

INFORMATION TO ACCOMPANY APPLICATIONS**1. General Information**

Section 88 of the Act sets out the general procedure for making an application for resource consent. The information required to be supplied with any application for resource consent should be sufficient for any person to understand:

- a) Who is making the application;
- b) The location of the site to which the proposed activity relates, including the legal description(s) of the property, certificate of title(s) and photographs of any relevant features;
- c) The nature, staging, and physical extent of the proposed activity;
- d) The actual or potential effects that the activity may have on the environment;
- e) The ways in which any adverse environmental effects may be avoided, remedied or mitigated;
- f) Any other resource consents that the activity may require, and whether or not such consents have been applied for;
- g) Any application in regard to a proposed subdivision, should also contain such information as required by the Act and included under 6 (below) and such information as required in Chapter 31 (Subdivision) of this Plan.

2. Additional Information

In addition to the above information requirements, an application may also require any of the following information where it is appropriate to the application:

- a) An explanation of how the proposed activity is consistent with the relevant objectives and policies specific to the particular site and/or Zone;
- b) Reports from relevant experts, such as a registered engineer or geologist, detailing the proposal and its suitability for the site(s) or area.
- c) Specific information to be included where necessary in an engineering/geotechnical investigation.

The engineering geological plan should where necessary show:

- An engineering geological plan of the proposed development drafted at a scale of between 1:100 and 1:2000 (appropriate scale to be determined in consultation with the Council); and
- An engineering geological/geotechnical appraisal.

- Existing features (including natural ground contours, hydrological and/or hydrogeological features such as watercourses, ponds and seepage zones, areas of fill and active or potentially active geomorphic features);
- Distribution and extent of surface geology deposits and bedrock;
- Proposed site engineering features (including access tracks/ roads, final construction levels, stages of development, drainage structures and sediment traps); and
- Location of suitable building platforms for each site or Lot.

The engineering geological assessment should include (where necessary) information on:

- Foundation materials (bedrock and surface geology);
- Any existing fill material (depth, extent and nature of);
- Surface and subsurface drainage patterns;
- Topographic and/or engineering constraints to site development and/or site access;
- Any active or potentially active geomorphic processes such as land instability and streambank erosion; and)
- If appropriate, site preparation requirements for any fill, fill placement requirements and engineering design, fill performance monitoring and drainage control measures.

Note 1 The engineering geology assessment report should provide guidelines for subdivision planning and recommendations for further investigations (if and where appropriate).

Note 2 The engineering/geotechnical investigation should be completed and the report prepared by a person suitably qualified and experienced in engineering and/or geotechnical and/or engineering geological matters.

- d) Specific details regarding the nature, scale and design of the proposal (including, where appropriate, building materials, colours, hours of operation, vehicle parking spaces, access and proposed landscaping);
- e) If a sign is to be included in the proposal, the information to be displayed on the sign;
- f) A description of the methodology of effluent disposal and water supply (if appropriate);
- g) An explanation of any consultation undertaken. Any concerns, recommendations or requirements made known by any Regional, District or City Council, the Department of Conservation, iwi or any other relevant organisation or affected persons should be recorded;
- h) Any relevant hazard information, including any protection or hazard mitigation measures and an explanation as to whether the proposal will exacerbate the extent or effects of any hazard beyond the site;

