

**EXISTING USE CERTIFICATE APPLICATION FORM  
(Sections 10 and 139A, Resource Management Act 1991)**

To: Southland District Council  
PO Box 903  
Invercargill 9840  
Attention: Resource Management Section

*For office use only:*  
Application number: «Name»  
Date received: «Name»

**Application for Existing Use Certificate Pursuant to Section 139A of the  
Resource Management Act 1991**

**Completing this form:**

This form provides us with your contact details, and details about the use that you are seeking an Existing Use Certificate for. Please note that all the information provided in your application is available to the public.

We recommend that you talk your situation through with Council staff before you fill in this form. You should also contact us if you are unsure what forms you should be using, or if you have any questions. We can be contacted on 0800 732 732, ask for the Resource Management Section.

**It is important that you answer all questions fully. When seeking an Existing Use Certificate, the applicant must satisfy the Council by demonstrating or providing clear evidence that all the tests under Section 10 of the RMA have been met.**

**Fees**

There is a \$316.20 fee for issue of these certificates. However, if information supplied is deficient and requires additional staff time in excess of two hours to process the request, additional costs will be charged based on a rate of \$105.40, GST inclusive, per hour.

**Contact Details**

Applicant(s) full name(s) and address(es):

Work phone:  
Private phone:  
Mobile phone:  
E-mail address:

Service name and address for contact during the application process (if different from above):

Business phone:  
Private phone:  
Mobile phone:  
E-mail address:

Property owner's name and address (if different from above):

Work phone:  
Private phone:  
Mobile phone:  
E-mail address:

**Location of the Use**

Location of the existing use and/or property address (*please include a scaled site plan with your application*)

Legal Description (*please include your certificate of title*):

Include the name of any relevant stream, river or other waterbody to which the application may relate, and proximity to any well-known landmark(s) if this helps identify the site

**Description of the Use**

Please describe in detail the use for which you are seeking an existing use certificate

**Lawful Establishment of the Use**

Describe how and when the use was lawfully established in the space below. Attach evidence that would prove the lawful establishment of the use, for example extracts from past Council plans, building permits/consents/ Council approvals, correspondence, photos, or any type of record

(Continue on a separate sheet if necessary)

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**Character, Intensity and Scale of the Use**

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Describe in detail the character, intensity and scale of the effects of the use at present. If the use would now require resource consent, describe in detail how the character, intensity and scale of the effects of the use are the same or similar in character, intensity and scale to those which were apparent before the use required consent

(Continue on a separate sheet if necessary)

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**Continuity of the Use**

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If the use would require resource consent to establish please confirm whether or not the use has been continuous since it required consent. Provide evidence of continuity of use where available, for example company records, photos, or phone bills. If the activity has ceased during this time, state the period for which it ceased

(Continue on a separate sheet if necessary)

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**Reconstruction, Alterations or Extensions to a Building**

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If considering reconstruction, alteration or extension to a building, does the proposed work increase the degree to which the building fails to comply with any rule?

- Not applicable - no alterations, extensions or reconstruction proposed

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**Signature**

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I hereby certify that, to the best of my knowledge and belief, the information given in this application is true and correct.  
*Signature of the Applicant or person authorised to sign on their behalf:*

Date: