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# E-Plan User Guide

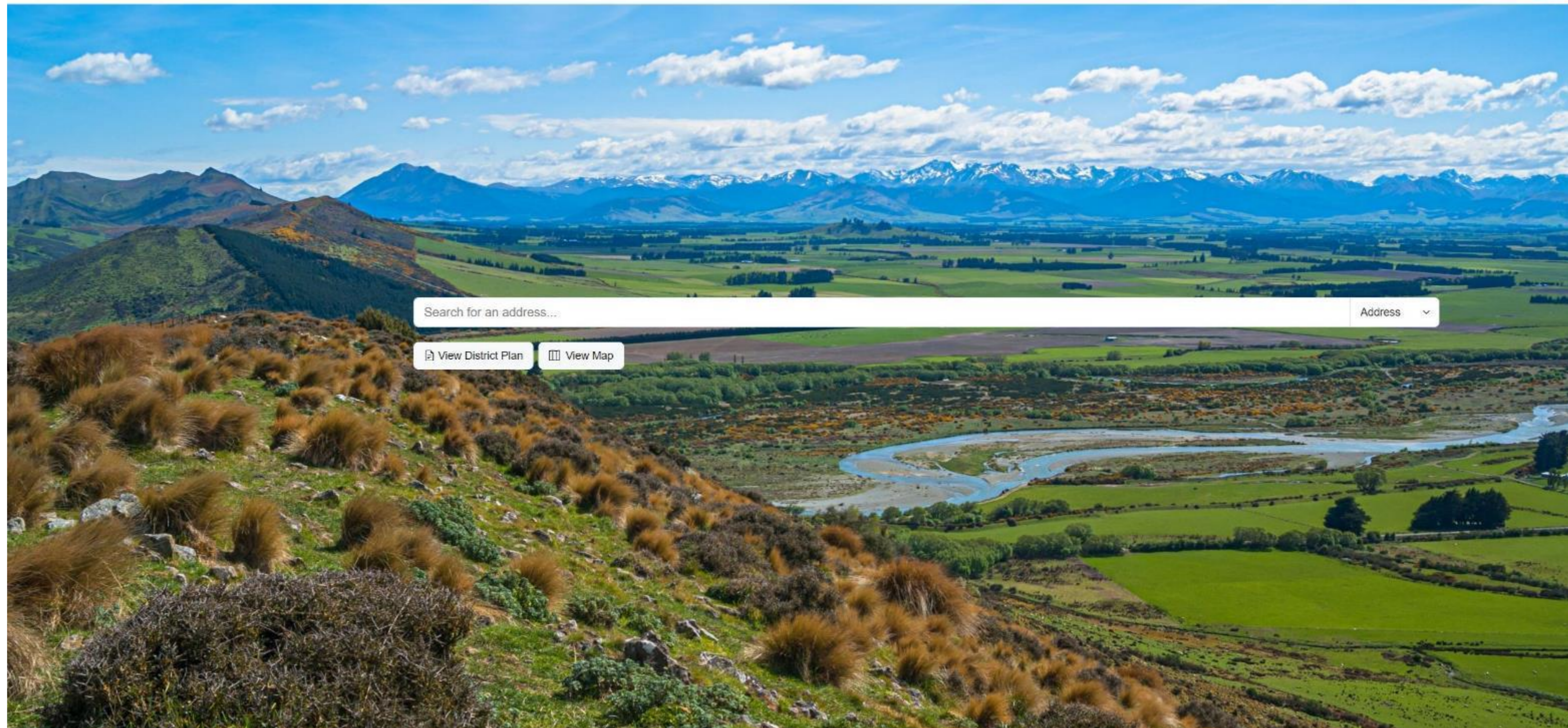
Head to: <https://eplan.southlanddc.govt.nz/eplan>

This is a user guide designed to help you navigate Southland District Council's ePlan – The electronic version of the District Plan

