

Resource Consent Application Checklist



Information:

The following information must accompany your application. Your application may be rejected for processing if all information is not provided.

Specialist information such as expert landscape, traffic or economic reports may be required for some proposals. We can advise if such reports will be required to accompany your application. Give us a call on (07) 3760899 or request a pre-application meeting to discuss.

Please upload any other information that you feel may help us in assessing your application, for example, photographs.

Yes	N/A
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Application details

The following details will be requested in the application form:

Name and address details of all site owners/occupiers.	<input type="checkbox"/>	<input type="checkbox"/>
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National Environmental Standard (NES) for Assessing and Managing Contaminants in Soil to Protect Human Health: The NES includes regulations controlling soil disturbance, change of use, subdivision and removal/replacement of fuel storage systems on properties which have been used either now or in the past for a hazardous activity or industry (known as HAIL) that may have resulted in contamination of the soil.	<input type="checkbox"/>	<input type="checkbox"/>
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Details of any other resource consent applications applied for in relation to your project.	<input type="checkbox"/>	<input type="checkbox"/>
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Certificate of title and Consent notices

Provide a current (less than three months old) certificate of title along with copies of any consent notices on your title. Alternatively, Council can provide these documents – fees applicable.	<input type="checkbox"/>	<input type="checkbox"/>
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Assessment of environmental effects

Must include reference to the following:

If it is likely that the activity will result in any significant adverse effect on the environment, a description of any possible alternative locations or methods for undertaking the activity.	<input type="checkbox"/>	<input type="checkbox"/>
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An assessment of the actual or potential effect on the environment of the activity.	<input type="checkbox"/>	<input type="checkbox"/>
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If the activity includes the use of hazardous substances and installations, an assessment of any risks to the environment that are likely to arise from such use.	<input type="checkbox"/>	<input type="checkbox"/>
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If the activity includes the discharge of any contaminant, a description of the nature of the discharge and the sensitivity of the receiving environment to adverse effects and any possible alternative methods of discharge, including discharge into any other receiving environment.	<input type="checkbox"/>	<input type="checkbox"/>
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A description of mitigation measures (including safeguards and contingency plans where relevant) to be undertaken to help prevent or reduce the actual or potential effect.	<input type="checkbox"/>	<input type="checkbox"/>
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If the activity is within, adjacent to, or directly affecting a statutory acknowledgment area provide an assessment of whether or not there are affected persons in relation to the statutory acknowledgement.	<input type="checkbox"/>	<input type="checkbox"/>
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	Yes	N/A
Identification of the persons affected by the activity, any consultation undertaken, and any response to the views of any person consulted.	<input type="checkbox"/>	<input type="checkbox"/>
If the scale and significance of the activity's effects are such that monitoring is required, a description of how and by whom the effects will be monitored if the activity is approved.	<input type="checkbox"/>	<input type="checkbox"/>
If the activity will, or is likely to, have adverse effects that are more than minor on the exercise of a protected customary right, a description of possible alternative locations or methods for the exercise of the activity (unless written approval for the activity is given by the protected customary rights group).	<input type="checkbox"/>	<input type="checkbox"/>
Any effect on those in the neighbourhood and, where relevant, the wider community, including any social, economic, or cultural effects.	<input type="checkbox"/>	<input type="checkbox"/>
Any physical effect on the locality, including any landscape and visual effects.	<input type="checkbox"/>	<input type="checkbox"/>
Any effect on ecosystems, including effects on plants or animals and any physical disturbance of habitats in the vicinity.	<input type="checkbox"/>	<input type="checkbox"/>
Any effect on natural and physical resources having aesthetic, recreational, scientific, historical, spiritual, or cultural value, or other special value, for present or future generations.	<input type="checkbox"/>	<input type="checkbox"/>
Any discharge of contaminants into the environment, including any unreasonable emission of noise, and options for the treatment and disposal of contaminants.	<input type="checkbox"/>	<input type="checkbox"/>
Any risk to the neighbourhood, the wider community, or the environment through natural hazards of the use of hazardous substances or hazardous installations.	<input type="checkbox"/>	<input type="checkbox"/>
Other information required		
Assessment of the activity against the matters set out in Part 2 of the Resource Management Act 1991 .	<input type="checkbox"/>	<input type="checkbox"/>
Assessment of the activity against the following provisions		
Any relevant objectives, policies, or rules in a document.	<input type="checkbox"/>	<input type="checkbox"/>
Any relevant requirements, conditions, or permissions in a document.	<input type="checkbox"/>	<input type="checkbox"/>
Any other relevant requirements in a document (e.g. in a national environmental standard or other regulations).	<input type="checkbox"/>	<input type="checkbox"/>
Site plan		
Ensure that the site plan is to scale and that it shows:		
<ul style="list-style-type: none"> Road name and street number Legal description North point Scale All existing and proposed buildings Site coverage calculations Vehicle crossings and driveways Vehicle parking and manoeuvring areas (Note: two vehicle parking spaces, which can include internal garage parks, are required for dwellings over 80m²) The position of any proposed signage 	<input type="checkbox"/>	<input type="checkbox"/>

Yes	N/A
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Floor plans for any proposed building(s)		
Include all parts of the building, including basements, parking, lifts, mezzanines, storage and service areas.	<input type="checkbox"/>	<input type="checkbox"/>

Elevations plan for any proposed building(s)		
Ensure that the elevations plan is to scale and that it shows:		
<ul style="list-style-type: none"> The natural ground level, shown to the site boundaries Existing and finished ground levels Maximum building height and relevant height plane angle(s) External appearance of the building The depth of cut/fill for any proposed earthworks 	<input type="checkbox"/>	<input type="checkbox"/>

Affected party approvals		
Have all owner(s) and occupier(s) of each property signed both the approval form and the plans?	<input type="checkbox"/>	<input type="checkbox"/>

SUBDIVISION CONSENTS ONLY		<input type="checkbox"/> N/A
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Additional information required for subdivision consents		
Must include the following additional information:		

The position of all new boundaries.	<input type="checkbox"/>	<input type="checkbox"/>
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Areas of all new allotments, unless the subdivision involves a cross lease, company lease, or unit plan.	<input type="checkbox"/>	<input type="checkbox"/>
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The locations and areas of new reserves to be created, including any esplanade reserves and esplanade strips.	<input type="checkbox"/>	<input type="checkbox"/>
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The locations and areas of any existing esplanade reserves, esplanade strips, and access strips.	<input type="checkbox"/>	<input type="checkbox"/>
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The locations and areas of any part of the bed of a river or lake to be vested in a territorial authority under section 237A of the Resource Management Act 1991 .	<input type="checkbox"/>	<input type="checkbox"/>
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The locations and areas of any land within the coastal marine area (which is to become part of the common marine and coastal area under section 237A of the Resource Management Act 1991).	<input type="checkbox"/>	<input type="checkbox"/>
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The locations and areas of land to be set aside as new roads.	<input type="checkbox"/>	<input type="checkbox"/>
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Subdivision plan		
Ensure that the subdivision plan is to scale and that it shows:		

<ul style="list-style-type: none"> Allotment boundaries and areas All existing and proposed buildings Site coverage calculations The position of all utility services (public & private) Position of any easements and other restrictions over the allotment Vehicle parking, access, manoeuvring and loading areas Proposed retaining walls, excavations, filling of the land and resultant contours Existing ground level and contours Existing and proposed landscaping 	<input type="checkbox"/>	<input type="checkbox"/>
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