- i) The extent of any earthworks;
- j) The location of any significant areas of indigenous vegetation, water bodies (including lakes and streams) and ridgelines and an explanation of any effect of the proposed activity(s) on any Protection Policy Area, Coastal Protection Area, Conservation Reserves, or Protected Building, object or site, or Notable Building, object or site, or 'silent file' areas;
- k) Any proposal to establish production forestry which requires consent as a controlled, discretionary, restricted discretionary or non-complying activity must include as part of the application the following information:
- Location and dimensions of areas proposed for clearance of existing vegetation and/or production planting.
 - Location and extent of any archaeological or historic sites within the site subject of clearance and/or planting or earthworks and details of how they will be affected by the proposal.
 - Location and dimensions of any surface water bodies within the site subject of clearance and/or planting or earthworks and details of how they will be affected by the proposal.
 - Measures to be used to protect any areas of indigenous vegetation within the site subject of the application.
 - Methods to be used to prevent invasion by wilding seedlings of any adjacent areas of indigenous vegetation.
 - Methods to be used to prevent erosion during any clearance, planting or harvesting work.
 - The time period over which any clearance and/or planting will take place.
 - Measures to be used to protect water flow and quality of any bodies of water or wetlands in the vicinity.
 - Methods to be employed to inhibit the spread of fire within and in the vicinity of the area to be forested, including fire access roads.
 - Likely methods to be employed in harvesting operations.
 - Anticipated date(s) and time period(s) of harvesting.
 - Roading and harvesting shall be conducted in accordance with the principles of the NZ Forest Code of Practice or its successor ruling at the time.
- l) For all applications involving heritage resources the following information is required:
- An explanation of the nature of the heritage resources affected, i.e. heritage building/place/site/waahi tapu;
 - The specific location of the heritage resource, (preferably a map showing the location of the resource and area of impact the proposal has on the resource);
 - A statement as to whether the activity will affect the whole/part of the heritage resource;
 - An indication as to how adverse effects on heritage values will be mitigated;

- Where it is likely a significant adverse effect will result, a description of any possible alternative location or methods of undertaking the activity;
- What consultation (if any) has occurred with Tangata whenua (if it relates to a waahi tapu and/or waahi tapu area) and the New Zealand Historic Places Trust.

Amendments to design and other details of any application for resource consent may be made until the close of hearing, only if such amendments are within the scope defined by the original application. If such amendments go beyond that scope, such as by increasing the scale or intensity of the proposed activity, or by significantly altering the character or effects of the proposal, a fresh application will be required.

3. Drawings and Plans

In addition to the above information, all applications for resource consent must (unless inappropriate to do so) include a set of plans and/or drawings to illustrate the proposal.

An application for a land use consent must supply an original, plus two copies, as A3 or A4 reductions, of each plan or drawing. The plan and/or drawings must be accurate, and legible and shall include the following information:

- a) **Site Location:** with road name, property boundaries, and north point.
- b) **Site Plan:** at an appropriate scale for detail (which in any urban area shall be at a scale of no less than 1:200), showing as applicable:
 - property dimensions in metres;
 - the location of all existing and proposed buildings and structures;
 - all sealed areas;
 - the position of any easement over the site;
 - the position and dimensions of every parking and loading space;
 - kerb lines adjacent to the site and any adjacent street trees;
 - levels on site boundaries and around any buildings and, if the site is not level (a uniform grade of less than 1 in 10), ground contours;
 - proposed retaining walls, excavations and landfills;
 - existing trees and areas of vegetation and proposed landscaping;
 - where appropriate, shadow diagrams or models showing overshadowing of proposed structures on adjacent properties;
 - watercourses, and drainage and sewerage pipes within the site; and
 - the means to manage all stormwater and sanitary drainage.
- c) **Floor Plan:** of each building at a scale of no less than 1:100, showing:
 - the use of all parts of the building including parking, storage and service areas;

- where appropriate, internal layout of the building and identification of the use of such rooms or parts of a floor. (Where several floors are of the same area and use, a standard floor plan may be used).
- d) Elevations of each building at a scale of no less than 1:100 showing:
- the external appearance of the building (including windows and doors);
 - the number of floors;
 - building heights and distance to any property boundary and, where relevant, building height envelopes and maximum permitted height; and
 - original and modified ground levels underneath the proposed building.

4. Assessment of Environmental Effects

Any assessment of environmental effects supplied with an application must provide sufficient information for any person to understand the actual or potential effects (both beneficial or adverse) of that proposed activity on the environment, and the ways it is proposed to avoid, remedy or mitigate any adverse effects.

An application for a controlled activity need only address those matters over which the Council has retained control. An application for a discretionary activity consent to vary a condition for a permitted activity or standard for a controlled activity need only address those matters related to the activity's non-compliance with the particular condition or standard.

The assessment for other types of applications shall address all relevant matters relating to the actual or potential effects of the proposed activity on the environment, and shall be in sufficient detail to enable a clear understanding of the scale and significance of those effects.

Where an application is required to include an assessment of environmental effects the applicant may be required, unless it is unreasonable in the circumstances, to consult as part of the assessment with the following persons as appropriate:

- a) The owner(s) and occupier(s) of the subject land;
- b) Persons likely to be directly affected by the proposed activity;
- c) The District and Regional Council;
- d) The Department of Conservation;
- e) The New Zealand Historic Places Trust;
- f) Relevant iwi;
- g) Crown Public Health;
- h) Other authorities, organisations or individuals as appropriate.

