

## 6.16 INFORMATION REQUIREMENTS FOR RESOURCE CONSENT APPLICATIONS

All resource consent applications, notices of requirement pursuant to Sections 168 and 189 of the Resource Management Act, and proposal for plan changes must be accompanied with relevant and detailed information. The applicant or the person submitting such a proposal which is publicly notified shall provide a sign on the site indicating the proposal. The sign is to be placed on the site before or on the day of public notification of the proposal in accordance with the Resource Management Act regulations. It is not to be removed before the closing date of submissions. The sign remains the property of Council.

The processing of a resource consent application, whether publicly notified or not, a requirement, and a proposed change to the Plan, will only commence once the necessary information is received. The term 'received' or 'receipt' is distinguished from 'lodgement' of proposals. The statutory process for applications and proposals will only commence following receipt of the application or proposal.

### **PERMITTED ACTIVITIES**

Where an activity can be classified as a permitted activity, no further resource consent from Council is required to establish the activity in any building or on land within the resource area where the activity is permitted. Where an activity is permitted subject to conditions, then the activity cannot proceed until such time as the conditions are complied with (refer to appropriate resource area).

For developments/structures requiring building consents, the following information shall be required to accompany a building consent application:

- (a) Legal description, valuation reference and road address of property.
- (b) Copies of relevant certificates of title.
- (c) Description of the proposal and how the proposal complies with the conditions for permitted activities.
- (d) Details of the activity for which the building, or part of the building, or the site is to be used.
- (e) The names of owners and/or occupiers of the land.
- (f) Where the applicant is not the owner of the land, evidence that the applicant has notified the landowner.

- (g) A site plan drawn to common metric scale on a standard international paper size, A1, A2, A3, or A4 illustrating where relevant:
  - North point
  - Date of plan, plan title and scale
  - Boundaries between separate titles
  - The property boundaries and their dimensions
  - Location of existing and proposed buildings in the area adjacent to the proposed construction
  - Distance of proposed buildings from boundaries of property
  - Sufficient spot heights and/or ground contours of an appropriate vertical interval of the site for an accurate assessment of the height of the structure
  - Elevations
  - Locations of areas of fill and excavation
  - Vehicle entrances
  - Farm effluent disposal system and/or areas
  - Location of services and connections (sewerage, stormwater, power, telephone)
  - Topographical features, gullies, water courses
  - Landscaping
  - Location of all parking and manoeuvring areas, and the number of carparks on the site
  - Floor plans and elevations shown accurately to scale
  - Specific design details concerning the construction of the building to enable a proper assessment of the building
  - Any other such information and plans which Council may require from the applicant which are necessary for building consent assessment
  - Road boundaries (formed and unformed)
  - Household effluent disposal areas
  - Areas of known hazards, eg erosion, landslips, flooding
  - Location of heritage sites
  - Location of significant trees
  - Location of rights of way, other easements, covenanted areas and esplanade reserves and/or strips, access strips

- (h) For buildings on cross-lease sites, the site plan shall comprise the land of the parent certificate of title. Information on the site plan shall include the development on the land contained in the parent certificate of title and not on the composite certificate of title

### **CONTROLLED, DISCRETIONARY AND NON-COMPLYING ACTIVITIES**

Where a proposal is a controlled, discretionary or non-complying activity, Council shall require an application to be lodge with Council and consent be granted before the activity is permitted to proceed (refer to appropriate resources area).

For applications for controlled, discretionary and non-complying activities (for both land use and subdivision consent), the following information shall be required:

- (a) A comprehensive report detailing:
- The proposal
  - How the proposal complies, or fails to comply, with rules for such activities in the District Plan
  - For non-complying activities, how the proposal complies with the purposes and principals of the Resource Management Act 1991
  - A locality plan showing the site in the District
  - Consultation with affected parties (not for controlled activities) such as neighbours, tangata whenua, Southland Regional Council
  - Except for controlled activities, the assessment of effects of the proposal on the environment and methods by which any adverse effect will be mitigated (refer to Fourth Schedule Resource Management Act 1991)
- (b) Copies of all relevant certificates of title.
- (c) Depending on the resource area, and the type of subdivision or the type of landuse consent sought, the application for resource consent shall be accompanied by the following documents where applicable:
- Percolation tests and reports
  - Analysis of sub-soil through bore hole tests
  - Information on flood levels and frequency of such events
  - Site specific landuse capability assessments
  - Site specific engineering assessments
- (d) Site specific archaeological and heritage assessments *including photographs if required*
- (e) Any other reports which may be necessary to determine the application
- (f) For controlled activities, access details
- (d) Where the application is for subdivision consent, a preliminary plan of subdivision shall be required.
- (e) Where the application is for landuse consent, a development site plan shall be required.
- (f) The preliminary plan of subdivision or the development site plan shall graphically illustrate the proposal.
- (g) The plan shall be drawn to a common metric scale on a standard international paper size, A1, A2, A3, or A4, showing topographic and relevant features on the land which are subject to, or may impinge on, or are likely to be affected by subdivision. The plan shall show a north point, the date the plan was drawn, the plan title, and the scale.
- (h) If applicable, information on the preliminary plan of subdivision or the development site plan should include the locations of:
- All existing buildings (for example, dwellings and farm buildings)
  - Main fences
  - Vegetation and significant trees, including listed trees
  - Shelter belts
  - Hedges
  - Contour lines and/or spot heights
  - Roads (legal boundaries and carriageways)
  - Existing and proposed easements, including rights of way and covenant areas
  - Farm effluent disposal systems and/or areas
  - Ponds and dams
  - Streams and rivers
  - Stop banks
  - Drains and swampy areas
  - Parking provision
  - Vehicular entrance - existing and proposed
  - Known hazards (for example landslips)
  - Internal races and tracks
  - Power lines
  - Service connections
  - Domestic septic tanks and effluent fields
  - Wells and bore holes
  - Lot boundaries
  - Existing boundaries between certificates of title

- Vehicle manoeuvring spaces
  - Esplanade reserves and/or strips, access strips (existing and proposed)
  - Designations and other public works which affect the land
  - Airstrips
  - Railway lines
  - Heritage sites and/or archaeological sites
  - Areas of fill and excavation
- (i) And other information relating to:
- the legal description of the land and adjoining parcels of land
  - amalgamation conditions
  - dimension and areas of proposed lots.

**NOTE:** Due to the information requirements imposed by the Resource Management Act 1991, applicants seeking resource consents are advised to seek professional help, such as Solicitors, Resource Management Consultants, and Registered Surveyors.

#### **REQUIREMENTS FOR QUALITY AND NUMBER OF PLANS**

Preliminary plans of subdivision and development site plans prepared on an aerial photograph are not considered adequate because:

- (a) The photograph can not be readily reproduced.
- (b) The details shown on the photographs can be easily obstructed by draughting information.

Detail and lettering sizes for preliminary plans of subdivision and development site plans shall be of sufficient size and be draughted to a high standard suitable for reproduction and reduction.

Three copies of all documents associated with the resource consent application shall be submitted.

A good quality A4 size reduction of the preliminary plan of subdivision or development site plan shall be supplied with each set of documents.