



Ministry for the
Environment
Manatū Mō Te Taiao

National Monitoring System information requirements

GUIDANCE FOR 2020/21 FINANCIAL YEAR

This document may be cited as:

Ministry for the Environment. 2021. *National Monitoring System – information requirements: Guidance for the 2020/21 financial year*. Wellington: Ministry for the Environment.

Published in June 2020 by the
Ministry for the Environment
Manatū Mō Te Taiao
PO Box 10362, Wellington 6143, New Zealand

ISBN: 978-1-98-857991-7
Publication number: ME 1504

© Crown copyright New Zealand 2018

This document is available on websites of the Ministry for the Environment www.mfe.govt.nz.



Making Aotearoa New Zealand
the most liveable place in the world

Contents

Contents	3
Background	4
How to use this guide	5
How do I provide the NMS data?	6
Where and when do I submit the data?	7
What's new with the NMS?	8
Guidance on information requirements	9
Section 1.1 – Policy statement and plan reviews	9
Section 1.2 – Preparation of policy statements and plans, changes and variations	9
Section 1.3 – Efficiency and effectiveness monitoring	19
Section 1.4 – Iwi/hapū planning documents	20
Section 1.5 – Resource consents	21
Section 1.6 – Certificates of compliance, existing use certificates and deemed permitted activities	33
Section 2.1 – Iwi/hapū involvement	37
Section 2.2 – Staff working on preparation of policy statements and plans, changes and variations	38
Section 2.3 – Staff processing resource consents	39
Section 2.4 – Customer satisfaction	40
Section 2.5 – Notices of requirement (territorial authorities only)	40
Section 2.6 – Staff working on RMA compliance and enforcement	40
Section 2.7 – Other monitoring	41
Section 2.8 – Transfer of consents	43
Section 2.9 – Resource consent monitoring and compliance	43
Section 2.10 – Complaints	44
Section 2.11 – Other activities	45
Section 2.12 – Procedures	45
Section 2.13 – Enforcement	46
Section 2.14 – National Environmental Standard for Assessing and Managing Contaminants in Soil to Protect Human Health (NESCS)	48
Section 2.15 – National Environmental Standards for Plantation Forestry (NESPF)	50

Background

The Resource Management Act 1991 (RMA or the Act) is the main legislation guiding the management of New Zealand's environment. Most of the everyday decision-making under the Act is delegated to territorial authorities and regional councils.

The National Monitoring System (NMS) is the method the Ministry for the Environment (the Ministry) uses to capture information on the implementation of the RMA. This information allows us to understand whether the functions, tools and processes included within the RMA are working as intended, and whether changes might be necessary.

More specifically, the information gathered by the NMS helps us to:

- develop policy and practice with improved evidence
- measure the success of RMA reforms and implementation
- determine if common concerns and perceptions of the RMA are accurate
- identify examples of good practice that can be shared and promoted.

Each year, under [section 27 of the RMA](#), the Minister for the Environment (and the Ministry by delegation) formally requests that your council supply the relevant data. Details about the NMS can be found on the Ministry's website: www.mfe.govt.nz/rma/rma-monitoring.

How to use this guide

This guide explains how to populate the Microsoft Excel Template (the template), which has been provided to your council. A copy of the template can also be found on the NMS webpage: <https://www.mfe.govt.nz/rma/monitoring-rma-implementation/data-required>.

The template sets out the information that is being collected for the 2020/21 financial year, as well as appropriate responses to each data field.

This document provides an overview of the different sections of the NMS, and guidance on some of the more complex information requirements. It is designed to be read in conjunction with the template.

If you have any questions or need help with filling in the template or submitting your data, do not hesitate to either email nms@mfe.govt.nz or phone the NMS team on 022 069 0579.

How do I provide the NMS data?

We have provided a [Microsoft Excel template](#), already supplied, to use for submitting your data.

Provide information as a data extract from your system, in Microsoft Excel or CSV format. Where only partial information can be extracted from your system, enter the additional information manually before submitting the data. Alternatively, enter all information manually into the template provided.

So that we can provide you with timely feedback, ensure your entries match one from the list of acceptable responses, supplied in the template. These acceptable responses reflect the wording of the RMA or common practice. Giving different responses causes problems with our data validation process and makes data analysis difficult. Provide all dates in dd/mm/yyyy format.

If you wish to provide any other comments about your data, please email these comments to us when you submit your template. Please do not use the Microsoft Excel 'comments' tool embedded within the relevant cells as these are not picked up through our data validation process.

Where and when do I submit the data?

The 2020/21 NMS data is due for submission to the Ministry by **31 August 2021**. Email the information to nms@mfe.govt.nz.

Once you submit the data, you will receive an email acknowledging receipt of the data from the Ministry. We will then review the data for errors or inconsistencies. Once we complete this process, we may ask you for clarification on certain responses. Once these issues have been resolved, we will add the data to the national dataset.

Please note by reporting the information required, your council is declaring the information is true and correct to the best of its knowledge and acknowledges that the information reported is official information subject to the *Official Information Act 1982*.

What's new with the NMS?

Each year, the Ministry reassesses the information requirements to ensure they are up-to-date with legislative changes and aligned to current priorities.

This year, due to the focus on responding to the COVID-19 situation, the Ministry has decided not to make any changes to the information collected in the NMS. The information required in 2020/21 will be the same as in 2019/20. We have added minor points of clarification to this guidance document.

Guidance on information requirements

The 2020/21 NMS template is organised into two sections and 21 subsections. The first section asks for information on individual reviews, planning processes, s35 monitoring reports, iwi management plans, consents, and certificates. The second collects summary information on many topics, including enforcement and National Environmental Standards.

This guidance details information required for each section. This covers and expands on the instructions provided on the template.

Section 1.1 – Policy statement and plan reviews

This section collects information on each **full review** of a policy statement or plan under section 79(4) of the Resource Management Act 1991 (RMA).

Information is required for each full review that was **underway, started or completed** by your council during the 2020/21 financial year (1 July 2020 to 30 June 2021).

Data field	Description of data field	Acceptable response	Guidance
1.1.1 Name of full review	The name of the policy statement or plan undergoing a full review. This needs to be unique and will be used to identify it from other reviews	<ul style="list-style-type: none"> Open text Not applicable 	
1.1.2 Date full review commenced	The date a decision was made to advance the full review, through resolution of council or other formal decision	Date [dd/mm/yyyy]	
1.1.2(b) Date full review completed	The date that the full review was completed	<ul style="list-style-type: none"> Date [dd/mm/yyyy] Review not yet completed 	The cell may be left blank if the review has not been completed

Section 1.2 – Preparation of policy statements and plans, changes and variations

This section collects information on each process to prepare or change a policy statement or plan, or to make a variation to a proposed policy statement or plan.

Information is required for each process that was **underway, started or completed** during the 2020/21 financial year (1 July 2020 to 30 June 2021).

In the template, add a new row of data for each separate planning process.

For planning processes that have started but are not yet completed, fill in the fields for all events that have happened and leave the rest blank. In this situation, add commentary in *Comment/summary of the process* (field 1.2.49) explaining the status of the planning process as at 30 June 2021.

If a planning process is separated part way through, (for example, decisions are released sequentially or sections of a plan become operative at different times), councils are asked to add additional columns to the template where necessary to accommodate the additional information.

Please note you don't need to report on amendment processes under clause 16(2) or clause 20A of Schedule 1 (alteration for minor effects or to correct minor errors).

Data field	Description of data field	Acceptable responses (please leave cell blank if the event has not yet occurred)	Guidance
1.2.1 Name of the planning process	The name of the proposed policy statement or plan, change or variation	Open text <i>[eg, Plan Change 3 to the Eureka District Plan]</i>	This needs to be unique and will be used to identify it from other processes
1.2.2 Type of planning process	The type of proposed policy statement or plan, change or variation	<ul style="list-style-type: none"> • Proposed policy statement or plan (new) • Variation to proposed policy statement or plan • Change to operative policy statement or plan • Variation to a change • Private plan change request 	
1.2.2(a) For private plan changes: Council decision	The decision made on the plan change request in accordance with Clause 25 of Part 2 of Schedule 1 (and clause 23(6))	<ul style="list-style-type: none"> • Adopt request • Adopt in part • Accept request • Accept in part • Deal with request as a resource consent application • Reject request • Withdrawn by applicant • Not applicable 	<p>If a decision has not been made enter 'Not applicable' or leave the cell blank</p> <p>If the response is <i>Deal with request as a resource consent application</i>, please confirm the resource consent unit record identifier in 1.2.49 (<i>Comment/summary of the process</i>)</p>
1.2.3 Part of a rolling review	If changing an operative plan or varying a change, whether the change or variation is part of a rolling review (under s79(1))	<ul style="list-style-type: none"> • Yes • No 	
1.2.4 Type of planning document	What type of planning document(s) the planning process relates to	<ul style="list-style-type: none"> • Regional policy statement • Combined regional policy statement with another regional council • Regional plan • District plan 	

Data field	Description of data field	Acceptable responses (please leave cell blank if the event has not yet occurred)	Guidance
		<ul style="list-style-type: none"> • Combined regional policy statement and regional plan(s) • Combined regional plan with another regional council • Combined regional policy statement, regional plan(s) and district plan(s) • Combined regional plan(s) and district plan(s) • Combined district plan with another Council 	
1.2.5 Extent of provisions under planning process	The name of the parts, sections, policies and/or rules covered by the proposed policy statement or plan, change or variation	Open text	Reported at the highest level (eg, <i>Sections 3 and 10</i> if it included changes to a number of policies within those sections)
1.2.6 Subject matter covered	The subject matter of the proposed policy statement or plan, change or variation	Open text <i>[eg, Residential density and Infrastructure]</i>	
1.2.7 – 1.2.12 Reason for planning process	Confirmation of the reason(s) for the proposed policy statement or plan, change or variation	<ul style="list-style-type: none"> • To be consistent with or give effect to a national instrument/s • s79 review no alteration required (but notified) • s79 review alteration required • Section 35 monitoring identified issue for change • Result from state of the environment monitoring • New issue emerged • To give effect to a regional policy statement • To be consistent with a regional plan • To be consistent with a water conservation order • To address Treaty of Waitangi settlements 	There can be multiple responses. For such cases, multiple columns are provided in the template. Use a separate column for each response, adding additional columns if required.