5. Supplementary Information**5.1 Further Information**

The Council may, in terms of section 92 of the Act, require applicants to supply further information relating to the application where such information is necessary to better understand:

- The nature of the proposed activity;
- The effects the proposed activity may have on the environment; and
- The ways in which any adverse environmental effect may be avoided, remedied or mitigated.

Where the Council considers that any significant adverse environmental effect may result from a proposed activity, it may also require an explanation of any possible alternative locations or methods for undertaking the activity, the applicant's reasons for making the proposed choice and the consultation undertaken by the applicant.

5.2 Commissioned Reports

The Council may also commission a report on any matters raised in relation to an application, including a review of any information provided in the application. The purpose of any review would be to:

- Audit the information provided in an application in terms of its accuracy, relevance, and comprehensiveness; or
- Review any technical, scientific, or operational detail pertaining to the proposed activity; or
- Identify and assess any natural hazard or the use or storage of any hazardous substance pertaining to the proposed activity, including reasonable measures to avoid, remedy or mitigate any potential adverse environmental effects; or
- Provide information on other matters pertaining to the application, such as design and appearance of buildings or heritage, amenity, or cultural considerations.

Prior to commissioning any such report/s as detailed above, and for which the applicant will incur the costs, the Council is to advise the applicant, that such report/s will be commissioned and an estimate of likely costs of such report/s.

6. Specific Information Accompanying Subdivision Consent Applications

Any application for subdivision consent shall include (but is not limited to):

- a) A description of the activity for which consent is sought;
- b) The address and legal description of the property, and a copy of the Certificate(s) of Title for the land to be subdivided;

- c) A statement specifying any other resource consent(s) the applicant may require in regard to any aspect of the proposed activity, and whether the applicant has applied for such consent(s);
- d) Such information as is required under section 219 of the Act;
- e) In regard to an application for a discretionary or non-complying activity, an Assessment of Environmental Effects;
- f) Plan(s) drawn to an identified scale, preferably on either A3 or A4 sized paper or larger, containing sufficient information to adequately define and identify:
- the address and legal description of the property;
 - the position of all new boundaries, including restrictive covenant boundaries for cross-lease applications, and unit, accessory unit and common property boundaries for unit title applications;
 - the areas of all new allotments (except for a subdivision by grant of cross lease or company lease or by the deposit of a unit title);
 - the location and areas of new reserves to be created (including esplanade reserves), esplanade or access strips, and any proposed improvements;
 - the location and areas of any land below Mean High Water Spring Tide Mark or of any part of the bed of a river or lake which is required under section 235 of the Act to be shown on the survey plan as land to be vested in the Crown;
 - the location and areas of land to be set aside as new road;
 - the location and area of any proposed easement;
 - abutting and underlying title boundaries, existing building line restrictions and any existing easements;
 - the balance area of the property to be subdivided showing any proposals for future development;
 - where appropriate, contours at an interval sufficient for the design of accessways and services, or to show the general topography of the area, particularly around proposed house sites;
 - any features or areas to be protected by covenant or other method;
 - the principal topographic and geological features, including areas of loose fill and faultline or fault traces;
 - areas of land that may be subject to flooding or inundation, erosion, landslip or subsidence, or areas of land that are within an identified natural hazard high risk area;
 - any significant environmental feature or area of indigenous vegetation;
 - all surface water bodies;
 - the existing sewer and stormwater drainage system with invert and manhole levels;
 - existing utility services;
 - existing groundwater bores and their Regional Council reference number;
 - existing and proposed septic tanks, soakage areas, and irrigation systems;

