

information requirements for resource consents

The Council will require sufficient information on an application for *resource consent* in order to adequately assess that application in terms of the assessment criteria of the *Plan* and relevant requirements of the *Act*.

Where insufficient information has been provided, the Council will require further information, or will itself arrange for information to be collected, at the *applicant's* cost.

This part of the *Plan* outlines the general requirements for information provision. Further specific requirements will apply in different parts of the *Plan*. *Applicants* are encouraged to discuss an application with Council staff prior to the application being formally lodged, to ensure information requirements are met.

Council will require information, only in such detail as corresponds with the scale and significance of the actual and potential effects that the proposed activity may have on the *environment*. The Fourth Schedule to the *Act* should be used as a guide to information requirements, but full detail corresponding with the Fourth Schedule may not be required in every case. For further guidance on the *effects* of activities that Council has identified as Significant Resource Management Issues for the City, *applicants* should refer to the Schedule of Effects (*City-Wide Rules*).



GENERAL INFORMATION REQUIREMENTS

1.1 LAND USE CONSENTS

Where relevant to the circumstances of the application, the following information may be required by the Council (Note: information on *Controlled Activity* and *Limited Discretionary Activity* applications shall be limited to the matters over which Council has reserved its discretion):

- (a) A *site* plan(s) to the scale of 1:100, 1:200 or (for large sites) 1:500, showing:
 - the location of any existing or proposed *buildings*
 - the location of existing or proposed *driveways* and *car parking* areas
 - the location of all *natural features* including, where relevant, those on adjacent *sites*
 - details of *landscape features* (including any *natural landscape elements*), *vegetation*, natural water systems and soils
 - existing or proposed *planting* and *screening*
 - existing or proposed *signs*
 - existing or proposed locations for *hazardous facilities*, and associated protection structures
 - any *heritage item*, *heritage vegetation*, *archaeological site* or *waahi tapu*
 - details of any *earthworks* proposed
 - contours and/or spot levels
 - the nature and location of any *reflective surfaces* and, where relevant, colour
 - the location, nature and power of lighting on the *site* and the means of directing light spill
 - the present or proposed future use to which all parts of the *site* are to be put.
- (b) For any *building* proposed as part of a *resource consent*:
 - elevations to a scale of 1:100
 - details of materials and colour to be used
 - the distance between *buildings* and *site boundaries* or *unit area boundaries* (where applicable)
 - the *height* and outline of *buildings* and the relevant *recession plane*
 - floor plans showing the room layout of each and every floor of *buildings*, whether existing or proposed

- the present or proposed future use to which all or any part of *buildings* are to be put.
- (c) A report assessing the *effects* the proposed activity will have on *natural features* and any identified *heritage item*, *heritage vegetation*, *archaeological site* or *waahi tapu*.
 - (d) An assessment of the *effects* of the proposal carried out by an appropriately qualified person including a covering statement in respect of each of the assessment criteria relevant to the application.

1.2 SUBDIVISION CONSENTS

Where relevant to the circumstances of the application, the following information may be required by the Council (Note: information on *Controlled Activity* and *Limited Discretionary Activity* applications shall be limited to the matters over which council has reserved its discretion):

- (a) all of the information required by section 219 of the *Act*
- (b) a plan drawn to scale clearly showing the proposal
- (c) the position of all proposed *site boundaries*
- (d) the *site area* and *net site area* of all new *sites*
- (e) indicative *building* positions and indicative *driveway* access points from *roads* and the *driveway* within *sites*
- (f) the location of all *natural features* including, where relevant, those on adjacent *sites*
- (g) details of *landscape features* (including any *natural landscape elements*), *vegetation*, natural water systems and soils
- (h) the location and extent and volume of proposed *earthworks*
- (i) new *roads*, with their widths and areas (and grades if on sloping ground), service lanes, pedestrian accessways, *driveways* and access lots
- (j) proposed easements and covenant areas
- (k) the location and areas of new *reserves* to be created
- (l) locations of any areas considered unsuitable for *building* purposes because of *natural hazards*

GENERAL INFORMATION REQUIREMENTS

- (m) all topographical information including contours
- (n) any *heritage item*, *heritage vegetation*, *archaeological site* or *waahi tapu*
- (o) a report assessing the *effects* the *subdivision* will have on *natural features* and any *heritage item*, *heritage vegetation*, *archaeological site* or *waahi tapu*.
- (p) an assessment of the *effects* of the *subdivision* carried out by an appropriately qualified person including a statement covering each of the assessment criteria relevant to the application.

Additional Information Requirements for Historic Buildings or *Archaeological Sites* where a heritage resource will be affected as a result of or is the subject of a land use or *subdivision* consent application the following additional information is required:

- (a) For applications affecting *Archaeological sites* and *waahi tapu*:

Applicants should check with the NZ Archaeological Association file keeper for known *archaeological sites* on the *site*. *Applicants* should note that if a known *archaeological site* is to be modified, an application must be made to the New Zealand Historic Places Trust for an authority to destroy, damage or modify the *site*.

- (b) For applications affecting *Heritage Items* listed in Category I of the Heritage Appendix or registered by the Historic Places Trust:

Applicants should consult with the New Zealand Historic Places Trust.

Note: In preparing a conservation plan, *applicants* should be guided by reference to the Historic Places Trust's document "Guidelines for preparing Conservation Plans" prepared by Greg Bowron and Jan Harris, or the National Trust's document "The Conservation Plan - A Guide to the Preparation of Conservation Plans for Places of European Cultural Significance" by James Semple Kerr (4th edition).

1.3 FURTHER INFORMATION

As provided for by section 92 of the *Act*, the Council will require further information from an *applicant* where it is necessary to obtain a better understanding of the nature of the activity, the *effect* it may have on the *environment*, or the ways in which any adverse *effect* may be mitigated. Where the Council is of the opinion that any significant adverse *effect* on the *environment* may result from an activity to which the application relates, a report may also be commissioned at the *applicant's* expense, on any matter raised in relation to the application or on any environmental assessment of *effects*. The Council may commission such a report only after it has advised the *applicant* of the scope and reasons for the report.

Note: Section 357 of the *Act* provides certain objection rights in respect of further information requirements.

