

How to email your resource consent application

You can lodge your application electronically by emailing us your resource consent application to planning.inbox@rotorualc.nz

File requirements:

- Files must be in PDF or PDF/A format
- A minimum of 300 DPI
- In colour where possible
- Email is limited to 140MB in size so multiple emails may be required for large applications. (Bundle over trusted file transfer may be possible)

Attach separate files for the following:

- Application Form and checklist
- Application Report
- Assessment of Environmental Effects (AEE)
- Individual supporting technical reports
- Plans (including survey plans)
- Affected parties
- Other supporting documents.
- Appendices

Guidelines for use of the Planning Inbox:

- Lodging of new consents **only** including, land use and subdivision applications, variations, objections, extension of time, s226, s348 LGA applications, s223 and s224, Planning Certificates
- Correspondence to do with the processing of a consent already lodged is to be sent directly and only to the Planner processing the application ie for RFI's