# How to Access The E-Plan

Search: <https://eplan.southlanddc.govt.nz/eplan>

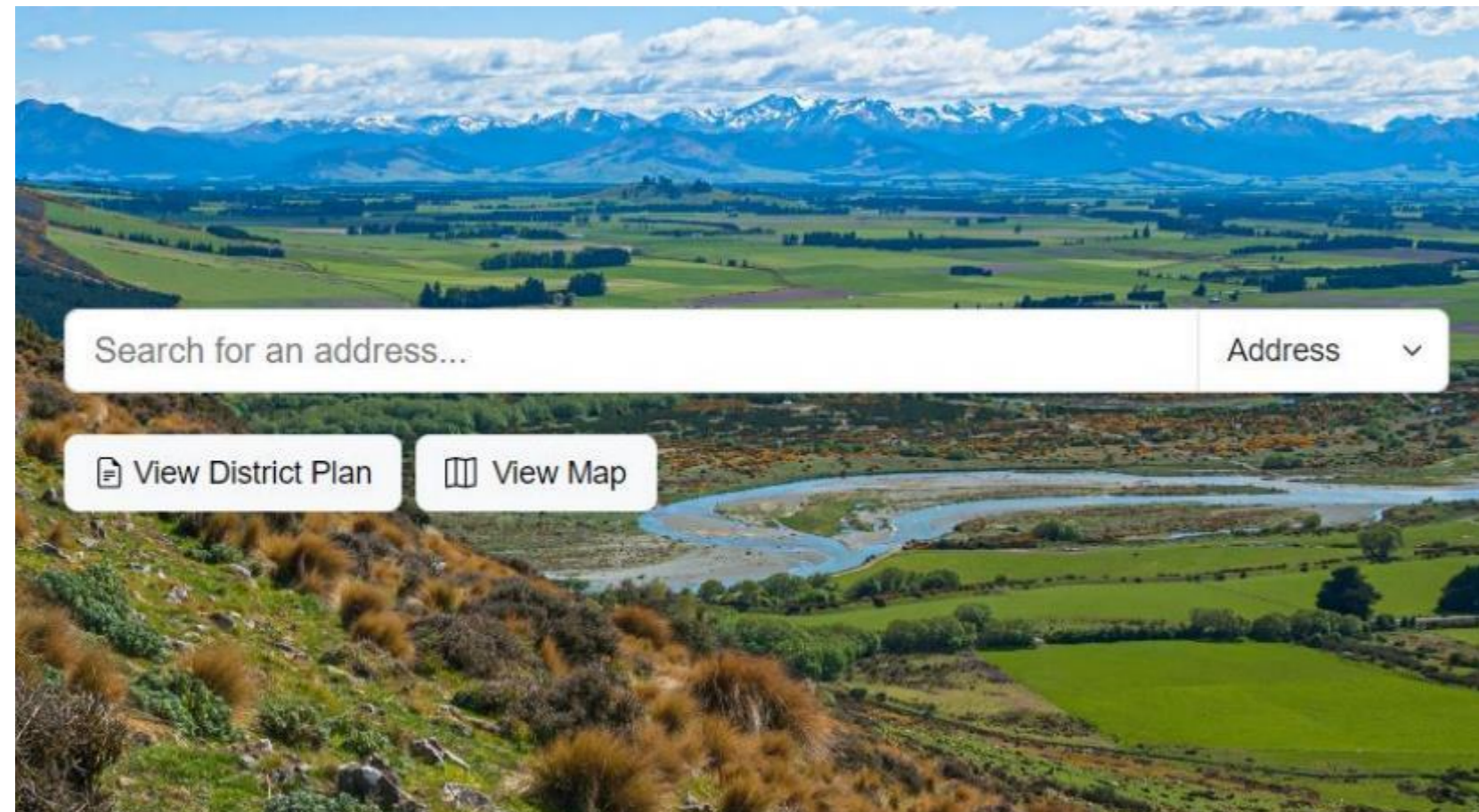
≡ District Plan



Note: The ePlan is not supported by Internet Explorer. Please use Mozilla Firefox, Google Chrome or Microsoft Edge, and make sure your browser zoom is set to 100%.

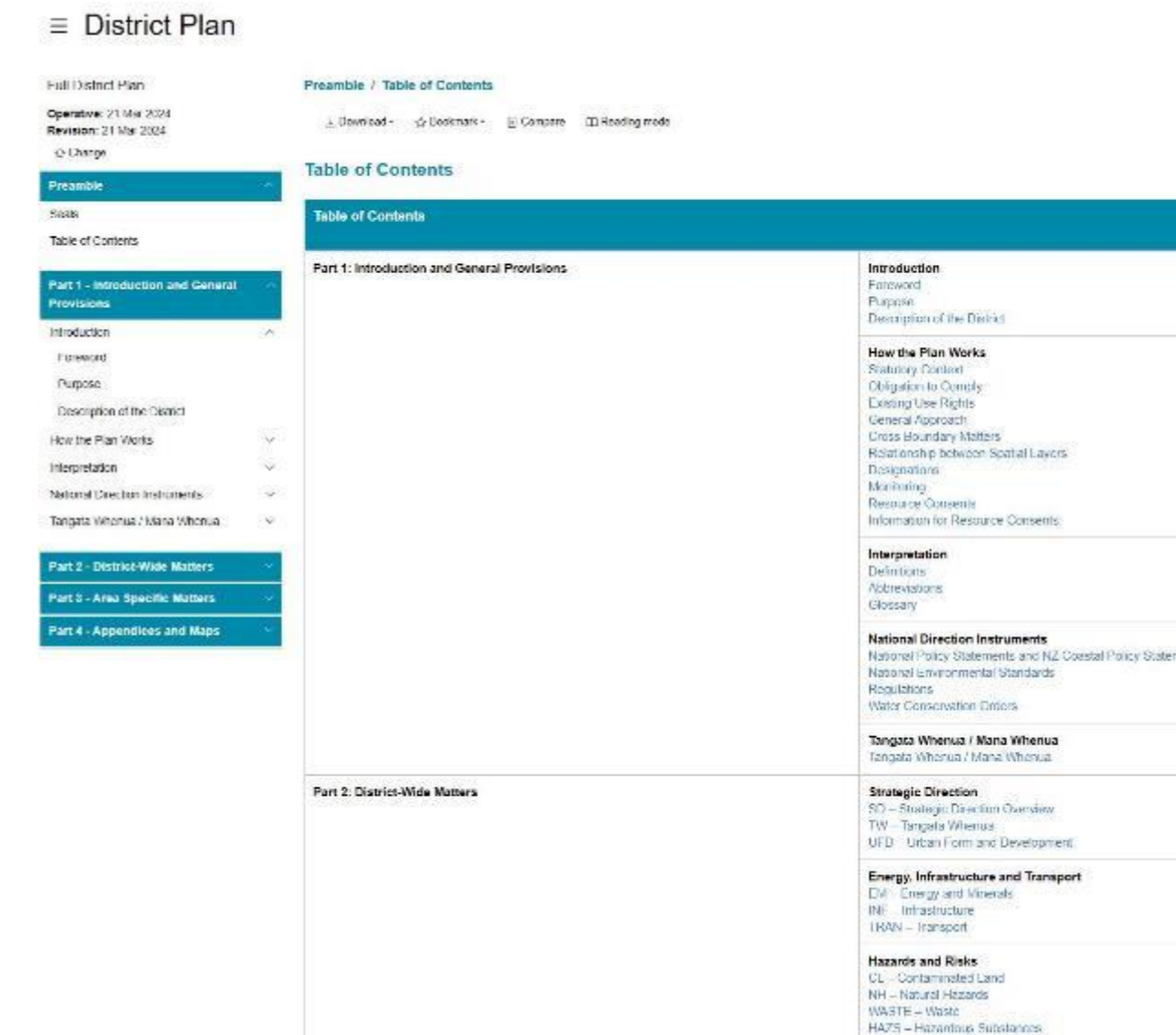
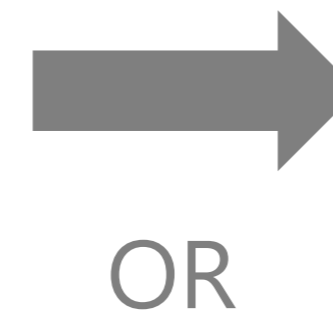
# Navigate the E-Plan

