

CHECKSHEET

Earthworks Permit (DCC Bylaw)

Development Services



Applicant

Project Location

Office use only: **Received by the DCC: Date** **Time**

For office use only

Use this check sheet to assist you in lodging a complete application for earthworks consent, and to avoid delays in processing. Please attach **2 copies** (unless mentioned otherwise) of the following information with your completed earthworks consent application form. **Tick** each box that is relevant and ensure you attach the information. If the box is not relevant, please write **N/A** across the box.

- 1 **Application form**
One copy of the completed and signed application form by the owner, owner's agent or owner's consulting engineer.

- 2 **Proof of Ownership**
One recent copy of current certificate/s of title. (ie not older than 3 months) or one copy of Purchase Agreement (if recently purchased) or one copy of relevant portions of current lease.

- 3 **Locality plan or Aerial Photograph (2 copies):**
Physical location of the subject site in relation to streets or landmarks and north point. Scale: Urban sites 1:500; Rural sites 1:1000.

- 4 **Site plan and Elevations (2 copies):**
Distances to boundaries, north point, ground contours/levels, extent of proposed cut and fill areas, outline of buildings, underground services, etc. Scale: 1:100 or 1:200.

- 5 **Structural Drawing (2 copies):**
Details of retaining walls and/or foundations.

- 6 **Other Council approvals which may be required:**
 - **Building consent**
If any new structure is to be erected on the site or any additions or alterations made to an existing structure a separate application for a building consent may be required (see note 1).
 - **Resource consent**
If any of the proposed work is not in accordance with the Dunedin District Plan a Resource Consent may be required. Please check with the Planning Department.
 - **Drainage consent to pipe watercourse**
Piping of a watercourse may require construction in accordance with the Council's Water & Waste Services Business Unit specifications.
 - **Vehicle crossing**
New vehicle crossings may require the approval of the Council's Roading Manager

Note 1: *The Council may request additional information in support of this application. This may include:*

- a) *Confirmation of property boundaries*
- b) *Engineering or geotechnical details relevant to the proposed works*
- c) *Details of measures to mitigate the effects of noise, dust, falling rocks, etc.*

Development Services
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