



Completing your Application Form for a Coastal Permit

A Coastal Permit may be issued by Horizons Regional Council (HRC) or the Ministry of Conservation authorising you to do something in the Coastal Marine Area (the area of the coast between the line of mean highwater springs and the 12 mile limit of the sea) that otherwise would contravene Section 12 of the Resource Management Act 1991 (RMA) or Regional Coastal Plan.

Some activities on the coast are categorised in the Regional Coastal Plan as “restrict coastal activities”. To apply for a Coastal Permit to carry out a restricted coastal activity your application should be submitted to HRC in the usual way. It will then be forwarded to the Minister of Conservation who makes the final decision.

Activities requiring a Coastal Permit under Section 12 of the RMA

- Reclamation or draining of foreshore or sea-bed;
- The disturbance of the foreshore or sea-bed (eg by excavating, drilling, or tunneling and/or the removal of that material including large amounts of sand / shingle / shell);
- The occupation of Crown or Horizons Regional Council's land;
- The depositing of substances on the foreshore or sea-bed;
- The erection, alteration, or removal of any structures fixed in the foreshore or sea-bed; and
- Planting of any exotic plant in the foreshore or sea-bed.

Completing the Application Form

Your reading and understanding of the information below will assist you in completing Questions 6 - 13 on the application form

Question 6

You must clearly identify the location of the land where the proposed activity will take place. For example, a street address or well-known landmark nearby.

Questions 7 and 8

The valuation number. This can be found on a rates assessment for the property concerned. The legal description. This is also on your rates assessment. We require the legal description for the relevant piece of land, not necessarily the whole property.

Question 9

What is required in a locality and site plan?

- where your work or activity is to take place, including distances from the shoreline etc;
- any nearby property boundaries of affected parties (named);
- any nearby roads (named) and any nearby buildings etc; and
- the shoreline.

If possible:

- the position of the take point;
- the proposed diversion;
- the position of the discharge point; and
- location of any other discharge or abstraction points.

Question 10

How do I describe the activity and quantities?

For an application to **use the foreshore or sea-bed** we require a description of:

- the use for which the foreshore or sea-bed is to be used (eg structure, drilling);
- the purpose of the proposed activity;
- what method is to be used to carry out the activity;
- the possible effects on vegetation; and
- Alternatives to the foreshore use.

For an application to **excavate** we require a description of the following:

- type of material to be excavated;
- maximum volume required (m³);
- method of excavation;
- location of the activity;
- area and maximum depth of any excavation (m);
- alternatives to undertaking the excavation;
- description of times and frequency of removing material; and
- any intended method to reinstate the area.

Continued Overleaf

For an application to **discharge contaminants** we require a description of:

- type of contaminant to be discharged;
- the name of the receiving water;
- the type of treatment proposed;
- the reason for the discharge;
- the method of discharge;
- whether the discharge will be seasonal or constant;
- the type of operation causing the discharge;
- number of hours per day the discharge will occur;
- alternatives to undertaking the discharge; and
- Maximum quantity of the discharge (litres per hour/day).

For an application to **take, divert, or use water** we require a description of:

- the reason for which the water is to be taken, used or diverted;
- the maximum quantity of water (litres per hour, or day) and the number of hours per day involved;
- whether any water taken may have a secondary use;
- whether the take, diversion or use will be constant, temporary or seasonal;
- the maximum abstraction rate (if applicable);
- the size of the channel or pipe diameter of the diversion (if applicable);
- the depth of the diversion (if applicable); and
- alternatives to undertaking the take, diversion or water use.

Question 11

Effect of the activity on the environment. This is the most important question that HRC considers when dealing with your application. Under the RMA (Fourth Schedule) you are required to describe how your activity may affect the environment and ways you can avoid, remedy or mitigate any adverse effects. To help you do this, you must:

- Identify and assess any good and bad effects that your activity will have. This could include such factors as whether your activity:
 - has any effect on visual impacts of the area;
 - is near to any other waste discharge;
 - will affect boat navigation and safety;
 - is near to significant wetlands;
 - will cause the emissions of odours or noise;
 - involves areas where food is gathered;
 - will have any impact on the water quality of the area;
 - will affect marine life; and

- will increase any risks of erosion or flooding in the area.

- Consider whether the effects you have identified are temporary, permanent or seasonal.
- Identify any other people or groups (apart from your neighbours identified in Question 12) that may be affected by your proposal. This could include iwi, special interest or recreational groups. Outline any consultations you have had with these groups.
- Identify any surrounding areas of particular aesthetic or scenic value (eg tidal flats, reserves) and the likely effects your proposal will have on these areas.
- Identify any recreational activities carried out in the area (eg. swimming, fishing, diving, boating) and the likely effects your proposal will have on these activities.
- Describe measures to maintain water quality standards and associated wildlife habitats.
- Describe measures to continue any public access to the coastal marine area for recreational or other uses.
- Describe how and by whom any identified environmental effects will be monitored.

Question 12

Which of my neighbours must I identify?

- each owner/occupier with a property near to where your activity is to be carried out;
- any other affected parties, including local iwi or the Department of Conservation. It is to your advantage to consult with these groups about your proposed activity before you lodge your application.

Question 13

Do I need any further consents? To help answer this question refer to our brochure called Information on Resource Consents.

Horizons Regional Council's Consents Team can be contacted on free phone 0508 800 800 for more information.

Picture on front taken by Sarah Birch.



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