There are two main ways to navigate SDC's E-Plan. You can either:



## 1. Property Search

Search for information on a specific property using the search bar



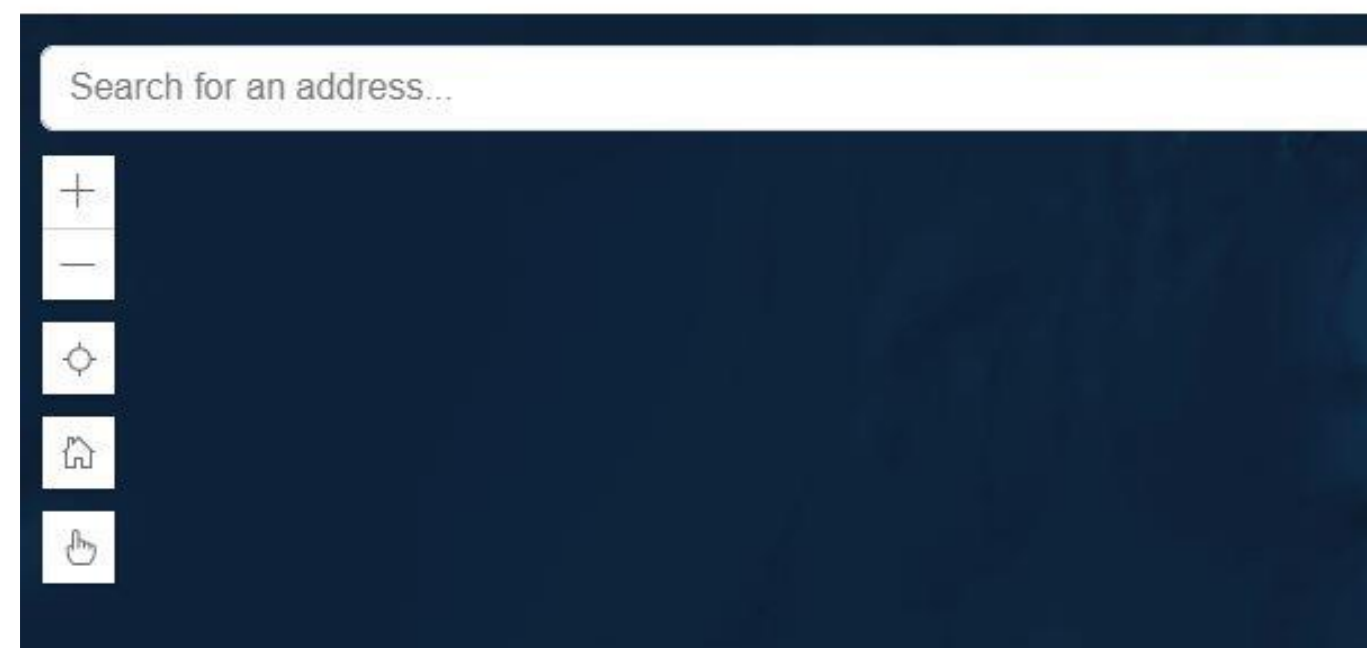
## 2. Read District Plan

Click View District Plan to see a Table of Contents which includes all district-wide provisions and those that apply to specific areas or zones.

