

2GP
**SECOND
GENERATION
DISTRICT PLAN**

Style Guide

**April 2019 – incorporating changes made
through 2GP decisions**

Contents

Contents	2
1 Introduction.....	4
2 Plan drafting guidance	4
2.1 Drafting Protocol for policies	4
2.2 Effects-based Policies.....	6
2.3 Definitions.....	9
2.3.1 Inclusions and exclusions	9
2.3.2 Land use activity definitions.....	10
2.3.3 Formatting of lists in definitions	10
2.3.4 Activity definitions and location in the nested tables	11
2.4 Activity status tables.....	13
2.4.1 Activity status table symbols	13
2.5 Performance standards	13
2.5.1 No 'All' before activity names.....	13
2.5.2 Giving activity status if standard contravened	13
2.5.3 General guidance rule drafting	14
2.5.4 How to draft exceptions to rules.....	15
2.6 Notification rules	15
2.7 Assessment rules	16
2.7.1 Matters of control and discretion	16
2.7.2 Types of guidance on the assessment of resource consents.....	16
2.7.3 How to refer to relevant objectives and policies	16
2.7.4 How to write non-complying assessment rules	17
2.7.5 Assessment rules that apply only in overlays, mapped areas or scheduled items	17
2.7.6 How to write potential circumstances that may support a consent application	18
2.7.7 How to write general assessment guidance	18
2.7.8 How to write conditions that may be imposed	18
2.7.9 How to refer to assessment rules in other sections.....	19
2.7.10 How to write permitted baseline rules	19
2.8 Note to plan users	19
2.8.1 Types.....	19
2.8.2 Naming and Numbering	20
3 General formatting and spelling	21
3.1 Spelling	21
3.2 Formatting	21
3.2.1 Formatting of common words	21
3.2.2 Formatting of provisions	22
3.2.3 Underlining	23
3.2.4 Parentheses	23

3.2.5	Writing lists.....	24
3.2.6	Use of 'and' and 'or' in lists.....	24
4	2GP numbering	25
4.1	Plan numbering.....	25
4.2	Performance standards numbering.....	25
4.3	Figures and tables	26
5	Referencing	27
5.1	Referencing to special information requirements	27
5.2	Referencing to other sections or rules of the 2GP	27
5.3	Referencing legislation and standards.....	27

1 Introduction

This Style Guide includes information on how to draft provisions for the 2GP. This includes how provisions should be formatted, how plan numbering works, and the standard language that gets used in various plan provisions. The Style Guide contains a protocol for how 2GP policies should be drafted, based on the type of policy, what activities it is setting up, and the type of effects-based test a policy may contain.

This Style Guide will be useful for plan users in interpreting and understanding the format of 2GP provisions and how they are intended to work. It will also be useful for people proposing changes to the 2GP, including those seeking to draft a private plan change.

2 Plan drafting guidance

2.1 Drafting Protocol for policies

The objectives and policies are clearly linked to the plan rules, through a clear drafting protocol. The goals of the drafting protocol are to firstly ensure that there is clarity about how rules link to policies and consequently to objectives. A second goal is to ensure that objectives and policies are drafted in a way that is lawful, complete, and has clear and certain meaning, so they can provide clear guidance for the assessment of consent applications that are triggered by rules that are linked to those policies.

The drafting protocol was considered through 2GP Hearing Panel decisions on submissions on the 2GP and some minor changes to the protocol were made as a result, but largely the decisions confirmed the drafting protocol was important to the Plan's integrity and effectiveness.

Objectives set out an outcome to be achieved in responding to key resource management issues.

Objectives must be written as a positive end-state to be achieved. This reflects what many first generation plans referred to as "anticipated environmental results".

Policies are 'courses of action' that are deemed the most appropriate method (e.g. most efficient and effective way) of achieving or implementing the objectives of the Plan. Policies are then implemented through rules or other methods.

For policies, the drafting protocol uses language that is designed to set out clear actions (in relation to the management of activities) to achieve the objectives. Each policy starts with an 'action word'. The action words used in the policies are drafted to reflect the approach taken in the Plan with respect to rules (performance standards and activity status rules).

- For policies that set up performance standards, the word "Require.." is used at the start of the policy.
- For policies that set up discretionary (restricted or fully discretionary) activities, the words "Only allow..." are used.
- For policies that set up non-complying activities, the words "Avoid..., unless" are used.

This aspect of the policy is summarised in the table below. There are some situations in the Plan, which do not fit neatly into the 'types', e.g. a policy that covers performance standards that default to a non-complying activity status (in which case the non-complying wording is generally used) or, uncommonly, a policy that covers activities with a mix of discretionary and non-complying activity statuses.

