

Certificate Approval Application Form & Guide



APPLICATION FOR CERTIFICATE APPROVAL INCLUDING:
RESOURCE MANAGEMENT ACT 1991 (RMA), LOCAL GOVERNMENT ACT 197 (LGA), UNIT TITLES ACT 1972/2010 (UTA)

please tick applicable boxes

Type of Certificate?	<input type="checkbox"/> SUBDIVISION	<input type="checkbox"/> EASEMENT	<input type="checkbox"/> RIGHT OF WAY	<input type="checkbox"/> UNIT TITLE	<input type="checkbox"/> CROSS LEASE UPDATE
Certificate required?	<input type="checkbox"/> SECTION 223 (RMA)	<input type="checkbox"/> SECTION 224(C) (RMA)	<input type="checkbox"/> COMBINED SECTION 223/224(C) (RMA)	<input type="checkbox"/> SECTION 224(F) (RMA)	
	<input type="checkbox"/> SECTION 243 (RMA) (EASEMENT(S))	<input type="checkbox"/> SECTION 348 (LGA) (RIGHT OF WAY)	<input type="checkbox"/> SECTION 5(1)(G), 25(5), 32(2)(A) (UTA)	<input type="checkbox"/> OTHER, please specify:	<input type="text"/>

please print clearly

Full name of applicant	
Name of Agent / Surveyor	
Postal address for service documents	Telephone number <i>include area code</i>
	Fax number <i>include area code</i>
	Mobile no.

Application details

Application number	Stage <i>if applicable</i>
Site address	
Legal description	

Supporting documentation

Please complete by ticking boxes applicable to your application and attach documents as indicated. 

Letter addressing each condition of consent including details as to compliance and appropriate certifications <i>required for ALL applications</i>	<input type="checkbox"/>
Copy of LT Plan (s)	<input type="checkbox"/>
Certification as to compliance with approved plan, including justification for any changes in approved lot sizes	<input type="checkbox"/>
Memorandum of Easements, including certification that all necessary Easements reserved or created <i>if applicable</i> , including for Section 348 Right of Way Certification	<input type="checkbox"/>

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Covenant(s) shown <i>if applicable</i>	<input type="checkbox"/>
Amalgamation condition(s) shown <i>if applicable</i>	<input type="checkbox"/>
Confirmation of approved road name attached <i>if applicable</i>	<input type="checkbox"/>
Copy of signed Section 223 certification	<input type="checkbox"/>
Copy of approved engineering drawings and copy of Council approval letter	<input type="checkbox"/>
Producer Statements and certifications as per Code of Practice – Subdivision and Development	<input type="checkbox"/>
Utilities Certifications <i>e.g. Power and Telephone reticulation</i>	<input type="checkbox"/>
Engineering Report and Quality Assurance documentation	<input type="checkbox"/>
Copy of approved Landscape plan(s) and copy of Council approval letter	<input type="checkbox"/>
Completion Bond application – to be detailed in application letter and appropriate costings included for Council approval <i>where these have not been pre approved.</i>	<input type="checkbox"/>
Maintenance Bond Costings – to cover maintenance of vested assets as per Code of Practice – Subdivision and Development	<input type="checkbox"/>
As built Plans	<input type="checkbox"/>
Asset data and component reports as per Code of Practice – Subdivision and Development	<input type="checkbox"/>
Unit Title Certifications	<input type="checkbox"/>
Confirmation of payment of Financial Contributions, or request to raise invoices and initiate valuation for purposes of calculating reserve contributions.	<input type="checkbox"/>
Consent Notice document enclosed. If to be drafted by Council appropriate fee included <i>as per Councils Schedule of Fees & Charges.</i>	<input type="checkbox"/>

Applicants signature

Applicants / Agents name	
Applicant / Agents Signature	Date (DD/MM/YYYY)

Note

For processing time frames, please contact Councils Duty Planner, or Customer Services Team.

Fees and processing

For fees, see our fees and charges* page at:

www.tcdc.govt.nz/fees

Please forward your Application and payment to:

Thames-Coromandel District Council

Private Bag

Thames 3500

*Fees and charges can change annually.

For any enquiries, please contact our Customer Services Team

District Office: 07 868 0200

Fax: 07 868 0234

Coromandel: 07 866 1001

Mercury Bay: 07 867 2010

Whangamata: 07 865 0060

E-mail:

customer.services@tcdc.govt.nz

**Office
use only**

DATE & TIME RECEIVED	RECEIPT NO.	DATAWORKS NO.	APPLICATION NO.	DEVELOPMENT PLANNING OFFICER