# Searching For a Property

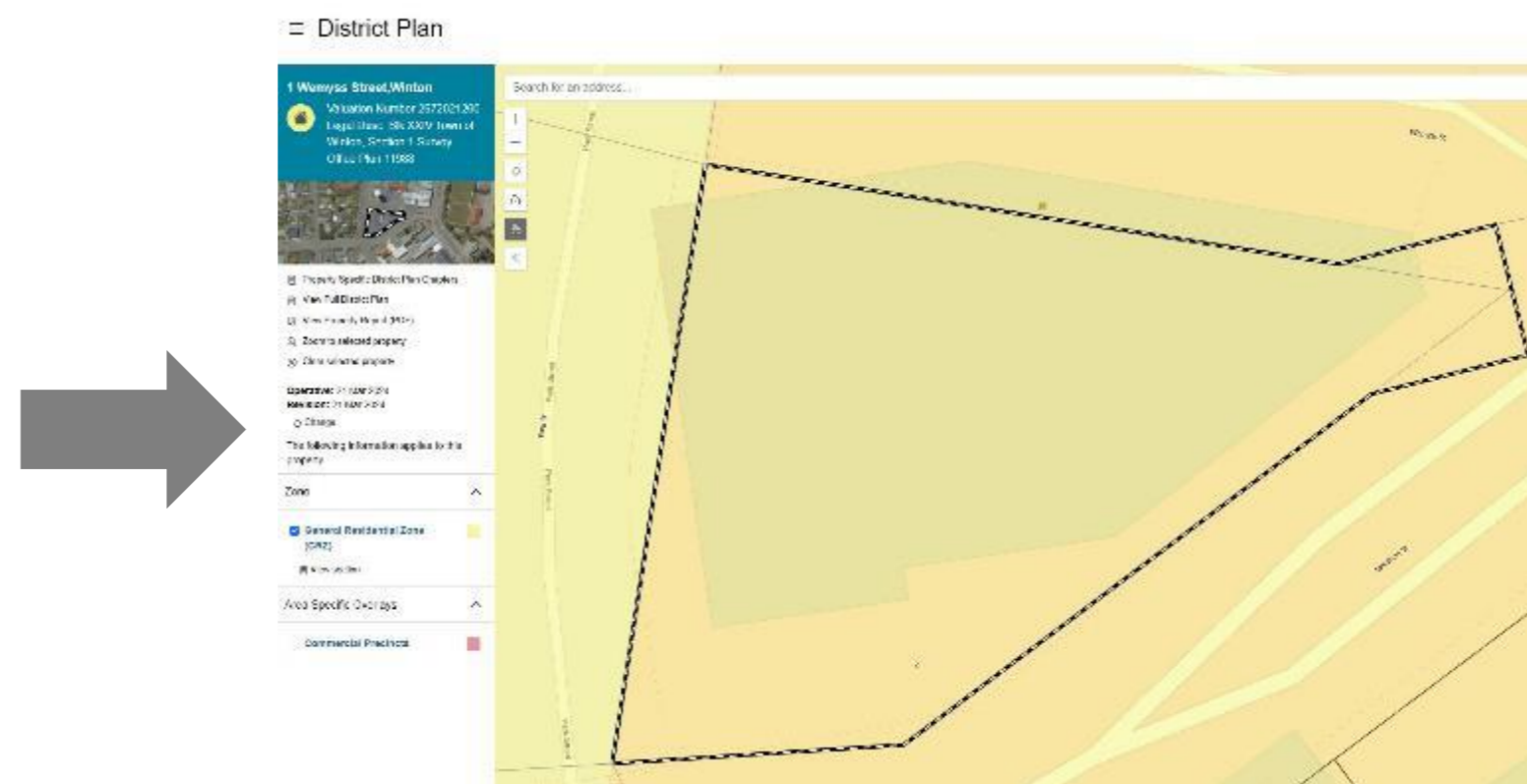
There are three main ways you can search for a property. You can either:

## ≡ District Plan



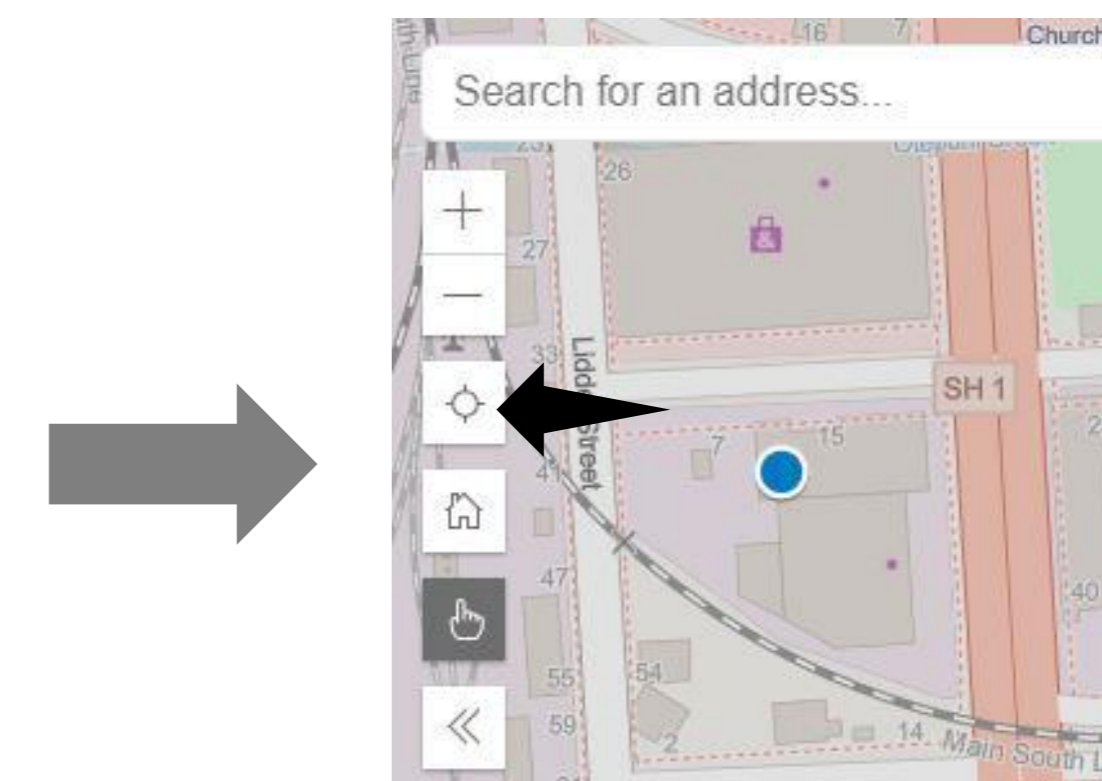
### 1. Type the address you're looking for into the search bar

Note: Add a space between a number and a letter, e.g., 32 A. For unit addresses, add a space and a hyphen, e.g., 1 – 2. The ePlans will automatically suggest address matches as you type the address you're looking for



### 2. Locate the property on the map

Note: You may need to use the zoom function to find the property and be able to select it.