Table 1. Policy Drafting Protocol - policy introductions based on policy type

Type	Drafting Language	Example
Policies that set up what is permitted in the zone	Enable...	Enable farming, grazing and conservation in the rural zones.
Policies that set up what is provided for within the zone 'Provided for' includes all activity statuses other than non-complying activities	Provide for...	Provide for a wide range of commercial, residential and community activities in the CBD and all centres zones in order to encourage economically and socially vibrant and viable centres.
Policies that set up performance standards Provide guidance when standards are not met, what is trying to be achieved by standards (bottom-lines), often will be supplemented by more detailed information in assessment rules	Require... Limit.. (where this makes more sense for size/scale standards)	Require buildings and structures to be of a height and setback from boundaries that ensures there are no more than minor effects on the sunlight access of current and future residential buildings and their outdoor living spaces. Limit the size of working from home and dairies in residential zones to a size that: a. is compatible with the character and amenity of the residential zone; and b. does not detract from the vibrancy and functioning of the centres hierarchy.
Policies for Restricted Discretionary or Discretionary activities Activities which are 'provided for' but <u>only</u> in the right circumstances/ where effects can be adequately managed/ where key outcomes can be achieved	Only allow...	Only allow public artworks – large scale if: a. it has positive effects on streetscape amenity; and b. adverse effects on surrounding sites will be avoided or, if avoidance is not practicable, adequately mitigated. Only allow buildings and structures to exceed the maximum height limit where: a. the height is essential to the operation of the industry activity; and b. the visual effects of the height limit exceedance have been minimised as far as practicable.
Non-complying activities Generally inappropriate except in exceptional circumstances which are given.	Avoid..., unless	Avoid cross lease, company lease and unit title subdivision in the rural residential zones unless it does not result in an increase in development potential beyond that which might be achieved through a general subdivision.
Prohibited activities	Avoid...	Avoid residential and visitor accommodation activity within the airport noise inner control mapped area.

2.2 Effects-based Policies

After the action word, policies describe what is being managed and then give the goal of that management. These are designed to be used as 'tests' in the assessment of consent applications - where the policy is implemented by a rule that leads to (or may lead to, in the case of performance standard) a resource consent.

Some of these 'tests' are very directive and specify a maximum level of adverse effect that is acceptable, or a specific outcome that must be achieved.

Some of the 'tests' are written in a way that gives decision-makers more flexibility to make a case-by-case assessment of what is acceptable, by specifying a broader outcome or by allowing judgement of what might be 'adequate' avoidance or mitigation of effects.

The drafting protocol is set out in the table below showing the hierarchy of effects-tests from most strict to least strict, and which types are more directive and which are designed to be more flexible.

The drafting protocol also requires that policies should be written in a way that is clear about the types or nature of effect that is of concern.

Type	Wording	Example
Most strict (very low tolerance of effects)	'the effects from x on y are insignificant'	Require ancillary signs in landscape overlay zones to be located and designed so that any adverse effects on landscape values, as identified in Appendix A3, are insignificant.
High strictness (direction to minimise effects) but with more flexibility to judge what is practicable to achieve	Type 1 - Policies related to performance standards Require activity to be located and designed to: Minimise, as far as practicable, {type of adverse effect} Type 2 – RD/D policies Only allow activity where activity is (located and) designed to ensure... adverse effects on/from are minimised as far as practicable	Require garages and carports to be set back an adequate distance from the road boundary to allow pedestrians and cyclists to see vehicles exiting before they cross the footpath, and to minimise, as far as practicable, the risk to pedestrians and cyclists from garage doors opening over the footpath. Only allow buildings between 25m 40m in height where adverse effects on the skyline vista of the city, particularly as viewed from Dunedin's inner hill suburbs across the harbour towards the Otago Peninsula, are minimised as far as practicable through the use of quality and contextually appropriate architectural design.

Type	Wording	Example
Medium-high strictness (low tolerance for certain effects)	'where any adverse effects from X on Y are avoided or, if avoidance is not practicable, no more minor'	Only allow activities in or adjacent to wetlands and coastal and riparian areas that are wāhi tūpuna and are identified as having mahika kai values in Appendix A4, where adverse effects on mahika kai are avoided, or if avoidance is not practicable, are no more than minor.
Medium strictness Preference for avoidance made clear but flexible (less directive) wording allowing greater degree of case by case judgment.	Only allow activities where adverse effects of/from x on y are avoided or, if avoidance is not practicable, adequately mitigated.	Only allow temporary events -large scale and filming - large scale where they are located and operated to ensure adverse effects on amenity and the transport network will be avoided or, if avoidance is not practicable, adequately mitigated.
Least strict (high tolerance for some effects as long as not significant)	'avoid or minimise, as far as practicable, significant adverse effects on X' OR (in combination with additional test for non-significant adverse effects): 'Only allow X where: a. significant effects are avoided; and b. all other effects are minimised as far as practicable'	Require forestry and shelterbelts and small woodlots to be set back an adequate distance to avoid or minimise, as far as practicable, significant effects from shading on residential buildings on surrounding properties.

Type	Wording	Example
Outcome-focused – most flexible type Useful when there is a need to balance positive and adverse effects and look at holistic outcome Can be written to allow a lot of discretion to decision-maker, but sometimes can also be written to be quite directive	Spells out an outcome to be achieved rather than an acceptable level of adverse effect Often written in terms of maintaining or enhancing a certain value	Require activities ancillary to visitor accommodation to be located and designed to cater to patrons of the primary activity rather than the general public. Only allow subdivision activities where the subdivision is designed to ensure any future land use and development will: a. maintain the amenity of the streetscape b. reflect the current or future intended character of the neighbourhood; c. provide for development to occur without unreasonable earthworks or engineering requirements; and d. provide for quality housing.

