

LAND USE RESOURCE CONSENT CHECK LIST

Applicant's Name: _____

Site Address: _____

This check list has been produced to assist you in the preparation and lodgement of your resource consent application. The provision of correct and accurate information will enable the effective processing of your application and will ensure that delays are kept to a minimum.

Tick each box that is relevant as you compile the information. If it is not relevant, please write NA across the box.

Please consult our front counter staff for additional guidance if you are not sure what is relevant to your resource consent application.

Customer Use		Office Use Only
<input type="checkbox"/>	Application Form: <ul style="list-style-type: none"> <input type="checkbox"/> Completed, signed and dated application form; <input type="checkbox"/> Full description of the proposal. 	<input type="checkbox"/>
<input type="checkbox"/>	Certificate of Title: <ul style="list-style-type: none"> <input type="checkbox"/> Copy of current Certificate of Title (max 3 months old) from Land Information New Zealand; <input type="checkbox"/> Copy of any relevant restrictions on the Certificate of Title (such as consent notices, covenants, encumbrances, building line restrictions). 	<input type="checkbox"/>
<input type="checkbox"/>	Application Fee/Deposit: <ul style="list-style-type: none"> <input type="checkbox"/> Fees payable as per the Planning Fees and Charges for the current financial year. Cash, cheque or EFTPOS only; no Credit Cards accepted. 	<input type="checkbox"/>
<input type="checkbox"/>	Assessment of Environmental Effects including (where relevant): [also see the separate guide and related District Plan provisions] <ul style="list-style-type: none"> <input type="checkbox"/> Effects on people/neighbours [such as: sunlight admission/shading effects; loss of outlook; building dominance; loss of privacy; noise, vibration, odour and dust generation] <input type="checkbox"/> Effects on the neighbourhood [such as: streetscape impacts (including visibility from public places, distance from street, building dominance, building design and appearance); locality characteristics (range and type of activities, building form and function, ambient noise levels, hours of operation)] <input type="checkbox"/> Built environment effects [such as: impacts on heritage buildings; impacts on heritage and townscape precincts; quality of architecture] <input type="checkbox"/> Transportation effects [such as: traffic generation; access; parking and loading; on-site manoeuvring; vehicle and pedestrian safety] <input type="checkbox"/> Natural environment effects [such as: scheduled trees; areas of significant conservation value; native flora and fauna; loss of vegetation generally; ecological effects generally] <input type="checkbox"/> Landscape effects [such as: effects on outstanding natural features and landscapes; effects on natural character; effects on visual quality; change to landform] <input type="checkbox"/> Cultural effects [such as: impacts on archaeological sites; impacts on resources of importance to iwi] <input type="checkbox"/> Hazards [such as: natural hazards (including erosion, falling debris, subsidence, slippage, or inundation); storage, use, disposal and transport of hazardous substances; operation of hazardous facilities; site contamination] <input type="checkbox"/> Servicing [such as: potable water supply; disposal of stormwater; disposal of wastewater] 	<input type="checkbox"/>

