

## Planning information to be included with simple residential building consent applications, such as residential alterations

**March 2025**

This checklist has been produced to enable the Resource Consents Team to assess building consent applications for compliance with the District Plan. Providing correct and accurate information will allow them to assess your building consent application effectively and ensure delays are avoided.

For additional guidance, contact Planning Enquiries on 03 477 4000 or email [ResourceConsentsPublicEnquiries@oa.dcc.govt.nz](mailto:ResourceConsentsPublicEnquiries@oa.dcc.govt.nz).

### Information required

- **Site plan** (of the *entire* site) showing:
  - record of title boundary lines/ legal property boundary.
  - area of the site
  - north point
  - underground services (both Council-owned and private) and effluent disposal systems
  - easements
  - District Plan yard setbacks
  - location of any protected trees (including the canopy spread/dripline, or the half the maximum height of the tree measured from the trunk, whichever is the greater) on the site or adjoining sites
  - all existing and proposed structures and buildings (to scale)
  - distances from proposed structure(s) to boundaries, at their closest point
  - footprint/site coverage of building(s)
  - total site coverage in square metres (including all buildings and all impermeable surfaces such as driveways, courtyards, paths, etc.)
  - existing and proposed vehicle crossings (including dimensions)
  - driveways and parking areas:
    - dimensions and gradient
    - proposed surfacing
  - outdoor living/amenity areas (area, dimensions and gradient)
  - location and dimensions of outdoor service areas (only required if there will be three or more residential units within the site).
- **Floor plans**, with details of:
  - existing and proposed uses for each room or space within the building(s)
  - location of all kitchen and bathroom facilities and any sinks
  - floor area
  - acoustic insulation (if it is required due to being in proximity to a railway line, state highway, etc.).
- **Elevations**, showing:
  - the existing and proposed ground level
  - floor levels
  - existing structures and proposed new work from all four sides (i.e. north, east, south and west)
  - maximum height of structure above *existing* ground level
  - distance to the boundaries
  - overhang of eaves into yard setbacks

- height recession plane from the point of *existing* ground level (including cross-sections at critical locations on boundary/below highest part of building, especially on sloping sites)
- if the proposed development is within a precinct or a landscape overlay, details of roofing and cladding materials type, colour treatment and light reflectance value (LRV).
- **Earthworks and retaining wall details**, including:
  - location/area of earthworks (cuts, fill and retaining walls)
  - total cut volume and fill volume (including a total combined volume)
  - maximum depth of the cuts and fill/change in finished ground level
  - gradient of batters (both cut and fill batters)
  - retaining wall height (long-sections when height varies along its length)
  - cross sections for any retaining walls or cut/fill batter showing separation distance from property boundaries.

***Please note that a development contribution fee may be payable for any new self-contained residential units, or when establishing a new activity such as visitor accommodation or other commercial activity.***