Type	Wording	Example
Combinations of the above – some policies use combinations of the above options		Example of combination outcome and effects-test: Require buildings and structures in the Inner City Residential Zone to be of a height and setback from boundaries that: a. enables a high quality, medium density form of development; b. is consistent with the existing streetscape character of the zone; and c. avoids or, if avoidance is not practicable, adequately mitigates, adverse effects on sunlight access on outdoor spaces at the rear of adjacent sites. Example of combination of tests where activities may be locationally-constrained: Require network utility structures – small scale in a Natural Coastal Character Overlay Zone (NCC) to be located to ensure that adverse effects on the natural coastal character values identified in Appendix A5 are avoided or, if avoidance is not practicable: a. no more than minor; or b. where there are no practicable alternative locations, adequately mitigated.

2.3 Definitions

2.3.1 Inclusions and exclusions

- Matters that are specifically 'excluded' from the definition should be worded as: 'This definition excludes X, which is provided for under the definition of Y.'
- Lists of matters that are included in definitions include:
 - o 'for the sake of clarity...' (for inclusive lists used to introduce examples that may not otherwise be considered part of the definition)
 - o 'examples are...' (for inclusive lists used to include general/common examples to help interpret the definition)
 - o 'consists of:...' (for exclusive lists; these are mostly used to introduce the activities as a category or sub-category of other activities used in the Plan).

2.3.2 Land use activity definitions

Land use activity definitions always start with: 'The use of land and buildings for...'

2.3.3 Formatting of lists in definitions

Bulleted lists are used for listing either examples, inclusions or exclusions in definitions. Numbered lists are not used unless the definition contains a defined term copied from elsewhere.

- Lists should not generally flow on from the first descriptive part of the definitions that have a descriptive element
- Lists should use bullet points unless there is a clear reason not to
- Lists should start with lowercase text unless the list starts with an activity definition or proper noun; and
- When using bullets there is no period or semi-colons at the end of each item in the list except the second to last line and last line (bullets are the equivalent of a semi-colon).

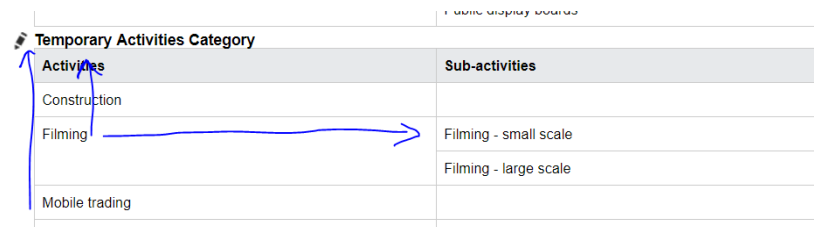
Example:

For the purposes of this Plan, licensed premises are not a stand-alone activity and are always treated as secondary to another activity, for example:

- bottle shops fall under the definition of food and beverage retail
- bars fall under the definition of restaurant
- breweries that sell alcohol on-site fall under the definition of retail ancillary to industry
- home-based internet alcohol sales may fall under the definition of working from home or general retail depending on the nature of the activity; and
- restaurants, dairies, visitor accommodation, sport and recreation activities are also common activities that may also be licensed premises.

2.3.4 Activity definitions and location in the nested tables

Activity definitions must include information on the activity's location in the nested tables, based on a 'one-up, one-down principle (e.g. explain what sits under it and what sits over it in terms of the nested tables).



Temporary Activities Category	Sub-activities
Activities	
Construction	
Filming	Filming - small scale Filming - large scale
Mobile trading	

Activity type	Applies to	Explanation wording	Examples
Activity with no sub-activities	All activity types except development	List the activity's category 'XXX is an activity in the XXX activities category'	<i>Mobile trading is an activity in the temporary activities category.</i>
Activity with sub-activities	All activity types except development	1. List the activity's sub-activities 'The following activities are managed as sub-activities of XXX: ...', 2. List the activity's category 'XXX is an activity in the XXX activities category'	<i>The following activities are managed as sub-activities of retail:</i> • bulky goods retail • dairies • food and beverage retail • general retail • trade related retail; and • yard based retail. <i>Retail is an activity in the commercial activities category.</i> <i>The following activities are managed as sub-activities of filming:</i> • filming – large scale; and • filming – small scale. <i>Filming is an activity in the temporary activities category.</i>

Activity type	Applies to	Explanation wording	Examples
Activity is a sub-activity	All activities	List the activity that it is a sub-activity of 'XXX is a sub-activity of XXX'	<i>Campgrounds are a sub-activity of visitor accommodation.</i>
2.3.4.1.1 Wording for sub-categories	Only applies to 'building and structures activities' and 'site development activities' definitions		<i>Buildings and structures activities are a sub-category in the development activities category</i> <i>Site-development activities are a sub-category in the development activities category</i>
2.3.4.1.2 Development activity with no sub-activities	Only applies to development activities	List the activity's sub-category (one up) followed by its category 'XXX is an activity in the XX sub-category, which is the development activities category.'	<i>Demolition is an activity in the buildings and structures sub-category, which is in the development activities category.</i>
2.3.4.1.3 Development activity with sub-activities	Only applies to development activities	1. List the activity's sub-activities 'The following activities are managed as sub-activities of XXX: ...', 2. List the activity's sub-category (one up) followed by its category 'XXX is an activity in the XX sub-category, which is the development activities category.'	<i>The following activities are managed as sub-activities of structures:</i> • fences • freestanding signs; and • retaining walls (for the purposes of rules that apply in heritage precincts only). <i>Structures is an activity in the buildings and structures sub-category, which is in the development activities category.</i>

2.4 Activity status tables

2.4.1 Activity status table symbols

N/A = Not Applicable - where overlays do not intersect or a situation does not exist

+ (**plus symbol**) = where the activity status in an overlay zone is the same as in the underlying zone but additional provisions apply (assessment guidance related to the overlay needs to be viewed)

2.5 Performance standards

2.5.1 No 'All' before activity names

In performance standards, do not use 'all' before activity names. For example, do not write 'All land use activities must...' Instead, write as: 'Land use activities must...'

