

Resource Consent Application Check Sheet

Land Use & Subdivision Consent



This form is intended as a guide to help you to ensure that all the required information is submitted with your application. Please complete this checklist and submit it with your application. Provide the level of information appropriate to the scale of the proposal.

Address: _____

Applicant: _____

Application number RMA: _____ SPW: _____

1.0 Application form, plans and documentation

The information in this stage 1.1 to 1.8 is mandatory - failure to provide could mean your application is rejected. Other information should be provided relevant to this application.

Tick	(Place a tick ✓ in the box if the item applies and has been addressed in the application)	Reject tick
<input type="checkbox"/>	1.1 Completed Application form, signed, name for Accounts supplied and, in the case of a trust or company, documentation to prove authority to sign provided.	<input type="checkbox"/>
<input type="checkbox"/>	1.2 6 copies* (unbound) of application form, supporting information, assessment of effects, neighbours consents, certificates of title, supplementary reports and plans (refer 1.8 below) provided. <small>*(8 unbound copies required for a subdivision/LUC combo, 4 unbound copies for a Certificate of Compliance application, and only 4 copies of experts reports (eg, Geotech Traffic))</small>	<input type="checkbox"/>
<input type="checkbox"/>	1.3 1 set of plans reduced to A3 or A4.	<input type="checkbox"/>
<input type="checkbox"/>	1.4 Current copy of Certificate of Title (not more than 6 months old).	<input type="checkbox"/>
<input type="checkbox"/>	1.5 Full description of proposed activity.	<input type="checkbox"/>
<input type="checkbox"/>	1.6 Full list of District Plan rules infringed and detail of infringement(s) quantified.	<input type="checkbox"/>
<input type="checkbox"/>	1.7 A further assessment of any effects (AEE) that the proposed activity may have on the environment in accordance with the Fourth Schedule of the Resource Management Act (available from Council on request). (Note: For a Controlled Activity an assessment is not necessary unless specifically required in the District Plan.)	<input type="checkbox"/>
<input type="checkbox"/>	1.8 Accurate plans A2 (A2 preferred size A3 are ok) sized to a recognised metric scale of 1:100 or 1:200. All plans should clearly show the name of the person and company that prepared the plans; address of property; the date that the plans were drawn and a unique plan reference or identification number and/or variation number where relevant. In addition the plans must provide (as appropriate) the following detail:	<input type="checkbox"/>
<input type="checkbox"/>	(a) north point (please orientate your plans so that north is at the top of the page)	<input type="checkbox"/>
<input type="checkbox"/>	(b) boundary dimensions and bearings, adjoining legal descriptions and street numbers, metric scale bar	<input type="checkbox"/>
<input type="checkbox"/>	(c) road boundary and name or names if it is a corner site	<input type="checkbox"/>
<input type="checkbox"/>	(d) location of vehicle crossing and any other street features such as footpaths, bus stops, on-street parking bays, median islands, street trees, street lights, power poles, traffic signals, signs, cesspits, underground services, public drains, edge of road carriageway and any designated road widening, fire hydrants, power and telephone plinths	<input type="checkbox"/>
<input type="checkbox"/>	(e) position and dimensions of existing buildings (including existing floor levels), eaves, height above driveways	<input type="checkbox"/>
<input type="checkbox"/>	(f) position and dimensions of proposed buildings, decks, etc., with dimensions to boundaries	<input type="checkbox"/>
<input type="checkbox"/>	(g) floor plans	<input type="checkbox"/>
<input type="checkbox"/>	(h) full elevations of all building faces (Note: These should show proposed building materials and finished floor roof levels.)	<input type="checkbox"/>
<input type="checkbox"/>	(i) position of existing and proposed drainage (public and private wastewater and stormwater) and water meters	<input type="checkbox"/>

Tick (Place a tick✓ in the box if the item applies and has been addressed in the application)