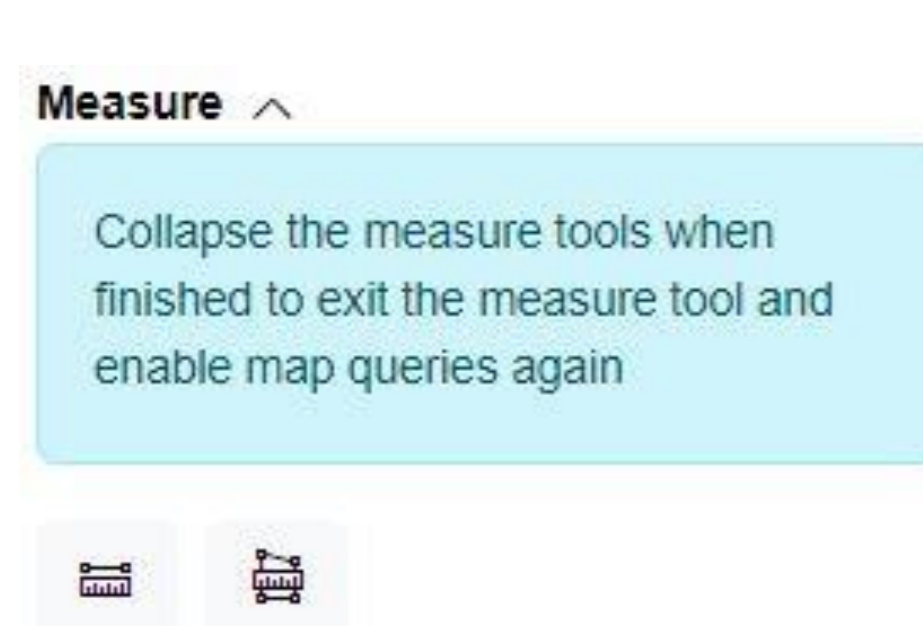
### 3. Alternatively:

Click the 'Find my location' button and the ePlan map will zoom to your IP Address location

Note: Once the property is selected, a panel will open and display the features that are on or adjacent to the property. To find out more about a feature and the associated objectives, policies and rules, click on the 'View section' button under the associated feature. This will open the relevant plan chapter. You can also turn map layers on and off by using the blue check boxes next to each associated feature.  
 Note: The information displayed in the left hand panel does not include all the planning information for the property. To understand all rule requirements, we recommend reading the full plan chapters related to the property and zone.

# Map Tools

Some map information is displayed by default when you first access the SDC E-Plan. You'll find a range of map tools on the righthand side of your browser. You can use the check boxes to toggle map layers on and off, and the black arrows beside each heading can be clicked for a drop down list of additional content.



## Measurement Tool

The measurement tool can be used to measure an area, distance, or a location on the map. Click on the black arrow beside the Measurement section and then select the type of measurement you want.



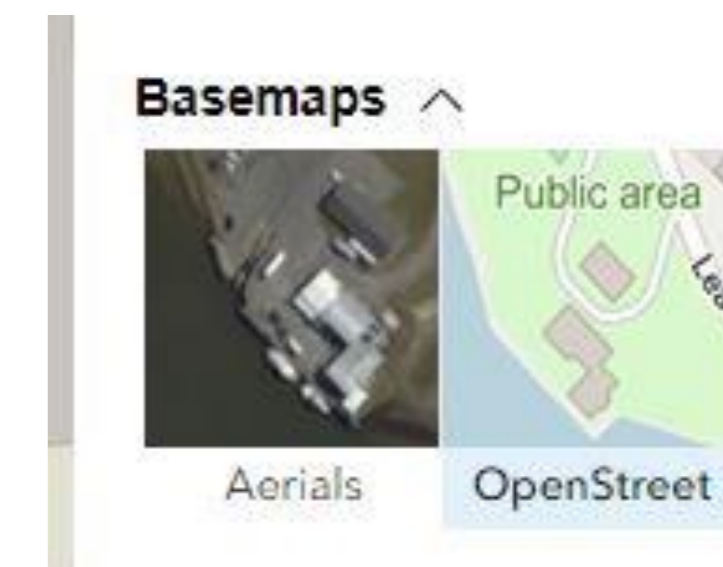
## Legend

The legend provides a full list of all the information layers in the planning map, and their associated colours on the map.



## Transparency Tool

To see more detail in base maps, you can adjust the map transparency. Simply drag the slider for your desired transparency.



## Base Maps

You can choose from different base map options by clicking on the map thumbnail image you wish to use.