2.5.2 Giving activity status if standard contravened

Each performance standard rule must include the activity status for the contravention of the performance standard at the end of the rule.

2.5.2.1 Standard phrasing to be used

[Activity name/s] that contravene the performance standard for [performance standard name] is/are [activity status].

Example:

7. Activities that contravene the performance standard for hours of operation are restricted discretionary activities.

OR

Activities that contravene the performance standard for [performance standard name] are [activity status] e.g. restricted discretionary activities/ discretionary activities/ non-complying activities.].

OR

Activities that contravene this performance standard are [activity status].

2.5.2.2 Different activity status resulting from different contravention of a standard

Example with different activity status for contravention of different parts of the standard:

5.5.2 Location

1. Network utility structures - small scale must co-locate against¹ a building or be attached to a network utility pole or mast if:
 - a. on a **primary pedestrian street frontage mapped area**;
 - b. within a heritage precinct and visible from an adjoining public place; or
 - c. over 0.5m² in area or 500mm in height, located in a Natural Coastal Character Overlay Zone (NCC), visible from an adjoining public place, and located on the seaward side of a coastal road.
2. Pipes (excluding those defined as building utilities) and lines must be located underground, except:
 - a. lines in the rural or rural residential zones;
 - b. lines attached to existing network utility poles and masts, or to existing buildings or structures;
 - c. activities undertaken as part of the operation, repair, minor upgrading and maintenance of existing network utilities (including extensions of overhead lines to serve a single customer); and
 - d. pipes or lines provided for under NESETA or NESTF.
3. In a heritage precinct, hydro generators - small scale must be located so that they are not visible from any adjoining public place.
4. Network utility structures - small scale located on outstanding natural features must co-locate against¹ a building or with existing network utility structures, or be attached to network utility poles and masts.
5. Activities that contravene Rule 5.5.2.4 are non-complying activities.
6. Activities that otherwise contravene this performance standard are restricted discretionary activities.

Example with different activity status for different levels of contravention of the standard:

16.5.5 Light Spill

1. Light spill measured 1.5m above ground level at the boundary of a site must not exceed 1 Lux between 10:00pm and 7:00am.
2. Lights must be:
 - a. cut-off or fully shielded;
 - b. and directed away from roads and any adjacent property
3. Light spill measured at the boundary of the residential zone or any site used for residential purposes between 7:00am and 10:00pm must not exceed 3 Lux.
 - a. Except this standard does not apply to light spill from the headlights of motor vehicles.
4. Activities that contravene rules 16.5.5.1 and 16.5.5.2 are discretionary activities.
5. Activities that contravene any light spill limit in Rule 16.5.5.3 by 25% or less are discretionary activities.
6. Activities that contravene any light spill limit in Rule 16.5.5.3 by greater than 25% are non-complying activities.

2.5.3 General guidance rule drafting

- Use 'must' not 'shall'
- Use 'must not' when something is not allowed - e.g. 'applicant must not paint any surfaces which were not previously painted'
- Use 'must' when you are referring to a required aspect
- Use 'may' when you are referring to an allowed but optional aspect. - e.g. 'applicant may re-paint already painted surfaces'
- Use 'allotment' not 'lot' for all subdivision wording, still use "site" for all other instances (e.g. those not related to subdivision)
- Take care with 'Which' vs 'That' -
 - o 'which' should generally only be used if proceeded by a comma, e.g.:
 - *The spider that crossed the floor scared me.*
 - *The spider, which crossed the floor, scared me.*
- Use 'lawfully established' not 'legally established'
- Take care with commas:
 - o Common comma problem area: Correct usage - 'avoid or, if avoidance is not practicable, adequately mitigate the effects of...'

2.5.4 How to draft exceptions to rules

There are two general approaches to drafting exceptions to 2GP rules. Option 1 is used where rules are set out as text only – either or both approaches depicted the subclauses (a) and (b) may be utilised. Option 2 is used where rules incorporate a table.

Option 1:

1. All activities must be X standard, except [this standard does not apply to the following circumstances]:
 - a. in Y circumstance; and
 - b. Z activity is exempt from this performance standard under A circumstance.

Example:

1. Subdivision activities must ensure resultant sites have access to sufficient water supplies for fire fighting consistent with the SNZ/PAS:4509:2008 New Zealand Fire Service firefighting water supplies code of practice, except sites created and used solely for the following purposes are exempt from firefighting requirements:
 - a. reserve;
 - b. Scheduled ASBV or QEII covenant;
 - c. access;
 - d. network utilities; or
 - e. road.

Option 2:

1. X activity/all activities must meet the standards set out in Table A below.
2. Table A.
3. X activity is exempt from this performance standard (OR X activity is exempt from Rule 1.1.1.c (if only partly exempt from standard set out in Table)).

