

Request for District Plan Certificate: Heritage Works Plan

Submit this form online at: onlineservices.ccc.govt.nz; or

Email to: resourceconsentapplications@ccc.govt.nz; or

Deliver to: Resource Consents Unit, Christchurch City Council, 53 Hereford Street, Christchurch; or

Send to: Resource Consents Unit, Christchurch City Council, PO Box 73014, Christchurch Mail Centre, Christchurch, 8154

For enquiries phone: (03) 941 8999

About this form

This form is used to request certification of a **Heritage Works Plan** under the Christchurch District Plan.

Important information:

- Certification of a Heritage Works Plan is required to enable **heritage upgrade works** and **reconstruction or restoration** for the following heritage items to be carried out as a permitted activity under Rule 9.3.4.1.1 P10 and P11 of the District Plan:
 - Highly Significant (Group 1) heritage items, where the works are required as a result of damage; or
 - Significant (Group 2) heritage items.
- This form must be accompanied by a **Heritage Works Plan** prepared by a **Heritage Professional** in accordance with Clauses 1-4 of Appendix 9.3.7.5 (refer pages 3 and 4 of this form).
- The terms “*Heritage upgrade works*”, “*Reconstruction*”, “*Restoration*” and “*Heritage Professional*” are defined in Chapter 2 of the District Plan.
- The required fee (refer Resource Management [Fee Schedule](#)) must be paid before your request will be processed. An invoice will be issued when the request is received.

1. Heritage item

Name of heritage item:

District Plan heritage Item number:

Site address:

Legal description of the site(s):

2. Proposed works

I am requesting certification for:

- Heritage upgrade works - Rule 9.3.4.1.1 P10
- Reconstruction - Rule 9.3.4.1.1 P11
- Restoration - Rule 9.3.4.1.1 P11

I have attached a **Heritage Works Plan** prepared by a Heritage Professional in accordance with Appendix 9.3.7.5.

3. Applicant details

Full name (including middle name):

Registered Company / Trust / Organisation name:

Contact person / Trustee names:

Landline:

Mobile:

Email:

Postal Address:

Signature of Applicant: (Or person authorised to sign on behalf of Applicant)

Date: Name:

4. Agent (if applicable)

Name of Agent:

Name of firm:

Landline: Mobile :

Email:

Postal Address:

5. Invoicing details

Invoices relating to this certificate are to be made out to:

- Applicant Agent
 Existing 'on-account' customer Name of account customer:
 Other (specify below)

Name:

Email:

Postal Address:

If the cost of processing exceeds the deposit paid a further invoice will be issued when processing is completed. Alternatively, if the cost of processing is less than the deposit a refund will be issued. Any refund will be paid to the receipted name.

Where the application fee is to be charged to an **account holder** no deposit is required. Instead the actual fees will be invoiced on completion of processing.

6. Privacy information

The information on this form is required for the Council to process your request. All information submitted is required to be kept available for public record, therefore the public (including business organisations, media and other units of the Council) may view this application, once submitted. It may also be made available to the public on the Council's website. If there is sensitive information in your request please let us know.

The Council is subject to the Privacy Act 1993. For a full privacy statement see: <https://ccc.govt.nz/the-council/how-the-council-works/privacy-statement/>. If you would like to request access to, or correction of, your details, please contact us.

EXCERPTS FROM THE CHRISTCHURCH DISTRICT PLAN

Appendix 9.3.7.5 – Heritage Works Plan

Heritage Works include Reconstruction, Restoration, and Heritage Upgrade Works and may also include Repairs, Maintenance and Heritage Investigative and Temporary Works that are otherwise permitted activities, but are incorporated as part of these other works.

1. Principles

The Heritage Works Plan shall be prepared, and the Heritage Works shall be undertaken, in accordance with the following matters:

- 1.1. The objective and policies of Section 9.3 of the District Plan;
- 1.2. The heritage building is made and kept safe for future occupation in terms of compliance with required seismic standards and Building Act requirements;
- 1.3. The degree of intervention should be kept to a practical minimum;

- 1.4. Traditional methods and materials should be given preference, except where new materials are necessary for reasons of safety, compliance and performance; and
- 1.5. The Heritage Works are for the purpose of facilitating ongoing viable uses of heritage items.

2. The Heritage Works Plan shall:

- 2.1. Include the documentation process to be used to capture a comprehensive photographic record of the heritage item prior to Heritage Works commencing, while they are being undertaken (particularly to record revealed heritage fabric) and once completed.
- 2.2. Contain a description and plans, elevations and cross sections (scope of works) showing those parts of the heritage item which are subject to the Heritage Works. These are to be accompanied by an assessment by the Heritage Professional in regards to the effect on heritage fabric.
- 2.3. Provide a description of the techniques to be used to undertake the Heritage Works described in Clause 2.2 above.
- 2.4. Include a Temporary Protection Plan where this is necessary to prevent further damage to the heritage item or damage to the heritage setting, during the Heritage Works.
- 2.5. Identify any special skills required for undertaking the Heritage Works (e.g. stonemasonry, glass, timber).
- 2.6. Where relevant be accompanied by a chartered structural engineer's assessment addressing:
 - The damage;
 - With regard to the effects on heritage fabric, the options considered for undertaking the works; and
 - The engineering design documentation for the chosen option.
- 2.7. Specify the timeframe required to complete the Heritage Works, and nominate the heritage professional who will be responsible for overseeing the works.

The level of information provided under each of 2.1 - 2.7 shall be commensurate with the nature and scale of the proposed works.

3. Need for further works

- 3.1. The Heritage Works Plan may be amended, should investigative works or Building Act requirements lead to the need for additional work or modifications to the Heritage Works Plan as originally submitted. In this case, an amendment to the Heritage Works Plan shall be submitted to the Council.

4. Preparation

- 4.1. The Heritage Works Plan shall be prepared and signed by:
 - (i) A Heritage Professional; and
 - (ii) A chartered structural engineer, where any works affect structural elements of the heritage item; and
 - (iii) Where required, any other relevant expert with respect to compliance with other provisions of the Building Act.
- 4.2. For the purposes of Clause 4.1(i), a heritage professional is defined in Chapter 2 Definitions.
- 4.3. The Heritage Works Plan shall include confirmation that the heritage professional meets the relevant criteria in the heritage professional definition, and shall provide evidence of the person's role the project relies on for the purpose of that definition. The evidence provided must demonstrate that the person's experience in heritage conservation is relevant to the nature of the works and the heritage fabric being considered.

5. Certification

The Council shall certify that the Heritage Works Plan or any subsequent amendments) has been prepared in accordance with Clauses 1 -4 above.

Definition of "Heritage professional" (Chapter 2 Definitions)

in relation to Rule 9.3.4 Historic heritage, Appendix 9.3.7.5 Heritage works plan and Appendix 9.3.7.6 Certification of non-heritage fabric, means:

- a. a registered architect with a recognised post-graduate qualification in a field related to heritage conservation or management and at least three years of experience, including experience on at least three projects where he/she has acted as the principal heritage advisor for works involving a heritage building listed by Heritage New Zealand, and/or in a district plan; and/or
- b. a person with a degree or with a recognised post-graduate qualification in a field related to heritage conservation or management, and at least five years of experience in heritage conservation or management, and including experience on at least five projects where he/she has acted as principal heritage advisor for works involving a heritage building listed by Heritage New Zealand and/or in a district plan.