

Land use consent application checklist

For enquiries phone: (03) 941 8999 or email DutyPlanner@ccc.govt.nz

About this checklist

This checklist has been produced to assist you in the preparation and lodgement of your land use consent application. The provision of correct and accurate information will ensure that delays are kept to a minimum.

It is general in nature and doesn't cover all rules in the District Plan, nor is all the information relevant to all types of application. Please check with our Duty Planner if you're unsure of the information requirements for your particular application.

Please also note that the detailed technical review of your application may identify the need for you to supply further information, in which case we'll let you know as soon as possible.

[]	<p>a. Application Form P-001</p> <p>[] Completed and signed application form, including a full description of the proposal, a list of the ways in which it does not comply with the Christchurch District Plan and/or any relevant National Environmental Standards, and an assessment of effects on the environment</p>
[]	<p>b. Location of Application Site</p> <p>[] Copy of current property Title less than 3 months old, including any consent notices, covenants or other encumbrances to which the Council is a party. <i>(Note: The Council can obtain this from Land Information New Zealand on your behalf)</i></p>
[]	<p>c. Application Fee / Deposit</p> <p>[] Fees payable and internet banking details are set out in the Resource Management Fee Schedule. An invoice will be issued when the application is received.</p>
[]	<p>d. Site Plan (1:200) showing (where relevant)</p> <p>[] Location and use of all existing and proposed buildings in relation to legal and internal boundaries;</p> <p>[] Location of any waterway and dimensions from its banks to any new buildings and/or earthworks (see also g. below);</p> <p>[] Vehicle and pedestrian access, manoeuvring, car and cycle parking spaces and driveway gradients;</p> <p>[] Outdoor living, service and storage space;</p> <p>[] Landscape plan showing location, species and height of all existing and proposed plants;</p> <p>[] Location of protected trees on the site or adjoining sites;</p> <p>[] Location of street trees on road berm adjoining the application site;</p> <p>[] Areas of proposed filling or excavation, retaining walls and existing and proposed ground levels;</p> <p>[] Building coverage (proposed and existing) in square metres; and</p> <p>[] Surveyed ground and floor levels (especially at critical points to show compliance with the District Plan).</p>
[]	<p>e. Floor Plans (1:100 / 1:50) showing (where relevant)</p> <p>[] Proposed uses;</p> <p>[] Gross floor areas for each use;</p> <p>[] Location of all/any kitchen facilities;</p> <p>[] Doors and windows; and</p> <p>[] Overall dimensions of all buildings.</p>
[]	<p>f. Elevations (1:100 / 1:50) showing (where relevant)</p> <p>[] Recession planes from accurate levels;</p> <p>[] Maximum height; and</p> <p>[] Doors and windows.</p>

<input type="checkbox"/>	<p>g. Water body setback intrusions (in addition to other information on this checklist)</p> <ul style="list-style-type: none"> <input type="checkbox"/> The location of the required water body setback, measured in accordance with Appendix 6.11.5.2 and 6.11.5.3 of the District Plan; <input type="checkbox"/> The amount of building intrusion within the setback (in m²), including any proposed decking; <input type="checkbox"/> Volume and location of proposed excavation and filling within the water body setback; <input type="checkbox"/> An assessment of the effects of the intrusion on the water body environment; covering the matters in Rule 6.6.7 of the District Plan; <input type="checkbox"/> For water bodies defined as Ngā Wai in Appendix 9.5.6.4, an assessment of the proposal against the matters in Rule 9.5.5.3 of the District Plan (also refer to the Mahaanui Iwi Management Plan at www.mahaanuiukurataiao.co.nz); <input type="checkbox"/> Details of any bank maintenance and/or enhancement works including mitigation planting; and <input type="checkbox"/> An assessment of the effects of the activity where the water body is identified as a Site of Ecological Significance in Schedule A of Appendix 9.1.6.1.
<input type="checkbox"/>	<p>h. HAIL (land contamination) information</p> <ul style="list-style-type: none"> <input type="checkbox"/> Details of any known areas of contamination, or potential contamination identified on Environment Canterbury's Listed Land Use Register (www.llur.ecan.govt.nz) and/or in a contamination investigation report. <input type="checkbox"/> A copy of the LLUR statement if the site is listed on the Register. <input type="checkbox"/> If the land is contaminated or potentially contaminated (refer Section 8 of this form) a report from a suitably qualified and experienced practitioner (e.g. consultant experienced in investigating and managing contaminated land) outlining how the works will be managed to avoid potential effects on the health of neighbours and people living and working on the site, and on the environment. A Preliminary Site Investigation or Detailed Site Investigation may be required.
<input type="checkbox"/>	<p>i. Assessment of Environmental Effects</p> <ul style="list-style-type: none"> <input type="checkbox"/> An assessment of effects on the environment in accordance with Schedule 4 of the RMA, at a level of detail that corresponds with the scale and significance of the effects that the proposed activity may have on the environment. This assessment may require technical specialist reports on matters such as traffic, heritage, noise, protected trees, contaminated land, geotechnical assessment, landscape and urban design.
<input type="checkbox"/>	<p>j. Assessment against objectives and polices</p> <ul style="list-style-type: none"> <input type="checkbox"/> An assessment against the relevant objectives and policies of the District Plan and, where relevant, any proposed plan changes.