Data field	Description of data field	Acceptable responses (please leave cell blank if the event has not yet occurred)	Guidance
		<ul style="list-style-type: none"> • Community driven based on their concerns/aspirations • Technical amendment • Environment Court direction • Decision on a private plan change request • To promote or support population or economic growth • To be consistent with national planning standards • Other – please specify 	
1.2.13 National instrument driver 1	If any of the reasons for the proposed policy statement or plan, change or variation was a need to be consistent with, or give effect to, a national instrument, confirm which instrument it related to	<ul style="list-style-type: none"> • Not Applicable (did not relate to a national instrument) • NES Air Quality • NES Sources of Human Drinking Water • NES Telecommunications Facilities • NES Electricity Transmission • NES Assessing and Managing Contaminants in Soil to Protect Human Health • NES Plantation Forestry • NPS Electricity Transmission • NPS Renewable Electricity Generation • NPS Freshwater Management • NPS for Urban Development Capacity • Water conservation order • Section 360 Regulations • New Zealand Coastal Policy Statement • Resource Management (Exemption) 	

Data field	Description of data field	Acceptable responses (please leave cell blank if the event has not yet occurred)	Guidance
		Regulations 2017 (Pest) <ul style="list-style-type: none"> Any other NES/NPS that comes into force 	
1.2.16 National Instrument driver 2	If the reason for the proposed policy statement or plan, change or variation was a need to be consistent with, or give effect to, a national instrument, confirm which instrument it related to	<ul style="list-style-type: none"> Not Applicable (did not relate to a national instrument) NES Air Quality NES Sources of Human Drinking Water NES Telecommunications Facilities NES Electricity Transmission NES Assessing and Managing Contaminants in Soil to Protect Human Health NES Plantation Forestry NPS Electricity Transmission NPS Renewable Electricity Generation NPS Freshwater Management NPS for Urban Development Capacity Water conservation order Section 360 Regulations New Zealand Coastal Policy Statement Resource Management (Exemption) Regulations 2017 (Pest) Any other NES/NPS that comes into force 	Where there are more than two national instrument drivers, add additional columns as necessary starting with <i>National Instrument driver 3</i>
1.2.19 Date process commenced	The earliest date the council worked on the proposed policy statement or plan, change or variation, including background research	Date [dd/mm/yyyy]	This can be approximate. At a minimum a month and year are required. This date will be used as the start date to calculate the total time taken for the planning process.

Data field	Description of data field	Acceptable responses (please leave cell blank if the event has not yet occurred)	Guidance
			Note: The date the process commenced is not the same date that the plan-making process was notified
1.2.19(a) Background research description	Explanation of background research/process which supported or led to the proposed policy statement or plan change or variation	<ul style="list-style-type: none"> • Open text • Not Applicable 	Keep comments to 1–2 paragraphs
1.2.20–1.2.22 Pre-notification consultation	Confirmation of what pre-notification consultation was undertaken	<ul style="list-style-type: none"> • No pre-notification consultation undertaken • Targeted consultation with landowners or other stakeholders • Targeted consultation with iwi/hapū • Public feedback on issues and options • Public feedback on draft document • Community collaboration • Other 	<p>These options are for pre-notification consultation that was undertaken over and above the statutory requirements under clause 3(d) of Schedule 1</p> <p>Multiple columns are provided to record different types of consultation undertaken</p> <p>Add additional columns if required</p>
1.2.22(b) Date of consultation decision	Date of council decision to release for consultation or proceed without consultation	Date [dd/mm/yyyy]	
1.2.22(c) Date sent to iwi authorities for consultation	Date the proposed policy statement or plan, change or variation was sent to iwi authorities for consultation, as per clause 4A of Schedule 1	Date [dd/mm/yyyy]	If sent to more than one iwi authority, please provide the earliest date in this cell
1.2.22(d) Date advice received from iwi authorities	Date advice received from iwi authorities following consultation, as per clause 4A of Schedule 1	Date [dd/mm/yyyy]	If received by more than one iwi authority, please provide the latest date in this cell
1.2.22(e) List of iwi authorities that were consulted	The list of iwi authorities that were consulted, as per clause 4A of Schedule 1	<ul style="list-style-type: none"> • Open text • Not Applicable 	
1.2.22(f) Path of planning process	The path of the planning process	<ul style="list-style-type: none"> • Part 1, Schedule 1 • Part 4, Schedule 1 - collaborative planning process • Part 5, Schedule 1 - streamlined planning process 	

Data field	Description of data field	Acceptable responses (please leave cell blank if the event has not yet occurred)	Guidance
1.2.23 Date notified	Date the proposed policy statement or plan, change or variation was publicly notified, as per clause 5 or clause 26 of Schedule 1	Date [dd/mm/yyyy]	
1.2.23(a) Notification decision	The notification path of the planning process	<ul style="list-style-type: none"> • Publicly notified (as per clause 5, Schedule 1) • Limited notified (as per clause 5A, Schedule 1) 	
1.2.24(a) Section 32 evaluation summary of iwi authority advice	Whether the section 32 evaluation report summaries all advice concerning the proposal from iwi authorities under the relevant provisions of Schedule 1, and summarises the response to the advice including any provisions of the proposal that are intended to give effect to the advice, as per section 32(4A)	<ul style="list-style-type: none"> • Yes • No • Not applicable 	If no advice was received from iwi authorities, enter 'Not applicable' or leave the cell blank
1.2.24(b) Provisions that give effect to iwi authority advice	If applicable, provisions of the plan, policy statement or change that are intended to give effect to the advice received from iwi authorities, as per section 32(4A)(b)	<ul style="list-style-type: none"> • Open text • Not Applicable 	
1.2.25 Environment Court order under section 86D for rules to apply early	Whether your council applied to the Environment Court under section 86D for rule(s) to apply earlier	<ul style="list-style-type: none"> • Yes • No 	
1.2.26 Council resolution under section 86B to delay rules coming into effect	Whether your council made a resolution under section 86B to delay rule(s) coming into effect until the proposed plan becomes operative	<ul style="list-style-type: none"> • Yes • No 	
1.2.27 Date submissions close	Date when submissions on the proposed policy statement or plan, change or variation closed as per clause 5(3) of Schedule 1	Date [dd/mm/yyyy]	
1.2.27(a) Number of submissions	The total number of submissions received by the council on the proposed policy statement or plan, change or variation	Number	

Data field	Description of data field	Acceptable responses (please leave cell blank if the event has not yet occurred)	Guidance
1.2.28 Date of public notice of the availability of summary of submissions	Date public notice was given of the availability of the summary of submissions, as per clause 7 of Schedule 1	Date [dd/mm/yyyy]	
1.2.29 Date further submissions close	Date further submissions closed under clause 7(d) of Schedule 1	Date [dd/mm/yyyy]	
1.2.29(a) Number of further submissions	The total number of further submissions received on the proposed policy statement or plan, change or variation	Number	
1.2.30 Date pre-hearing meetings start	First day of pre-hearing meetings under clause 8AA(1) of Schedule 1	<ul style="list-style-type: none"> • Date [dd/mm/yyyy] • Not applicable 	
1.2.31 Date pre-hearing meetings conclude	Last day of pre-hearing meetings under clause 8AA(1) of Schedule 1	<ul style="list-style-type: none"> • Date [dd/mm/yyyy] • Not applicable 	
1.2.32 Pre-hearing meeting days	Number of pre-hearing days in total	<ul style="list-style-type: none"> • Number • Not applicable 	Round to the nearest half day and exclude days where no meetings occurred
1.2.33 Date mediation starts	First day of mediation under clause 8AA(3) of Schedule 1	<ul style="list-style-type: none"> • Date [dd/mm/yyyy] • Not applicable 	
1.2.34 Date mediation concludes	Last day of mediation	<ul style="list-style-type: none"> • Date [dd/mm/yyyy] • Not applicable 	
1.2.35 Mediation days	Number of mediation days in total	<ul style="list-style-type: none"> • Number • Not applicable 	Round to the nearest half day and exclude days where no mediation occurred
1.2.35(a) Iwi authority consultation on appointment of commissioner	If hearings were held, whether iwi consultation was undertaken on the appointment of a commissioner with an understanding of tikanga Māori, as per section 34A(1A)	<ul style="list-style-type: none"> • Yes • No • Not Applicable 	
1.2.36 Date hearings start	First day of hearings	<ul style="list-style-type: none"> • Date [dd/mm/yyyy] • Not applicable 	
1.2.37 Date hearings conclude	Last day of hearings	<ul style="list-style-type: none"> • Date [dd/mm/yyyy] • Not applicable 	
1.2.38 Hearing days	Number of hearing days in total	<ul style="list-style-type: none"> • Number • Not applicable 	Round to the nearest half day and exclude days

Data field	Description of data field	Acceptable responses (please leave cell blank if the event has not yet occurred)	Guidance
			where no hearings occurred. If a hearing was not required, enter 'Not applicable' or leave the cell blank.
1.2.38(a) Number of submitters heard	The number of submitters heard at the hearing on the proposed policy statement or plan, change or variation	Number	
1.2.39 Date decisions notified	Date the decision on the provisions and matters raised in submissions was notified, as per clause 10(4)(b), of Schedule 1	<ul style="list-style-type: none"> • Date [dd/mm/yyyy] • Not applicable 	
1.2.40 Date plan change withdrawn	Date on which the proposed policy statement or plan, change or variation was withdrawn under clause 8D of Schedule 1	<ul style="list-style-type: none"> • Date [dd/mm/yyyy] • Not applicable 	
1.2.41 Date became operative in part	Date the proposed policy statement or plan, change or variation became operative in part under clause 20 of Schedule 1	<ul style="list-style-type: none"> • Date [dd/mm/yyyy] • Not applicable 	If parts became operative at different times, prior to being operative in full, then add extra columns as necessary for each part, starting with <i>Date became operative in part 2</i> and <i>Parts/section/policies that became operative in part 2</i> .
1.2.42 Parts/section/policies that became operative in part	The name and subject matter of the parts that became operative under clause 20 of Schedule 1	<ul style="list-style-type: none"> • Open text • Not applicable 	Each date should link to the name and subject matter of the part identified in the data field
1.2.45 Date became operative in full	Date the proposed policy statement or plan, change or variation became fully operative under clause 20 of Schedule	<ul style="list-style-type: none"> • Date [dd/mm/yyyy] • Not applicable 	
1.2.45(a) Date of extension of time	The date that any extension under section 37 was made	<ul style="list-style-type: none"> • Date [dd/mm/yyyy] • Not applicable 	The date that the section 37 extension was made
1.2.45(b) Length of extension of time	The number of working days of section 37	<ul style="list-style-type: none"> • Number of days • Not applicable 	The length (in working days) of the extension
1.2.45(c) Compliance with 2-year timeframe	Whether the proposed policy statement or plan, change or variation (from date notified to decision date) was completed within the 2 year timeframe in	<ul style="list-style-type: none"> • Yes • No 	

