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23.0 INFORMATION REQUIREMENTS FOR MAKING A RESOURCE CONSENT APPLICATION

Requirements for information when making application for a resource consent will vary depending on the activity for which the consent is required. The information submitted will also depend on the scale and likely effect of the activity proposed. Applications should be discussed with Council staff before they are formally lodged to ensure that the following requirements are met. This will enable minor difficulties to be resolved in an informal way and will avoid delays caused by formal requests for more information.

Applications should be the same of similar to the format shown in Form 5 of the Resource Management (forms) Regulations 1991. Copies of this form are available from the Council offices.

Without limiting sections 88, 88(4) or 219, or the Fourth Schedule of the Act, the information to be submitted with an application for a resource consent may require any of the following:

23.1 General Information Required For All Consents

- a) Name and address of applicant or owner/occupier.
- b) Property owner's name and address if this differs from applicant details.
- c) Identification of parties (including tangata whenua) interested in or affected by the proposal, the consultation undertaken by the applicant with these parties and the results of this consultation.
- d) Description of location in which the activity will be occurring (including maps and plans where appropriate).
- e) The timetable or expected duration of activities including dates and hours of operations.
- f) Any additional consents required from the Gisborne District Council.

23.2 Regional and Natural Resource Consent Applications (Consents Required in the Natural Heritage, Land, and Beds of Lakes and Rivers Chapters)

23.2.1 Activity Information

23.2.1.1 Site Information

- a) The following information shall be supplied:
 - i) a current copy of all certificates of title for the site;
 - ii) all certificate of title boundaries, dimensions and area of the site;
 - iii) Locality Plan at a scale of 1:50 000 or greater.
 - iv) topography (noting significant landforms, vegetation and natural features);
 - v) location of heritage sites (archaeological sites, waahi tapu, Post European and Central Business District Heritage Items) on the property and the distance between these sites and any proposed structures or ground disturbance activities.

- vi) location of any Protection Management Area, natural hazards identified in the District Plan and known site contamination
- vi) waterbodies and catchment orientation (including location of existing drains, piped or open).

23.2.1.2 Description of the Proposed Structure

- a) The type of structure including details of activities intended, such as use of machinery.
- b) Design specifications, and any engineering assessment.
- c) Materials to be used, both temporary and permanent, including any coating materials and the identification of contaminants in materials to be used.
- d) The anticipated lifetime of the structure, proposed maintenance and provision for its removal if applicable.
- e) The purpose of the structure where relevant, and the appropriateness of the size/form/colour of the structure for its intended use.
- f) Management techniques to address adverse effects of activities associated with construction (such as impacts on water quality and bed stability); and the adverse effects of the completed structure.

23.2.1.3 Vegetation Removal

- a) Vegetation type to be removed.
- b) Area and location of vegetation clearance proposed.
- c) Timing and duration of vegetation removal.
- d) Management techniques to avoid, remedy or mitigate adverse effects of vegetation clearance including adverse effects on waterbodies and their margins.

23.2.1.4 Vegetation Introduction

- a) Vegetation species to be introduced.
- b) Area, density and location of vegetation introduction.
- c) Method of vegetation introduction.
- d) Management techniques to avoid, remedy or mitigate adverse effects of vegetation introduction including adverse effects on waterbodies and their margins.

23.2.1.5 Earth Disturbance Activities On Land And In The Beds Of Lakes And Rivers (includes reclamation, deposition of materials, drilling or other disturbance)

- a) Area and location of earth disturbance.
- b) Timing and duration of activities.
- c) The total volume or size of material to be deposited, disturbed or removed and dimensions of area to be altered.
- d) Existing and anticipated alteration to the contour and morphology of the area to be modified.

- e) Description of soil types and geology of site where area of earth disturbance is greater than 5ha.
- f) The material to be used as fill and its source including sediment characteristics.
- g) Details of disposal of excavated fill.
- h) Management techniques to address adverse effects such as erosion of fill, gullyng, entry of sediment into watercourses, effect on aquatic ecosystems and flora and fauna from reclamation.

23.2.1.6 Mineral Extraction From Beds Of Lakes And Rivers

- a) Description of type of mineral to be extracted.
- b) The volume of mineral to be extracted and the rate of removal.
- c) Method of extraction and machinery involved.
- d) Details of associated activities in the bed such as processing (grading and crushing), storage and access.
- e) Management techniques to address adverse effects such as impacts on associated aquatic environments.

*Refer to
Chapter 9A*

23.2.1.7 Hazardous Facilities And Contaminated Sites

- a) Management techniques to address adverse effects on human health and the environment of the use of the site or establishment and use of the hazardous facility.
- b) Information required for calculation of effects ratios as specified in Hazardous Facility Screening Procedure.