## OTHER FEATURES IN THE LEFT HAND PANEL

# Property Specific District Plan Chapters

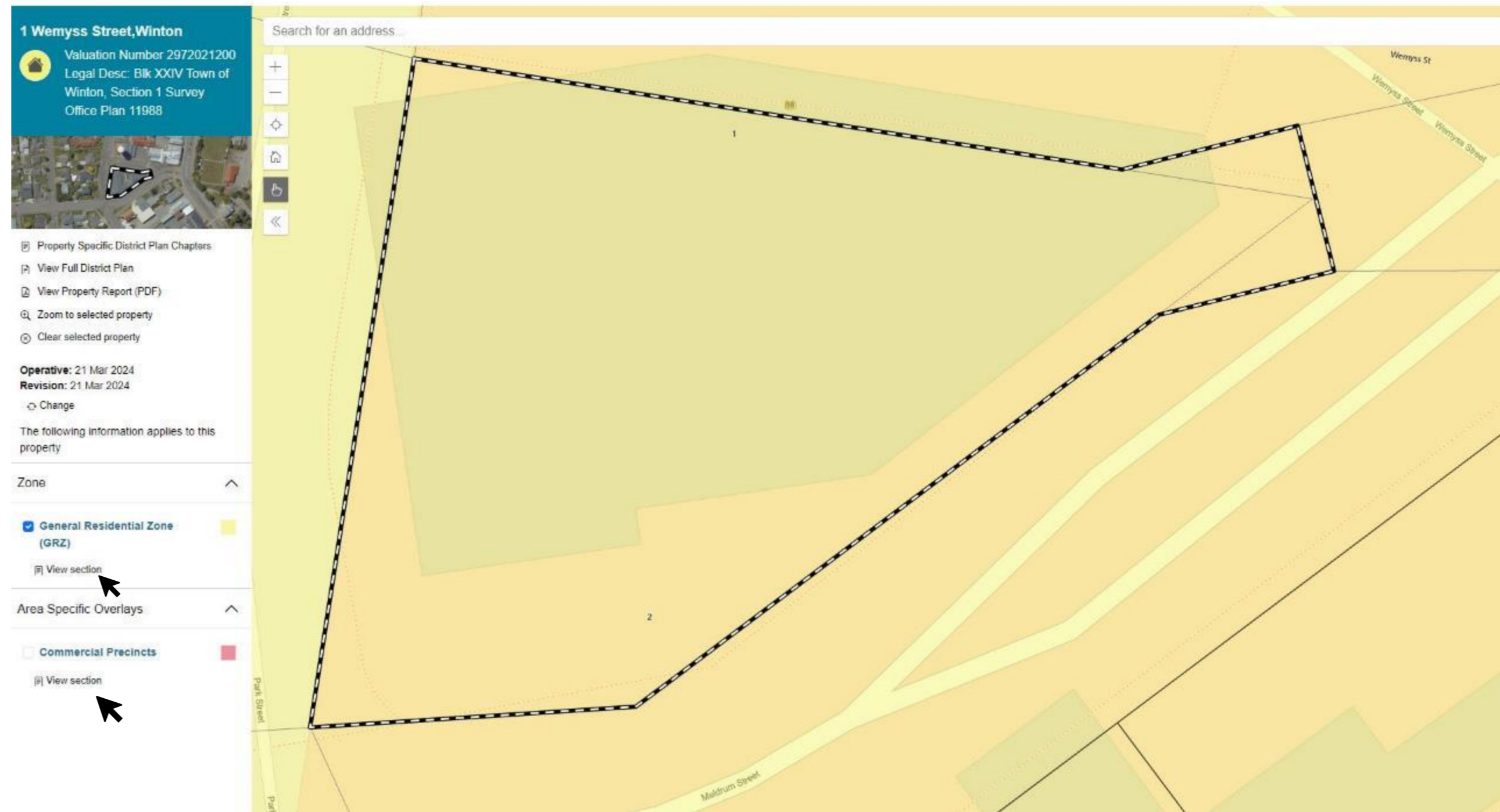
Click on the Property Specific District Plan Chapters option to read the plan chapters that are relevant to the selected property (or to features in close proximity to the selected property).

The tool is customised so that only the relevant chapters are displayed. For example, 1 Wemyss Street is in the Winton General Residential Zone and the Commercial Precinct. Therefore only the General Residential Zone and Commercial Precinct chapters will be displayed.