Data field	Description of data field	Acceptable responses (please leave cell blank if the event has not yet occurred)	Guidance
1.2.45(d) Commentary if non-compliant with 2-year timeframe	accordance with Clause 10 of Schedule 1 If the plan making process was not completed within the 2 year timeframe, list the reasons for not complying with the timeframe	<ul style="list-style-type: none"> • Open text • Not applicable 	
1.2.46 Total council costs	Best estimate of total council costs spent on the plan making process from date commenced to date operative in full (estimate \$ include all costs including staff, consultants and overheads)	\$0.00	<p>This is total cost for the period between the dates given in the fields <i>Date process commenced</i> (1.2.19) and <i>Date became operative in full</i> (1.2.45). Include all costs including staff, consultants and overheads. Reporting of total council costs is only required for completed processes</p> <p>Note: This includes the total costs to process private plan changes</p>
1.2.47 Comment on total council costs	Record additional information, providing context as to how total council costs were determined	<ul style="list-style-type: none"> • Open text • Not applicable 	
1.2.48 Total council staff time	The best estimate of the average council staff full time equivalents (FTE) spent over the life of the process, on completion to operative in full	Number [eg, 1.5 FTE]	This is the average FTE for the period between the dates given in the fields <i>Date process commenced</i> and <i>Date became operative in full</i>
1.2.49 Comment/summary of the process	Record additional information, such as reasons for delays or processes put on hold or withdrawn; or confirm the next step to occur in the process	<ul style="list-style-type: none"> • Open text • Not applicable 	Please keep this comment to 1–4 sentences.
1.2.50 Council costs – pre-notification	The best estimate of total council costs relating to the planning process for the period between the dates given in the data fields <i>Date process commenced</i> and <i>Date Notified</i> . Include all cost including staff, consultants and overheads	\$0.00	<p>If more than a reasonable effort is required to provide a best estimate of costs split by stage, the total cost can be reported</p> <p>Only report costs for completed stages.</p>
1.2.51	The best estimate of total council costs relating to the planning process for the period between the dates	\$0.00	

		Acceptable responses (please leave cell blank if the event has not yet occurred)	
Data field	Description of data field		Guidance
Council costs – notification to decisions	given in the data fields Date Notified and Date Decisions notified. Include all cost including staff, consultants and overheads		
1.2.52 Council costs – decisions to operative	The best estimate of total council costs relating to the planning process for the period between the dates given in the data fields <i>Date Decisions notified</i> and <i>Date became operative in full</i> . Include all costs including staff, consultants and overheads	\$0.00	
1.2.54 Number of appeals	The total number of appeals received against the decision made on a planning process	<ul style="list-style-type: none"> Number of appeals Not applicable 	
1.2.55 Appeal outcomes – number of appeals resolved before Environment Court	Number of appeals resolved before Environment Court	<ul style="list-style-type: none"> Number of appeals Not applicable 	Includes the number of appeals resolved before going to court (eg, out of court settlements pre environment court hearing)
1.2.56 Appeal outcomes – number of appeals resolved at Environment Court	Number of appeals resolved at Environment Court	<ul style="list-style-type: none"> Number of appeals Not applicable 	Includes appeals resolved by the Environment court decision
1.2.57 Commentary relating to appeals	Record additional information, such as grounds of appeal etc.	<ul style="list-style-type: none"> Open text Not applicable 	

Helpful link

<http://www.mfe.govt.nz/rma/reforms-and-amendments/about-resource-legislation-amendment-act-2017>

Section 1.3 – Efficiency and effectiveness monitoring

This section collects information on any monitoring reported under section 35(2)(b) of the Act during the 2020/21 financial year.

		Acceptable responses (please leave cell blank if the event has not yet occurred)	
Data field	Description of data field		Guidance
1.3.1	The date when the results of efficiency and effectiveness of	<ul style="list-style-type: none"> Date [dd/mm/yyyy] Not Applicable 	

Date results of 35(2)b monitoring reported	policy statement or plan monitoring, as per section 35(2)(b), were made available to the public, as per section 35(2A)		
1.3.2 Policy statement or plan, policies, rules or other methods covered in reporting	A summary of the policy statement or plan, policies, rules or other methods covered in reporting, as per section 35(2A)	Open text <i>[eg, Eureka District Plan sections 5 and 6 on Utilities and Heritage]</i>	
1.3.3 Compliance with statutory timeframes	Whether a review of the results of council's section 35(2)(b) monitoring was made available to the public at intervals of not more than 5 years, in accordance with section 35(2A)	<ul style="list-style-type: none"> • Yes • No 	

Helpful link

<http://www.qualityplanning.org.nz/index.php/monitor/policy-and-plan-effectiveness>

Section 1.4 – Iwi/hapū planning documents

This section collects information on all iwi/hapū planning documents **lodged, removed or updated** with your council within the 2020/21 financial year.

Data fields	Description of data field	Acceptable response	Guidance
1.4.1 Document name	The name of the planning document (iwi/hapū management plan/customary title area plan) lodged, removed or updated with the local authority	Open text	Planning documents lodged and reported upon in previous financial years do not need to be included here unless they have been updated, or removed
1.4.2 Iwi/hapū authority	The name of the iwi/hapū authority that recognised the planning document	Name of iwi/hapū authority	
1.4.3 Date lodged with council	The date that the planning document was lodged with the council	<ul style="list-style-type: none"> • Date [dd/mm/yyyy] • Not Applicable 	
1.4.3(a) Date removed from council	The date that the planning document was removed from the council	<ul style="list-style-type: none"> • Removed date [dd/mm/yyyy] • Not Applicable 	
1.4.3(b) Date updated with council	The date that the planning document was updated with the council	<ul style="list-style-type: none"> • Updated date [dd/mm/yyyy] • Not Applicable 	
1.4.4 Coverage	The iwi/hapū and council area/s the planning document relates to	Open text	The approximate geographical coverage the planning document relates to. This could refer to local governing board areas or a map

Data fields	Description of data field	Acceptable response	Guidance
1.4.5 Summary of issues and considerations	Summary of specific issues and considerations, including their geographic coverage, relating to planning processes	Open text	The information sought is a high level summary of the key issues and considerations identified in the document rather than a summary of the planning document itself

You don't need to include planning documents lodged and reported on in previous financial years here, unless they have been updated or removed.

Section 1.5 – Resource consents

This section collects information about resource consent applications. Include all applications that were processed through to a decision in the 2020/21 financial year.

This includes resource consent applications lodged before and during the 2020/21 financial year if the decision to grant, decline, withdraw or return (under s 91(C) or s 88(3)) was made in the 2020/21 financial year.

Field 1.5.1 – Unit record identifier

At 1.5.1, we take a record of all individual resource consent applications. A unique reference, ideally a consent identifier should be used for each consent. In field 1.5.1, each row of data should represent an individual consent.

Field 1.5.1a – Bundle identifier

At 1.5.1a, if you're adding a consent that is part of a bundle of consents please indicate this by putting a reference to identify the bundle that the consent was a part of. The reference used may be the same or different from the unit record identifier you provided in 1.5.1, it just must be different from other bundle identifiers. When dealing with a bundled consent, you should still provide a unit record identifier for each of the separate consents that made up the bundle.

Unit record identifier	Bundle identifier	Type of resource consent	Total charge
ATH-2014014650.00	APP-2012015716.00	Discharge permit	\$2000
ATH-2014014651.00	APP-2012015716.00	Land use	Bundled
ATH-2014014654.00	APP-2012015716.00	Subdivision	Bundled

Avoid duplicating fees when dealing with bundled resource consents

If a single fee is charged for a bundle of consents, list the relevant fee information (data fields 1.5.49 to 1.5.52) against **one of the consents only**. For the other consents in the bundle, list the fee information as 'Bundled'. This will prevent us from double-counting application fees. If you do, however, charge for each consent in a bundle separately, please record the relevant amounts against each consent.

Field 1.5.2 – Type of resource consent

At 1.5.2, we record information about the type of resource consent being applied for. We allow for the consent type to be listed as ‘combined land use and subdivision’ if an application for both follows the **exact same** application process. In this case, please state the class of activity for land use in 1.5.6 and add an extra column for the subdivision class of activity.

Field 1.5.2(a) – Consent subtype

At 1.5.2(a), we record information about the subtype of consent. The template supplies a list of possible consent subtypes. When recording the subtype of resource consent please select **only one** subtype option.

Unit record identifier	Type of resource consent	Consent subtype	Type of application
ATH-2014014650.00	Discharge permit	Water	Section 88
ATH-2014014651.00	Discharge permit	Air	Section 88
ATH-2014014654.00	Discharge permit	Land	Section 88

Field 1.5.6 – Class of activity

At 1.5.6, please note the class of activity relevant to the consent. If the consent type noted in 1.5.2 was combined land use and subdivision, please state the class of activity for land use in 1.5.6 and add an extra column for the subdivision class of activity.

Where an application was returned incomplete or an activity type is yet to be determined, please respond with not applicable.

Field 1.5.8 – Date lodged

At 1.5.8, we ask for the lodgement date of the application. Guidelines on providing correct dates for consents can be found in the [Resource management \(Discount on administrative charges\) regulation 2010 – Implementation Guidance](#).

If an application for the same activity was previously returned under section 88, the lodgement date should be the date that the new application was lodged with your council.

Field 1.5.9 – Date determined as incomplete under section 88(3)

At 1.5.9, we collect information on incomplete consent applications. If the resource consent at issue is complete please respond with not applicable.

If your council decided a resource consent was incomplete, please provide the date that this decision was made. Please also ensure that all incomplete consents have their own unit record identifier. If your council does not record this information for incomplete applications, please use a ‘dummy’ unit record identifier for incomplete applications, so that we can distinguish between different incomplete applications.

If, after an incomplete application was returned, a subsequent application was lodged, this should be treated as a new application with a distinct unit record identifier and lodgement

date. You do not need to link this subsequent application to the original incomplete application.

If the fee from an incomplete application was credited towards a re-application, change the fee for the incomplete application to \$0 and list the fee on the record for the new application.

Field 1.5.46 – Processed within statutory timeframe

At 1.5.46, we ask you to record whether or not the consent was processed within the statutory timeframe. Please write 'not applicable' only if the consent was withdrawn or if the application was for an extension of the lapse period (s 125).

Field 1.5.47 – Statutory days lapsed

At 1.5.47, we collect information on the number of statutory working days it took to process the consent. The number you provide should exclude the number of days extended under section 37 and any other time periods where the statutory clock is stopped.

