

File ref: FTC0000xx

Date

First Name Last Name

Organisation

Address 1

Address 2

Address 3

City Postcode

Country

Tēnā koe

**Notice of consent application [and notice of requirement] by [applicant], and invitation to comment under the COVID-19 Recovery (Fast-Track Consenting) Act 2020**

**Notice of Consent Application and Notice of Requirement [choose relevant]**

On [date], [applicant] lodged a consent application with the Environmental Protection Authority (EPA) for the [project name] under the COVID-19 Recovery (Fast-track Consenting) Act 2020 (the Act). On [date] the EPA determined that it complied with clause 3(1) and it was referred to the [project name] Expert Consenting Panel (the Panel) for processing and decision.

A copy of the [consent application / notice of requirement] and supporting documents can be accessed on the EPA's website: [insert URL].

**Invitation to Comment**

Under the Act, the Panel must invite comments from specified identified parties, including the owners and occupiers of land which is adjacent to the land on which the project is to be undertaken. You are identified as a person from whom the Panel must seek comment as you own or occupy land at [physical address], which is considered to be adjacent to the land on which the project is to be undertaken.

If you own the land at [physical address], but do not occupy the land, could you please inform any occupiers at that address of this invitation to comment on the application. Any occupiers of the property will also receive a letter inviting them to comment, where a postal address for the occupier is known.

Please note that public or limited notification is not allowed under the Act.

The Panel invites you to comment on the above consent application. If you wish to comment on the application please complete the enclosed form and return it to the EPA by email to emailname@epa.govt.nz, or by post or in person.

**Your comments must be returned to the EPA no later than [date].**

Please note that there is no right for you (or any other person) to seek a waiver of this time limit.

The EPA will forward copies of any comments received to the [applicant] and the Panel.

If you comment on the application, the Panel will also invite you to comment on the draft conditions at a later stage. If you do not comment on the application you will be sent notice of the decision on the application when it is made.

### **Minute of the Expert Consenting Panel**

On [date], the Panel released Minute 1. This Minute can be read on our website at: [insert URL]

### **Further Information**

More information on the fast-track consenting process can be found at <https://www.epa.govt.nz/fast-track-consenting/about/>.

Information and advice on commenting on a fast-track consenting application can be found at <https://www.epa.govt.nz/fast-track-consenting/commenting/>.

If you have any questions please contact [name], Project Leader by email at [project email], or by phone on [number].

Nākū noa, nā

[name]

**Chairperson**

**[name] Expert Consenting Panel**