- existing structures (including buildings), and fences and whether such structures will be retained, relocated or removed;
 - appropriate building platform or platforms identified in accordance with the objectives and policies for subdivision and rules for the relevant Zone, unless it is not intended to erect a building, in which case a consent notice may be imposed by the Council which precludes the erection of a building on a site;
 - details of any earthworks required to establish building platforms and access, including the quantity of cut and fill proposed;
 - existing roads, carriageways, and pathways to which connection will be made;
 - proposed roads, access points onto the lot(s), accessways, and service lanes with relevant widths, areas and gradients, methods of formation and surfacing;
 - proposed areas of excavation and fill, together with the proposed finished contours for proposed cuts and fills greater than 5m³;
 - any designations applying to all or part of the lot;
 - memorandum of easements; and
 - any necessary amalgamation condition.
- g) Information shall also be provided in plans, drawings or reports on the following matters, where appropriate:
- **Potable Water Supply:** verification that each new lot is capable of providing an adequate water supply;
 - **Utility Services:** information on the availability, or otherwise, of common utility services;
 - **Stormwater Drainage:**
 - Where existing stormwater sewers are proposed to be used or connected to service the subdivision, confirmation that adequate capacity is available; or
 - If stormwater is proposed to be discharged into a watercourse or the sea, any consultation undertaken and consents required; or
 - **Sewage Disposal:**
 - Whether there is adequate capacity through existing sewers; or
 - Evidence that the lot(s) has the ability to adequately dispose of sewage on-site in an environmentally acceptable manner, and if so, that the relevant consents have been lodged or obtained; or details of the method(s) of sewage disposal to be employed.
 - **Stability:** a statement that there is no uncontrolled fill on the site, and there is no evidence of soil creep, slumping, or other site instability;
 - **Faultlines:** if any faultlines or traces are shown on the survey plan, a full geotechnical report must also be submitted;
 - **Hazardous Substances:** if the subject land contains or has contained an installation in which a hazardous substance was stored, used or disposed of the applicant shall include an assessment of risks posed by the installation by referring to the “ANZ ECC Guidelines” and/or

“Guidelines and Priorities and Procedures for Contaminated Sites Investigations” published by the Ministry of Health or its successor at the time.

- Heritage Sites and Protected and Notable Buildings, objects and sites: if the subject land contains an identified feature, the application must include information about the feature and any proposed method of protecting and/or enhancing the feature as necessary;
- An application for a cross lease or company lease or unit title shall include:
 - Information to demonstrate that the building(s) has or have existing use rights; or
 - A copy of the certificate of compliance for each building; or
 - Any land use consent granted for the subject buildings; or
 - Information to demonstrate the subject buildings meet the relevant development controls of this Plan.
- **Staged Cross-Lease Subdivision:** sufficient information to demonstrate that the undeveloped balance portion of land is suitable for further development that would be in accordance with the requirements of the District Plan and that all possible site constraints to such development have been investigated and reported;
- **Staged Unit Title Subdivision:** information must be submitted with the application to show the proposed staging of development, including:
 - How all existing or proposed buildings will meet the requirements of the District Plan; or
 - The land use consent issued for any proposed buildings; or
 - The building consent issued for any proposed buildings.
- **Staged Freehold Subdivision:** information on the proposed staging process and time frame.

7. **Specific Information Accompanying Applications to Waive an Esplanade Reserve or Esplanade Strip Requirement**

In addition to any other information requirements, an application to reduce or waive an esplanade reserve or esplanade strip requirement shall include the following:

- a) A description of the ecological characteristics of the water body and the land subject to an esplanade reserve or esplanade strip, including any existing or alternative measures for protecting or enhancing those characteristics;
- b) The requirements of the landowner to use the site in an effective and reasonable manner;
- c) The extent to which the public can obtain access to the water body and what recreational value it may have;

- d) The extent to which the natural character and visual quality of the water body will be preserved; and
- e) The location of any buildings or structures that may effect or influence the width of the reserve or strip.
- f) A description of any constraints such as, but not limited to; pests and weeds that may affect the usefulness/value of the land for esplanade purposes.

CRITERIA FOR ASSESSING RESOURCE CONSENT APPLICATIONS**1. Assessment of Land Use Consents**

The matters contained in sections 104 and 105 and in Part II of the Act apply to the consideration of all resource consents for land use activities. In addition to these above matters, the Council shall consider the following matters;

