

# Application for Gravel Authorisation

October 2015

This form should be filled in and submitted for applications to obtain a Gravel Authorisation to extract river gravel. Obtaining a Gravel Authorisation is an alternative to obtaining a resource consent. Gravel Authorisations can only be issued if certain criteria, as listed on this form, are met.

Obtaining a Gravel Authorisation will allow you to operate as a permitted activity under the Canterbury Land & Water Regional Plan. Gravel Authorisations will be issued subject to the Code of Practice and specific site rules. Please read the Code of Practice

before submitting this application form. Gravel Authorisations are considered, issued and managed through the Rivers, Parks and Survey Section (previously known as River Engineering) at Environment Canterbury.

*If you need help in filling out this form please contact Customer Services on 03 353 9007 or toll free 0800 EC INFO (0800 324 636). The Rivers team can be contacted at [gravel@ecan.govt.nz](mailto:gravel@ecan.govt.nz).*

**Send the completed application to:**  
[gravel@ecan.govt.nz](mailto:gravel@ecan.govt.nz) or Environment Canterbury, PO Box 345, Christchurch 8140

## CHARGES

### *Application fee*

This fee will be invoiced if/once your application is granted. No charge is made for unsuccessful applications. The fee charged will be \$862.50 (including GST) for volumes greater than 1500m<sup>3</sup>, or \$345 (including GST) for 1500m<sup>3</sup> or less.

### *Gravel management fee*

This fee will be invoiced if/once your application is granted (at the same time as the application fee). The fee is \$0.13 per cubic metre of volume granted.

### *Monitoring and compliance*

Charges will be invoiced directly to the Gravel Authorisation holder following any monitoring or compliance work. Monitoring and compliance charges are set out in the Environment Canterbury annual plan and also in the Resource Management Act charges factsheet at [www.ecan.govt.nz](http://www.ecan.govt.nz)

*Please note that gravel authorisations are not currently available on the Waimakariri River. Contact Customer Services on 0800 324 636 to discuss your options.*

PART A: APPLICANT DETAILS			
Name:		Company name:	
Postal address:		EC # (if known):	
	Post code:	Email:	
Billing address:		Phone:	
		Mobile:	

*Note: Gravel Authorisations can only be issued to registered companies or named individuals*

PART B: SITE DETAILS, VOLUMES AND DURATIONS		Attach a site map or aerial photo - required	
Waterway:			
Description of extraction site: (for example, 2km u/s of SH1 bridge)			
Map references of extent of extraction area:		Upstream:	
		Downstream:	
Total volume sought (m³):		Duration sought:	months
Per site (if multiple sites):		Depth of excavation:	m
Comments:			

*Note: Gravel Authorisations cannot exceed a volume of 60,000m³ and a duration of 12 months for areas north of the Rangitata River and a maximum volume of 30,000m³ and a duration of 12 months for the Rangitata River and South Canterbury, in accordance with the Gravel Management Strategy and the proposed Land & Water Regional Plan, Rule 5.149.*

Stockpiling			
<i>Gravel Authorisations cannot authorise stockpiling of gravel within the riverbed for more than 10 days; however, it may be acceptable to store gravel outside the river for longer</i>			
Will you stockpile gravel in the riverbed?	Yes	No	Duration
Will you stockpile outside the bed?	Yes	No	Duration
<i>If you answered yes to either of the above, identify stockpile location on map/aerial photograph provided</i>			
What is the maximum volume you propose to stockpile?			m³
Comments:			

**PART C: ENVIRONMENTAL AND PLANNING CHECKLIST***(Refer to the Guidance Notes – Gravel Authorisation for help in filling in this section)***1. Land & Water Regional Plan requirements***Gravel Authorisations can only be granted if certain planning criteria are met.**If any of the answers in section 1 are 'yes', a Gravel Authorisation cannot be issued*

Yes

No

Is the waterbody a Statutory Acknowledgement Area (listed in Schedule 19, LWRP) or a Silent File area?

