



Subdivision Guide

THE SUBDIVISION PROCESS

Land subdivision takes many forms, including fee simple, cross-lease, unit titles and boundary adjustments. To subdivide your land, you must gain Council approval.

In the Grey District, most subdivisions are controlled activities. This means that you must apply to Council to subdivide your land. Council will then assess your application and will require certain standards to be met with regard to roading, access and servicing of the allotments you intend to create, but consent must be granted. If your proposal is a discretionary activity then Council may decide to either grant or decline your application.

Before beginning the subdivision process, you may wish to consult with Council planning staff about the District Plan rules that apply to your piece of land, or obtain independent planning advice from a planning consultant.

The next step is to engage a Registered Surveyor. The surveyor will draw up your scheme plan, which forms part of your application. Most surveying firms can complete the subdivision application for you but, if your application is complex, you may want to appoint a planning consultant to prepare and submit your application.

Once the application is received by Council, if the application is for a controlled activity subdivision, processing should take less than 20 working days. Further information may be required during the processing of your application. If more information is requested, the “processing clock” will stop until the information is provided. If your subdivision consent is granted, there may be conditions imposed on the consent requiring certain works to occur prior to the subdivision being “signed off” by Council. Such works may include the upgrade of entranceways, and electricity and telecommunications being provided to the boundary of the new lots.

For more information on the rules for subdivision in the Grey District, have a look at Appendix 5 in the Grey District Plan, and the rules relating to land use in your zone. Please note that the District Plan zones differ from the zone on your rates invoice.

FINANCIAL CONTRIBUTIONS

Some areas are under pressure from development, and services such as sewer, water and roads have reached capacity. In these areas, Council will require a financial contribution, based on an equitable amount for the provision of necessary services. Reserves contributions are a financial contribution required by the Grey District Plan. For each additional allotment created by a subdivision in the Grey District, Council requires 2% of the value of the land to be paid as a reserves contribution. These contributions are required by most councils around the country. This contribution goes towards the maintenance of existing parks and reserves and the creation of new reserves where necessary. This money cannot be used by Council for any other purpose.

For more information about financial contributions look at Section 15 of the Grey District Plan.

CERTIFICATION OF SURVEY PLAN

Once your subdivision consent is granted, you have five years to get the final survey plan certified by Council. Your surveyor will apply in writing to have the plan approved. If Council is satisfied that the final plan is in general accordance with the original scheme plan, a section 223 certificate will be issued. The survey plan is then lodged with Land Information New Zealand (LINZ).

COMPLETING THE SUBDIVISION

Certificates of Title cannot be issued for a new subdivision until Council issues a section 224 certificate stating that all the conditions of subdivision have been met. The conditions are specified in the consent document and, when you apply for this approval, Council will require proof that each condition has been met. This may include the Council engineers conducting a site visit to inspect service connections and road standards. You may be able to provide letters or invoices from contractors to show the work has been done.

Once the survey plan has been approved by Council, you have three years to request the new Certificates of Title from LINZ. A solicitor would normally undertake this part of the process on your behalf.

REQUIRED INFORMATION

The following is a list of information the Council requires to begin processing your subdivision application:

- A completed and signed application
- Payment of the application deposit fee
- A Certificate of Title
- A subdivision scheme plan from your surveyor including easements (new and existing), and lot sizes (inclusive and exclusive of access)
- An assessment of environmental effects in accordance with the Fourth Schedule of the Resource Management Act

The following is information that is helpful and will speed up the processing of your application:

- An engineer's report indicating that the land is suitable for subdivision and identifying any building sites
- Letters from network providers (Telecom and Electronet) stating that they can connect the subdivision to telecommunications and electricity supply
- West Coast Regional Council approval of your method of waste water and effluent disposal where there is no sewerage system
- A location diagram showing the subdivision in context with the surrounding environment
- Affected party approvals – these are determined once the application is lodged, however it can speed up the process to get approval prior to lodging your application
- Photographs of the land, including features of interest and aerial photographs

SUBDIVISION COSTS

There are numerous costs associated with land subdivision. This list is indicative only:

- Surveying costs
- Planning consultant costs
- Engineer costs
- Construction costs
- Reserves contributions
- Roothing and servicing contributions
- Legal fees
- LINZ fees
- Costs of connection to existing infrastructure, and extension of infrastructure where required
- Council fees – processing the subdivision application, possible notification, applying for section 223 and 224 certificates and inspection of roads and servicing

FURTHER INFORMATION

Below are some places you can go to find more information on the subdivision process. Please note that some of these pieces of information were compiled prior to the Resource Management (Simplifying and Streamlining) Amendment Act 2009, and as such may contain some inaccuracies. If you are unsure, contact the Council's Planning Department.

- Grey District Council website – Our website has an electronic copy of the District Plan and maps showing the zoning for land in the district. All resource consent forms are available for download from the website. www.greycdc.govt.nz
- New Zealand Legislation – If you wish to view specific parts of the Resource Management Act, Local Government Act and more, then you can find these acts published in full on this website. This is the link for the Resource Management Act 1991. <http://www.legislation.govt.nz/act/public/1991/0069/latest/DLM230265.html>
- An Everyday Guide to the RMA – This is a Ministry for the Environment guide for most aspects of the Resource Management Act, 1991 written in plain English for people who are not familiar with the Act. <http://www.mfe.govt.nz/publications/rma/everyday/index.html>
- New Zealand Institute of Surveyors – A list of surveyors in the region is available on this website. <http://www.surveyors.org.nz/>
- Kapiti Coast Best Practice Guide for Subdivision – This is a design guide for developers, planners, surveyors, architects, engineers and more. <http://www.kapiticoast.govt.nz/Documents/Downloads/Best-Practice-Subdivision-and-Development-Guide.pdf>
- Quality Planning website – This is more helpful to practitioners, but has some more comprehensive information on the topics outlined in this brochure. <http://www.qualityplanning.org.nz/plan-topics/subdivision/introduction.php>

CONTACT DETAILS

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This information is intended as a guide only. No liability is assumed for any losses suffered by a person relying directly upon it. It is strongly recommended that you talk to both Council staff and a Registered Surveyor prior to lodging your application.