- a) The relevant matters stated for the consideration of any controlled or discretionary activity;
- b) Whether the proposed activity would be contrary to any relevant objectives and policies of the Plan;
- c) Whether conditions can be devised to avoid, remedy or mitigate any adverse effects of the proposal;
- d) The environmental outcomes intended to be achieved by the Plan;
- e) The design and location of any proposed building and its effect on the visual amenity of the area;
- f) The nature of any goods or products, including hazardous substances, that are to be used or stored on the site and the degree to which they affect the quality of the locality or public safety;
- g) The hours of operation or frequency with which the activity is proposed to be undertaken and the extent to which it will have adverse effect on the amenity of the area in terms of noise generation, effect on public safety and efficiency, privacy, amenity and character of the locality;
- h) Any recommendations made by a relevant expert;
- i) The outcome of any consultation undertaken;
- j) The degree to which any potential hazardous substances can be avoided, remedied or mitigated; and

- k) The extent to which any significant environmental feature and the landscape values of the area will be maintained and/or enhanced.
- l) Any detrimental effects on utility services and the roading network.
- m) Tangata Whenua should be consulted on resource consents where it is deemed that they could be adversely affected. In particular, Section 6 and 7 of the Resource Management Act 1991 should be considered.

2. Assessment Criteria for Restricted Discretionary Activities or Discretionary Activities which do not Conform with Conditions for Permitted Activities or Standards and Terms for Controlled Activities

The following matters will be considered in an assessment of a restricted discretionary activity or discretionary activity.

- a) Whether the degree of non-compliance with any particular condition, standard or term is minor, having regard to the purpose of that control; or
- b) If it is unreasonable to require compliance with the condition, standard or term; or
- c) Whether conditions can be imposed to avoid, remedy or mitigate any adverse environmental effects resulting from the non-compliance with any rule, standard or term; or
- d) Features of the site which make compliance difficult, including size, shape, access, topography, geotechnical constraints, or the presence of a natural hazard or indigenous vegetation.
- e) Aspects relating to existing development which make compliance difficult, including the location or layout of existing buildings, the need for architectural coherence, the preservation or enhancement of any heritage features or significant environmental features, or the provision of special facilities for the community or groups within the community (such as the disabled).
- f) Unusual amenity circumstances, including improvements to amenity on site or in the immediate vicinity, the retention of vegetation or open space, screening or shading, the preservation of privacy, or the improvement of public views.
- g) Special environmental considerations, including the proximity of noxious, dangerous, offensive or objectionable land uses to the site, any unusually located building on an adjacent site, preservation of the natural character of the area or the enhancement of the environmental quality of the neighbourhood.
- h) Unusual traffic conditions (vehicular or pedestrian), including volumes of traffic, traffic safety, efficiency of traffic movement, pedestrian amenity,

adequate alternative provision for parking, improvement to existing parking, better design of access and parking facilities and improved on and off-site access.

3. Specific Criteria for Assessing Land Use Consent Applications

a) Amenity

Yards/Separation Distances/Amenity Planting

- The extent to which any intrusion into a yard requirement is necessary to enable more efficient, practical and/or reasonable use of the balance of the site or the long term protection of significant trees or significant environmental features on the site;
- Any adverse effects of the proximity or bulk of the building resulting in loss of access to daylight or privacy on adjoining sites;
- The provision of landscaping or screening to mitigate the adverse effects of any yard encroachment;
- For a front yard setback, the extent to which alternative practical locations are available on the site;
- The extent to which an alteration of the front yard will detract from the pleasantness, coherence, openness and attractiveness of the site as viewed from the street and adjoining sites;
- The adverse effects of any building intrusion into the front yard on the outlook and privacy of people on the adjoining sites;
- The extent to which any encroachment into the front yard will be compatible with the appearance, layout and scale of other buildings and sites in the surrounding area; and
- The visual effects of amenity tree planting on views from public places or on local landscape and amenity values.

Height

- The extent to which the proposed buildings will be compatible with the scale of other buildings in the surrounding area;
- The effect of the increased height in terms of visual dominance of the outlook from other sites, roads and public open spaces in the surrounding area;
- The extent to which the increased height would have an adverse effect on sites in the surrounding area in terms of loss of privacy through being overlooked;
- The extent to which the proposed building will overshadow adjoining sites and result in reduced sunlight and daylight admission; and
- Whether any adverse effects of increased height may be avoided, remedied or mitigated by such as through increased separation distances between the building and adjoining sites or the provision of screening.

Artificial Light

- The effect of the light on adjoining and other properties;
- Whether a reduction in the level of glare is possible; and
- Whether the direction in which the light is aimed, and the duration and hours of operation of the activity requiring the lighting, can be changed to avoid, remedy or mitigate any adverse effects.