Example:

1. Light spill measured at any point of the vertical plane that marks the boundary of any site within a residential zone, or in any other zone the notional boundary of any residential building must not exceed the following limits:

Time	Limit
a. 7.00am - 10.00pm	10 Lux
b. 10.00pm - 7.00am	3 Lux

- c. This standard does not apply to light spill from the headlights of motor vehicles or from street lighting.

2.6 Notification rules

Rules with respect to section 95A-E of the RMA should be drafted as follows:

1. Applications for resource consent for the following activities will be considered without the need to obtain a written approval of affected persons and will not be notified in accordance with section 95A or section 95B of the RMA, unless Council considers special circumstances exist in relation to the application that require public notification:
 - a. earthquake strengthening ...
2. With respect to resource consent applications [or **for the following activities**], Heritage New Zealand will be considered an affected person in accordance with section 95B of the RMA where its written approval is not provided for the following:
 - a. activities that ...
 - b. contraventions of ...

3. Applications for the following activities will be publicly notified in accordance with section 95A of the RMA:
 - a. new driveways ...
 - b.
4. With respect to sections 95D(b) and 95E(2)(a) of the RMA, Council will not consider retail as a permitted activity in scheduled heritage buildings as part of the permitted baseline in considering the effects of discretionary or non-complying activities in the Warehouse Precinct Zone. [A similar rule will also appear in the assessment rules. See 'How to write permitted baseline rules' in section 2.6.10 below.]
5. All other activities are subject to the normal tests for notification in accordance with sections 95A-95G of the RMA. [This is only used sometimes.]

2.7 Assessment rules

2.7.1 Matters of control and discretion

Matters of control and matters of discretion generally start with: 'Effects on...' and reflect the matter covered by the relevant objective. The 2GP has been developed to use consistent wording for similar matters of control and matters of discretion; this pattern should be followed.

2.7.2 Types of guidance on the assessment of resource consents

Four sub-headers are used, with 'relevant objectives and policies' mandatory, and other sub-headers to be used as needed. Sub-headers must be in the following order, and italicised:

1. Relevant objectives and policies:
 - a. *Relevant objectives and policies*: [for controlled and restricted discretionary]
 - b. *Relevant objectives and policies (priority considerations)*: [for discretionary and non-complying]
2. *Potential circumstances that may support a consent application include*: [not used for non-complying activities]
3. *General assessment guidance*:
4. *Conditions that may be imposed include*: [not used for non-complying activities]

2.7.3 How to refer to relevant objectives and policies

These are laid out as follows:

1. List strategic direction objectives and policies (these are mostly for non-complying activities and **usually** not paraphrased unless they provide direct helpful guidance and a 'policy test')
2. List the objectives and policies from the same 2GP section in this format
 - a. Objective x.x.x
 - b. The relevant policy is paraphrased (Policy x.x.x.x)

Policies are paraphrased as a future outcome statement as follows:

- The starting verb (Require, only allow etc.) is almost always dropped. (There is the occasional exception that needs to keep 'only allow' to have the sentence remain grammatically correct).
- The tense is changed to present tense – **except for** 'will be' where used to denote an effect that may carry on into the future (e.g. reverse sensitivity effects will be avoided...).
- There is variability in when the name of the activity is kept or changed to 'the activity/activities'. This variability is generally acceptable, as long as:
 1. it hasn't lost important detail; and
 2. it doesn't leave in activities that are not subject to the assessment rule – e.g. leave a list of activities when the row title is only about the one activity.

Note: NEVER add or change words used in the policy (except verb tense), generally do not drop anything other than the verb at start or lists of activities (this is sometimes changed to ‘the activities’ or sometimes dropped if not necessary – as the activities are shown in the first column).

Example 1:

Require activities ancillary to visitor accommodation to be located and designed to cater to patrons of the primary activity rather than the general public.

Paraphrased as:

Activities ancillary to visitor accommodation are located and designed to cater to patrons of the primary activity rather than the general public (Policy 15.2.1.4).

Example 2:

Only allow food and beverage retail in the WP and PPH zones where the activity is of a size, and designed in a manner, to service the local area and not operate as a destination retailer for other parts of the city.

Paraphrased as:

Food and beverage retail in the WP and PPH zones is of a size, and designed in a manner, to serve the local area and not operate as a destination retailer for other parts of the city (Policy 18.2.1.12).

Example 3:

Sometimes long policies are broken up under different matters of discretion, and sometimes activities’ names can be change to ‘the activities’ or dropped if more appropriate.

Only allow conference, meeting and function, restaurants and entertainment and exhibition ancillary to visitor accommodation in the PPH and SSYP zones where:

1. the activities are secondary to the visitor accommodation activity; and
2. any adverse effects on the amenity of surrounding residential activities, from noise, anti-social behaviour, or other effects will be avoided or, if avoidance is not practicable, adequately mitigated; and
3. the potential for reverse sensitivity will be avoided or, if avoidance is not practicable, adequately mitigated.

Paraphrased as:

1. The activities are secondary to the visitor accommodation activity (Policy 18.2.2.2.a).
2. Any adverse effects on the amenity of surrounding residential activities, from noise, anti-social behaviour, or other effects will be avoided or, if avoidance is not practicable, adequately mitigated (Policy 18.2.2.2.b).
3. The potential for reverse sensitivity will be avoided or, if avoidance is not practicable, adequately mitigated (Policy 18.2.2.2.c).

