiers (other than the applicant) of the proposed activity are :

6. I attach any information required to be included in this application by the district plan, the regional plan, the Resource Management Act 1991, or any regulations made under that act:

<i>List all documents that you are attaching</i>
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Signature of applicant:  
*(or person authorised to sign on behalf of the applicant)*

	<i>Date</i>
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**The following information MUST be included with your application for Outline Plan approval:**

- The name and address of applicant and owner/occupier of land to which the application relates.
- A description of the activity and its location.
- Signature of applicant or person authorised to sign on behalf of the applicant and date.
- Certificate of Title (pictorial and written pages) and a copy of any encumbrances listed on it.
- A copy of any NZ Gazette Notice establishing the activity on the site.
- A site plan showing the location of the project on the site, together with an outline of all other buildings on the site
- Elevation drawings of the project.
- Details of the likely finished contour of the site.
- Details of vehicular access and manoeuvring on the site, together with details of on-site parking provided.
- Details of any proposed landscaping.
- Any other matters to avoid, remedy or mitigate any adverse effects on the environment.
- The Application Fee: The application fees payable are set out in Council's Resource Consent and Subdivision fees list.

**NOTE: If the application is to be submitted by someone other than the designating authority then the application must be accompanied by a letter from the designating authority giving the applicant consent to act on their behalf.**

**You must pay the charge, payable to Hutt City Council, for the Outline Plan application under the Resource Management Act 1991.**

**To avoid unnecessary delays in the processing of your Outline Plan, your application WILL NOT be accepted by Hutt City Council unless ALL of the information requested above has been provided. If you have any questions about how to fill in this form or the processing of your application, please contact Hutt City Council on 570 6666.**

## HOW TO COMPLETE AND SUBMIT THIS FORM

### Additional information

If there isn't enough room on the form for all the information you wish to give us, please include the additional information as a separate PDF with your application (please state your name, the application address, and the question to which the information refers).

### Electronic signatures

Hutt City Council Environmental Consents Division will accept this application form with a digital signature created through Adobe or your existing digital signature. If you click on the pink arrow in the signature box, or choose 'Place signatures' from the tools menu on the right hand side, Adobe will prompt you to add your digital signature, or take you through the easy steps to create one.

### How to submit

Once you have completed and added the required signatures, please save it to your computer. You can then submit it with your supporting documentation by selecting 'Apply for it' under the 'Do it here' menu at [huttcity.govt.nz](http://huttcity.govt.nz).

If you would prefer to post or deliver your application, please print it, and send or deliver it to:  
Environmental Consents Division, Hutt City Council, Private Bag 31912, Lower Hutt 5040.

For enquiries, please phone 04 570 6666