Screening of Non-Residential Activities

- The effect of reduced landscaping and screening in terms of the visual impacts of the buildings and the scale of these buildings;
- The importance of landscaping and screening on the particular site, taking into account the visual quality of the surrounding environment; and
- The extent to which the site is visible from adjoining sites and the likely consequences on outlook from those sites of any reduction in landscaping or screening standards.

Earthworks

- The visual impact on the immediate vicinity and on any areas of landscape value; or
- The effects of sediment and stormwater runoff on stream systems, habitats, and adjacent properties; or
- The removal of material by wind and any off-site effects; and
- The effects on ground water quality and quantities, including from leachate; or
- The effects on amenity values from dust nuisance and noise;
- The ability to mitigate any adverse environmental effects, through means including site and vegetation restoration, landscape treatment and planting and engineering measures; and
- The ability to adequately re-vegetate any cut slopes.

b) Traffic Generation

- Any adverse effects, in terms of noise and vibration from vehicles entering or leaving the site or adjoining road(s), which are incompatible with existing noise or vibration levels in the area; or
- Any adverse effects, in terms of glare from headlights of vehicles entering or leaving the site, which intrude on residents or occupants of adjoining residential sites; or
- Levels of traffic congestion or effects on traffic safety; or
- Any cumulative effect of traffic generation from the activity in conjunction with the traffic generation from other activities in the area; and
- The ability to mitigate any adverse effects of the additional traffic generation through the location and design of vehicle crossings, parking and loading areas or the provision of screening or other appropriate measures.

4. Specific Criteria for Assessing Subdivision Consent Applications

- a) The following matters will be considered, where relevant:
- The provision for disposal of sewage and stormwater without adverse effects on public health or the environment;
 - The provision of a sufficient supply of potable water;
 - The provision or ability of every allotment to have vehicular access to a formed road or proposed formed road;
 - The cumulative impacts on the infrastructure of the District and its efficient use and development;
 - The provision of access within every lot;
 - The ability of any existing or likely future building to comply with conditions and standards in this Plan;
 - Whether amenity values and character will be protected or enhanced;
 - The appropriateness of the subdivision in relation to any sites or resources of significance to tangata whenua, including water quality;
 - The appropriateness of the subdivision in relation to Part II of the Act;
 - Whether any visually obtrusive or environmentally damaging earthworks associated with the proposed development of the subdivided land can be avoided or minimised;
 - Whether the subdivided land contains any substances that may be hazardous to future occupiers of the land;
 - Whether the allotment has an adequate building platform to allow a complying building to be constructed that will not be subject to unacceptable risks from natural hazards or will not significantly exacerbate the risks to other properties and people; and
 - Whether the allotment(s) comply with section 321 of the Local Government Act 1974 in regard to access to a legal road.
- b) For a staged unit development, whether the proposal has been granted a resource consent, or a certificate of compliance has been issued.
- c) For a subdivision of a building, the following matters will also be considered as relevant:
- Whether the use of the building complies with all requirements of this Plan or has an applicable resource consent or has existing use rights;
 - Whether the building complies with all Building Code requirements including those generated by any change of use or has been lawfully erected; and
 - Whether the new allotments meet, or can meet, the requirements of section 46(4) of the Building Act 1991.
- d) **Approval of Discretionary Activities**
- Consent to an application for subdivision as a discretionary activity may not be granted if one or more of the above criteria for assessment is not met. In addition, consent may not be granted under the following circumstances:
- For proposed leases of a building or part of a building not involving a cross lease, company lease or unit title, if the Council is not satisfied

that the subject building complies with all building code requirements or has been lawfully erected;

- For a proposed cross lease or unit title:
 - If the Council is not satisfied that any proposed covenant, unit or auxiliary unit boundary has taken into account all relevant requirements under this Plan; or
 - If the building has not been completely framed, up to and including roof level, so that the Council can be satisfied that the building has been built in accordance with the requirements of this Plan; or
 - If the cross lease is to be staged, the Council is not satisfied that the lot has sufficient area for further complying development and/or that such development will be free from inundation and is capable of being adequately serviced;
- If the application is for a staged unit title subdivision, if a unit development plan has not been approved.