Will you work in flowing water?

Will excavated material be stockpiled in the bed for more than 10 days?

Will works be within 150 metres of any lawfully established water level recorders?

Will works be within 50 metres of a dam, weir, culvert, bridge, intake, network utility pole/pylon?

*If 'yes', are you responsible for that structure?*

Will works be within 5 metres of any existing defences against water?

Will works or stockpiled material obstruct/alter access to/navigation of the river?

Will screening or other processing of gravel occur within the river bed?

Is the site an inanga or salmon spawning area (listed in Schedule 17, LWRP)?

Will works be within 100 metres of birds that are nesting or rearing young?

**2. Demonstration of need***As required by the Canterbury Regional River Gravel Management Strategy, please provide a statement of reasonable need for the volume sought (circle and comment):***Use**

Roading

Bulk fill

Concrete

Farm/tracks

Flood  
protectionBridge  
maintenance

Other:

**Extraction method**Digger/  
excavator

Scraper

Front-end  
loader

Other:

Comments:

If the gravel is to be used for a contract, have you already been awarded it?

Yes

No

N/A

Comments:

**3. River Gravel Extraction Code of Practice***Standard rules are listed in the River Gravel Extraction Code of Practice, although deviations from these can be considered. The standard rules will be applied unless a deviation is requested in this application and subsequently agreed to and noted as a special condition*Can you comply with all of the rules in Part 2 of the River Gravel Extraction Code of Practice ([www.ecan.govt.nz/gravel](http://www.ecan.govt.nz/gravel))?

Yes

No

**PART C: ENVIRONMENTAL AND PLANNING CHECKLIST continued...**

If a deviation to the Code is required, please identify the relevant rule number and fill in the boxes below:

Rule number	Reason	Change sought	Will there be effects due to change?	How will effects be avoided/mitigated?

**4. Miscellaneous planning matters**

Yes

No

Is the waterbody a Statutory Acknowledgment Area (Listed in Schedule 19, LWRP)?

Is the area managed by the Department of Conservation? *Note: Concession may be required.*

Do you know of any other consented or authorised gravel extractors at this site?

Is there existing access?

\*If you answered 'no' for existing access, please provide commentary on how you will access the site. If you will create a new access route, please show where this will be on your map

Has Environment Canterbury undertaken any enforcement action against you or your company in relation to gravel extraction?

If 'yes', please comment

**5. Flood Protection and Drainage Bylaw 2013**

Yes

No

Do you require Bylaw Authority for any aspect of the activity?

If 'yes', have you applied for the Bylaw Authority in conjunction with the Gravel Authorisation? *Note: you can find the Bylaw and obtain a copy of the Bylaw Authority application form at [www.ecan.govt.nz/bylaw](http://www.ecan.govt.nz/bylaw)*

**PART D: OTHER RELEVANT MATTERS****Health and Safety**

Yes

No

Do you have a health and safety plan for river excavation at the proposed site?

If 'yes', please provide a copy of your site-specific health and safety plan with your application

If 'no', if you do not have a site-specific health and safety plan, please contact us at [gravel@ecan.govt.nz](mailto:gravel@ecan.govt.nz) for assistance. We require a health and safety plan to be completed before we can decide on your application

Name of site manager

Will there be processing of material on site or at an off site location?

If 'yes', does the site manager hold the appropriate Quarry Certificate of Competence?

If 'yes' please provide us with a copy of this certificate

Will you comply with all health and safety legislation?

