

This guidance sheet is intended to assist owners of existing jetties, boatsheds or other foreshore structures in preparing their application for a new resource consent. If you have any questions an enquiry form can be completed online <https://www.marlborough.govt.nz/services/resource-consents/duty-planner-service-information/?ed-step=1>

The following information is required with all applications for a new resource consent for existing structures:

1. Completed Application Form

The applicant or their agent must complete the relevant sections and sign and date the declaration on the standard Resource Consent Application form.

2. Drawings or Photographs of the Structures

The application must include an accurate plan drawing of the structures for which consent is sought. If the structures are the same as shown on the existing drawings held by Council on a resource consent or building consent file, you can incorporate these into the new application by making explicit reference to them. Alternatively, a clear set of photographs of the structures accompanied by a written description of their key dimensions will be acceptable. In some instances the owner might wish to apply for future additions or extensions as part of the new resource consent. In such instances drawings showing the existing structures and proposed additions will be required.

3. Engineer's Inspection Report

The application must include an inspection report from a Chartered Professional Engineer having experience in marine structures. The inspection report should address the following matters:

- a) Describe all remedial work that is required to bring the structure(s) into a structurally sound and fit-for-purpose condition, together with a time period(s) in which the work should be carried out; or
- b) Confirm that the existing structure is sound, fit for purpose and that no remedial work is required; and
- c) Describe any particular maintenance work required to ensure that the structure remains structurally sound and fit for purpose during the term of the new resource consent.

It is the applicant's responsibility to arrange an inspection by a Chartered Professional Engineer – Council does not have a list of approved or

accredited engineers. The cost of the inspection may be able to be reduced by arranging for inspections to be carried out on a coordinated group basis for a number of nearby structures. Council will consider waiving the requirement for an inspection report for very small structures (eg. a couple of square metres in area) on a case by case basis.

4. Information Required by the Resource Management Act

Every application for resource consent requires an assessment of the effects of the activity on the environment and an assessment of the proposal against the relevant objectives and policies of the New Zealand Coastal Policy Statement, Marlborough Sounds Resource Management Plan and proposed Marlborough Environment Plan. The continuation of existing structures can have positive or adverse effects on matters such as amenity values, recreation values, ecological values, foreshore dynamics and the navigation safety of an area. It is the applicant's responsibility to provide an assessment in such detail as corresponds with the scale and significance of the effects the structures have on the environment. It should be noted that the environment changes over time, as does the policy framework and as such there can be no guarantee that a new resource consent will be granted for an existing structure.

5. Base Processing Fee

A base processing fee of \$1,208.00 (including GST) must be paid at the time of lodging the application for resource consent. The final cost of processing your resource consent application will reflect the actual and reasonable costs incurred by Council, and will include disbursements and the charging of staff time at the hourly rates in the schedule of fees available on Council's website. Where the processing costs are lower than the base fee paid, a refund will be made of the unspent amount.