

EARTHWORKS RESOURCE CONSENT CHECKLIST

Applicant's Name: _____

Site Address: _____

This checklist has been produced to assist you in the preparation and lodgement of your earthworks resource consent application. Providing correct and accurate information will enable the effective processing of your application and will ensure delays are kept to a minimum. Please note that the checklist below only relates to a resource consent application and other requirements may apply to your proposed works.

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

Please consult our enquiries 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 or Copy of Sale and Purchase Agreement where Certificate of Title not yet issued; <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"/>	Description of Earthworks Activity including (where relevant): <ul style="list-style-type: none"> <input type="checkbox"/> Description of earlier earthworks that have been carried out on-site within the previous 2-year period (detailing the volume of earthworks, change in ground level and purpose of the earthworks); <input type="checkbox"/> Description of the proposed earthworks, the intended methodology and what the proposed earthworks are for; <input type="checkbox"/> Name of designer/engineer used to design the proposed earthworks and comment on whether they will supervise the work; <input type="checkbox"/> Name of contractor to be used to carry out the earthworks; <input type="checkbox"/> Length of time to complete earthworks (start date and finish date) and length of time to carry out any rehabilitation measures; <input type="checkbox"/> Statement as to whether building consent has already been obtained, is being sought or will be sought in addition to resource consent; <input type="checkbox"/> Answers to the following questions: <ul style="list-style-type: none"> - What area does excavation cover? - What will be the maximum depth of the excavation? - What volume of soil is to be excavated? - Where is surplus excavated soil and rock to be disposed? - What is the maximum slope of cut batters? - Where will hard fill be sourced from? - What is the area to be hard filled? - What will the maximum depth of fill be? - What volume of hard fill is to be placed on site? - What is the maximum slope of fill batters? - Whether engineered fill is to be placed in accordance with New Zealand Standard NZS 4431:1989 <i>Code of practice for earth fill for residential development</i>; <input type="checkbox"/> What measures will be used to avoid effects on neighbours (such as not removing support next to the boundary and avoiding filling against fences and hedges)? <input type="checkbox"/> Will the work interfere with any watercourse? If so, in what way? <input type="checkbox"/> How will dust, mud and falling rubble be controlled whilst the work is being carried out? <input type="checkbox"/> How will noise be controlled while the work is being carried out? <input type="checkbox"/> How will stormwater and general runoff be controlled, whilst the work is being carried out and once the work has been completed? <input type="checkbox"/> How are the excavated cut slopes and fill embankments to be stabilized following the earthworks? <input type="checkbox"/> Location of vehicle access for transport of material and estimated type and number of vehicle movements. 	<input type="checkbox"/>

