



Resource Consent

S88 Checklist for applicants

Applicants are encouraged to use this checklist when preparing resource consent applications. This checklist is for guidance only and does not constitute any type of Council approval, nor does it in any way prevent Council from making a request for additional information required to process the application.

Applications which do not meet the requirements under **Part A** of this checklist will be returned as incomplete and a rejection fee will be charged as per Council's current fees and charges. For comprehensive information requirements (for all application types), you are strongly advised to refer to the Fourth Schedule of the Resource Management Act 1991.

Applicants are also encouraged to review **Part B** of this checklist for guidance on information likely to be required to support the processing of an application through to a decision. In some cases, the specialist reports and/or additional information detailed in Part B may be necessary at the lodgement stage to understand the actual and potential effects of the proposal.

Part A – Essential Information

General	Yes	No	N/A	
Application form completed and signed	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Record of Title (not more than 3 months old) and any relevant specific documents e.g.	Building line restriction	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Covenants	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Consent notices	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Easements	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Encumbrances	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Any other documents	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Full set of proposed plans at an appropriate scale (preferably A3 at 1:100 or 1:200), showing: <ul style="list-style-type: none"> - North point and topographical features - Site layout (including all existing buildings), boundary locations and setbacks, and access details - Site contours - Spot levels at critical points as necessary, e.g. for earthworks, building heights, height in relation to boundary 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Schedule 4 – Clause 2 (1)	Yes	No	N/A	
Full description of the Activity including:	The application site	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	The surrounding environment	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Any other associated activities that are a part of the proposal relating to the application	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Details of any other consents required e.g. building consent, Northland Regional Council (discharge, earthworks), Heritage New Zealand (archaeological)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Schedule 4 – Clause 2 (2)	Yes	No	N/A	
An assessment against any relevant rules, objectives or policies in the Kaipara District Plan	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
An assessment against any relevant requirements in other planning documents (e.g. regional plans, policy statement, National Environmental Standards)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
An assessment of the activity against matters set out in Part 2 of the Act	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	



Assessment of Environmental Effects

Schedule 4 - Clause 6	Yes	No	N/A
Information required in assessment of environmental effects			
A description of alternative locations or methods if effects may be significant	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
An assessment of actual, or potential, effects on the environment	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
An assessment of risks of hazardous installations, if any	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
A description of mitigation measures to help prevent or reduce actual or potential effects	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Identification of persons affected by the activity, any consultation, and any response to the views of any persons consulted (please specifically note consultation requirements with Tangata Whenua (attached to this checklist)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
A description of monitoring as required if scale or significance of effects warrants	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
A description of alternatives if the activity will have effects in relation to a protected customary right	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Schedule 4 - Clause 7	Yes	No	N/A
Matters that must be addressed by assessment of environmental effects			
An Assessment of:			
Any effects on those in the neighbourhood and where relevant, wider community	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Any physical effect on the locality, including any landscape or visual effects	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Any effect on ecosystems, including effects on plants or animals, and disturbance of habitats	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Any effect on natural and physical resources with aesthetic, recreational, scientific, historical, spiritual or cultural value	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Any discharge of contaminants into the environment (e.g. earthworks runoff, noise)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Any risk from natural hazards or hazardous installations	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>



Information for Subdivision Consent Applications Only

	Yes	No	N/A
Scheme Plan detail: - Position of all new boundaries, services, easement (existing and proposed), access provisions - The areas of all new allotments	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Location and areas of new esplanade reserves or strips	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Location and areas of land to be set aside as roads and access	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Location and areas of any part of the bed of a river or lake to vest, or land within the Coastal Marine Area	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Part B - Additional Specialist Reports/Information likely to be required (where relevant)

	Yes	No	N/A
Impermeable surfaces breach - Stormwater attenuation design details / Stormwater Report prepared by a suitably qualified professional	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Relocated building breach - Building Inspection Report	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
HAIL Site (contaminated site) - Preliminary Site Investigation or Detailed Site Investigation as relevant	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Archaeological site or pre-1900 heritage building - Archaeological Assessment	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Access onto, or infringement relating to, a State Highway - NZTA consultation / approval	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Traffic and parking breaches - Traffic Assessment	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Environmental benefit / Conservation Covenant - Ecologist Report	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Sites that meet Cultural Impact Assessment criteria - Cultural Impact Assessment or alternative report from Te Uri O Hau or Te Roroa	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Earthworks and excavation - the extent (illustrated and described), existing and finished contours, and supporting geotechnical assessment	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Subdivision or land development in visually sensitive environments, or at a density or scale requiring specialist assessment- Landscape Visual Assessment	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Subdivision

	Yes	No	N/A
Geotechnical Report or Statement of Professional Opinion as to the suitability of the land for future development from a geotechnical engineer (whichever is suitable for the particular site)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Details of existing and proposed infrastructure connections, including confirmation from the providers	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
An assessment under Section 106 of the Act	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>



Guide for prior consultation with Tangata Whenua

Te Uri o Hau and Te Roroa each have a Deed of Settlement with the Crown (and associated legislation). The Deeds of Settlement identify areas in which Te Uri o Hau and Te Roroa exercise kaitiakitanga and should be consulted. This ethic of stewardship extends to activities that affect natural and physical resources such as air and fresh or coastal waters, heritage and archaeology. Kaitiakitanga is recognised throughout the District Plan and is provided for through 'Areas of Significance to Maori', which includes areas of Nohoanga, Te Tarehu or Kirihipi, Statutory Acknowledgements, Special Protocols between government agencies and iwi, or Deeds of Recognition that have been registered on the titles of Crown owned land as a result of the Treaty Settlement process. Consultation with Maori and recognition of their role as Kaitiaki in the Resource Consent process where "Areas of Significance to Maori" are affected is important. In addition, Section 8 of the Resource Management Act 1991 requires all persons acting under the Act (including applicants, Councils and Tangata Whenua) to take into account the principles of the Treaty of Waitangi.

Consent Type

Evidence of consultation with Tangata Whenua may include a Cultural Impact Assessment (CIA), short form assessment or an email.

Consultation	Yes	No	N/A
All applications on land zoned for Maori Purposes, or located near a Marae	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
All applications on land involving known archaeological sites	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Mining, quarrying and forestry activities in the Rural Zone	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Subdivisions within 300m of coast or in areas zoned of Significance to Maori	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Earthworks within 300m of coast or in areas zoned of Significance to Maori	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Indigenous vegetation clearance	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
All activities in Outstanding Natural Landscapes	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
All activities requiring consent regarding Heritage under Rule 17.10.2 (Earthworks within an Area of Significance to Maori) or 17.10.3 (Development on a site listed in Schedule 17.2 'Nohoanga Areas and Areas of Significance to Maori').	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
All activities within or immediately adjacent to the following Nohoanga and Deeds of Recognition sites listed in Schedule 17.2 of the District Plan: Te Uri o Hau <ul style="list-style-type: none"> - Pouto Stewardship Area - Lake Whakaneke - Lake Mokeno - Pukekararo Scenic Reserve - Tokatoka Scenic Reserve - Te Taa Hinga - Kaipara Harbour coastal area - Mangawhai Harbour coastal area Te Roroa <ul style="list-style-type: none"> - The parts of Waipoua forest not transferred to iwi. 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Consultation with New Zealand Sport and Fishing Council

Consultation	Yes	No	N/A
If the application is within the Coastal Marine Area (CMA), evidence should be submitted to demonstrate successful consultation with the New Zealand Sport & Fishing Council	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>