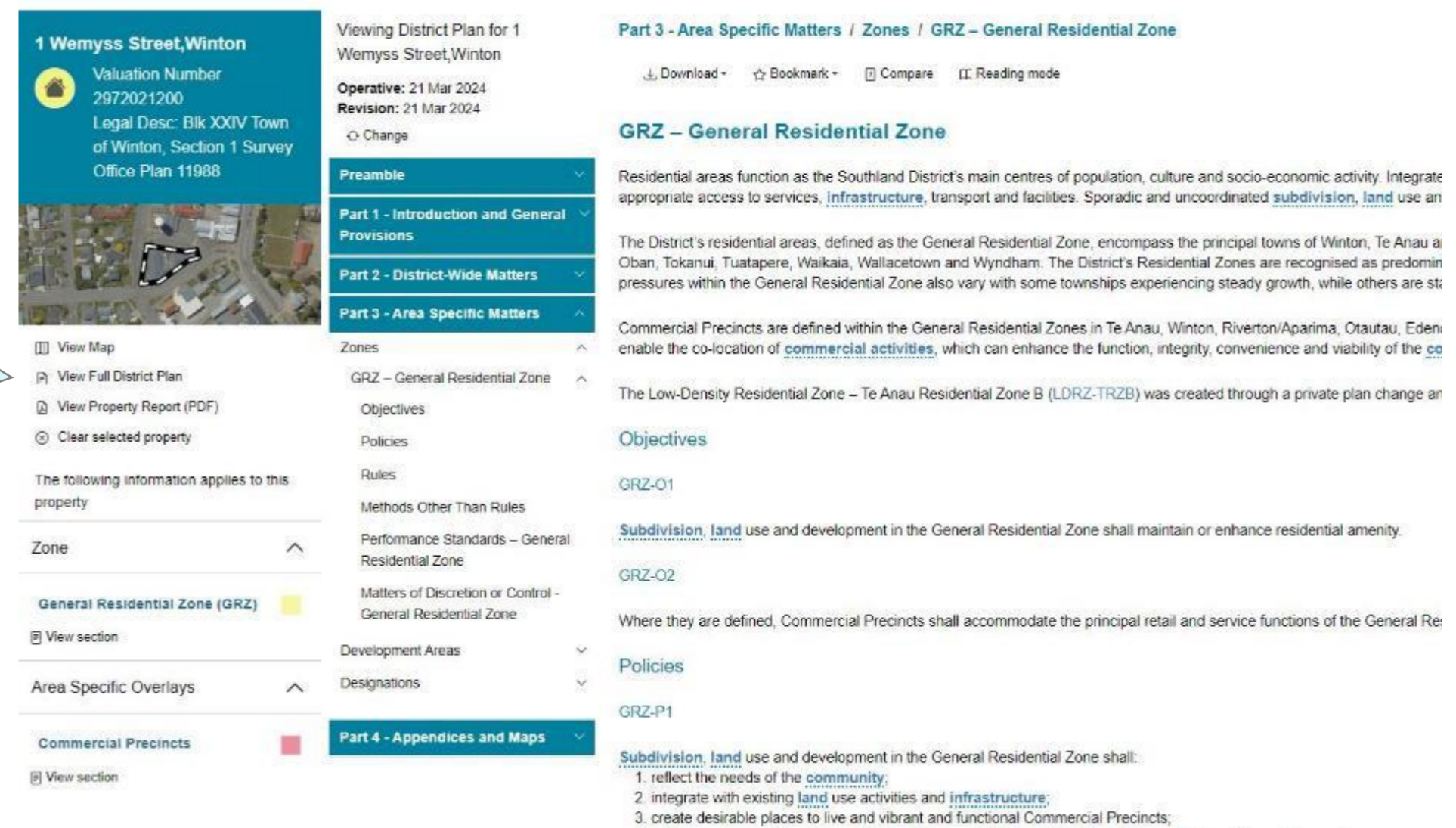
This tool gives users an indication of what can and can't be done on the selected property, and of nearby features that may need to be considered.

Note: If you click the View Full District Plan option to read more about a feature or rule related to a selected property, you can easily get back to your selected property. In the left hand panel, scroll up to the satellite map image directly under the navy Property ID box. Click on the satellite map to leave the full plan and be directed back to your selected property map.

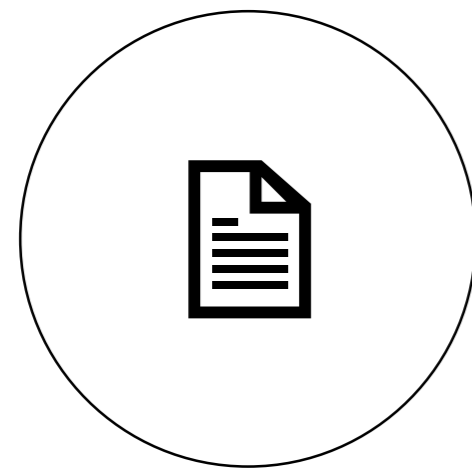
### ≡ District Plan



### ≡ District Plan

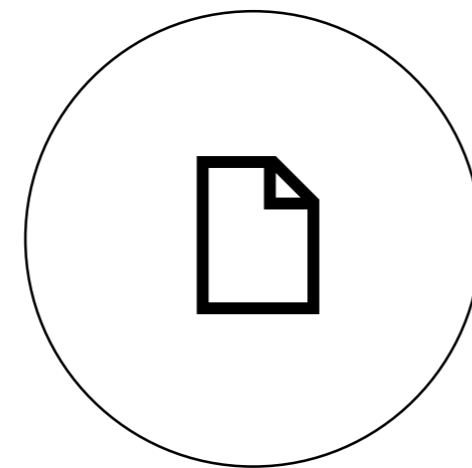


# Other Helpful Tools



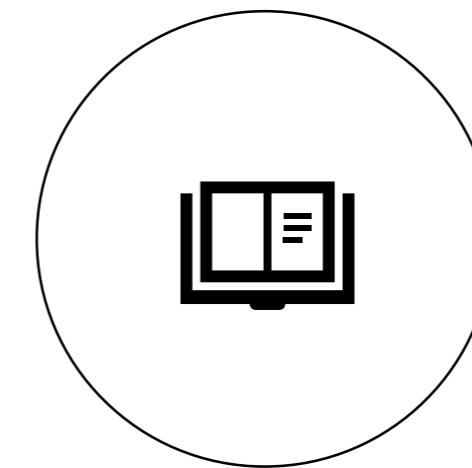
## 1. Save or print as a PDF

To save a chapter or convert it to a PDF for printing, use the Download function.