If you are unsure about how to correctly calculate the time lapsed please refer to [Resource management \(Discount on administrative charges\) regulation 2010 – Implementation Guidance](#). Alternatively, the NMS team is always happy to help with such matters and can be reached at NMS@mfe.govt.nz or on 022 069 0579.

Field 1.5.50 – Total charge to the applicant

At 1.5.50, we record the total charge payable (GST inclusive) by the applicant for processing the application.

This amount should include:

- any deposit recorded in the *Deposit charged* (1.5.49) data field
- any supplementary charges as a result of hearings, information gathered etc.

This amount should not include:

- financial or development contributions
- compliance monitoring charges
- any discount applied under the Discount Regulations (this information should be provided separately in *Amount of discount* 1.5.52)

Field 1.5.51 – Fixed fee application

At 1.5.51, we record whether or not the applicant was charged a fixed fee. Here, answering 'yes' means that the total amount charged to the applicant was **not** supplemented by additional charges or reasonable costs once the consent process is complete. Answering 'no' to this field means that the total amount charged to the applicant included actual and reasonable costs.

Data field	Description of data field	Acceptable responses [or example]	Guidance
1.5.1 Unit record identifier	A unique reference used to identify each separate row of data as unique, such as a consent identifier	For example, RM 15/656	Each row of data (unit record) should represent an individual resource consent. For bundled consents: Refer to notes above
1.5.1(a) Bundle identifier	A unique reference to identify multiple consents that are processed together	Open text	Leave the cell blank if the consent is not part of a bundle
1.5.2 Type of resource consent	The type of resource consent as per section 87	<ul style="list-style-type: none"> • Land-use consent • Subdivision consent • Coastal permit • Water permit • Discharge permit • Combined land-use and subdivision 	
1.5.2(a) Consent sub-type	The subtype of the resource consent	<ul style="list-style-type: none"> • For Land-use consents – residential, rural, commercial, industrial, vegetation removal, network utilities, earthworks, heritage, renewable energy generation, mixed use, boundary, other – please specify • For land-use consents for the use of bed of lake or river – structure, disturb bed, introduce plants or plant, deposit, reclaim, habitats of plants, habitats of animals, other – please specify • For subdivision consents – residential, rural, commercial, industrial, coastal, other – please specify • For coastal permits – use, occupation, disturbance, reclamation, aquaculture, other – please specify • For water permits – take, use, dam, divert, or energy from open coastal water, other – please specify • For discharge permits – to air, water, land that may enter water, land, other – please specify 	Optional data field If answer to Q 1.5.2 was land use, the acceptable response would just be one of the responses noted; for example, if it was for a residential addition/alteration you would just note: ‘residential’ However, for land-use consents for the use of a bed of lake or river you could state firstly whether the consent related to a river or a lake, then note one of the options, eg, ‘River – disturb bed’

Data field	Description of data field	Acceptable responses [or example]	Guidance
1.5.3 Type of application	The type of application	<ul style="list-style-type: none"> • Section 88 (new application) • Section 125 (extension of lapse period) • Section 127 (change or cancellation of consent condition) • Section 128 (review of consent condition by council) • Section 221(3)(a) vary or cancel condition of consent notice • Section 221(3)(b) review of condition of consent notice by council • Section 25 application under the Housing Accords and Special Housing Areas Act 2013 	
1.5.3(a) Consent renewal	Whether the application is for a new consent for the same activity for which resource consent has previously been granted	<ul style="list-style-type: none"> • Yes • No • Not applicable 	This relates to whether the resource consent is for an activity for which resource consent has previously been granted (for the same activity), however the previous consent is due to expire, and the consent holder was exercising their existing consent whilst the new consent was determined (in accordance with section 124)
1.5.3(b) National environmental standards	The National Environmental Standard (NES) that is relevant to the resource consent	<ul style="list-style-type: none"> • Air Quality • Sources of Human Drinking Water • Telecommunication Facilities • Electricity Transmission • Assessing and Managing Contaminants in Soil • Plantation Forestry • Any other NES that comes into force • Not applicable 	This question is relevant only IF the need for resource consent is triggered due to the coming into force of an NES
1.5.3 (c) Fast-track application	Whether the application was processed as a fast-track application, as per Section 87AAC	<ul style="list-style-type: none"> • Yes • No 	If the application was started as a fast-track but ceased to be, enter 'No'
1.5.3 (d) Ceasing of fast-track application	If this application was originally a fast-track application under Section 87AAC, and then subsequently ceased to be	<ul style="list-style-type: none"> • Section 87AAC(2)(a) - limited or public notification of the application • Section 87AAC(2)(b) - hearing to be held 	

Data field	Description of data field	Acceptable responses [or example]	Guidance
	processed as a fast-track application, please identify the reason for the application ceasing to be fast-tracked.	<ul style="list-style-type: none"> Section 87AAC(2)(c) - applicant opts out Not applicable 	
1.5.3(e) Referred to iwi/hapū for consultation	Whether the application was referred to iwi/hapū for consultation	<ul style="list-style-type: none"> Yes No 	
1.5.4 Description of activity	Description of the activity or activities	<p>Open text</p> <p><i>Eg, To take up to 6000 cubic metres of water per day from the Waikato River for public water supply purposes</i></p>	Responses should correlate with how the activity would be described in the resource consent if granted/declined
1.5.5 Legal description (appellation)	The legal description for the specific piece of land for which the resource consent relates (or other standard location identifier as utilised in the resource consent decision)	<p>Open text</p> <p><i>Eg, Section 1 Block VII Mata; Survey District;</i></p> <p><i>Kaiti 313A6B2;</i></p> <p><i>Section 1019-1022 Town of Christchurch;</i></p> <p><i>Lot 123 DP 4567</i></p>	Please note that other methods of location identification can be used if legal descriptions are not appropriate eg, GPS coordinates. In this case, additional columns to show the latitude, longitude and grid coordinates (known as northings and eastings) can be inserted and named accordingly. GIS shape files may also be submitted as a separate file
1.5.6 Class of activity	The class of activity relevant to the consent, as per section 87A	<ul style="list-style-type: none"> Controlled Restricted discretionary Discretionary Non-complying Not applicable 	<p>If the consent type noted in section 1.5.2 is <i>Combined land use and subdivision</i>, then the <i>Class of Activity</i> for each needs to be clearly reported, and an additional column should be added following this data field and named accordingly. 'Not applicable' can be used for those applications which are returned as incomplete where the activity status has not been determined</p> <p>It should be noted that all section 127 and 128 applications should be processed as discretionary activities</p>
1.5.8 Date lodged	The date an application was lodged with the council	Date [dd/mm/yyyy]	<p>This is the first statutory 'working day' for the application, ie, it is the date that the processing clock starts (irrespective of whether or not the relevant fee has been paid). Please refer to the Resource Management (Discount on Administrative Charges) Regulations 2010 – Implementation Guidance for any further guidance on this matter.</p> <p>If an application for the same activity has previously been returned under Section 88, the</p>

Data field	Description of data field	Acceptable responses [or example]	Guidance
			lodgement date should be the date the new application is lodged with the council as it must be treated as a new application under section 88(4)
1.5.9 Date determined as incomplete under section 88(3)	If applicable, the date it was determined the application was incomplete under section 88(3)	<ul style="list-style-type: none"> • Date [dd/mm/yyyy] • Not applicable 	<p>The council has 10 working days from the date that the application was first lodged (ie, from the date given in 1.5.8) to determine whether the application is incomplete.</p> <p>If this is the case, a date is required in this data field. The row of data should not continue after this field (ie, each cell should either be left blank or populated with 'Not applicable') except for 1.5.37 (<i>Decision date</i>), 1.5.38 (<i>Decision</i>) and 1.5.39 (<i>Decision-maker</i>). Incomplete applications should have their own <i>unit record identifier, date lodged</i> etc. reported.</p> <p>If another application is lodged for the same activity, it should be treated as a new application with a new <i>unit record identifier</i>, as per section 88(4), and does not necessarily need to link to the original application. If your system doesn't capture incomplete/returned applications, an alternative means of collection should capture this information.</p> <p>This may mean assigning a dummy <i>unit record identifier</i> to each or if your system uses the same <i>unit record identifier</i> for applications that are re-lodged, you may want to provide this data (ie, data fields 1.5.1 – 1.5.9 and 1.5.37 – 1.5.39) in a separate sheet/tab in the template</p>
1.5.10 Deferral under section 91	Date section 91 issued for applicant to apply for additional consents	<ul style="list-style-type: none"> • Date [dd/mm/yyyy] • Not applicable 	
1.5.11 Continued following section 91 deferral	Date processing proceeded following a deferral under section 91	<ul style="list-style-type: none"> • Date [dd/mm/yyyy] • Not applicable 	
1.5.12 Date of section 92(1) request	Date further information was requested under section 92(1)	<ul style="list-style-type: none"> • Date [dd/mm/yyyy] • Not applicable 	If the requested information was not provided, enter 'Not applicable' or leave the cell blank.