*Refer to
Appendix 16*

23.2.2 Assessment of Effects

The applicant should provide an assessment of effects in accordance with the Fourth Schedule of the Resource Management Act, and should be of a level of detail which reflects the scale and significance of the proposed activity.

23.2.2.1 Fourth Schedule - Assessment Of Effects On The Environment

- a) Subject to the provisions of any policy statement or plan, an assessment of effects on the environment for the purposes of Section 88(6)(b) should include:
 - i) a description of the proposal;
 - ii) where it is likely that an activity will result in any significant adverse effect on the environment, a description of any possible alternative locations or methods for undertaking the activity;
 - iii) an assessment of the actual or potential effect on the environment of the proposed activity;
 - iv) where the activity includes the use of hazardous substances and installations, an assessment of any risks to the environment which are likely to arise from such use;
 - v) where the activity includes the discharge of any contaminant, a description of:
 - the nature of the discharge and the sensitivity of the proposed receiving environment to adverse effects; and
 - any possible alternative methods of discharge, including discharge into any other receiving environment;

- vi) a description of the mitigation measures (safeguards and contingency plans where relevant) to be undertaken to help prevent or reduce the actual or potential effect;
 - vii) an identification of those persons interested in or affected by the proposal, the consultation undertaken, and any response to the views of those consulted;
 - viii) where the scale or significance of the activity's effect is such that monitoring is required, a description of how, once the proposal is approved, effects will be monitored and by whom.
- b) Subject to the provisions of any policy statement or plan, any person preparing an assessment of the effects on the environment should consider the following matters:
- i) any effect on those in the neighbourhood and, where relevant, the wider community including any socio-economic and cultural effects;
 - ii) any physical effect on the locality, including any landscape and visual effects;
 - iii) any effect on ecosystems, including effects on plants or animals and any physical disturbance of habitats in the vicinity;
 - iv) any effect on natural and physical resources having aesthetic, recreational, scientific, historical, spiritual, or cultural, or other special value for present or future generations;
 - v) any discharge of contaminants into the environment, including any unreasonable emission of noise and options for the treatment and disposal of contaminants;
 - vi) any risk to the neighbourhood, the wider community, or the environment through natural hazards or the use of hazardous substances or hazardous installations.

23.3 District Resource Consent Applications - Land Use Consents (excluding consents required for Natural Heritage, Land and Beds of Lakes and Rivers chapters)

An application for a Land Use Consent shall include as appropriate:

23.3.1 Description of the Activity

- a) A description of the activity for which consent is sought, and its location. This shall include details of:
 - i) Detailed description of the nature of the activity;
 - ii) Purpose of all structures including parking and access areas;
 - iii) Hours of operation, duration of activity, numbers of people involved;
 - iv) Average number of vehicle movements anticipated in a day;
 - v) Where appropriate design specifications and engineering assessment of proposed buildings;
 - vi) Where appropriate, materials and machinery to be used (temporary and permanent), how many, where and how often.

23.3.2 Assessment Of Effects

- a) 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 avoided, remedied or mitigated, including:
 - i) assessment of compliance and non-compliance with District Plan rules;

- ii) identifying the character or key elements of the existing natural, physical and social environment;
 - iii) nature, timing and duration of construction effects;
 - iv) impact of potential natural hazards on the activity and vice versa;
 - v) any additional consents required from the Gisborne District Council
 - vi) any pertinent field data for the site (strata soakage etc);
 - vii) appropriateness of the size, form, colour of any structures for the intended use.
 - viii) any future development proposed or staging of development.
- b) Identification of parties (including tangata whenua) interested in or affected by the proposal, the consultation undertaken by the applicant with these parties and the results of this consultation. If no consultation was undertaken, then reasons must be given why consultation was not undertaken.
 - c) Written consent from persons affected by the proposed activity. Council staff will identify exactly which properties or persons may be potentially affected. (This list may be increased once the application is received if it is considered appropriate.)
 - d) Any information required to be included in the application by the District Plan or the Act's regulations. This may include noise assessment, traffic impact report, geotechnical or heritage assessment.
 - e) Details of any investigations of alternative locations, roads or methods.
 - f) Where appropriate, 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.
 - g) Details of any programme of monitoring and inspection of works and structures.

*Refer to
Planning
maps and
Chapter 5*

23.3.3 Site Information

- a) The following information shall be supplied:
 - i) the correct street address or Rapid Number;
 - ii) the legal description(s) of the site and valuation roll number; and
 - iii) a current copy of all Certificates of Title for the site.

