



INFORMATION REQUIREMENTS FOR LAND USE CONSENT APPLICATIONS

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All applications for resource consent are required to be in the form (Form 9) prescribed by the Act.

The provisions of the Fourth Schedule to the Act set out the matters to be included in an assessment of the effects of a proposal on the environment.

Explanation

The provision of sufficient information is essential to the processing of resource consents. This information is required to ensure that:

- (a) *The environmental effects of an activity can be clearly understood;*
- (b) *Any affected persons have reasonable certainty as to how they may be affected;*
- (c) *Council may fully evaluate the proposal in terms of the objectives and policies of the District Plan and the effects on the environment;*
- (d) *Council may process an application without undue delay.*

SPECIFIC INFORMATION REQUIREMENTS FOR LAND USE APPLICATIONS

The information supplied with an application should be tailored to the scale and intensity of effects that the proposed activity will generate.

Where relevant to the circumstances of the application, the following additional information in the form of a written report will be required by Council:

- (i) A description of the site including existing uses, buildings, topography and vegetation, the identification of any heritage buildings, or archaeological sites, any indication of earth movements and a description of any natural areas (eg bush areas, wetlands and streams) that the activity may adjoin or modify;
- (ii) The materials and colours to be used on the exterior cladding of any proposed building;
- (iii) Certificate(s) of Title for the subject site(s);
- (iv) In respect of any traffic effects of the proposal, information of likely traffic generation, volumes, types, frequency, length of visits, service and loading vehicles and the nature of, access to, and traffic characteristics of adjoining activities. Other matters to be addressed are effects on pedestrian traffic, estimates of parking demand, driveway location, distance from intersections, sight distances, pedestrian access and internal circulation, loading arrangements, size of vehicles and manoeuvring space, and parking provision;

- (v) In respect to any potential for significant noise emission offsite, the type and power of any proposed machinery or equipment; its location on site or within buildings, details of any proposed measures to reduce noise, including any insulating material or structures; hours of operation, and the expected nature and frequency of noise events;
- (vi) In respect to any hazardous substances to be stored or used on site, the type and volume of those substances, proposed methods of containment; including in emergencies the location on site or within buildings of any transfer, or storage points; and transport arrangements on site;
- (vii) In respect to any potential for obtrusive light, the nature and location of any highly reflective surfaces; the location, nature and power of lighting on the site; and means of directing its spill;
- (viii) The location of any significant trees on the site or adjoining sites, and whether they are to be removed, trimmed or subject to any building or earthworks in the vicinity of the tree;
- (ix) The effect of the proposal on any scheduled heritage buildings, places or objects, adjoining these features or any special amenity areas including plans showing existing interior or exterior original features, and plans of these features, should any alterations be proposed to be carried out;
- (x) The effects on any natural features, including indigenous vegetation, ecosystems, the margins of waterways, the coast environment or wetlands;
- (xi) Any filling or excavation proposed, the type of fill, the volume and depth of fill and excavation, identification of those areas on the site subject to fill or excavation, the impact on utilities, or any archaeological sites (to be advised to the New Zealand Historic Places Trust);
- (xii) The result of any consultation undertaken with parties who may be affected by the proposal including Takata Whenua and local public interest groups where relevant;
- (xiii) Plans illustrating the proposal (refer below);
- (xiv) Identification and assessment of natural hazards that may affect the site, eg flooding or coastal erosion or inundation, and avoidance or mitigation measures, including consideration of alternative locations and offsite effects;
- (xv) Identification of the zones, and an assessment of compliance with the provisions of the District Plan;
- (xvi) Identification of any contaminants, including effluent, to be produced onsite, and its proposed method of disposal whether onsite or offsite;
- (xvii) In respect of any solid waste generated, the means by which the waste will be removed from the site, including the destination and method of disposal (or reuse or recycling) of waste;

PLANS FOR PROPOSALS

In addition to the above information, any application for land use consent shall include a set of plans drawn to scale, illustrating the proposal.

The plans shall include the details set out below, where applicable:

- (i) A plan showing the location of the site, with road name, property number and north point;
- (ii) A site plan(s) of the property drawn to scale showing:
 - Site boundary lengths and other dimensions in metres;
 - Location with distances to site boundaries of all existing buildings which are to remain on the site, and all proposed buildings and structures (including where applicable, eaves, balconies, courts and verandahs);
 - Proposed use of each building;
 - Position and purpose of any easement(s) including Rights of Way over the site;
 - Position and purpose of any easement(s) including Rights of Way in favour of the site;
 - Any parking areas, the number of carparks, their dimensions and provision for access, loading and circulation with reference to the requirements of the District Plan;
 - Kerb lines adjacent to the site and the position of any street trees;
 - Levels on the site boundaries and around any buildings except in cases where the site is less than 1000m², or has a uniform grade of less than 1 in 10, and contours of the site;
 - Proposed retaining walls;
 - Existing trees and proposed landscaping (including where this is a requirement of the rules for the zone). Dimensioned areas of the landscaping should be shown together with all existing and proposed sealed areas, outdoor storage area and screening and means of watering planted areas;
 - Any outdoor advertising proposed, including the dimensions, height, lettering and location (freestanding or on buildings) of any signage, or any illumination proposed in association with signage;
 - Watercourses and drainage systems within the adjacent to the site;
 - The means proposed to deal with all stormwater and sanitary drainage;
 - Any archaeological sites, scheduled buildings, places, trees or objects.

- (iii) A floor plan for each building drawn to scale showing:
- Use of all parts of the building including basements, parking, lift towers, storage or service areas;
 - Room layout of the building, if this is known, and a clear identification of the use of different rooms or parts of a floor. (Where several floors are of the same area and use, a standard floor plan may be shown).
- (iv) Elevations of each building drawn to scale showing:
- External appearance of the building including doors and windows;
 - Number of floors and their proposed use;
 - Building heights and height in relation to any boundary;
 - Where relevant, recession line diagrams or models with reference to the District Plan.

FURTHER REPORTS

In addition to the reports of its officers, the Council may also request a report from the application on any matters raised in relation to the application or on any environmental assessment of effects. Such a report may be requested where:

- The application includes a natural hazard; or
- The use or storage of a hazardous substance occurs; or
- The activity the subject of the application may, in the opinion of the Council, give rise to significant adverse environmental effects which are not adequately remedied or mitigated;
- The proposal has the potential to generate nuisance noise;
- Council considers a report or review by an independent consultant is required;
- In accordance with Section 92 of the Act Council may require additional information to address any adverse effect which may result from an activity and postpone the notification, determination, or hearing of the application accordingly;
- A heritage inventory or conservation plan may be required where a significant heritage resource is involved or major alterations to the resource are postponed.