Data field	Description of data field	Acceptable responses [or example]	Guidance
1.5.14 Date requested information was provided	If provided, the date that information requested under section 92(1) was received	<ul style="list-style-type: none"> • Date [dd/mm/yyyy] • Not applicable 	If more than one section 92(1) request was made, add an additional two columns for the date of request and provision date for each, starting with <i>Date of section 92(1) request 2</i> and <i>Date requested information was provided 2</i> .
1.5.15 Date of section 92(2) commissioning	Date the applicant was notified of intent to commission a report, as per section 92(2)(b)	<ul style="list-style-type: none"> • Date [dd/mm/yyyy] • Not applicable 	If a report was not provided, enter 'Not applicable' or leave the cell blank. If more than one section 92(2) report was commissioned, add an additional two columns for the date of notification and provision date for each, starting with <i>Date of section 92(2) commissioning 2</i> and <i>Date requested report was provided 2</i> .
1.5.17 Date requested report was provided	If provided, the date that the section 92(2) report was received	<ul style="list-style-type: none"> • Date [dd/mm/yyyy] • Not applicable 	
1.5.18 Date council notifies applicant that there are affected persons	The date that the council notifies the applicant that there are affected parties under section 95E, 95F and 95G	<ul style="list-style-type: none"> • Date [dd/mm/yyyy] • Not applicable 	
1.5.19 Date of response to notice of affected persons	Date that written approval from affected parties was received, or applicant requested that application proceed on a limited notified basis	<ul style="list-style-type: none"> • Date [dd/mm/yyyy] • Not applicable 	
1.5.20 Notification decision	The notification path that the consent followed	<ul style="list-style-type: none"> • Non-notified • Limited notified • Publicly notified 	
1.5.21 Date notified	The date the consent was limited notified or publicly notified	<ul style="list-style-type: none"> • Date [dd/mm/yyyy] • Not applicable 	
1.5.22 Date submissions closed	If limited notified or publicly notified, the date that submissions closed	<ul style="list-style-type: none"> • Date [dd/mm/yyyy] • Not applicable 	
1.5.28 Deferral under section 91A	For notified resource consents, the date the applicant requested suspension of processing of application under section 91A	<ul style="list-style-type: none"> • Date [dd/mm/yyyy] • Not applicable 	

Data field	Description of data field	Acceptable responses [or example]	Guidance
1.5.29 Continued following section 91A deferral	Date processing proceeded following a suspension under section 91A	<ul style="list-style-type: none"> • Date [dd/mm/yyyy] • Not applicable 	If an application was returned under section 91C, enter the date it was returned
1.5.30 Date of pre-hearing meeting	The start date of pre-hearing meeting(s)	<ul style="list-style-type: none"> • Date [dd/mm/yyyy] • Not applicable 	
1.5.32 Commencement date of hearing	The date the commencement of the hearing	<ul style="list-style-type: none"> • Date [dd/mm/yyyy] • Not applicable 	The date that the hearing began
1.5.34 Completion date of hearing	The date that the hearing was completed	<ul style="list-style-type: none"> • Date [dd/mm/yyyy] • Not applicable 	As per reference in section 103A
1.5.35 Number of hearing days	Number of hearing days in total	<ul style="list-style-type: none"> • Number of days • Not applicable 	This should be rounded to the nearest half day (eg, a hearing held on one evening should be recorded as 0.5) and exclude days where no physical hearing occurred
1.5.36 Joint hearing	Whether it was a joint hearing with another council	<ul style="list-style-type: none"> • Yes • No • Not applicable 	
1.5.37 Decision date	The date the decision was issued	<ul style="list-style-type: none"> • Date [dd/mm/yyyy] 	If the application was returned, withdrawn or found incomplete, the date the application was returned, withdrawn or found incomplete
1.5.38 Decision	The decision outcome	<ul style="list-style-type: none"> • Granted • Declined/Refused • Withdrawn • Returned (s91C) • Incomplete (s88(3)) 	<p>'Incomplete' should be used if a consent has been returned as incomplete under section 88(3)</p> <p>'Returned' should be used when a consent was suspended under section 91A for 130 days or more, and the council has decided to return the application under section 91C</p>
1.5.39 Decision-maker	The person, with the appropriate delegated authority, who made the final decision on the application	<ul style="list-style-type: none"> • Council officer • Councillor(s) acting as commissioners • Hearings panel made up of councillors • Independent commissioner(s) • Independent commissioner(s) requested under section 100A • Other (eg, mixed panel of councillor(s)/commissioner(s)) • Environment Court • Not applicable 	'Not applicable' should be used if application was withdrawn
1.5.39(a) For commissioner	Whether iwi consultation was	<ul style="list-style-type: none"> • Yes 	Applicable only if a commissioner was a decision-maker

Data field	Description of data field	Acceptable responses [or example]	Guidance
decision-makers: iwi authority consultation on appointment	undertaken on the appointment of a commissioner with an understanding of tikanga Māori	<ul style="list-style-type: none"> No Not applicable 	
1.5.40 Date of section 37 extension (extension 1)	The date any extension under section 37 was made	<ul style="list-style-type: none"> Date [dd/mm/yyyy] Not applicable 	<p>Every section 37 extension of time should have a date that it was made, along with the length and the reason. All three of the columns need to be utilised if there is a section 37. If the section 37 extension of time was made with the applicant agreement (under s37A(4)(b)(ii) or 37A(5)), the date shown should be the date the applicant agreed to the extension</p> <p>If the section 37 extension of time was made due to special circumstances (under section 37A(4)(b)(i)), the date should be the date the applicant is issued the notice of the section 37 extension</p>
1.5.41 Length of section 37 extension (extension 1)	The number of working days of section 37 extension	<ul style="list-style-type: none"> Number of days Not applicable 	The number of working days that were extended through the use of section 37. It is implicit in the RMA that if a timeframe is extended, it should be for a specified period
1.5.42 Reasons for section 37 (extension 1)	The method by which the council extended a time period	<ul style="list-style-type: none"> Special circumstances (section 37A(4)(b)(i)) Applicant agreement (section 37A(4)(b)(ii)) Applicant agreement (section 37A(5)) – more than twice Not applicable (did not extend time) 	<p>The council must ensure every person who it considers is directly affected by the extension of the time limit is notified of the extension.</p> <p>Also, where applicant agreement has not been obtained, the use of special circumstances (s37A(4)(b)(i)) should be supported by clear reasons why special circumstances are considered to exist which require an extension of time</p>
1.5.43 – 1.5.45 Section 37 extensions	Further/subsequent extensions under section 37	As per 1.5.40 – 1.5.42	Additional columns are added to record a second section 37 extension. If there are more than two extensions, additional sets of three columns will need to be added
1.5.46 Processed within statutory timeframe	Whether the application was processed within statutory timeframe, as defined under the Discount Regulations 2010	<ul style="list-style-type: none"> Yes No Not applicable 	<p>‘Not Applicable’ should be used when a statutory timeframe is not applicable to that application (eg, the application was withdrawn)</p> <p>Statutory days under the Discount Regulations are the same as under the RMA except:</p>

Data field	Description of data field	Acceptable responses [or example]	Guidance
			<ul style="list-style-type: none"> The clock can be stopped for late payment of fixed fees for s88 or s127 applications Consent renewals have a different timetable
1.5.47 Statutory days lapsed	Number of statutory days the decision was made within, as defined under the Discount Regulations 2010	Number	<p>Statutory days under the Discount Regulations are the same as under the RMA except:</p> <ul style="list-style-type: none"> The clock can be stopped for late payment of fixed fees for s88 or s127 applications Consent renewals have a different timetable <p>Calculated by totalling the number of working days taken to process the application and deducting all excluded days, as per the Discount Regulations 2010</p> <p>Note: This should EXCLUDE the number of days extended under section 37 (as per the Discount Regulations)</p>
1.5.48 Appealed	Whether the decision was appealed to the Environment Court	<ul style="list-style-type: none"> Yes No 	
1.5.49 Deposit charged	The initial deposit charged to the applicant by your council	<ul style="list-style-type: none"> \$0.00 Waiver Bundled 	<p>GST INCLUSIVE</p> <p>This should record the deposit that was paid in accordance with council's fees and charges schedule</p> <p>Where more than one resource consent has been processed at the same time, and the deposits are not paid individually for each consent, the deposit can be recorded against one of the consents, and the remaining relevant rows pertaining to the other combined consents can use 'Bundled' as the appropriate response.</p> <p>Note: A fixed deposit or a deposit determined via a formula is not considered to be a fixed fee</p>
1.5.49(a) Date initial deposit / fee paid in full	The date that any initial deposit/fee was received by your council	<ul style="list-style-type: none"> Date [dd/mm/yyyy] Not applicable 	
1.5.49(b) Date notification	The date that any notification deposit/ fee was	<ul style="list-style-type: none"> Date [dd/mm/yyyy] Not applicable 	

Data field	Description of data field	Acceptable responses [or example]	Guidance
deposit/ fee paid in full	received by your council		
1.5.50 Total charge for applicant	The total charges payable by the applicant for processing the application	<ul style="list-style-type: none"> • \$0.00 • Waiver • Bundled 	<p>GST INCLUSIVE</p> <p>This amount <i>should</i> include:</p> <ul style="list-style-type: none"> • any deposit recorded in the Deposit charged data field • any supplementary charges as a result of hearings, information gathered etc. <p>This <i>does not</i> include:</p> <ul style="list-style-type: none"> • financial or development contributions • compliance monitoring charges • the discount applied under the Discount Regulations (this information should be provided separately in 1.5.52) • charges for the approval and deposit of survey plans • any charges related to subsequent or previous consents for same activity/location/applicant <p>As noted above, where more than one resource consent has been processed at the same time, and the total charges are not paid individually for each consent, the total charge can be recorded against one of the consents, and the remaining relevant rows pertaining to the other combined consents can use 'Bundled' as the appropriate response</p>
1.5.51 Fixed fee application	Confirmation of whether the applicant was charged a fixed fee	<ul style="list-style-type: none"> • Yes • No 	<p>'Yes' confirms the figure identified as the <i>Total charge for applicant</i> was a fixed fee</p> <p>'No' indicates that the figure identified as the <i>Total charge for applicant</i> included actual and reasonable costs</p> <p>If the answer was 'Yes', generally the same amount would be listed in 1.5.49 and 1.5.50</p> <p>Note: Fixed charges are not supplemented by additional actual and reasonable charges once the consent process is complete</p>
1.5.52 Amount of discount	The amount of a discount applied under the Resource Management	<ul style="list-style-type: none"> • \$0.00 • Not applicable (if no discount applied) 	If the answer to section 1.5.46 (Processed within the statutory

Data field	Description of data field	Acceptable responses [or example]	Guidance
	(Discount on Administrative Charges) Regulations 2010		timeframe) was 'No', then there should be a \$ amount listed here GST INCLUSIVE Where more than one resource consent has been processed at the same time for the same project, and you can't extract the discount for each consent individually, you should list the discount against one of the consents and enter 'Bundled' for the remainder
1.5.53 Section 357 objections	Whether any objections were received under section 357 to 357B	<ul style="list-style-type: none"> • Yes • No 	

Helpful links

- <http://www.mfe.govt.nz/rma/reforms-and-amendments/about-resource-legislation-amendment-act-2017>
- www.mfe.govt.nz/publications/rma/discount-on-administrative-charges-regulations
- www.mfe.govt.nz/publications/rma/guide-six-month-process-notified-resource-consent-applications
- www.mfe.govt.nz/publications/rma/guide-section-88-and-schedule-4-resource-management-act-1991

Section 1.6 – Certificates of compliance, existing use certificates and deemed permitted activities

This section requires the reporting of information about certificate of compliance, existing use certificates and deemed permitted activity applications or requests. Include all applications/requests that were processed to a decision in the 2020/21 financial year.

This includes applications/requests lodged before and during the 2020/21 financial year if the decision to issue, decline, withdraw or was made in the 2020/21 financial year.

Field 1.6.6 – Date lodged or initial date council first decides to apply the section 87BB process

At 1.6.6, we collect the date at which the request was made to your council. This should be recorded as the first statutory 'working day' after the application was received.