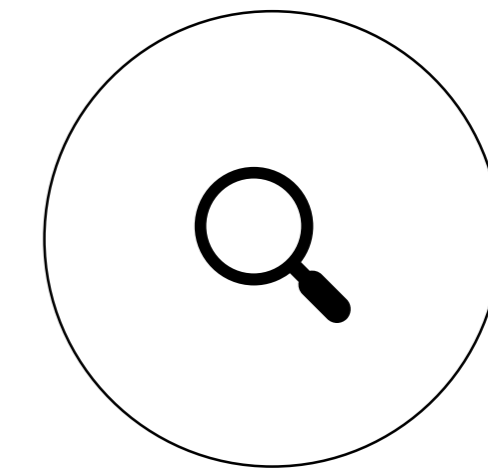
## 2. Bookmark

Create a Bookmark to a chapter for quick access. You can also use the option to share a link via email from the bookmark drop down and email this location/  
chapter to someone.



## 3. Reading mode

To make it easier to read content, the Reading Mode option will narrow the margins



## 4. Search Function

Use the Search function to look for specific content. The search results will display a list of all of the chapters that contain the term. For easy reference, your search term will highlight yellow where it occurs in the chapters.

# Other Helpful Tools Continued



## 5. Compare function

The Compare function allows you to see how a chapter has changed between different iterations or 'versions' of the Plan. To compare the current version with another, click the Compare button and select a Plan version from the pop up list. New content that has been added will show as green, and content that has been deleted will show striked through in red. Provisions that have been entirely removed from the Plan will not display, but the tool provides a quick and easy reference to how provisions have changed.

### Choose a Version

Which version do you want to compare against?

<b>Version:</b> Southland District Plan <b>Effective Date:</b> 03 Apr 2024	Operative
<b>Version:</b> Southland District Plan <b>Effective Date:</b> 02 Apr 2024	Operative



# Do I need a Resource Consent?

The ePlan uses a traffic light system to show which activities are likely to be permitted and which require resource consent. Follow these steps to help work out which activity status applies to your proposal.

Search for your property in the ePlan. Select your property on the map and check the information and features that apply to the property. For example, what zone that property is in, any overlays (e.g. liquefaction) or any other features such as historical or cultural?

Once you know which features are relevant to your property, find the corresponding area-specific or district-wide chapters in the ePlan. The relevant chapter will have information on what a certain feature means for your property. You can find them easily by selecting the 'Property Specific District Plan Chapters' link in the left-hand sidebar.

Within the relevant chapter check the listed activities and provisions under the 'Activity Rules' section to find the ones that may affect you.

Use the traffic light system when checking the rules and provisions for that activity to determine whether you need a resource consent under the Proposed District Plan. Green means you don't need a consent. Activities that do require a consent are coloured yellow for controlled or restricted discretionary, orange for discretionary, and light red for non-complying activities. Red means the activity isn't permitted and a consent may not be applied for.

## Traffic Light System

Permitted Activities

Restricted Discretionary Activities

Discretionary Activities

Non Complying Activities

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# FAQs

## E-Plan Frequently Asked Questions



### What's a district plan?

A district plan impacts on almost everything you do across our district, and how you do it. It's essentially a 10-year 'rule book' which clarifies what activities you can do as of right (permitted activities) and what activities you or your neighbours cannot do unless they have resource consent approval.



### How do I know which rules apply to me?

Searching your address on the maps page of the E-Plan will render a map of your property and an information panel telling you which sections of the E-Plan will apply to your property, for example: whether it is in the General Rural Zone or General Urban Zone, including applicable overlays and links to the sections in the E-Plan that are relevant to your property.



### What if the map's search function isn't working?

The planning map in the Proposed ePlan has many layers which may take some time to download, especially if your internet connection isn't strong. If you have issues with the search function, we suggest you make a couple of attempts to search for a property but if it is still not successful contact the Council by emailing [sdcsouthlanddc.govt.nz](mailto:sdcsouthlanddc.govt.nz) calling 0800 732 732.

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# FAQs Continued

## E-Plan Frequently Asked Questions



Why isn't my Property Report PDF not downloading?

If you cannot generate a property report, it may be that your browser does not allow pop-ups.

If your browser displays an icon in the URL bar when you try to generate a report, click on the icon and select "Always allow pop ups and redirects" from our website(s). Then, try generate a report again.



My property search shows there is an overlay on my property but I can't see it?

Please try the below options to resolve this issue:

1. Some layers on the planning map are turned off by default but can be turned on by plan users. Map layers are listed on the right hand panel and are grouped into themes. Click on the drop down box to open a category or group of map features. Layers with a blue tick next to layer are turned on, and a blank box indicates layers that are turned off.
2. SDC's ePlan is designed to turn on more site-specific layers as you zoom into the map. If the layer is showing with a blue tick, try zooming into the property to see it display.
3. Your browser settings may also assist or hinder using the ePlan map. Try resetting your browser settings to a zoom of 100%.

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# Contact Us

<https://www.southlanddc.govt.nz/home/contact-us/>

For any further enquiries, you can access our online services at the above address or see our contacts below

## Online services

If you would like to provide feedback or tell us about an issue, you can use our online services to report it.

[Online services](#)

## Main office contact

### Email

[sdcc@southlanddc.govt.nz](mailto:sdcc@southlanddc.govt.nz)

### Phone

0800 732 732

### Fax

0800 732 329

### Phone from abroad

+64 3 211 2500

### Post

PO Box 903,  
Invercargill 9840

### Courier

15 Forth St  
Invercargill 9810

[Get Directions](#)