<input type="checkbox"/>	<p>Assessment of Environmental Effects including (where relevant): [also see the separate guide and related District Plan provisions]</p> <p>Earthworks that require resource consent are normally controlled or restricted discretionary activities. This means that the Council's control or discretion is restricted to certain matters only, depending on what rules are breached. The assessment of effects only needs to consider the relevant matters.</p> <ul style="list-style-type: none"> □ Earthworks not complying with Minimum Setback Distances of Cuts from Property Boundaries and of Earthworks from Existing Building Foundations and Cliff Tops or Toes (Rule 17.7.3(i)) <ul style="list-style-type: none"> - Design and engineering of retaining structures and earthworks; - Effects on the stability of land and buildings; - Effects on the surface flow of water and on flood risk; - Effects on underground utilities. □ Earthworks not complying with Minimum Setback Distances of Fill from Property Boundaries (Rule 17.7.3(i)) <ul style="list-style-type: none"> - Adverse effects on the amenity of neighbouring properties; <p>For earthworks that were not granted an earthworks permit prior to 1 July 2010 and that do not form part of a project that was granted building consent on or after 1 July 2010, also need to assess:</p> <ul style="list-style-type: none"> - Design and engineering of retaining structures and earthworks; - Effects on the stability of land and buildings; - Effects on the surface flow of water and on flood risk; - Effects on underground utilities. □ Earthworks not complying with Scale Thresholds in Rule 17.7.3(i) but complying with conditions in Rule 17.7.4(iii) <p>Need to provide a copy of any granted archaeological authority, any required archaeological assessment and the results of consultation with tangata whenua. Also need to cover:</p> <ul style="list-style-type: none"> - Effects from noise, dust and vibration; - Effects on any archaeological or cultural site; - Effects from the release of sediment beyond site boundaries, including transport of sediment by stormwater systems; - Visual effects. <p>For earthworks that were not granted an earthworks permit prior to 1 July 2010 and that do not form part of a project that was granted building consent on or after 1 July 2010, you also need to assess:</p> <ul style="list-style-type: none"> - Design and engineering of retaining structures and earthworks; - Effects on the stability of land and buildings; - Effects on the surface flow of water and on flood risk; - Effects on underground utilities. □ Earthworks not complying with Scale Thresholds in Rule 17.7.3(i) nor complying with conditions in Rule 17.7.4(iii) <ul style="list-style-type: none"> - Adverse effects on the amenity of neighbouring properties; - Effects on visual amenity and landscape; - Effects on any archaeological site and/or any cultural site; - Effects on the transportation network, caused by the transport of excavated material or fill; - Effects from the release of sediment beyond site boundaries, including transport of sediment by stormwater systems; - Cumulative effects relating to any of these matters. <p>For earthworks that were not granted an earthworks permit prior to 1 July 2010 and that do not form part of a project that was granted building consent on or after 1 July 2010, you also need to assess:</p> <ul style="list-style-type: none"> - Design and engineering of retaining structures and earthworks; - Effects on the stability of land and buildings; - Effects on the surface flow of water and on flood risk; - Effects on underground utilities. □ Earthworks close to Natural Surface Water Bodies and Mean High Water Springs (Rule 17.7.3(iii)) <ul style="list-style-type: none"> - Sedimentation of the nearby surface water body/bodies or coastal water; - Inundation or erosion of land caused by the alteration of the direction, rate or depth of flow of the nearby surface water body/bodies. □ Earthworks within Groundwater Protection Zones (Rule 17.7.3(iv)) <ul style="list-style-type: none"> - The nature and extent of the proposed work and the degree to which it may disturb the protective mantle over the Groundwater Protection Zone as identified on District Plan maps; - The extent to which the proposed works may increase the risk of groundwater contamination. □ Earthworks close to Water and Waste Infrastructure (Rule 17.7.3(v)) <ul style="list-style-type: none"> - Effects on the integrity of water, stormwater and/or foul sewer reticulation. □ Earthworks close to High Voltage Transmission Lines and Support Structures (Rule 17.7.3(vi)) <ul style="list-style-type: none"> - Any effects on the integrity of the transmission line; - Volume, area and location of the works, including temporary activities such as stockpiles; - Timing of the works; - Site remediation; - The use of mobile machinery near the transmission line which may put the line at risk; 	<input type="checkbox"/>
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	<ul style="list-style-type: none"> - Compliance with the NZ Electrical Code of Practice for Electrical Safe Distances 34:2001. □ Earthworks within Conservation Areas (Rule 16.5.5(iii) and Rule 16.6.2(ii)) <ul style="list-style-type: none"> - The cumulative effect of the incremental loss or modification of areas of indigenous vegetation and habitats of indigenous fauna; - The necessity of the proposed activity for the purpose of maintaining or enhancing the conservation values of the area; - The sensitivity of the area of significant conservation value to the actual and potential adverse effects of the proposed activity in terms of the likelihood of, and projected time frame for, complete recovery from any such effects. □ Earthworks involving High Class Soils (Rule 6.5.3(viii)) <ul style="list-style-type: none"> - Extent to which high-class soils will be taken out of production. 	
<input type="checkbox"/>	Locality Plan or Aerial Photograph: <ul style="list-style-type: none"> □ Showing the physical location of the subject site. 	<input type="checkbox"/>
<input type="checkbox"/>	Site Plan showing (where relevant): <ul style="list-style-type: none"> □ Certificate of Title boundary lines and dimensions; □ Foundations of any existing or proposed buildings; □ Existing ground contours/levels and proposed ground contours/levels; □ Top or toe of any cliff (i.e. existing slope with an average gradient of over 63° or 1 to 2 horizontal to vertical ratio); □ Extent of cut and extent of fill (including location of toes and crests, and depth and volume) and including specification of distance of work from site boundaries; □ Extent of engineered fill to be placed in accordance with New Zealand Standard <i>NZS 4431:1989 Code of practice for earth fill for residential development</i>; □ Known geological features (including any areas of instability); □ Depth to bedrock; □ Areas of known site contamination; □ All existing and proposed retaining walls, indication of whether they support fill or a cut, and wall heights; □ Existing and proposed fencing, including fence type and height (especially in Residential zones); □ All underground services (both public and private) including any effluent disposal systems; □ Proposed field drains; □ Proposed sediment and erosion control features; □ All surface water courses, including catchment orientation and secondary flow paths; □ On-site catchment boundaries and off-site sources of runoff; □ Mean High Water Springs mark where next to coast; □ Groundwater Protection Zone location as shown on the District Plan Maps; □ Areas of existing vegetation to be retained and areas of proposed vegetation to be planted; □ Protected trees (including the canopy spread) on the site or adjoining sites; □ Any areas of indigenous vegetation and fauna defined by the District Plan within the Rural and Rural-Residential zones; □ Archaeological sites. 	<input type="checkbox"/>
<input type="checkbox"/>	Typical Elevations/Cross Sections through the site showing (where relevant): <ul style="list-style-type: none"> □ Certificate of Title boundary lines; □ Existing buildings and retaining walls; □ Extent of proposed earthworks, showing areas of cut and fill (including depth and volume), slopes of cut and fill batters, and existing and proposed ground profiles; □ New retaining walls; □ Existing and proposed fences (particularly for Residential zones); □ Areas of existing vegetation to be retained and areas of proposed vegetation to be planted; □ Physical details of retaining walls, back fill and foundations. 	<input type="checkbox"/>
<input type="checkbox"/>	Written Approvals: <ul style="list-style-type: none"> □ "Affected Person(s) Consent Form" completed; □ Site 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 applications.

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

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

Note: The discharge of water from earthworks is subject to other DCC requirements. Refer to the following:
[Stormwater Quality Bylaw - Dunedin City Council](#)
[Trade Waste Bylaw - Dunedin City Council](#)

Please also refer to Otago Regional Council requirements that may apply to earthworks for development.