2.7.4 How to write non-complying assessment rules

These use ‘priority considerations’ in the heading and generally do not paraphrase policies, unless that policy provides helpful guidance on exceptional circumstances. Strategic objective policies may also be referenced.

Example:

Relevant objectives and policies (priority considerations):

- a. Objective 2.2.3.
- b. Objective 18.2.3, Policy 18.2.3.1.

2.7.5 Assessment rules that apply only in overlays, mapped areas or scheduled items

Generally, these are in a separate assessment rule table, that is provided at the end. These almost always show the overlay, mapped area or scheduled item first in bold, with the activities bulleted underneath. A key exception is where the reference to overlay is to do with a sub-part of a standard (see next section).

Example:

	• All <u>subdivision activities</u>		
7.	In a heritage precinct: • All RD activities due to being in a heritage precinct	a. Effects on heritage streetscape character	See Rule 13.6

2.7.6 How to write potential circumstances that may support a consent application

These should generally be written as a current rather than future situation.

Example:

- a. Communal outdoor living areas are located or screened from surrounding properties.
- b. [for land use activities] performance standards for development activities are met.

2.7.7 How to write general assessment guidance

This should be written in terms of what Council 'will' consider or not consider.

Example:

General assessment guidance:

- g. For work affecting a scheduled heritage building or scheduled heritage structure, Council will consider the extent to which the work enables the ongoing use of the building or structure in line with [Policy 13.2.1.1](#)
- h. For work affecting a character-contributing building or scheduled heritage structure, Council will consider the extent to which the work enables ongoing use of the building in line with [Policy 13.2.3.8](#)
- i. Where more than one standard is contravened, Council will consider the combined effects of the contraventions.

2.7.8 How to write conditions that may be imposed

These are generally just list of conditions without an introductory sentence. They should not include any introductory statement around 'Council will'.

Example:

Conditions that may be imposed include:

- v. Conditions on signage, lighting, hours of operation.
- vi. Delivery time restrictions.
- vii. Requirements for fencing or landscaping of car parking areas to minimise adverse visual and nuisance effects from lighting and/or vehicle headlights on surrounding properties.

2.7.9 How to refer to assessment rules in other sections

For controlled and restricted discretionary assessment sections and for all performance standard contraventions, the relevant assessment rule in the other section is referred to at the highest level. For example, 'See Rule 6.9' not 'See Rule 6.9.1.a'.

Example:

Parking, loading and access standards	a. Effects on the safety and efficiency of the transport network	See Rule 6.9
---------------------------------------	--	--------------

For discretionary and non-complying activities, the wording should follow the format:

'See Section X for guidance on the assessment of resource consents in relation to Objective Y and effects related to Z.'

Example:

• Acoustic insulation • Noise - where the limit is exceeded by less than 5dB LAeq (15min) • Light spill - where the limit is exceeded by 25% or less	See Section 9.6 for guidance on the assessment of resource consents in relation to Objective 9.2.2 and effects related to public health and safety.
--	---

2.7.10 How to write permitted baseline rules

Permitted baseline rules should be put in the assessment rule introduction section and worded as follows:

1. With respect to section 104(2), Council will not consider retail as a permitted activity in scheduled heritage buildings as part of the permitted baseline in considering the effects of discretionary activities in the Warehouse Precinct zone.
2. With respect to section 104(2), Council will not consider family flats as part of the permitted baseline in considering residential density effects in the residential zones.

A similar clause should also appear in the notification rule (see Section 2.5).

2.8 Note to plan users

2.8.1 Types

There are five types of Note to Plan Users in the 2GP:

- Note XX– Other relevant District Plan provisions
- Note XX– Other requirements outside of the District Plan
- Note XX– Copyright information
- Note XX– General advice; and
- Note XX - RMA other considerations

Notes to plan users are not part of the Plan regulations, they exist for provision of information only. They cannot contain any information that is part of the interpretation of a rule.

2.8.2 Naming and Numbering

- Heading starts with the word 'Note'.
- Followed by the first two numbers of that section (e.g. 15.5).
- Followed by a letter (which matches the order of that Note To Plan User in that particular section; e.g. 'A' being the first note in that section, and 'E' being the fifth note in that section). Letters start back at A at the next section (e.g. 15.6).
- Content within notes to plan users are numbered 1., 2. etc., with subsections numbered a., b. etc. All headers are written in sentence case.

Examples:

Note 15.5B - General advice {Res 293.156 and 801.6}

1. New buildings or additions and alterations to buildings that result in a building greater than 300m² or multi-unit development requires consent under Rule 15.3.4. For the sake of clarity, in the ICR and GR2 zones, conversion of existing buildings into multiple units or development of two units is standard residential activity.

Note 15.6D - Other relevant District Plan provisions

1. Commercial advertising is a non-complying land use activity in all zones except the Airport Zone.
2. See Section 3 Public Amenities for the rules related to public noticeboards.
3. See Section 4 Temporary Activities for the rules related to temporary signs.