Reject tick

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| <input type="checkbox"/> | (j) | position of existing and/or proposed vehicle access drive(s), clearance to the eaves of a building, passing bays, including details of drive construction, gradients, driveway inside turning radius, complying vehicle turning curves and (if the gradient is greater than 20%) also provide long and cross sections of the drive, define the width available between the building and boundary. | <input type="checkbox"/> |
| <input type="checkbox"/> | (k) | position of existing and/or proposed car parks, including details of car park construction, gradients, dimensions, complying vehicle turning curves. | <input type="checkbox"/> |
| <input type="checkbox"/> | (l) | any required outdoor space (provide dimensions and area in square metres) | <input type="checkbox"/> |
| <input type="checkbox"/> | (m) | datum point for contours and/or spot heights (to LINZ Datum where practical) | <input type="checkbox"/> |
| <input type="checkbox"/> | (n) | datum point, contours and spot heights | <input type="checkbox"/> |
| <input type="checkbox"/> | (o) | show height in relation to boundary planes on each building elevation and if necessary provide calculations (a brochure is available to assist with interpreting the height/boundary rules) | <input type="checkbox"/> |
| <input type="checkbox"/> | (p) | show any flood plain and/or overland flowpaths, stormwater outlets to kerb | <input type="checkbox"/> |
| <input type="checkbox"/> | (q) | total site area and/or net unit areas (in square metres) | <input type="checkbox"/> |
| <input type="checkbox"/> | (r) | total building coverage (in square metres) | <input type="checkbox"/> |
| <input type="checkbox"/> | (s) | amount and location of impermeable (paved) surfaces | <input type="checkbox"/> |
| <input type="checkbox"/> | (t) | amount and location of earthworks (show areas of cut and fill plus provide long and cross sections, including for the building platform). Show where the earth is going. | <input type="checkbox"/> |
| <input type="checkbox"/> | (u) | retaining walls details and finished ground and top of wall levels, slope of battering | <input type="checkbox"/> |
| <input type="checkbox"/> | (v) | location and species of existing trees plus the extent of their driplines and height. Define the boundary/ies of natural areas/trees. | <input type="checkbox"/> |
| <input type="checkbox"/> | (w) | location of any proposed tree or vegetation clearance, including area of clearance in square metres | <input type="checkbox"/> |
| <input type="checkbox"/> | (x) | location and type of proposed landscape planting including a planting plan and maintenance schedule | <input type="checkbox"/> |
| <input type="checkbox"/> | (y) | location and type of existing and proposed fences | <input type="checkbox"/> |
| <input type="checkbox"/> | (z) | if the site adjoins a water course or body of tidal water, please identify Mean High Water Springs mark and/or the width of the bed of the water course and the extent of any Riparian Margin or Local Purpose (Esplanade) Reserve | <input type="checkbox"/> |
| <input type="checkbox"/> | (z a) | table of JOAL shares (subdivision only) | <input type="checkbox"/> |
| <input type="checkbox"/> | (z b) | show existing and proposed easements | <input type="checkbox"/> |
| <input type="checkbox"/> | 1.9 | For any tree/vegetation clearance or works which would affect any protected vegetation, please provide a report from an appropriately qualified and recognised Arborist or tree specialist. | <input type="checkbox"/> |
| <input type="checkbox"/> | 1.10 | For any residential development within a Community or Working Environment please provide a report from a suitably qualified acoustic engineer to show that the part of the building to be used for the residential activity would be constructed to achieve a noise level inside any habitable room not exceeding 35 dBA L10 between the hours of 10 pm - 7 am. | <input type="checkbox"/> |
| <input type="checkbox"/> | 1.11 | Optional photographs supporting the application, e.g. of the site, dwellings and buildings. | <input type="checkbox"/> |
| <input type="checkbox"/> | 1.12 | Colour photographs and second-hand building inspection report for relocated building application. | <input type="checkbox"/> |
| <input type="checkbox"/> | 1.13 | Written consent of affected parties (e.g. neighbours), this includes both owners and occupiers of properties and buildings where this is required. (Note: Where a property is in joint ownership, such as husband and wife, all landowners must sign. A copy of the plans shall also be signed by the owners and occupiers.) | <input type="checkbox"/> |
| <input type="checkbox"/> | 1.14 | Copy of Transit NZ approval when site has access from a State Highway or Limited Access Road (eg SH16 or Hobsonville Road) | <input type="checkbox"/> |
| <input type="checkbox"/> | 1.15 | Base application processing fee and monitoring fees. | <input type="checkbox"/> |