23.3.4 Location Plan

- a) A Location Plan which identifies the site in relation to physical features of the surrounding area. A copy of the appropriate District Plan map with the land involved, marked in pen is preferable.

23.3.5 Site Plans

- a) The following information shall be supplied:
 - i) plans shall be drawn in black ink, at a 1:50, 1:100 or 1:200 metric scale (or as otherwise agreed) to show sufficient detail of the proposal to enable Council to determine its effects. If the plans are larger than A4 size, copies reduced to A4 size must be provided;
 - ii) a north point accurately orientated;
 - iii) a unique plan number, date of preparation and title describing the proposal and the site initiated by the plan drawer;

- iv) location of all existing easements and covenants (obtained from Land Transfer Office).
- b) The applicant shall provide a site plan detailing (where relevant) the **existing situation** including:
- i) all certificate of title boundaries, dimensions and area of the site;
 - ii) topography (noting significant landforms, vegetation and natural features);
 - iii) ; Location of heritage sites (archaeological sites, waahi tapu, Post European and Central Business District Heritage Items) on the property and the distance between these sites and any proposed structures or ground disturbance activities.
 - iv) location of any Protection Management Area, natural hazards identified in the District Plan and known site contamination;
 - v) waterbodies and catchment orientation (including location of existing drains, piped or open);
 - vi) road frontages, rights of way, existing entrances and service lanes relevant to the site;
 - vii) location and dimensions of existing structures, (indicating those to be retained) including signage, roof area of buildings, aerial lines, parking and loading areas;
 - viii) location of any existing utility structures (including cables or pipelines) on the site.
- c) The applicant shall provide details, where relevant, of the proposed development including:
- i) design of earthworks and final levels and contours of the site;
 - ii) location and dimensions of proposed structures or alterations to existing structures;
 - iii) location of proposed activities, vehicle parking and manoeuvring, servicing, pedestrian and vehicular access to the site;
 - iv) floor plans, roof areas, signage;
 - v) calculation of site coverage;
 - vi) distance from external boundaries to building rooflines; and
 - vii) all landscape design, site planting and fencing.
- d) The applicant shall provide (where relevant) elevation drawings in black ink, numbered and drawn to a metric scale of 1:100 (or as otherwise agreed) showing:
- i) relationship of proposed buildings to existing and finished ground levels, and existing ground level of adjacent boundaries;
 - ii) extent of compliance with relevant rules including maximum height of buildings, recession plane and where necessary, spot heights.
- e) Any other information necessary to determine the effects of the proposal.

*Refer to
roadway
hierarchy
maps
Appendix 12*

*Refer to
Chapter 15.1
to 15.4*

Note:

In respect of Controlled and Restricted Discretionary Activities, applications will only be assessed with regard to those matters specifically identified in the District Plan rules. The information to be supplied must include an assessment of any likely effects on the environment. This can be limited to that which is necessary to address the matters under consideration.

*Refer to
Planning
maps &
Appendices*

23.4 District Resource Consent Applications - Subdivision Consents

An application for Subdivision Consent shall include:

23.4.1 Description of the Activity

23.4.1.1 A written report (See Land Use Consents points 5.0, 6.1, 6.2, 6.4, 6.5, 6.6).
The following information shall also be supplied:

- a) a statement of compliance with the allotment design, access and other requirements of the District Plan;
- b) proposed new road names.

23.4.1.2 Information requirements specified for Land Use Consents as per points 23.3.2-23.3.5 inclusive

23.4.2 Additional Site Information

The following additional information shall be supplied:

- a) Certificates of Title for all land including land affected by any amalgamation including proposed amalgamation wording.

23.4.3 Additional Site Plan Information

- a) All plans must be drawn at an appropriate scale and be able to be photocopied in black and white. A single copy of each plan is required unless aerial photographs overlaid with survey data are used. A reduced copy of each plan is required at A4 size for distribution purposes or 5 copies of aerial photo based plans.
- b) The following additional information shall be supplied:
 - i) name of registered owner/s and contact phone number;
 - ii) all land held in physical contiguity by the subdividing owner;
 - iii) New Zealand map series grid reference;
 - iv) if the land to be subdivided is held under more than one Certificate of Title, the title references and title boundaries must be shown by distinctive lines;
- c) The applicant shall provide a site information plan detailing where relevant the **existing situation** including:
 - i) details of hazardous areas such as flood or erosion prone areas;
 - ii) existing fencing;
 - iii) the location and areas of any existing esplanade reserves, esplanade strips or access strips;
 - iv) the location of any utility structures established (cables or pipelines) in the area;
 - v) the deposited plan and section numbers and boundaries of adjoining properties;
 - vi) zone boundaries and designations; and
 - vii) existing street names and numbers; and existing easements and covenant areas affecting the subdivision and where relevant the proposed name for new streets;
 - viii) existing location of car parks, service and loading areas;
 - ix) Location of heritage sites (archaeological sites, waahi tapu, Post European and Central Business District Heritage items) on the property and the