3 General formatting and spelling

3.1 Spelling

Words that are hyphenated	Words with a gap	Words with no gap
- on-street/off-street - character-contributing building - non character-contributing building - under-supply - mixed-use - stand-alone - on-site/off-site - non-complying	- land use - ground level - long term - trade related - short term/long term - water bodies - inner city	- storey - setback (e.g. boundary setback) – however, used as a verb it does have a gap, e.g. development is ‘set back’ from the boundary. - stormwater - wastewater - accessway

3.2 Formatting

3.2.1 Formatting of common words

Word / statement	How to write correctly	Example
Referring to the DCC/Council as the consent authority	Council (with a capital C) ‘the’ should never be written in front of the word Council	<i>For contraventions of the following performance standards, Council will:</i>
Referring to District Plan	Plan (with a capital P)	...in this Plan, ...
Referring to the maps	Planning Map (singular)	
Referring to the RMA	Resource Management Act (1991) for the first instance in that page/rule and then followed by RMA. Don’t use ‘Act’ on its own	
Proper nouns	If the word belongs to a group of people then it is capitalised.	- Māori - European - Christian - Manawhenua - Rūnaka
Māori words	Please make sure you are spelling words correctly and use macrons where required.	
Treaty of Waitangi	Use lower case ‘te’ where it precedes the name of a book, article, act, or document	Either: - Treaty - te Tiriti o Waitangi - Treaty of Waitangi

3.2.2 Formatting of provisions

All 2GP content should be in regular format except for the content listed below.

Plan content	Formatting instructions	Example
Plan provisions	Always use Objective x.x.x and Rule x.x.x, never just the number. Objective, Policy, Rule are capitalised when a single provision is being referred to, but lower case if referring to multiple provisions or if used as a general or collective term.	Objective 2.3.1 Policy 15.2.3.1 Rule 15.7.4.1.a rules 13.4.1 and 13.4.2
Zone names and Overlay zone names	Capitalised when a single name is used. Lower case if plural, or if used as a general or collective term.	Windle Residential Heritage Precinct In a heritage precinct, ...
Mapped areas	• Bold • Lowercase (except for when the mapped area includes a proper noun)	In the airport inner noise mapped area height must be... In the Black Point mapped area height must be...
Note to plan users	Must use one of the agreed 'Note to Plan User' types. See Section 2.7 for more info on Notes to Plan Users.	
Page header	These are Heading Level 1 and Level 2 Title Case	Rule 16.5 Land Use Performance Standards
Table headers	Sentence case Bold	15.10.2 Assessment of all performance standard contraventions
Table content	Sentence case	
Content header/sub-headers	Heading Level 3 headers generally are given as Title case and start with the rule number and do not include in the word 'rule' at the beginning Heading Level 4 generally are given as sentence case and also do not include word 'rule' at the start	15.3.2 Activity Status Introduction 15.6.6 Height 15.6.6.1 Height in relation to boundary
Reference to legislation and Standards	Title case (see Section 5.3 for more info on what content must be included)	New Zealand Fire Service Fire Fighting Water Supplies Code of Practice (SNZ PAS:4509:2008)
Legend content	Title case	General Residential 1 Zone
Activity status introduction	Italicise the following subheadings in the activity status introduction: • Additional activity status rules in hazard overlay zones • Performance standards	<i>Additional activity status rules in hazard overlay zones</i> <i>Performance standards</i>

Plan content	Formatting instructions	Example
Assessment criteria sub-headers	Italicise the following sub headings in assessment criteria rules: - Relevant objectives and policies - Potential circumstances that may support a consent application include: - General assessment guidance - Conditions that may be imposed include:	<i>Relevant objectives and policies:</i> <i>Potential circumstances that may support a consent application include:</i> <i>General assessment guidance:</i> <i>Conditions that may be imposed include:</i>
Figure labels	Bold	Figure 18.6.1A
Time	Write the time in 12hour clock with to two decimals, followed by am/pm without spacing. Where using 12.00, add midday/midnight alongside so people know which one it is.	12.00pm (midday) 12.30pm 12.00am (midnight) 6.15pm 10.00am Not: 6pm, 12 am or 3.15 pm
Measurements	Don't write word in full, instead use m or km or ha. Do not put a space between the number and measurement. An exception is made for litres.	20m 80m ² 100ha 250 Litres Not: 250 m ²
Wording for maximums and minimums	If upper and lower usually use 'greater than X but less than Y' If only up to, usually say 'Must not exceed a maximum of X' Where it aids clarity this can also be expressed as 'up to' or 'no more than' (but generally this is less preferable).	Example: Greater than 15° but less than or equal to 20° Except: the construction of tracks up to 3m wide.

3.2.3 Underlining

Underlining should never be used as it is reserved for hyperlinking definitions.

3.2.4 Parentheses

Only used for providing clarification, and in the activity status table or assessment criteria to give information on a performance standard only applying to a subset of activities

1.	Performance standards that apply to all land use activities	a. Acoustic insulation (noise sensitive activities only) b. Electrical interference c. Light spill d. Noise e. Setback from national grid (sensitive activities only)
----	---	---

3.2.5 Writing lists

3.2.5.1 Bulleted Lists

Round black bullets are only used in the following circumstances:

- When there are multiple performance standards or activities in the 'performance standard' or 'activities' column of assessment criteria tables.
- Providing examples as part of definitions.
- Providing lists in Introductions to 2GP sections.

In these circumstances, no punctuation is used at the end of each line other than between the second to last and the last list item before including 'and' or 'or'.

