

# Resource Consent Application Checklist

The information contained in this document only provides general guidance on the information required within a Resource Consent Application. As the contents are not exhaustive it is recommended you discuss any potential application with a member of the Planning Unit prior to submission and/or refer to Schedule 4 of the Resource Management Act 1991, the District Plan and the Ministry for the Environment. If you have any questions about any information within this document, please contact Customer Services (Planning) on 03 687 7271.

The following checklist has been formulated as a guideline in relation to the information that is required by the Resource Management Act 1991 (RMA) and the Timaru District Plan to complete a resource consent application. If required, further copies of plans, drawings, reports and information may be requested. The checklist is a guide only and is not intended to replace the information requirements stated by the before mentioned documents.

Where the relevant requirements have not been complied with, the Council may within 10 working days of receipt of the application determine the application is incomplete and return the application with the reasons for the determination. If the application is subsequently returned to Council, it will be treated as a new application.

## Documents

The following documents are required to be submitted with any Resource Consent Application submitted to Council:

- Application Form (RMA Form 9): 
  - *Completed*
  - *Signed*
  - *Dated*
  
- Application Fee (<http://www.timaru.govt.nz/council/publications/fees-and-charges/planning>)
  
- A Certificate of Title: 
  - *Less than three months old*
  - *Including consent notices*
  
- Site Location Plan: 
  - *One copy to be provided*
  
- Site Layout Plan: 
  - *One copy to be provided*
  
- A description of the site at which the activity will occur.
  
- A description of any other activities that are part of the proposal to which the application relates.
  
- An assessment against Part 2 (Purpose and Principles) of the Resource Management Act 1991.
  
- An assessment against any relevant provision of a document referred to under Section 104(1)(b) of

the Resource Management Act 1991.

- Assessment of Environmental Effects (AEE):
  - *One copy to be provided*

If applicable:

- Floors and Elevation Plans. 
  - *One copy to be provided*
- Specialist Reports
- Written Approvals

The following pages provide further details as to what information is required to be submitted with each piece of documentation. It should be noted that every application is different and information requirements vary depending on the characteristics of the proposal. Therefore, the following information requirements stated below may differ depending on what is being specifically proposed.

### **Plans**

Plans are essential documents designated to help Council to understand the characteristics of any proposed development. Plans are required to be submitted in accordance with the guidelines below:

#### **Site location plan:**

- *Illustrate the physical location of the site in relation to adjoining streets and sites*

#### **Site layout plan:**

- *Be drawn at and indicate an appropriate scale (1:100, 1:200 or 1:500)*
- *Indicate a north point*
- *Clearly illustrate the sites boundaries and dimensions*
- *State the date the plans were drawn*
- *Illustrate natural features; including significant trees, water courses, topography etc.*
- *Illustrate heritage features, including buildings, archaeological sites etc.*
- *Illustrate road frontages*
- *Illustrate the locations and layout of existing and proposed buildings (Include key dimensions from buildings to boundaries)*
- *Illustrate access points, vehicle crossings and car parks*
- *Illustrate open space areas*
- *Illustrate all existing and proposed landscaping*

- *Illustrate all existing and proposed easements*

**Floor and Elevation Plans:**

- *Be drawn at and indicate an appropriate scale (1:100, 1:200 or 1:500)*
- *Indicate a north point*
- *Indicate the use of each room*
- *Illustrate alterations and extensions*
- *Illustrate recession planes (including existing ground level)*

**Landscape Plan (if required):**

- *Be drawn at and indicate an appropriate scale (1:100, 1:200 or 1:400)*
- *Indicate a north point*
- *Indicate species and type of planting*
- *Illustrate the location of existing and proposed species*

**Specialist Reports:**

In some instances specialist reports will be required in order for Council to fully assess the impact of a proposal on the surrounding environment.

**Written Approval**

If a person is identified as being affected then their written approval should be sought. An application can still be made without the written approval, however this may result in the application being either limited or publically notified.

The RMA defines an affected person or group of people as those who may experience an adverse effect as a result of the proposed activity (in many instances this is the owner and/or occupier of a neighbouring site). The applicant seeks written approval from the affected person or group prior to submitting their resource consent application to Council. If the owner and occupier are different people, separate approvals are required from each party. If the property is jointly owned all owners are required to sign. Signed plans, and a signed and completed Affected Persons Written Approval form are both required (forms can be found on Council's website, Form 8A).

**Application Fee**

An application fee is required prior to Council being able to accept an application and should accompany the application. This application fee shall be paid in accordance with Council's Schedule of Fee's and Charges. An invoice will be sent for any additional fees. The Lodgement Fee is a deposit only and may not be the complete charge. There maybe additional fees or a part refund.