



**Te Kaunihera  
o Te Hiku o te Ika**  
Far North District Council

**HE ARA TĀMATA**  
**CREATING GREAT PLACES**  
*Supporting our people*

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**Office Use Only**

Application Number:

**Earthworks Permit Application Form**  
**For Control of Earthworks**  
**Pursuant to Clause 2203.2 of Chapter 2**  
**Control of Earthworks Bylaw 2019**  
**Schedule A**

**1. Applicant Details**

Name/s: *(please write all names in full)* \_\_\_\_\_

*Note: Applicant must be a person or legal entity. Full name of Individual, Limited Liability Company or Trust is required.*

Postal Address: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_ Postcode \_\_\_\_\_

Phone Numbers: Work: \_\_\_\_\_ Home: \_\_\_\_\_  
Fax: \_\_\_\_\_ Email: \_\_\_\_\_

**2. Address for Correspondence**

Name and address for service and correspondence (if you are using an Agent write their details here)

Name: \_\_\_\_\_

Postal Address: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_ Postcode \_\_\_\_\_

Phone Numbers: Work: \_\_\_\_\_ Home: \_\_\_\_\_  
Fax: \_\_\_\_\_ Email: \_\_\_\_\_

### 3. Billing Details

An instalment fee for processing this application is payable at the time of lodgement and must accompany your application in order for it to be lodged. Please note that if the instalment fee is insufficient to cover the actual and reasonable costs of work undertaken to process the application you will be required to pay any additional costs. Invoiced amounts are payable by the 20th of the month following invoice date. You may also be required to make additional payments if your application requires notification.

Name (please write name or entity in full) \_\_\_\_\_

Postal Address: \_\_\_\_\_

\_\_\_\_\_ Postcode \_\_\_\_\_

Phone Numbers: Work: \_\_\_\_\_ Home: \_\_\_\_\_

Fax: \_\_\_\_\_ Email: \_\_\_\_\_

**Declaration concerning Payment of Fees:** I/we understand that the Council may charge me/us for all costs actually and reasonably incurred in processing this application. Subject to my/our rights under Sections 357B and 358 of the RMA, to object to any costs, I/we undertake to pay all and future processing costs incurred by the Council. Without limiting the Far North District Council's legal rights if any steps (including the use of debt collection agencies) are necessary to recover unpaid processing costs I/we agree to pay all costs of recovering those processing costs. If this application is made on behalf of a trust (private or family), a society (incorporated or unincorporated) or a company in signing this application I/we are binding the trust, society or company to pay all the above costs and guaranteeing to pay all the above costs in my/our personal capacity.

Name: \_\_\_\_\_ (Please Print)

Signature: \_\_\_\_\_ Signature of Bill Payer/s (mandatory) Date: \_\_\_\_\_

### 4. Application Site Details

Location and/or Property Street Address of the proposed activity

Site Address/Location: \_\_\_\_\_

Zone of the Site Address/  
Location: \_\_\_\_\_

Valuation Number: \_\_\_\_\_ Legal Description: \_\_\_\_\_  
(from rates notice) (from Certificate of Title)

Certificate of Title Identifier: \_\_\_\_\_ (Please attach a Certificate of Title - Search Copy should be no more than 6 months old)

Are there any sites of significance to Māori on the property? ☐ Yes ☐ No

If you answered yes to the above question, have you consulted with the local Iwi authority? ☐ Yes ☐ No

Are there any Archaeological sites on the property? ☐ Yes ☐ No

If you answered yes to the above question, have you consulted with Heritage New Zealand Pouhere Taonga? ☐ Yes ☐ No

#### Site Visit Requirements:

Is there a locked gate or security system restricting access by council staff? ☐ Yes ☐ No

Is there a dog on the property? ☐ Yes ☐ No

Please provide details of any other entry restrictions that council staff should be aware of e.g. health and safety, caretaker's details.

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## 5. Description of the Proposed Earthworks

Enter the volume of earthworks, the depth of cut, height of fill on site and a description of the proposed earthworks (continue on a separate sheet if necessary). Attach a detailed report by a suitably qualified professional and a site plan drawn to a recognised scale e.g. 1:100, 1:200 to illustrate your proposal. Please note that the plan detail must be such that the plan can be stamped as approved for construction (refer to the checklist below for detail required).

Volume of cut: \_\_\_\_\_ m<sup>3</sup> Volume of fill: \_\_\_\_\_ m<sup>3</sup>

Total Volume of earthworks (cut + fill): \_\_\_\_\_ m<sup>3</sup>

Depth of Cut: \_\_\_\_\_ m Fill Height: \_\_\_\_\_ m

Description of Proposed Earthworks: \_\_\_\_\_

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*Please Note: Earthworks that breach District Plan zone thresholds will be subject to a landuse consent application*

## 6. Erosion & Soil Sediment Control Measures

Please specify what erosion and soil control measures you propose to undertake. Please note that these must be constructed in accordance with GD05 and shown on your site plan.

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## 7. Other Consents Required/Being Applied for Under Different Legislation (more than one box can be ticked)

☐ Resource Consent: \_\_\_\_\_

☐ Building Consent: \_\_\_\_\_

☐ Regional Council Consent: \_\_\_\_\_

☐ National Environmental Standard Consent: \_\_\_\_\_

☐ Other (please specify): \_\_\_\_\_

## 8. National Environmental Standard (NES) Consents

Your site may be subject to or covered by the NES for Assessing and Managing Contaminants in Soil to Protect Human Health Regulations 2011. This is determined by reference to the Hazardous Activities and Industries List (HAIL) which is a list of categories of activity that involve the use, storage and disposal of significant quantities of hazardous substances such as pesticides and heavy metals.

Is this site on Council's HAIL Database?

☐ Yes

☐ No

Is the site currently or has it historically been used for an activity on the HAIL?

☐ Yes

☐ No

**More Information** can be found by visiting Council's Website [www.fndc.govt.nz](http://www.fndc.govt.nz)

### 8. Checklist (please tick the box if information is provided)

- ☐ Payment (cheques should be made payable to the Far North District Council)
- ☐ A current Certificate of Title (Search Copy should not be more than 6 months old) with any listed encumbrances e.g. Consent Notices, Covenants and Easements
- ☐ Site Plan showing location and dimensions of all property boundaries, existing and/or proposed buildings, locations of any watercourses, contours, proposed fill disposal area, depths of cut or fill faces, earthworks volume, cross section through earthworks area, proposed erosion and sediment control measures, proposed retaining walls.
- ☐ Suitably Qualified SQEP Report (if required)

*Please Note: All drawings and plans should be labelled, numbered and dated and drawn to a recognised metric scale e.g. 1:200; 1:100. Refer to Council's Engineering Standards for the definition of a SQEP.*

- ☐ The proposed works will comply with archaeological accidental discovery protocol

**Declaration:** The information I have supplied with this application is true and complete to the best of my knowledge.

Name: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_