2.0 City Wide Rules

In addition to the above please check whether any of the following City Wide Rules also apply to the application and if they do apply ensure that they are addressed in the application and appropriate detail is provided.

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| <input type="checkbox"/> | 2.1 | Natural Hazards - does the site contain unconsolidated fill or is it subject to inundation or in a stability sensitive area? If yes please provide stormwater catchment analysis reports, flood report and/or geotechnical assessment reports from appropriately qualified engineers. Provide proposed mitigation. | <input type="checkbox"/> |
| <input type="checkbox"/> | 2.2 | Hazardous facilities screening - does the proposal involve a process, use, transportation or storage of chemicals or other hazardous materials? If the answer is yes then please complete the Hazardous Facilities checklists and screening procedure. | <input type="checkbox"/> |

- | Tick | (Place a tick ✓ in the box if the item applies and has been addressed in the application) | Reject tick |
|--------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------|
| <input type="checkbox"/> | 2.3 Contaminated sites - is the site contaminated or have chemicals and sprays been used or stored on the site? E.g. has the site been used for an orchard, market garden, vineyard, glasshouse, service station or industrial site? If so please provide a report from an appropriately qualified consultant. This report should provide an assessment of the levels of contamination plus recommendations about remediation. | <input type="checkbox"/> |
| <input type="checkbox"/> | 2.4 General noise - is the site on a high noise route or within the Airbase noise control area? If yes, provide an acoustic report. | <input type="checkbox"/> |
| <input type="checkbox"/> | 2.5 Heritage - does the proposal involve alterations, additions, relocation or the destruction of a heritage item? | <input type="checkbox"/> |

3.0 Natural Area Rules

In addition to the above please check whether any of the following Natural Area Rules also apply to the application and if they do apply ensure that they are addressed in the application and appropriate detail is provided.

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| <input type="checkbox"/> | 3.1 Any tree clearance/alteration/works within the dripline of protected vegetation. | <input type="checkbox"/> |
| <input type="checkbox"/> | 3.2 Any earthworks (provide details as specified in 1.8(r) above). | <input type="checkbox"/> |
| <input type="checkbox"/> | 3.3 Impermeable surfaces – reticulated site. | <input type="checkbox"/> |
| <input type="checkbox"/> | 3.4 Impermeable surfaces – non-reticulated site – provide a stormwater report from a suitably experienced engineer. | <input type="checkbox"/> |
| <input type="checkbox"/> | 3.5 Development/Building within a riparian margin – may require an ecologist report and landscape mitigation report/plan. | <input type="checkbox"/> |

4.0 Human Environment Rules

In addition to the above please check whether any of the following Human Environment Rules also apply to the application and if they do apply ensure that they are addressed in the application and appropriate detail is provided.

