

28 INFORMATION REQUIREMENTS

28.1 INTRODUCTION

28.1.1 Forms for resource consent applications can be obtained from Council offices.

28.2 RULE: INFORMATION TO SUPPORT CONSENT APPLICATIONS

28.2.1 The following information shall be submitted with a resource consent application for a land use consent and a subdivision consent (where relevant):

- (a) a description of the activity for which consent is sought, and the type of consent required;
- (b) an assessment of any actual or potential effects that the activity may have on the environment, and the ways in which any adverse effects may be mitigated; [Section 88 (6) of the Act states that such an assessment:
 - “ - Shall be in such detail as corresponds with the scale and significance of the actual or potential effects that the activity may have on the environment; and
 - shall be prepared in accordance with the Fourth Schedule.”
- (c) a statement specifying all other resource consents that the applicant may require from any consent authority in respect of the activity to which the application relates, and whether or not the applicant has applied for such consents;
- (d) any specific information required to be included in the application by the District Plan;
- (e) site information:
 - the location of the site, full name of applicant, correct street address and legal description(s) of the site;
 - current copies of the Certificates of Title.
- (f) a description of the site including:
 - existing uses and buildings;
 - topography and vegetation;
 - any fill on the site known to the applicant;
 - earth movement, including volume of earthworks;
 - habitats (bush/wetlands/streams for example);
 - any known habitats or sites of significance to tangata whenua; and
 - any historic buildings, sites, or notable trees.

[These factors should also be indicated on a site plan].
- (g) information is required to be submitted with a resource consent application, where the amount of earthworks exceeds the standards contained in the relevant zone. This information shall include:
 - scale plans showing the area of land to be disturbed (this can be shown on the site plan for the proposal as required in [28.2.1\(h\)](#) below);
 - methods by which earthworks are to be undertaken;
 - timing, staging and rate of earthworks; and
 - rehabilitation programme proposed.
- (h) site plans:

Site plans must be drawn at a scale that will show the relevant details. One A3 copy of each plan must be supplied. Where relevant the plan will show:

- location of the site, road name, property number and north point;
 - Certificate of Title boundaries with lengths and other dimensions in metres;
 - topography (showing significant landforms, natural features and vegetation);
 - distances to site boundaries for all existing buildings to be retained, and all proposed buildings or structures or alterations;
 - location with distances to site boundaries of buildings or structures on adjacent sites;
 - road frontages;
 - the location of any high voltage transmission lines crossing the site;
 - watercourse, drainage and sewerage pipes within and adjacent to the site;
 - design of earthworks and final levels and contours of the site;
 - floor plans;
 - location of proposed activities, vehicle parking, servicing, circulation and manoeuvring, pedestrian and vehicular access as specified in [Chapter 24](#) and [Appendix I](#);
 - all landscape design, site planting and fencing; and
 - elevation drawings showing existing and finished ground levels; building height and height in relation to boundaries, including compliance with maximum building height provisions.
- (i) the means proposed for dealing with all stormwater and sanitary drainage;
- (j) a statement identifying those persons interested or affected by the proposal (see [Section 29.4](#) – Determining Affected Parties), the consultation undertaken, and any response to the views of those consulted and/or written approvals (see also [Section 4.5](#) in relation to consultation with tangata whenua);
- (k) engineering information necessary to determine the effects of the proposal. Generally for one or two allotment subdivisions the following information will not be required, however, where it is proposed to connect any allotment or development to any reticulated Council service or road the following documents, as appropriate, will be required to be supplied to the Council:
- (i) engineering drawings, specifications and calculations, covering the following sections of the work to be carried out:
- site re-grading;
 - roading and access;
 - drainage (stormwater and sanitary);
 - water supply and other services; and
 - soils engineer's report on the suitability of the land for subdivision, on-site wastewater disposal, and any other reports considered necessary by the Council.
- (ii) engineering drawings detailing the following earthwork proposals:
- original and final contours;
 - areas of cut and full;
 - subsoil drainage; and
 - silt control.
- (iii) plans showing the streets including everything that is to be located within the street or within the subdivision (i.e. carriageways, footpaths, berms, trees, water mains and fittings, sanitary sewers, pump stations, stormwater drains, manholes, sumps, electric power, streetlights, telecommunications cables and junction boxes and transformer sites). Plans shall also show the limit of all work proposed

to be done by the Developer and its relationship to adjacent existing works or property;

- (iv) longitudinal sections of every street including levels, longitudinal sections of sanitary sewers and stormwater drains including pipe sizes, types, grades, design flows, manholes and also underground services that are to vest in Council which cross the line of the longitudinal section to show calculated clearances;
- (v) detailed typical road cross sections showing the location of all features described in this document including engineering services, road information, sub-grade drainage, metalling, kerb and channelling, sealing or paving, footpaths and other walkways, berms and planting areas;
- (vi) details showing how streets and services are to be connected to existing streets and services;
- (vii) details showing underground cabling and services provided by others;
- (viii) plans shall provide levels to the recognised local datum;
- (ix) upon completion of construction, copies of 'as built' plans are to be submitted by the owner showing the following details as constructed:
 - sanitary drainage reticulation - including the measured positions of manholes, manholes depth and lid levels (where required by Council); measurements to house connections, referred to the centre of the downstream manhole cover and the length and position of lateral;
 - stormwater drainage reticulation - detailed as for (a). The plans shall also show subsoil drainage and flood path level information;
 - water reticulation - including the position of mains, location of hydrants, valves, tees and connections;
 - areas of filling - showing the total depth of fill, in the form of lines joining all points of equal fill depth;
 - ducts - measurements to ducts installed for telephone, power and gas reticulation; and
 - street names - as suggested by the Owner and as approved by Council.