When this information relates to a section 87BB process, the initial date that the council first decided to apply the section 87BB process should be provided.

Field 1.6.10 – Processed within statutory timeframe

At 1.6.10, we collect information about whether the request was processed within the appropriate timeframe. A request made under section 139(6) or 139A(6)(c) should be processed within 20 working days (or more if further information is received or application fees are paid late).

If a request is made under section 87BA(3), the council must take action within 10 working days, from when they received all required information. When dealing with deemed permitted marginal or temporary activities under section 87BB, there is no specified statutory timeframe.

Field 1.6.13 – Fixed fee application

At 1.6.13, we record whether or not the applicant was charged a fixed fee. Here, answering ‘yes’ means that the total amount charged to the applicant was **not** supplemented by additional charges or reasonable costs once the consent process is complete. Answering ‘no’ to this field means that the total amount charged to the applicant included actual and reasonable costs.

Data field	Description of data field	Acceptable responses [or example]	Guidance
1.6.1 Unit record identifier	A unique reference used to identify each separate row of data as unique, such as a consent identifier	Open text	Each row of data (unit record) should represent an individual request
1.6.2 Type of certificate or activity	The type of certificate or activity	<ul style="list-style-type: none"> • Certificate of compliance (section 139) • Existing use certificate (section 139A) • Deemed permitted boundary activity (section 87BA) • Deemed permitted marginal or temporary activity (section 87BB) 	
1.6.3 Description of activity	Description of the activity or activities	Open text For example, for existing use certificate: <i>The use of the property as a childcare centre in a residential area</i> ; eg, for certificate of compliance: <i>The proposed use of a residential building as a bed and breakfast.</i>	Responses should correlate with how the activity would be described in the decision notice
1.6.4	The national environmental standard (NES) that is relevant	<ul style="list-style-type: none"> • Air Quality 	

Data field	Description of data field	Acceptable responses [or example]	Guidance
National environmental Standards		<ul style="list-style-type: none"> Sources of Human Drinking Water Telecommunication Facilities Electricity Transmission Assessing and Managing Contaminants in Soil Any other NES that comes into force Not applicable 	
1.6.5 Legal description (Appellation)/GPS coordinates or GIS shape files	The legal description for the specific piece of land for which the activity relates (or other standard location identifier as utilised in the decision)	Open text <i>Eg, Section 1 Block VII Mata ;Survey District; Kaiti 313A6B2; Section 1019-1022 Town of Christchurch; Lot 123 DP 4567</i>	Please note that other methods of location identification can be used if legal descriptions are not appropriate; for example, GPS coordinates. In this case, additional columns to show the latitude, longitude and grid coordinates (known as northings and eastings) can be inserted and named accordingly. GIS shape files may also be submitted as a separate file
1.6.6 Date lodged OR The date that the council decided to apply the section 87BB process	The date the request was made to the council OR The date that the council decided to apply the section 87BB process	Date [dd/mm/yyyy]	
1.6.6(a) Date determined as incomplete under section 87BA(2)(b)	If applicable, the date it was determined the application was incomplete under section 87BA(2)(b) (deemed permitted boundary activity)	<ul style="list-style-type: none"> Date [dd/mm/yyyy] Not applicable 	
1.6.7 Date further information requested	The date further information was requested	<ul style="list-style-type: none"> Date [dd/mm/yyyy] Not applicable 	The date that the council requested any further information (under section 138(4) for certificates of compliance, or under Section 139A(3) for existing use certificates)
1.6.8 Date further information received	The date further information was received	<ul style="list-style-type: none"> Date [dd/mm/yyyy] Not applicable 	
1.6.8(a) Date of section 37 extension	The date any extension under section 37 was made	<ul style="list-style-type: none"> Date [dd/mm/yyyy] Not applicable 	
1.6.8(b) Length of section 37 extension	The number of working days of section 37 extension	<ul style="list-style-type: none"> Number of days Not applicable 	

Data field	Description of data field	Acceptable responses [or example]	Guidance
1.6.8(c) Reasons for section 37 extension	The method by which the council extended a time period	<ul style="list-style-type: none"> • Council extension (section 37A(2)(a)) • Applicant agreement (section 37A(2)(b) - more than twice) • Not applicable (did not extend time) 	
1.6.9 Decision date	The date the certificate or written notice was issued	Date [dd/mm/yyyy]	If the application was withdrawn or returned, the date it was withdrawn or returned
1.6.9(a) Decision	The decision outcome	<ul style="list-style-type: none"> • Issued • Withdrawn • Declined • Returned 	
1.6.10 Processed within statutory timeframe	Whether the request was processed within the statutory timeframe	<ul style="list-style-type: none"> • Yes • No 	<p>Under section 139(6), local authorities must issue the certificate within 20 working days (of initial request or once further information received)</p> <p>Under s 139A(6)(c) – within 20 working days (of initial request, once further info received or fee has been paid)</p>
1.6.11 Deposit charged	The initial deposit charged to the applicant by the council	\$0.00	<p>GST INCLUSIVE</p> <p>This should record the deposit that was paid in accordance with the council's fees and charges schedule</p>
1.6.12 Total charge for applicant	The total charges payable by the applicant for processing the application	\$0.00	<p>GST INCLUSIVE</p> <p>This amount should include any deposit recorded in the deposit charged data field plus any supplementary charges</p>
1.6.13 Fixed fee application	Confirmation of whether the applicant was charged a fixed fee	<ul style="list-style-type: none"> • Yes • No 	<p>'Yes' confirms the figure identified as the total charge for applicant was a fixed fee. Generally the same amount would therefore be listed in 1.6.12 and 1.6.13. Note: Fixed fees are not supplemented by additional actual and reasonable charges once the consent process is complete</p> <p>'No' indicates that the figure identified in total charge for applicant included actual and reasonable costs</p>

Helpful link

<http://www.mfe.govt.nz/rma/reforms-and-amendments/about-resource-legislation-amendment-act-2017>

Section 2.1 – Iwi/hapū involvement

This section collects information on all iwi involvement in the resource management process with your council in 2020/21.

Data field	Description of data field	Acceptable Response	Guidance
2.1.1 Budget to assist iwi participation in resource consent processing	The budgetary commitment to assist iwi/hapū participation in resource consent processing	\$0.00	This includes internal council budgetary provision for staff costs and consultation and any direct payments to iwi given to help them participate in consultation (that is relevant to resource consent processing)
2.1.2 Other forms of process to assist iwi participation in resource consent processing	Description of other forms of process to assist iwi participation in resource consent processing. That is, other than a budgetary commitment	<ul style="list-style-type: none">• Open text• Not applicable	
2.1.3 Budget to assist iwi participation in policy statement and plan making	The budgetary commitment to assist iwi/hapū participation in policy statement and plan making	\$0.00	This includes internal budgetary provision for staff costs and consultation with iwi and any direct payments given to iwi to help with this participation. Contributions paid towards helping iwi develop planning documents recognised by the iwi authority (such as iwi management plans) may also be included.
2.1.4 Other forms of process to assist iwi participation in policy statement and plan making	Description of forms of process to assist iwi/hapū participation in policy statement and plan-making, other than a budgetary commitment	<ul style="list-style-type: none">• [Open text]• Not applicable	Please try to keep this comment to 1–4 sentences, rather than a lengthy explanation
2.1.5 Iwi/hapū agreements	The number of written agreements (eg., memorandum of understanding or Mana Whakahono) with iwi/hapū regarding participation in resource management	Number	This should be taken as the total number of current written agreements
2.1.6	Staff employed as iwi relationship managers/liaison officers	Number of FTE (annual average)	

Data field	Description of data field	Acceptable Response	Guidance
Iwi relationship managers/liaison officers			
2.1.7 Capability and capacity tools	Description of capability or capacity tools to help staff recognise and provide for, have particular regard to, or take into account sections 6(e)(f)(g), 7(a) and 8 of the RMA in planning and decision-making	[Open text]	

Section 2.2 – Staff working on preparation of policy statements and plans, changes and variations

This section records information on the number of full time equivalent employees (FTE) dedicated to plan preparation processes at your council in 2020/21. Resourcing figures should be as accurate as possible and capture the annual average full time equivalents for the financial year.

An FTE is a staff member who works between 37 – 40 hours per week during that financial year. A part time staff member works less than this. They could be a 0.8 FTE – where they work 4 days per week, or a 0.2 FTE, where they work 1 day per week. For example, if your council had one full time employee and one employee who worked one day per week dedicated to plan preparation, your council would have 1.2 FTE dedicated to plan preparation.

If you have employed a contractor for a 3 month period (full time), this number should be included in 'other' (converted to FTE), where the response would be 0.25 (3 months divided by 12 months = 0.25 annual average FTE).

The sum of all figures provided will indicate your total staff resource for plan preparation and implementation. It is important that figures are not double counted. If you have staff that do not neatly fit into one of the categories, some practical interpretation may be required.

Data field	Description of data field	Acceptable response	Guidance
2.2.1 Senior planners	Staff employed as senior planners by your council to work on preparation/review of policy statements/plans, changes and variations	Number of FTE (annual average)	
2.2.2 Planners	Staff employed as planners by your council to work on preparation/review of policy statements/plans, changes and variations	Number of FTE (annual average)	This may include graduate planners and intermediate planners
2.2.3 Planning technicians / administrators	Staff employed as technicians including administrators by your council to work on preparation/review of policy statements/plans, changes and variations	Number of FTE (annual average)	

Data field	Description of data field	Acceptable response	Guidance
2.2.4 Other	Other staff employed to prepare or support work on policy statements and plans, changes and variations (including contractors)	Number of FTE (annual average)	Includes any consultants contracted by your council on an ongoing basis to process resource consents (converted into FTE)
2.2.5 Vacancies	Vacancies for planning staff as at 30 June 2021	Number of FTE	
2.2.6 Additional context	Additional information regarding resourcing, including challenges recruiting or retaining staff	<ul style="list-style-type: none"> Open text Not applicable 	Please keep this comment to 1–4 sentences

Section 2.3 – Staff processing resource consents

This section records the number of staff dedicated to processing resource consents at your council in 2020/21.

Resourcing figures should include all staff employed to assess, determine, change and review resource consents, including staff such as council engineers, administrators, and dedicated duty planners. The sum of all figures provided will indicate your total staff resource for processing resource consents. See the above section (section 2.2) for guidance on how to calculate your staff numbers.