Legislation includes, but may not be limited to:

- Health & Safety in Employment Act 1992
- Health & Safety in Employment (Mining Operations and Quarrying Operations) Regulations 2013
- Health & Safety Reform Bill 2014

Comments

**PART D: OTHER RELEVANT MATTERS continued...**

Consultation		Yes	No
Have you undertaken any consultation in relation to to your proposed extraction?			
Please list the person you have spoken to, their company (if applicable) and the outcome of that consultation			
Name:	Company:		
Outcome:			
Name:	Company:		
Outcome:			
<i>Note: Environment Canterbury may be required to discuss your proposal with certain stakeholders/organisations before making a decision on whether the Gravel Authorisation can be granted. We will inform you of any delays associated with this.</i>			
Liability insurance		Yes	No
Do you have public liability Insurance to the minimum value of \$500,000? If 'yes', please provide evidence with your application			
Checklist:		Yes	No
Application form completed			
Map provided showing extraction site, access and stockpiling			
River Gravel Extraction Code of Practice read and understood			
Copy of any relevant consultation (including South Canterbury pink slip)			
Site-specific health and safety plan provided			
Evidence of public liability insurance provided			

**PART E: SIGNED AND DATED**

I have read and understood all the information on this application form. I have read and understood the Code of Practice and will comply with its requirements and conditions.

I understand that, if the Gravel Authorisation is granted, I am liable to pay the application fee, gravel management fee and all actual and reasonable charges related to compliance monitoring.

Signature of applicant	Date
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Full name of person signing – please print

*Additional notes; The information you provide with your application is official information. It will be used to process your application and, together with other official information, assist in the management of the Canterbury region's natural and physical resources. Access to information held by Environment Canterbury is administered in accordance with the Local Government Official Information and Meetings Act 1987 and the Privacy Act 1993. Your information may be disclosed in accordance with the terms of these Acts. Public access is also provided to authorisation information via Environment Canterbury's website, It is therefore important that you advise Environment Canterbury if your application includes trade secrets and/or commercially sensitive material (eg protection of personal information, trade secrets, commercially sensitive material, information which, if released, may cause serious offence to tikanga Māori, or any other information you consider should not be disclosed). While Environment Canterbury may still have to disclose information under the above legislation, it can take into account any concern you wish to raise.*

# Canterbury Regional Gravel Authorisations GUIDANCE NOTES

**Commencement date: 1 July 2015**

These guidance notes have been created to assist in preparing your application for a Gravel Authorisation from the River, Parks and Survey Section of Environment Canterbury

An application form can be found at [www.ecan.govt.nz/gravel](http://www.ecan.govt.nz/gravel)

## Introduction

Obtaining a Gravel Authorisation will allow you to operate as a permitted activity under the proposed Canterbury Land & Water Regional Plan, Rule 5.149. Authorisations will have the standard rules specified in the River Gravel Extraction Code of Practice; however, variations to these standard rules may be requested on the Authorisation application form.

Further information and a copy of the application form is available at [www.ecan.govt.nz/gravel](http://www.ecan.govt.nz/gravel)

## Purpose

The purpose of the Gravel Authorisation process is to provide a quick and cost-effective method of authorising river gravel extraction and it promotes flood mitigation by encouraging gravel extraction from areas where there is a build-up of excess material.

Please refer to the Gravel Management Strategy at [www.ecan.govt.nz/gravel](http://www.ecan.govt.nz/gravel) for further information about gravel management in Canterbury.

## How to apply

Application forms can be filled in online or in hard copy. Please make sure you supply all the information requested on the form to enable processing to be completed. Complete applications will be processed within 10 working days of receipt of the information.

## Fees

Application fee:               \$862.50 for >1500m<sup>3</sup>  
                                      \$345 for ≤1500m<sup>3</sup>

Gravel management fee:    \$0.13/m<sup>3</sup>

Monitoring and compliance: Time/cost basis

## The process

- Send application and supporting documents to Environment Canterbury
- We will check that the Permitted Activity rules are met
- We will check gravel availability
- Our goal is to process applications within 10 working days

## Filling in the application form

Please read this section while filling in the application form

### Part A: Applicant details

It is important that we issue the documents to the correct person/company. Authorisations can only be issued to registered companies or named individuals.

