

# Checklist for District Land Use Resource Consent



## Information requirements

This checklist will ensure you provide adequate information with your application for a subdivision consent. If the required information is not provided, or your application is incomplete, it will be returned to you with the deposit.

Note: You also need to provide the required information in the resource consent checklist.

**Please include this completed form with your application.**

### Information required

Along with a completed application form, the following information is required:

Key: Mark items ✓ = Yes, Pass    — = Not applicable    ✗ = Fail

Applicant to check ✓

Council use

Site Plan (scale 1:200 or 1:500 – rural sites may be larger) that includes (if applicable to your proposal)

In addition to the site plan requirements listed in the checklist for all resource consent applications, site plans for district land use consents are required to show the following:

Site coverage calculation

Road frontages

The location of existing and proposed buildings

The location of the existing and proposed car parking, manoeuvring and access isles

The location of the existing and proposed landscaping

The location of any proposed earthworks

The location of any signage

Elevation plans and floor plans (scale 1:50/1:100) of all structures to be constructed or altered

The natural ground level

The existing and finished ground levels

The maximum building height and relevant height recession plane angle(s)

Description of current and past activities onsite. Please provide approximate timeframes

List resource consents applicable to site (current and past): Please indicate which ones are currently being exercised (used).

Assessment of Effects on the Environment (AEE): Please refer to “Preparing an Assessment of Environmental Effects – Resource Consent application District Land Use” for guidance of how to prepare an AEE and what kind of information to include. These are available on our website.

Description of the character of the surrounding area: Refer to the How to Write an AEE.

An amenity values assessment: Refer to the How to Write an AEE.

Traffic assessment: Refer to the how to write an AEE Booklet – In addition, include any effects of the proposed activity on the state highway (if applicable).

Car parking and access assessment: Detail whether the proposal complies with the Tairāwhiti Resource Management Plan (TRMP) rules - refer to the How to Write an AEE.

Affected parties assessment: Will any of your neighbours be affected by your proposal? Why are they, or why are they not considered affected? If they are considered affected have you obtained their written approval?

Landscaping assessment: Does the proposal comply with the landscaping requirements in the TRMP? Show existing and proposed landscaping on the site plan. Please list the density and species including maximum growth height. Provide details on when the proposed landscaping will be planted and provide a maintenance programme.

Cultural heritage assessment: Refer to the How to Write an AEE.

Built heritage assessment: Refer to the How to Write an AEE.

Natural heritage assessment: If the site is within the coastal environment, outstanding landscape, protection management or urban ridgeline overlays provide an assessment specific to the relevant overlay and detail which rules in the TRMP apply.	
Natural hazards assessment: If the site is within any coastal hazard, flood hazard, land instability layer provide an assessment specific to the relevant hazard. Detail if any hazard rules within the TRMP apply.	
Signage details/assessment: Refer to the How to Write an AEE.	
Noise assessment: Detail the nature and scale of noise that will be generated and how the effects will be mitigated - refer to the How to Write an AEE.	
Dust assessment: Will any dust be generated by the proposal and how will these effects be mitigated? A dust management plan may need to be included.	
Assessment against the National Environmental Standard for assessing and managing the effects on human Health from soil contamination: This is relevant where there is a change of landuse or land disturbance that exceeds the permitted activity threshold under the NES.	
Discharges assessment: Will there be any discharge to land, air or water? If so, please provide adequate details and assessment of the environmental effects from the proposed discharges.	
Earthworks assessment; Refer to the How to Write an AEE.	
Hazardous substances storage: How will any risks associated with the use, storage or movement of hazardous substances be managed or mitigated?	
Provide any details on vibration arising from the proposal.	
Provide any details on odour arising from the proposal.	
Sale of alcohol: State if you are seeking an On or Off License and provide details on the proposed hours of sale.	
Provide details of how any identified adverse effects are to be avoided, remedied or mitigated.	
Provide details on any effects on the economic and social wellbeing of the wider community.	
Positive effects assessment: What are some of the positive effects that will be generated as a result of the proposed activity?	
Summary: What are the overall effects of the proposed activity? Please note that the effects need to be less than minor for non-notification to be considered.	

## Helpful information

If you require an aerial photograph and/or need to know what overlays are on the subject site, visit our website [www.gdc.govt.nz](http://www.gdc.govt.nz) online maps, which also print to scale.

Visit our website to view the Tairāwhiti Resource Management Plan.

For more information - visit our website [www.gdc.govt.nz](http://www.gdc.govt.nz) for a guide to residential subdivision and guide to rural subdivision.

If you need any help or advice about your application please contact our Duty Planner on 06 869 2444.

## Office use only

Signed by Acceptance Officer:

Officer:

Date: