

27 APPENDIX 7 - APPLICATION PROCEDURE

27.1 INFORMATION REQUIRED

27.1.1 DETAILS

The following information shall be submitted with any application for a resource consent:

1. a description of the [site](#) including existing activities, [buildings](#), topography and vegetation, including information on the extent and nature of any fill on the [site](#), any indication of earth movement and a description of any habitats (e.g.. bush areas, [wetlands](#) and streams) that the activity may adjoin or modify;
2. the siting, design and exterior materials and colours to be used in respect of any proposed [building](#) and fence;
3. a description of the activity for which consent is sought;
4. 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;
5. an assessment of any actual or potential effects that the activity may have on the environment and the ways in which those adverse effects may be mitigated:

The assessment shall:

- a) be in such detail as corresponds with the scale and significance of the actual or potential effects that the activity may have on the environment; and
 - b) be prepared in accordance with the requirements of the Fourth Schedule to the Act;
6. Certificates of title for the subject [site\(s\)](#);
 7. Information on any natural hazards affecting the [site](#) (amongst others: flooding, subsidence, erosion, etc.).

27.1.2 DRAWINGS

In addition to the above information, any application for land use consent shall include a set of drawings, at a specified scale, illustrating the proposal. Two copies of each drawing are required.

The drawings must include the details set out below, as applicable:

1. a drawing showing the location of the [site](#), with [road](#) name, property number and north point;
2. a [site](#) plan of the property (at a scale of not less than 1:500) showing:
 - a) [site boundary](#) lengths and other dimensions in metres.
 - b) location with distances to [site boundaries](#), of all existing [buildings](#) which are to remain on the [site](#), and all proposed [buildings](#) and structures (including where applicable, eaves, balconies, courts and verandas).
 - c) proposed use of each [building](#).
 - d) position of any easement over the [site](#).
 - e) position, location and dimensions of every parking and [loading space](#).
 - f) kerb lines adjacent to the [site](#) and the position of any street trees.

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- g) levels on the **site boundaries** and around any **buildings** except in cases where the **site** is less than 1000m², or has a uniform grade of less than 1 in 10.
 - h) proposed retaining walls, excavations and landfill.
 - i) existing trees and proposed landscaping (particularly where this is a requirement of the rules for the Environmental Area). Dimensioned areas of the landscaping should be shown together with all existing and proposed sealed areas.
 - j) where relevant, recession line diagrams.
 - k) watercourses and drainage and sewerage pipes within and adjacent to the **site**.
 - l) the means proposed to deal with all stormwater and sanitary drainage.
 - m) the position of entrances and exits to the **site**.
3. a floor plan of each **building** (at a scale of not less than 1:200) showing:
- a) use of all parts of the **building**, including basements, storage or service areas.
 - b) room layout of the **building**, if this is known, and a clear identification of the use of different rooms or parts of a floor.
4. Where several floors are of the same area and use, a standard floor plan may be shown.
5. elevations of each **building** (at a scale not less than 1:200) showing:
- a) external appearance of the **building** including doors and windows.
 - b) number of floors and their proposed usage.
 - c) **building heights** and **height** in relation to any **boundary**.

The following type of information shall accompany subdivision consent applications:

- (a) The position of all new **boundaries**.
- (b) Except in the case of a subdivision to be effected by the grant of a cross lease or company lease or by the deposit of a unit plan, the areas of all new **allotments**.
- (c) The location and areas of new **reserves** to be created, including any esplanade **reserves** to be set aside on a survey plan under **Section 231**.
- [(ca) The location and areas of esplanade strips to be created under **Section 232**.
- [(cb) The location and areas of any existing esplanade **reserves**, esplanade strips, or access strips:]
- (d) (The location and areas of any **land** below mean high water springs of the sea, or of any part of the bed of a river or lake, which is required under section 237A to be shown on a survey plan as **land** to be vested in the Crown.
- (e) The location and areas of **land** to be set aside as new **road**.

In addition **Council** requires the following:

- (a) The location of transmission lines with a voltage of 50kV and greater.