

## Resource Consent Application Guidance

Applications can be processed speedily and for least cost if you, the applicant, provides **all** the information needed with the application at the outset. This includes:

### General Requirements

- 1 The correct completed application form.
- 2 A full Certificate of Title—this should be not more than 3 months old and include the title plan and details of any specified covenant, consent notice, easement, or any other instrument registered against the title.
- 3 Assessment of Environment Effects (AEE). Your AEE should cover all matters set out in Schedule 4 of the Resource Management Act 1991 and relevant matters identified in the operative Kaipara District Plan 2013. The amount of detail required in your AEE depends on the scale and significance of your proposal. You should accurately describe your activity and be specific about how you intend to avoid, remedy or mitigate adverse effects.
- 4 Existing and proposed site plans with elevations drawn to a common scale and/or showing accurate dimensions.

### Existing and Proposed Plans

Plan/s showing the **existing** situation and **proposed** activity including (depending on the complexity of the proposal):

- Existing and proposed site contours.
- Position and dimensions of all proposed boundaries (including net site area).
- Spot levels at key points on the boundaries i.e. adjacent buildings and structures.
- The extent of any earthworks, showing proposed contours (overlaid over existing contours), area and volume of earthworks, retaining walls (including height), location of stockpiles, identification and location of sediment, and erosion control measures.
- Position and dimension of proposed buildings, and impermeable surfaces and coverage calculated in square metres.
- Position of existing and proposed vehicle crossings and driveways, including vertical clearance (where applicable), long-section of driveway to road, gradients, the existing kerb line including any indented parking bay, and pedestrian access.
- Proposed car parks and vehicle tracking curves/manoeuvring.
- Floor plans of proposed building/s including Gross Floor Area.
- Vegetation alteration (area of vegetation removed and/or altered, identification of species).

- Proposed landscaping and/or planting (including area, location and species).
  - The location and extent of any identified heritage structure.
  - If the site adjoins a watercourse or body of tidal water, please identify Mean High Water Springs mark and/or the width of the bed of the watercourse, and the extent of any riparian margin or Esplanade Reserve.
  - Elevation drawings (1:50/1:100) of all structures to be built or altered, showing:
  - Relationship of buildings to natural ground level, existing and finished ground levels or mean street level (whichever is applicable), and certificate of title boundaries.
  - Elevations of all building faces (including finished floor levels and external appearance/materials).
- 5 Reports from technical experts, if required. These may include, but not be limited to: geotechnical reports, ecological reports, traffic impact assessments, acoustic assessments, landscape and visual assessments.
- 6 Written approval from neighbours/other parties.
- 7 Application fee. Please refer to Council's current Fees and Charges for relevant application lodgement fee. Please note that any actual and reasonable processing costs and monitoring of consent conditions over and above the lodgement fee will be recoverable at the time of any consent being granted.
- 8 One complete set of application hard copy and one electronic copy (PDF or Word formats only). Flash drives are acceptable, please do not send in CDs.

### **General Subdivision Requirements (in addition to above)**

#### **Scheme Plan that adequately details:**

- The position of all new boundaries.
- The areas of all new allotments.
- The locations and areas of new reserves to be created, including any esplanade reserves and esplanade strips.
- The locations of areas of any existing esplanade reserves, esplanade strips, and access strips.
- The locations and areas of land below mean high water springs of the sea, or in any part of the bed of a river or lake, to be vested in the Crown or local authority under Section 237A of the Resource Management Act 1991.
- The locations and areas of land to be set aside as new roads.
- All survey plan approval elements.

And (where relevant):

- Net site area of all existing and proposed sites.
- Proposed staging.
- Identification of building platforms/shape factor, complying with the standard and in size dimension specified in the respective District Plan.
- Areas for each separate area of wetlands and bush to be protected in square metres or hectares.
- Relevant management plans such as landscape, pest control, erosion, stormwater and wastewater.
- Cultural Impact Assessment or Evidence of Correspondence from Iwi advising us there is no impact.