

Application for Gravel Authorisation

March 2020

This form should be filled in and submitted for applications to obtain a Gravel Authorisation to extract river gravel. Environment Canterbury River Engineering can issue and manage Gravel Authorisations in some situations as an alternative to a resource consent, where that extraction would benefit the flooding and erosion hazard management of that waterway.

Obtaining a Gravel Authorisation will allow you to operate as a permitted activity under Canterbury Land and Water Regional Plan (LWRP) Rule 5.149. This rule permits the taking of gravel by or on behalf of Environment Canterbury, subject to conditions, so when working under a Gravel Authorisation you are doing so on behalf of Environment Canterbury.

Gravel Authorisations will be issued subject to the Code of Practice and specific site rules. Please read the Code of Practice and relevant LWRP rules before submitting this application form. It is up to the Authorisation Holder to ensure they comply with the Code and any applicable rules for that site. If you wish to apply for a deviation or exemption from any of the conditions in the Code, please submit your reasoning with this application form.

If you need help filling out this form please contact Customer Services on 03 353 9007 or 0800 EC INFO (0800 324 636).

Send the completed application to:
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 1500m³, or \$345 (including GST) for 1500m³ 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 \$0.11 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

Please note that Gravel Authorisations are not currently available on the Waimakariri River and a number of its tributaries. Contact Customer Services on 0800 324 636 to discuss your options.

Gravel Availability		
Have you sought gravel availability advice prior to applying for this Authorisation?	Yes	No
<p>To check gravel availability, please fill in the online availability form at ecan.govt.nz/gravel, or email gravel@ecan.govt.nz</p> <p>For waterways south of the Rangitata you will need to provide an availability form (Pink Slip) with your application. (This will be supplied in response to your availability request).</p> <p>There may be a delay in processing Gravel Authorisation applications that are submitted without confirmed Gravel Availability.</p>		

PART A: APPLICANT DETAILS	
Name:	Company name:
Postal address:	EC #:
Post code:	Email:
Billing address:	Phone:
	Mobile:
Who is the best contact for the duration of these works?	

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 (m ³):	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 Land & Water Regional Plan, Rule 5.149.

Stockpiling			
Note: Gravel Authorisations can authorise stockpiling of gravel within the riverbed for up to 12 months			
Will you stockpile gravel in the riverbed?	Yes	No	Duration
Will you stockpile outside the bed?	Yes	No	Duration
If you answered yes to either of the above, identify stockpile location on map/aerial photograph provided			
What is the maximum volume you propose to stockpile?			m ³
Comments:			

Note: If you intend to stockpile outside of the riverbed, please make sure you comply with any Territorial Authority requirements.

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**

We may not be able to grant Gravel Authorisations if you can't meet certain planning criteria. If any of your answers are 'yes' in the following section, we may need to seek further information or may not be able to issue a Gravel Authorisation.

Yes

No

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

Will you work in flowing water, including vehicle crossings?

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, or an indigenous freshwater species site, as listed in LWRP Schedule 17 or Planning Maps?

If 'yes', we can not issue Gravel Authorisations for these sites. You will need to seek a resource consent.

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 protection	Bridge 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 (found at www.ecan.govt.nz/gravel/)?

Yes

No

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 area managed by the Department of Conservation, including marginal strips? <i>Note: Concession may be required.</i>		
Do you know of any other consented or authorised gravel extractors at this site?		
Is there existing access?		
Please explain 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? <i>Note: you can find the Bylaw and obtain a copy of the Bylaw Authority application form at www.ecan.govt.nz/bylaw</i>		

PART D: HEALTH AND SAFETY	Yes	No
Do you have a health and safety plan for river excavation at the proposed site?		
Will there be mechanical screening or crushing of material on site?		
Will you comply with all health and safety legislation? Legislation includes, but may not be limited to: • Health & Safety at Work Act 2015 • The Health and Safety at Work (Mining Operations and Quarrying Operations) Regulations 2016		
Comments		
<i>Note: It is the responsibility of the Authorisation Holder to ensure works carried out under their Gravel Authorisation are managed safely and to legislative requirements.</i>		

PART D: OTHER RELEVANT MATTERS continued...

Consultation		Yes	No
Have you undertaken any consultation in relation 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		
Gravel availability confirmed		
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)		
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

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.

Christchurch
PO Box 345
P. 03 353 9007
P. 0800 324 636

Timaru
75 Church Street
PO Box 550
P. 03 687 7800

Kaikoura
96 West End
PO Box 6
P. 03 319 5026

Facilitating sustainable development
in the Canterbury region
www.ecan.govt.nz

 **Environment
Canterbury
Regional Council**
Kaunihera Taiao ki Waitaha

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, Engineering team of Environment Canterbury

An application form can be found at www.ecan.govt.nz/gravel

Introduction

Obtaining a Gravel Authorisation will allow you to operate as a permitted activity under the 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

Purpose

The purpose of the Gravel Authorisation process is to provide a quick and cost-effective method of authorising river gravel extraction where 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 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 ³ \$345 for ≤1500m ³
Gravel management fee:	\$0.11/m ³
Monitoring and compliance:	Time/cost basis

The process

- Seek advice as to whether gravel is available
 - To check gravel availability, please fill in the online availability form at www.ecan.govt.nz/gravel, or email gravel@ecan.govt.nz
 - For waterways south of the Rangitata you will need to provide an availability form (Pink Slip) with your application. (This will be supplied in response to your availability request)
- Send application and supporting documents to Environment Canterbury at gravel@ecan.govt.nz
- We will check that the Permitted Activity rules are met
- We will check your application meets the Permitted Activity rules and other relevant planning requirements.
- 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 60,000m³ in North Canterbury and 30,000m³ 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**.

Guidance notes continued

Part C: Environmental and planning checklist

1. If any of your answers are 'yes' in this section, we may need to seek further information or may not be able to issue a Gravel Authorisation. (This might not be an exhaustive list and a field assessment may be necessary to answer questions).

Use the online mapping tools at www.canterburymaps.govt.nz as a starting point to check your location.

A guide to using www.canterburymaps.govt.nz

-  In the top right box, search for Gravel
-  Click on the 'Gravel' link to open the map
-  Zoom to your proposed site
-  Open the "layers list" at the top right, then select the arrow next to the "Gravel" layer to expand the list
 - Work through the list of layers available to help you fill in the application form. Tick each box under the Gravel heading to see if any records appear near your site
-  If an item appears on the map, you can click on it for more information
-  Make a note of your findings on the application form.

2. 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.

3. 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.

4. 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.

5. Flood Protection and Drainage Bylaw 2013 – Further information and application forms can be found online at www.ecan.govt.nz/bylaw

Part D: Other relevant matters

1. Health and safety – you need to have a health and safety plan 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 River Engineering 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

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

Key documents

River Gravel Management Strategy

River Gravel Extraction Code of Practice

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