### Part B: Site details, volumes and duration

**Site:** If you know the site from which you propose to extract gravel, please provide a map/aerial photograph. If you are flexible in the extraction area please provide a map/aerial photograph of preferred sites and/or your job site and we will identify an appropriate location where gravel is available

**Volume and duration:** Only apply for the volume and duration you need. The maximum volume is 60,000m<sup>3</sup> in North Canterbury and 30,000m<sup>3</sup> for the Rangitata River and South Canterbury. The maximum duration is 12 months.

Different restrictions apply in the Waimakariri River

- contact Customer Services on 0800 324 636.

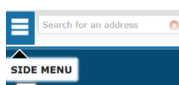
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### Part C: Environmental and planning checklist

**1. Gravel Authorisations can only be issued if the answers to this section are all 'no'.** Use the online mapping tool at [www.canterburymaps.co.nz](http://www.canterburymaps.co.nz) as a starting point. This might not be an exhaustive list and a field assessment may be required to answer questions.

#### A guide to using [www.canterburymaps.co.nz](http://www.canterburymaps.co.nz)

- Search for 'Gravel' under 'Find maps, apps'
- Click on the 'Gravel' link to open the map
- Zoom to your proposed site
- Open the 'side menu' (top left)
- Work through the list of layers available to help fill in the application form, tick each one and wait to see if any records near your site appear



- If a record appears, click on  (top right), then  (left), and then on the layer that has appeared on the map. This will show you the stored information about that layer

- Make a note of your findings in the comments section on the application form

**2. Demonstration of need** – please circle the applicable option. Where multiple parties have a tender in for a contract, the applications will be processed through to a 'tentative grant' until it is known which company is successful.

**3. River Gravel Extraction Code of Practice** – the rules that will be assigned to any granted Authorisation. Read though this and make sure you can comply with each rule. If there is a rule that you cannot comply with, this must be explained, and an alternative proposed in your application. Any variation will be considered when auditing your application, and if your request is successful the change will be indicated in the conditions of your Authorisation.

**4. Miscellaneous planning matters** – using Canterbury Maps should help you answer these questions. For enforcement action history, we are interested in knowing of any abatement notice, infringement notice and/or prosecution issued by or undertaken by Environment Canterbury in relation to gravel.

**5. Flood Protection and Drainage Bylaw 2013** – Further information and application forms can be found online at [www.ecan.govt.nz/bylaw](http://www.ecan.govt.nz/bylaw)

### Part D: Other relevant matters

1. Health and safety – you need to have a health and safety plan and a site manager with a quarry certificate of competence in accordance with the Health and Safety at Work legislation.
2. Consultation – speak with interested parties who might be affected by your proposal. Such groups may include local rūnanga, district councils, local property owners and occupiers, and recreational groups.
3. Liabilities – the Authorisation holder is required to hold public liability insurance to the value of \$500,000. Please provide evidence of this with your application.

### Part E: Signed and dated

Applications must be signed and dated before submittal.

### Compliance and monitoring

Monitoring of Gravel Authorisations may be undertaken by the Rivers, Parks and Survey or the Compliance and Enforcement sections of Environment Canterbury. The cost of compliance and enforcement will be charged back to the Authorisation holder (the same process and charges as consent monitoring).

Non-compliance can result in more monitoring and higher charges. Gravel Authorisations may not be issued to people/companies with a poor compliance history.

#### Contacts for more information

Further information and all supporting documentation can be found at [www.ecan.govt.nz/gravel](http://www.ecan.govt.nz/gravel)

For advice or information about Gravel Authorisations, contact Customer Services on 0800 324 636 or the River, Parks and Survey Section: [gravel@ecan.govt.nz](mailto:gravel@ecan.govt.nz)

#### Key documents

River Gravel Management Strategy

River Gravel Extraction Code of Practice

Proposed Land & Water Regional Plan (of note: Rule 5.149)