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- distance between these sites and any proposed building platform or ground disturbance activities.
- i) position of all existing services.
- d) The applicant shall provide a site information plan detailing where relevant the **proposed situation** including:
- i) the position of all proposed allotment and certificate of title boundaries;
 - ii) the dimensions and area of all new allotments and size of restricted common areas (except in the case of a subdivision to be effected by the grant of a cross lease, company lease or by the deposit of a unit plan);
 - iii) areas of rear lots to be indicated including and excluding area of accessways or rights of way;
 - iv) indicative building positions and indicative vehicle access points and driveways on street edges - where these can be reasonably determined;
 - v) Plans showing new and existing roads
 - vi) formation widths and grades of proposed roads, rights of way, services lanes and accessways;
 - vii) name of engineering consultant who will certify "as **built**s" for the construction of infrastructure which will become public.
 - viii) proposed earthworks;
 - ix) the proposed status of all land to be vested, new roads to be shown as "road to vest";
 - x) location and area of new reserves to be created, including any esplanade reserves, esplanade strips to be set aside on a survey plan under Sections 231, 232 of the Act;
 - xi) schedule and memorandum of all easements and access strips to be created;
 - xii) any proposed amalgamation condition shall be shown on the plan, and shall indicate which provision of Section 220(1)(b) of the Act will apply;
 - xiii) location of all proposed easements and covenants;
 - xiv) lot numbers for each separate allotment including the balance of the land under subdivision;
 - xv) contour levels or sufficient spot levels shall be provided to enable the assessment of the practicalities of providing a service infrastructure in the industrial, commercial and residential zones.
 - xvi) position of all proposed on-site services, and the type of material of which they will be constructed including details of:
 - reticulated and non-reticulated sewerage lines, water supply and stormwater drainage including proposed materials, dimensions and gradients inclusive of receiving or contributing reticulations;
 - stormwater drainage;
 - electricity and telecommunications reticulation.

23.4.4 In addition the following information shall be provided for specific types of Land Use and Subdivision Consent applications:

23.4.4.1 Cultural Heritage

- a) Description and location of the heritage item
- b) Description of any consultation that occurred
- c) Statement of the potential effect of the activity on the heritage item and any suitable remediation or mitigation measures

23.4.4.2 Notice of Requirement for or to alter an existing Designation

- a) Applications should be the same or similar format as Form 12 of the Resource Management (Forms) Regulations 1991. Copies of this form can be obtained from the Council offices.
- b) Evidence that the applicant is a requiring authority under Section 167 of the Act
- c) Any other matters under Section 2 of the Fourth Schedule

23.4.4.3 Signs

- a) Details of the content and number of signs to be located on the property including: design, colour, size, lettering, message, height, sign dimensions, location, means of support, lighting and duration.

23.4.4.4 Noise

- a) An acoustic design certificate where required by Council;
- b) A management plan detailing any noise reduction measures to be implemented.

23.4.4.5 Papakainga

- a) Details of whether the applicant has exclusive use of the area of development, eg. licence to occupy or hapu partition.
- b) The internal boundaries of any proposed hapu partition or licence to occupy which effect land attached to the proposed buildings or activity.
- c) The intended use and location of any buildings proposed on the block of multiply owned land, if known.
- d) The location of all existing buildings and activities on the block of multiply owned land or within the vicinity of the site.
- e) Details of the scale and operation of any non-residential activities on the development site.
- f) Location of services and whether they are shared.

23.4.4.6 Commercial

- a) An assessment of the proposals compliance with the Design Guidelines.

23.5 Further Information

- a) The Gisborne District Council may use its powers under section 92 of the Resource Management Act to acquire more information. This will include having regard to the scale and significance of the actual and potential effects that the activity may have on the environment and the objectives, policies and rules in this Plan when determining if the information supplied by the applicant is adequate. The circumstances in which further information may be required include where:
 - i) applications do not cover the information requirements in enough detail; or
 - ii) certain information required has been left out of the application; or
 - iii) there has been insufficient consultation with affected parties, including tangata whenua; or
 - iv) the information supplied is false, misleading or lacks clarity.