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|--------------------------|------------------------------------------------------------------------------------|--------------------------|
| <input type="checkbox"/> | 4.1 Sensitive ridge – visual assessment. | <input type="checkbox"/> |
| <input type="checkbox"/> | 4.2 Density – visual assessment, infrastructure, traffic. | <input type="checkbox"/> |
| <input type="checkbox"/> | 4.3 Maximum height – provide visual assessment and shading diagram. | <input type="checkbox"/> |
| <input type="checkbox"/> | 4.4 Height/boundary – shading diagrams showing impact on adjoining properties. | <input type="checkbox"/> |
| <input type="checkbox"/> | 4.5 Yards. | <input type="checkbox"/> |
| <input type="checkbox"/> | 4.6 Building Coverage. | <input type="checkbox"/> |
| <input type="checkbox"/> | 4.7 Privacy/outlook – show position of adjoining houses. | <input type="checkbox"/> |
| <input type="checkbox"/> | 4.8 Outdoor space. | <input type="checkbox"/> |
| <input type="checkbox"/> | 4.9 Parking and access – potential traffic, show vehicle tracking curves. | <input type="checkbox"/> |
| <input type="checkbox"/> | 4.10 Shared drive – driveway details. | <input type="checkbox"/> |
| <input type="checkbox"/> | 4.11 New vehicle crossing in Waitakere Ranges, Bush Living or Coastal Villages. | <input type="checkbox"/> |
| <input type="checkbox"/> | 4.12 Second vehicle crossing. | <input type="checkbox"/> |
| <input type="checkbox"/> | 4.13 Non-residential activity. | <input type="checkbox"/> |
| <input type="checkbox"/> | 4.14 Traffic generation – traffic consultant report. | <input type="checkbox"/> |
| <input type="checkbox"/> | 4.15 Noise – acoustic report. | <input type="checkbox"/> |
| <input type="checkbox"/> | 4.16 Air discharge. | <input type="checkbox"/> |
| <input type="checkbox"/> | 4.17 Odour/glare – lighting expert’s assessment. | <input type="checkbox"/> |
| <input type="checkbox"/> | 4.18 Signs – visual assessment. | <input type="checkbox"/> |
| <input type="checkbox"/> | 4.19 Relocated building – second-hand building report. | <input type="checkbox"/> |
| <input type="checkbox"/> | 4.20 Infrastructure – engineering report. | <input type="checkbox"/> |
| <input type="checkbox"/> | 4.21 Community Environment Building design rules. | <input type="checkbox"/> |
| <input type="checkbox"/> | 4.22 Landscaping – land plan. | <input type="checkbox"/> |
| <input type="checkbox"/> | 4.23 Residential Activities in Working or Community Environments. | <input type="checkbox"/> |
| <input type="checkbox"/> | 4.24 Medium Density Housing – traffic, visual, planners reports, landscaping, etc. | <input type="checkbox"/> |

Tick

Reject tick

(Place a tick ✓ in the box if the item applies and has been addressed in the application)

5.0 Waitakere Ranges Heritage Area

Is the proposal located within the Waitakere Ranges Heritage Area? If yes, then the Act must be addressed.

5.1 Purpose and objectives of Waitakere Ranges Heritage Area Act addressed

6.0 Parks/Reserves Management Plans

If the proposal is for building or works on land identified as Open Space Environment, is there an approved Parks Management Plan and does the proposal comply with that Plan or otherwise does the applicant have Community Board approval?

6.1 Activity/development is provided for in an approved Management Plan.

6.2 Community Board approval.

7.0 Road Reserves

Does the proposal involve earthworks, retaining, building or other work on the legal road? If yes, has approval been obtained from Transport Assets and is that approval attached?

7.1 Transport Assets approval.

8.0 Other Public Asset

Where a public infrastructure is either under or over the site, show the details on the plans. Provide asset owner/s approval where necessary.

Office Use Only – Customer Services Advisor

(a) Plans and information received: _____ Signature: _____

GEMs Code: _____ Date: _____

(b) Pursuant to Section 88 of the Resource Management Act 1991, the following additional information is required before the application number RMA can be accepted for processing:

Item(s) #: _____

Signature: _____ GEMs Code: _____

Date: _____ Checking Time: _____

(c) Application, along with the additional information as required by (b) above, accepted:

Signature: _____ GEMs Code: _____

Date: _____ Checking Time: _____

Give one copy to the applicant and place one on the application file