Data field	Description of data field	Acceptable response	Guidance
2.3.1 Senior planners	Staff employed as senior planners by your council to process resource consents	Number of FTE (annual average)	
2.3.2 Planners	Staff employed as planners by your council to process resource consents	Number of FTE (annual average)	This may include graduate planners and intermediate planners
2.3.3 Planning technicians / administrators	Staff employed as technicians or administrators to support work on resource consents	Number of FTE (annual average)	
2.3.4 Other	Other staff employed to process or support work on resource consents (including scientists and contractors)	Number of FTE (annual average)	
2.3.5 Vacancies	Vacancies for staff to process resource consents as at 30 June 2021	Number of FTE	Includes any consultants contracted by your council on an ongoing basis to process resource consents (converted into FTE)
2.3.6 Additional context	Additional information regarding resourcing, including challenges recruiting or retaining staff	<ul style="list-style-type: none"> Open text Not applicable 	Please keep this comment to 1–4 sentences

Section 2.4 – Customer satisfaction

This section collects information on your customer’s satisfaction with resource consent processing in 2020/21. If your council ran a formal consent processing customer satisfaction survey, please provide the percentage of survey responses that indicated overall satisfaction. Do not include survey responses that indicated dissatisfaction or were neutral. This field can be left blank if your council did not run a survey in the financial year.

Data field	Description of data field	Acceptable response	Guidance
2.4.1 Customer satisfaction	If your council ran a formal, documented consent processing customer satisfaction survey, what percentage of those surveyed indicated an overall level of satisfaction above, and not including, neutral	<ul style="list-style-type: none"> Percentage Not applicable 	This should be done on analysis of responses for all resource consent processing questions

Section 2.5 – Notices of requirement (territorial authorities only)

This section captures summary information on notices of requirement relevant in 2020/21.

Data field	Description of data field	Acceptable response	Guidance
2.5.1 Notices of requirement received	The number of notices of requirement received in the financial year	Number	
2.5.2 Notices of requirement confirmed	The number of notices of requirement that were recommended to be confirmed in the financial year	Number	
2.5.3 Notices of requirement recommended for withdrawal	The number of notices of requirement that were recommended for withdrawal in the financial year	Number	

Section 2.6 – Staff working on RMA compliance and enforcement

This section captures information on resourcing for compliance and enforcement at your council in 2020/21. Resourcing figures should be as accurate as possible and capture the annual average full time equivalents (FTE) for the financial year. Guidance on how to calculate your staff resources is provided in section 2.2.

The sum of all figures provided will indicate your total staff resource for RMA compliance, enforcement and investigations. You don’t need to include staff at external companies contracted to respond to excessive noise complaints.

Data field	Description of data field	Acceptable response	Guidance
2.6.1 Compliance, enforcement and investigations staff	Staff dedicated to RMA compliance, enforcement and/or investigations	Number of FTE (annual average)	

2.6.2 Other	Other staff dedicated to RMA compliance, enforcement and/or investigations (including administrators and contractors)	Number of FTE (annual average)	
2.6.3 Vacancies	Vacancies for compliance, enforcement and investigations staff as at 30 June 2021	Number of FTE	
2.6.4 Additional context	Additional information regarding resourcing, including challenges recruiting or retaining staff	<ul style="list-style-type: none"> • [Open text] • Not Applicable 	

Section 2.7 – Other monitoring

This section captures information on other monitoring undertaken by your council in 2020/21.

We know that councils approach monitoring differently from one another. These fields need to be interpreted in a way that makes sense in light of your councils approach to monitoring.

Fields 2.7.3 to 2.7.5 – Plan rule non-compliance

At 2.7.3 to 2.7.5, we ask you to grade the individual activities your council monitored in 2020/21. The table below is drawn from [best practice guidelines](#).

Recommended compliance rating system

Full compliance

With all relevant consent conditions, plan rules, regulations and national environmental standards.

Low risk non-compliance

Compliance with most of the relevant consent conditions, plan rules, regulations and national environmental standards. Non-compliance carries a low risk of adverse environmental effects or is technical in nature (for example, failure to submit a monitoring report).

Moderate non-compliance

Non-compliance with some of the relevant consent conditions, plan rules, regulations and national environmental standards, where there are some environmental consequences and/or there is a moderate risk of adverse environmental effects.

Significant non-compliance

Non-compliance with many of the relevant consent conditions, plan rules, regulations and national environmental standards, where there are significant environmental consequences and/or a high risk of adverse environmental effects.

Data field	Description of data field	Acceptable response	Guidance
2.7.1 State of the environment monitoring	Did your council monitor the state of the whole or any part of the environment (section 35(2)(a)) in the 2020/21 financial year. Monitoring involves capturing a record of what was monitored	<ul style="list-style-type: none"> • Yes • No 	
2.7.2 Plan rule monitoring	The total number of individual activities that were monitored for compliance against plan rules, including permitted activities. Does not include resource consent monitoring or response to complaints	Number	<p>We ask that you include proactive monitoring of permitted activities and unconsented rule breaches (under the district plan).</p> <p>Please exclude any proactive assessment of building consent applications against RMA plans.</p> <p>If your council has not undertaken any such monitoring this year, please enter '0' when responding to this field.</p>
2.7.3 Plan rule non-compliance - low risk	The total number of individual activities that were monitored for compliance against plan rules that were non-compliant, with a low risk of adverse environmental effects	Number	
2.7.4 Plan rule non-compliance - moderate risk	The total number of individual activities that were monitored for compliance against plan rules that were non-compliant, with a moderate risk of adverse environmental effects	Number	
2.7.5 Plan rule non-compliance - significant risk	The total number of individual activities that were monitored for compliance against plan rules that were non-compliant, with a significant risk of adverse environmental effects	Number	
2.7.6 Delegated and transferred functions monitoring	Whether the council monitored the exercise of any functions, powers, or duties delegated or transferred by it (section 35(2)(c))	<ul style="list-style-type: none"> • Yes • No 	

Helpful links

- www.qualityplanning.org.nz/index.php/monitor/best-practice-monitoring
- www.mfe.govt.nz/publications/rma/best-practice-guidelines-compliance-monitoring-and-enforcement-under-resource

Section 2.8 – Transfer of consents

This section has been discontinued.

Section 2.9 – Resource consent monitoring and compliance

This section collects information on resource consent monitoring undertaken by your council in 2020/21.

Fields 2.9.3 to 2.9.5 - Resource consent compliance or non-compliance

At 2.9.3 through to 2.9.6, we ask you to grade the degree to which the resource consents you monitored in 2020/21 complied with all relevant consent conditions, plans rules, regulations and national environmental standards. Guidance on how to grade compliance can be found in the table above (Recommended compliance rating system).

Data field	Description of data field	Acceptable response	Guidance
2.9.1 Resource consents requiring monitoring	The total number of individual resource consents that required monitoring for compliance	Number	This includes both consents with ongoing conditions throughout the life of the consent and consents with conditions that require one-off monitoring. Please exclude lapsed conditions from your response
2.9.2 Resource consents monitored	The total number of individual resource consents which were monitored for compliance. Does not include response to complaints	Number	Monitoring can involve physical site inspections or 'desk-top' audits, where monitoring information is externally provided. Please exclude any reactive or complaint prompted monitoring activities that your council undertook from this count

2.9.3 Resource consent non-compliance - low risk	The number of individual resource consents which were monitored for compliance by the council that were non-compliant, with a low risk of adverse environmental effects	Number	
2.9.4 Resource consent non-compliance - moderate risk	The number of individual resource consents which were monitored for compliance by the council that were non-compliant, with a moderate risk of adverse environmental effects	Number	
2.9.5 Resource consent non-compliance - significant risk	The number of individual resource consents which were monitored for compliance by the council that were non-compliant, with a significant risk of adverse environmental effects	Number	
2.9.6 Commentary/context in relation to resource consent monitoring and compliance	Record any additional information in relation to the responses provided in 2.9.1 - 2.9.5	Open text	

Section 2.10 – Complaints

This section collects summary information on complaints received by your council in 2020/21.

Data field	Description of data field	Acceptable response	Guidance
2.10.1 Number of Excessive Noise Complaints	The total number of excessive noise complaints	Number	
2.10.2 Excessive Noise Direction	The total number of excessive Noise Directions issued	Number	
2.10.3 Infringement notice (offence under section 338(2)(c))	The number of Infringement Notices issued relating to an offence under section 338(2)(c) for the contravention of an Excessive Noise Direction	Number	
2.10.4 Abatement notices for unreasonable noise	The number of Abatement Notices issued to adopt best practicable option to reduce noise under section 322(1)(c)	Number	
2.10.5 Infringement notice (offence under section 338(2)(d))	The number of Infringement Notices issued relating to an offence under section 338(2)(d) for the contravention of an abatement notice for unreasonable noise	Number	

Data field	Description of data field	Acceptable response	Guidance
2.10.6 Total number of other RMA complaints	The total number of complaints recorded by the council, as per section 35(5)(i)	Number	Excludes excessive noise complaints (as these are dealt with in 2.11.1 above), or complaints related to other non-RMA council functions
2.10.7 Total number of other RMA complaints where non-compliance was confirmed	The total number of complaints recorded by the council, as per section 35(5)(i), where non-compliance was confirmed		

Section 2.11 – Other activities

This section collects information on emergency works resource consents and water shortage directions undertaken by your council in 2020/21.

Data field	Description of data field	Acceptable response	Guidance
2.11.1 Emergency works	The total number of emergency works resource consent applications ‘recorded’ by the council	Number	
2.11.2 Water shortage directions	The total number of water shortage directions issued by the council	Number	

Section 2.12 – Procedures

This section collects information on whether your council has procedure documents relating to compliance and enforcement (including complaints).

Field 2.12.1 – Compliance monitoring strategy

At 2.12.1, we ask you to record whether your council has a written and up-to-date strategy for monitoring compliance with plan rules and consent conditions.

Guidance on developing a compliance strategy can be found in part 2 of the [Ministry for the Environment best practice guidelines on compliance, monitoring and enforcement under the RMA](#).

Field 2.12.2 – Approach of council to monitor resource consents

At 2.12.2, we ask you provide a brief description of how your council’s general approach to monitoring resource consents. If you answered ‘no’ to 2.12.1 or just wish to add additional context, this is an opportunity to explain how your council has approached monitoring in 2020/21.