Note: "As built" plans to a minimum scale of 1:500 as and when the various aspects of the work have been completed, and a certificate stating that the works have been carried out under the control of and to the satisfaction of, the Certifying Engineer, are likely to be placed as conditions on all resource consents.

- (l) information on known flooding potential; and
- (m) any other information necessary to determine the effects of the proposal.

28.3 ADDITIONAL INFORMATION REQUIREMENTS IN RELATION TO SUBDIVISION CONSENT APPLICATIONS

28.3.1 An application for subdivision consent shall be accompanied by the following information (where relevant):

- the position of all new boundaries;
- the areas of all new allotments;
- the location and areas of new reserves to be created, including esplanade reserves, strips or access strips;
- the location and areas of any land below mean high water springs of the sea, or any part of the bed of a river or lake;
- the location and areas of land to be set aside as new road;
- indicative building positions (where these are known);

- vehicle access points relative to adjacent accesses and intersections; and
- details of hazardous areas.

28.4 ADDITIONAL INFORMATION REQUIREMENTS IN RELATION TO HAZARDOUS SUBSTANCES

28.4.1 Council shall require a statement covering the following matters:

- the properties of the substance;
- management and safety measures;
- the amount of substance to be stored and the way in which the substance will be stored;
- the nature of the surrounding environment and in particular any likely sensitive environments, for example, water ways;
- the proposed transportation routes; and
- the proposed means of dealing with emergencies, in particular, clean up and containment procedures.

28.5 ADDITIONAL INFORMATION REQUIREMENTS IN RELATION TO HISTORIC PLACES, ARCHAEOLOGICAL SITES, AND/OR NOTABLE TREES

28.5.1 Council shall require:

- a full description of the proposed activity and the type of work to be undertaken, including photographs of the place or notable tree;
- the outcome of any consultation with any relevant body or affected persons (including tangata whenua, Historic Places Trust, NZ Archaeological Association); and
- the written consent in order to deal with the matter on a non-notified basis, of any relevant heritage protection authority if the heritage resource is subject to a heritage protection order or the Historic Places Trust if the heritage resource is registered under the Historic Places Act 1993.

28.6 ADDITIONAL INFORMATION REQUIREMENTS IN RELATION TO SURFACE OF WATER ACTIVITIES

28.6.1 Activities on the surface of rivers and lakes (which require a resource consent) shall include as part of the application:

- i) an assessment of the effect that the activity may have on the aquatic and/or marine environment, and the margins of the river or lake;
- ii) an assessment of the effect that the activity may have on other recreational users; and
- iii) an assessment of the effect that the activity may have on properties adjoining the river or lake in the area where the activity is to take place.

28.7 ADDITIONAL INFORMATION REQUIREMENTS WHERE AN ACTIVITY INVOLVES DIRECT ACCESS TO A STATE HIGHWAY

28.7.1 Activities involving direct access to a state highway shall provide the following additional information in respect of both existing and proposed vehicular access points:

- whether or not the road is Limited Access Road;
- the availability of alternative legal access to another road;

- an assessment of compliance with the performance criteria in [Table 1](#) in [Chapter 24](#);
- an assessment of the effect that the activity may have on the safety and efficient operation of the state highway; and
- the outcome of any consultation with Transit New Zealand.

28.8 ADDITIONAL INFORMATION REQUIREMENTS IN RELATION TO SUBDIVISION/DEVELOPMENT APPLICATIONS IN THE RESIDENTIAL (MAHIA) & COASTAL (MAHIA) ZONES

28.8.1

An application for subdivision consent shall be accompanied by information contained in Section 28.2 to 28.7 (inclusive) and the following information (where relevant).

- a landscape and visual assessment including the impacts of the subdivision/development on the surrounding environment;
- details of potential and existing coastal hazards on site and a description of how the proposed subdivision /development may effect these;
- all subdivisions shall consider the necessity of providing stormwater storage facilities to reduce the demand on Council infrastructure and public waterways during short duration, high intensity rainfalls. Provisions to mitigate, avoid or remedy any resulting adverse environmental effects shall be included in the assessment of environmental effects submitted with the application for subdivision consent;
- Council may require a detailed stormwater plan to ensure that there are no adverse stormwater effects off-site. The plan shall include the location of overland flow paths, where applicable. The applicant shall liaise with the HBRC with regard to discharge consents and shall advise Council of any additional consents required;
- consideration will be given to the layout of existing reticulation, distribution and transmission lines or pipes;
- an ecological assessment to be undertaken by a suitably qualified professional in the relevant field;
- Council may require a detailed wastewater disposal plan to ensure that there are no adverse wastewater effects off-site;
- Council may require the submission of an archaeological assessment of the site to enable the actual and potential effects of the proposed activity on any archaeological assessment should be prepared by a qualified professional archaeologist who is a member of the New Zealand Archaeological Association; and/or
- Council may require the submission of a cultural assessment of the site to enable the actual and potential effects of the proposed activity on sites of cultural heritage value to be assessed. The cultural assessment shall be undertaken by a suitably experienced person acknowledged in the field of cultural assessment.