Lists other than those above should always use numbers or letters as appropriate (depending on place in list level). The lists used in the plan are generally part of a long sentence. At the start of this sentence, there is a clause or phrase that introduces the bullet list. This clause or phrase ends with a colon and each bullet starts with a lower case and ends with a semi-colon, except for the second last bullet point which ends with the semi-colon followed by an and/or. The last bullet point ends with a full stop.

Example:

In calculating the likelihood and consequences of natural hazards consider:

- a. risks from a single natural hazard event or from repetitive natural hazard events;*
- b. risks from a combination of different natural hazards, including any potential interplay between natural hazards;*
- c. risks that may arise in the next 100 years; and*
- d. risks that may increase in frequency or consequence as a result of climate change.*

3.2.6 Use of 'and' and 'or' in lists

Lists must clarify whether plan users must meet all or some of the rules. If the list is not clear, then 'where all of the following' should be used.

Example:

One pedestal mounted antenna is allowed per site where all of the following are met:

- a. the antenna is pivoted at a maximum of 4m above the ground;*
- b. the maximum diameter of the antenna is 5m; and*
- c. the pedestal and antenna comply with the boundary setbacks and height in relation to boundary performance standards of the zone in which the activity is located.*

4 2GP numbering

4.1 Plan numbering

The 2GP numbering ring sequence is as follows: 1. 1. 1. 1. a. i. 1.

Example:

13. Heritage

Rule 13.3 Development Performance Standards

13.3.2 Materials and Design

- 1.** For repairs and maintenance and restoration of any part of a character-contributing building, any protected part of a scheduled heritage building or scheduled heritage structure, or any non-protected part of a scheduled heritage building within a heritage precinct, that are visible from an adjoining public place:
 - a. the materials used and the design of any replacement building components are the same or closely similar to those being repaired or replaced, or those that were in place originally. Except that:
 - i. concrete roofing tiles or metal and stone chip roofing tiles on character-contributing buildings may be replaced with any roofing material; and
 - ii. wooden windows (except stained glass and multi-light windows) may be retrofitted with double glazed units into the existing timber joinery.

The rule number for the clause highlighted **pink** is: 13.3.2.1

Note: Only the second level rule pages (highlighted **green** above) have the word 'Rule' at the beginning of page name. third level rule pages (highlighted **blue** above) and any sub-headers on the performance standard pages do not include the word rule.

4.2 Performance standards numbering

Some performance standards break the standard down into different sub-rules, with each sub-rule having its own header, while other performance standards only consist of a list of rules.

Where the performance standard consists of a list of rules (not divided subjects/sub-rules) the rule goes straight into a numerically-ordered numbered list.

Example:

15.6.7 Location and Screening of Car Parking

1. In all residential areas, parking, loading and access areas and garages and carports must not occupy more than 50% of the area of the front yard that is part of the road boundary setback required by [Rule 15.6.13](#).
2. In residential heritage precincts, parking areas must not be visible from an adjoining public place, unless they are set back a minimum of 4m from the road boundary.
3. Activities that contravene this performance standard are restricted discretionary activities.

If a performance standard consists of multiple standards with their own sub-header, each sub-header must start with the rule number followed by the performance standard name.

Example:

15.6.13.2 Setback from scheduled tree

New buildings and structures, additions and alterations, and any site development activities that involve the installation of impermeable surfacing must comply with [Rule 7.5.2](#).

15.6.13.3 Setback from coast and water bodies

New buildings and structures, additions and alterations, and storage and use of hazardous substances must comply with [Rule 10.3.3](#).

4.3 Figures and tables

- Start with the word Figure or Table.
- Followed by the numbers of the rule or 2GP section where the figure or table is included.
- Followed by a letter (which matches the order of that figure or table in that particular section; e.g. 'A' being the first figure in that section, and 'E' being the fifth figure in that section). For example, Figure 5.5.3.6A, Figure 5.5.3.6B. Letters start back at A at the next section containing a figure or table (for example, Figure 5.5.3.8A).
- Followed by a description of the figure or table.
- Note that activity status tables following a different numbering format.

Examples:

Table 11.1.2A Risk guidance

Figure 15.6.6.1A: General Residential 2 Zone

Figure 15.6.6.1B: Inner City Residential Zone

Figure 15.6.6.1C: All other residential zones

5 Referencing

5.1 Referencing to special information requirements

Special Information Requirements rules provide information that must be (or generally will be required to be) supplied with resource consent applications.

Special information requirements must be linked to from the assessment rules for the relevant consent situation(s).

Template text to be used:

(see Special Information Requirements – Rule X.X)

Example:

General assessment guidance:

- iv. The assessment of an application for military exercises that contravenes the noise (military exercises) performance standard Rule 4.5.4.4 will consider the findings of a noise management plan (see Special Information Requirements - Rule 4.11.1).

5.2 Referencing to other sections or rules of the 2GP

- See Section X.
- See Rule X.
- See Figure X.

5.3 Referencing legislation and standards

Spell out relevant legislation or standards as completely as possible, including the date of legislation:

- Hazardous Substances and New Organisms Act 1996 (HSNO).
- SNZ/PAS 4509:2008 New Zealand Fire Service Firefighting Water Supplies Code of Practice.
- Natural Environmental Standard for Assessing and Managing Contaminants in Soil to Protect Human Health 2011.