Data field	Description of data field	Acceptable response	Guidance
2.12.1 Compliance monitoring strategy	Does the council have a written and up-to-date strategy for monitoring RMA compliance?	<ul style="list-style-type: none"> • Yes • No 	
2.12.2 Approach of council to monitor resource consents	Description of approach the council takes to monitoring resource consents (including any approach other than a resource consent monitoring strategy)	<ul style="list-style-type: none"> • [Open text] • Not applicable 	
2.12.3 Enforcement Policy	Whether the council has an enforcement policy	<ul style="list-style-type: none"> • Yes • No 	
2.12.4 Complaints Register	Whether the council uses a complaints register	<ul style="list-style-type: none"> • Yes • No 	

Section 2.13 – Enforcement

This section collects information on the enforcement activities undertaken by your council during the 2020/21 financial year.

It is important that we avoid double-counting enforcement activities. Where a single enforcement action relates to breaches of multiple sections of the Act, record it against **only one section**, whichever is deemed the primary issue. Where this occurs, an explanation can be provided in the commentary/context field.

Please exclude infringement and abatement notices for noise (these are accounted for in section 2.10).

Where a notice or order was sought due to a contravention of an existing abatement notice, enforcement order or due to a breach of section 17 (or some other offence noted in section 338) please account for these activities in the optional 'other' column provided in section 2.13.

Data field	Description of data field	Acceptable response	Guidance
2.13.1 Notices served	The number of infringement notices served by your council, alleging a breach of each RMA section (excluding noise)	<ul style="list-style-type: none"> • Number • Not applicable 	If infringement notices related to breaches of multiple sections, count the notices under only one section but make a note in the comment field
2.13.1(a) Notices withdrawn or statute barred	The number of infringement notices that were withdrawn or became unenforceable	<ul style="list-style-type: none"> • Number • Not applicable 	
2.13.1(b) Notices subject to a hearing	The number of infringement notices subject to a hearing	<ul style="list-style-type: none"> • Number • Not applicable 	
2.13.1(c) Notices subject to a hearing and upheld	The number of infringement notices subject to a hearing that were upheld	<ul style="list-style-type: none"> • Number • Not applicable 	

Data field	Description of data field	Acceptable response	Guidance
2.13.2 Notices issued	The number of abatement notices issued by your council, where the primary issue was an alleged breach of the RMA (excluding noise)	<ul style="list-style-type: none"> • Number • Not applicable 	If abatement notes related to breaches of multiple sections, count the notice under only one section but make a note in the comment field
2.13.2(a) Notices appealed	The number of abatement notices appealed	<ul style="list-style-type: none"> • Number • Not applicable 	
2.13.2(b) Notices appealed and upheld	The number of abatement notices appealed and upheld	<ul style="list-style-type: none"> • Number • Not applicable 	
2.13.3 Enforcement order applications (including interim)	The number of enforcement orders (including interim enforcement orders) applied for by your council, where the primary issue was an alleged breach of the RMA	<ul style="list-style-type: none"> • Number • Not applicable 	<p>Add the number of enforcement orders applied for under the appropriate column</p> <p>If the enforcement order relates to an alleged breach of section 17 (or other offences noted in section 338), the number should be added under the 'other' column and then any relevant information should be added in the following column <i>Commentary/ context</i></p>
2.13.3(a) Enforcement orders granted	The number of enforcement orders granted for your council	<ul style="list-style-type: none"> • Number • Not applicable 	
2.13.4 Recommendations to prosecute	The number of charges recommended by staff that were referred to council's decision maker(s), where the primary issue was an alleged breach of the RMA (excluding noise)	<ul style="list-style-type: none"> • Number • Not applicable 	If charges related to breaches of multiple sections, count the charge under only one section but make a note in the comment field
2.13.5 Decisions to prosecute	The number of recommended charges that your council's decision maker(s) decided to prosecute	<ul style="list-style-type: none"> • Number • Not applicable 	As above – please add number to appropriate column
2.13.6 Prosecutions initiated	The number of charges laid by your council	<ul style="list-style-type: none"> • Number • Not applicable 	As above – please add number to appropriate column
2.13.7 Convictions secured	The number of convictions secured	<ul style="list-style-type: none"> • Number • Not applicable 	
2.13.8 Charges withdrawn	The number of charges withdrawn	<ul style="list-style-type: none"> • Number • Not applicable 	
2.13.9 Charges acquitted	The number of charges where the subject was acquitted	<ul style="list-style-type: none"> • Number • Not applicable 	

Section 2.14 – National Environmental Standard for Assessing and Managing Contaminants in Soil to Protect Human Health (NESCS)

This section reports on the implementation of the National Environmental Standard for Assessing and Managing Contaminants in Soil to Protect Human Health (NESCS). We ask you to note any changes made to your council’s HAIL (Hazardous Activities and Industries List) Register, and the regulatory processes undertaken by your council in relation to the development of contaminated land during 2020/2021.

Data field	Description of data field	Acceptable responses	Guidance
<i>For all councils (regional councils, unitary authorities and territorial authorities):</i>			
2.14.1 New HAIL sites	The number of sites that were identified as meeting specifications in the (Hazardous Activities and Industries List) (HAIL) in 2020/21 that were previously not recorded as HAIL land	Number	We are aware that often new sites may be generated from existing sites that have been subdivided (if the sites are based on a rating or property number). If this is the case, please provide this explanation as a comment
2.14.2 Total number of HAIL sites	The number of sites identified as HAIL land in total as at 30 June 2021	Number	In the future, the Ministry will require the area of HAIL and the database to be GIS compatible. We would also like to know the total number within each sub-category (eg, types of land use etc.) under the new Contaminated Land Categories. Further, we understand that councils have 10 years to implement the new categories and we want to work together to attain this outcome. We have an aim to obtain all information in a consistent format, which is why we will work with all councils towards a nationally consistent system that we can retrieve information on
2.14.3 Estimated completeness of HAIL site identification	The estimated completeness (by percentage) of identification of HAIL sites in your region or district as at 30 June 2021	Number	Additionally, for regional councils, if your council is completing specific areas or districts, then it would be useful to have the break-down of the percentage (%) of areas/districts completed within the region

Data field	Description of data field	Acceptable responses	Guidance
2.14.4 Total number of "unverified HAIL" sites	The total number of "unverified HAIL" sites as at 30 June 2021	Number	If your council is using the older categories, can you please match up as close as possible and add in comments about the classifications you are using (if it is easy and requires minimal time).
2.14.5 Total number of "verified non-HAIL" sites or equivalent category	The total number of "verified non-HAIL" sites or equivalent category (this includes "administration error" and "HAIL did not occur") as at 30 June 2021	Number	Please provide your definition of "verified non-HAIL" sites
2.14.6 Total number of sites "at or below background" or equivalent category	The total number of sites "at or below background" or equivalent category (eg, "not contaminated" or "no identified contamination") as at 30 June 2021	Number	If your council is using the older categories, can you please match up as close as possible and add in comments about the classifications you are using (if it is easy and requires minimal time)
2.14.7 Total number of sites "verified HAIL risk not quantified" or equivalent category	The total number of sites "verified HAIL risk not quantified" or equivalent category (eg, "verified HAIL", "verified HAIL partially investigated") as at 30 June 2021	Number	If your council is using the older categories, can you please match up as close as possible and add in comments about the classifications you are using (if it is easy and requires minimal time)
2.14.8 Total number of sites "suitable for land use" or equivalent category	The total number of sites "suitable for land use" or equivalent category (eg, "contamination acceptable" or "acceptable for land use") as at 30 June 2021	Number	If you have a "contamination acceptable, managed/ remediated" combined category and are not able to easily separate out, please provide the number and add a comment If your council is using the older categories, can you please match up as close as possible and add in comments about the classifications you are using (if it is easy and requires minimal time)
2.14.9 Total number of sites "managed for land use" or equivalent category	The total number of sites "managed for land use" or equivalent category as at 30 June 2021	Number	If you have a "contamination acceptable, managed/ remediated" combined category and are not able to easily separate out, please provide the number and add a comment If your council is using the older categories, can you please match up as close as possible and add in

Data field	Description of data field	Acceptable responses	Guidance
			comments about the classifications you are using (if it is easy and requires minimal time)
2.14.10 Total number of sites "contaminated for land use" or equivalent category	The total number of sites "contaminated for land use" or equivalent category as at 30 June 2021	Number	If you have a "contamination acceptable, managed/ remediated" combined category and are not able to easily separate out, please provide the number and add a comment If your council is using the older categories, can you please match up as close as possible and add in comments about the classifications you are using (if it is easy and requires minimal time)
<i>Territorial and unitary authorities</i>			
2.14.11 Preliminary site investigations required	The total number of sites that required a 'preliminary site investigation' to comply with the NES as at 30 June 2021	Number	
2.14.12 Detailed site investigations required	The total number of 'pieces of land' that required a detailed site investigation to comply with the NES as at 30 June 2021	Number	
2.14.13 Management or Remediation Works required	The total number of 'pieces of land' that required management or remediation works to comply with a resource consent issued under the NES as at 30 June 2021	Number	

Helpful link

<http://www.mfe.govt.nz/land/nes-assessing-and-managing-contaminants-soil-protect-human-health/about-nes>

Section 2.15 – National Environmental Standards for Plantation Forestry (NESPF)

This section collects information on the implementation of the Resource Management (National Environmental Standards for Plantation Forestry) Regulations 2017 (NESPF), which came into force on 1 May 2018.

This section must be filled out by regional councils and unitary authorities. This section is optional for territorial authorities.

We ask you to provide the number of notices, management plans you received for activities controlled by the NESPF. We also collect information regarding compliance and enforcement activities your council has undertaken in response to conditions imposed by the NESPF.

Data field	Description of data field	Acceptable responses	Guidance
2.15.1 Notices	The number of notices that the council received for each relevant plantation forestry activity (NB: please record written report as notice for slash traps)	Number	Where council receives notice that applies to multiple plantation forestry activities, record the notice received under each relevant plantation forestry activity
2.15.2 Management plans requested	The number of management plans that the council requested for the three plantation forestry activities that require preparation of a management plan (ie, earthworks, forestry quarrying, harvesting)	Number	The NESPF allows for a combined earthworks and harvest plan to be prepared. If a combined plan has been prepared, record the plan under both harvesting and earthworks
2.15.3 Site audits undertaken	The number of site audits that the council undertakes for each plantation forestry activity. This includes both permitted and consented activities	Number	
2.15.4 Non-compliance	The number of instances that the council monitored either; i) a permitted or ii) consented plantation forestry activity, and the activity was found to be non-compliant with at least one condition (either the permitted activity conditions in the NESPF or a consent condition). This includes desk-based monitoring and site audits	Number	
2.15.5 Enforcement	The total number of enforcement proceedings for all plantation forestry activities where the primary issue was alleged breaches of the NESPF	Number	

Helpful link

<http://www.mfe.govt.nz/land/national-environmental-standards-plantation-forestry/about-standards>