	<input type="checkbox"/> Cumulative effects [such as: effects from the activity that arise over time; effects from the activity in combination with other effects (both on and off-site)]	
<input type="checkbox"/>	Locality Plan or Aerial Photograph: <input type="checkbox"/> Showing the physical location of the subject site in relation to adjoining streets and sites.	<input type="checkbox"/>
<input type="checkbox"/>	Site Plan showing (where relevant): <input type="checkbox"/> General <ul style="list-style-type: none"> » Certificate of Title boundary lines and dimensions » Address, legal description and title reference » Area of the site » North Point » Road reserve, street name and property address » Underground services (both Council-owned and private) and effluent disposal systems » Easements » Any relevant covenant and consent notice boundaries (e.g. building platforms) » Location of existing and proposed fencing, including fence type and height » Location of buildings on adjoining sites, in particular buildings on or close to boundaries <input type="checkbox"/> Buildings <ul style="list-style-type: none"> » Outline of all existing and proposed buildings including decks and buildings to be demolished » Overhang of eaves i.e. roof outline as well as building footprint » Usage of new and existing buildings » Total length and width of buildings dimensions » Building coverage (proposed and existing) calculation in square metres » Minimum yards required by the District Plan » Distances to boundaries dimensioned » Areas of non-compliance highlighted » Associated amenity open space and outdoor service areas identified for dwellings <input type="checkbox"/> Topography <ul style="list-style-type: none"> » Areas of proposed earthworks, areas of cut and fill (including depth and volume), new retaining walls and existing and proposed ground levels » Ground contours and selected levels at critical locations on boundary/below highest part of building <input type="checkbox"/> Hazards <ul style="list-style-type: none"> » Location of any water course, including catchment orientation and secondary flow paths » Known geological features, including any areas of instability » Areas of known site contamination <input type="checkbox"/> Transportation <ul style="list-style-type: none"> » Vehicle crossings and driveways with widths dimensioned » Driveway gradients » Distance of vehicle crossing to intersection » Car parking areas with parking spaces dimensioned » Any loading area (e.g. for commercial or industrial activities) with loading spaces dimensioned » Tracking curve for on-site manoeuvring » Existing and proposed hard surfacing <input type="checkbox"/> Vegetation & Habitat <ul style="list-style-type: none"> » Location, species and height of all existing and proposed plants » Location of protected trees (including the canopy spread) on the site or adjoining sites (refer to Schedule 25.3 of the District Plan) » Areas of Significant Conservation Value (refer to Schedule 25.4 of the District Plan) » Any significant indigenous vegetation or significant habitats of indigenous fauna <input type="checkbox"/> Archaeology & Heritage <ul style="list-style-type: none"> » Location of archaeological sites (refer to Schedule 25.2 of the District Plan) » Location of heritage buildings (refer to Schedules 25.1 of the District Plan) 	<input type="checkbox"/>
<input type="checkbox"/>	Floor Plans showing (where relevant): <input type="checkbox"/> Total length and width of buildings dimensioned; <input type="checkbox"/> Existing and proposed uses inside each room or space for each floor within the building(s); <input type="checkbox"/> Location of all/any kitchen and bathroom facilities and any sinks; <input type="checkbox"/> Location of doors and windows; <input type="checkbox"/> Calculation of floor area.	<input type="checkbox"/>
<input type="checkbox"/>	Elevations showing (where relevant): <input type="checkbox"/> Existing structures and proposed new work from all four sides; <input type="checkbox"/> Floor levels; <input type="checkbox"/> Maximum height of structure above existing ground level; <input type="checkbox"/> Roofing, cladding and window elements including material type and colouring/finish; <input type="checkbox"/> Door and window location; <input type="checkbox"/> Areas of proposed earthworks, identifying areas of cut and fill (including depth and volume), new retaining walls and existing and proposed ground levels; <input type="checkbox"/> Chimneys, aerials, satellite dishes, heat pumps, LPG cylinders;	<input type="checkbox"/>

	<ul style="list-style-type: none"> <input type="checkbox"/> Certificate of Title boundary lines; <input type="checkbox"/> Fences; <input type="checkbox"/> Vegetation where it is used for screening; <input type="checkbox"/> Front yard, side yard and rear yard setbacks required by the District Plan; <input type="checkbox"/> Overhang of eaves into yard with size dimensioned; <input type="checkbox"/> Height plane angle from the point of the existing ground level, including cross-sections at critical locations on boundary/below highest part of building; <input type="checkbox"/> Areas of non-compliance shaded/indicated; <input type="checkbox"/> Signage (include location, size, design, colour and illumination). 	
<input type="checkbox"/>	Written Approvals: <ul style="list-style-type: none"> <input type="checkbox"/> "Affected Person(s) Consent Form" completed; <input type="checkbox"/> Site plan, elevations, floor plan and any other relevant documentation signed and dated by affected person(s). 	<input type="checkbox"/>

This is a preliminary checklist only. It is general in nature and does not cover all possible information requirements, nor is all of the information relevant to all types of application.

Please check with a planner at the Council if you are unsure of the information requirements for your particular application.

Please also note that the detailed technical review of your application once lodged may reveal the need for you to supply further information, in which case you will be advised as soon as possible.