



This form must be submitted with a completed application cover page form.  
 In order to ascertain whether any damage on your carriageway, grass berm, kerb, channel and footpath already exists before you start on your building work, complete this declaration, and submit it with your building consent application.

### 1. Details of existing street damage

1a. I have lodged an application for a building consent on the property at

as identified in section one of the application cover page form.

1b. Prior to earthworks, excavations, the depositing of building materials or any other building works being carried out, I wish to advise that in respect of the property frontage:

There is no existing damage to the carriageway, kerb and channel, footpath and grass berm.

1c.  Damage to New Plymouth District Council property exists as follows:

- |                   |                                  |                                    |
|-------------------|----------------------------------|------------------------------------|
| Carriageway:      | <input type="radio"/> Cracks     | <input type="radio"/> Potholes     |
|                   | <input type="radio"/> Chip loss  | <input type="radio"/> Debris       |
| Grass berm:       | <input type="radio"/> Debris     | <input type="radio"/> Bare patches |
|                   | <input type="radio"/> Depression |                                    |
| Kerb and channel: | <input type="radio"/> Cracks     | <input type="radio"/> Broken       |
|                   | <input type="radio"/> Ponding    |                                    |
| Footpath:         | <input type="radio"/> Cracks     | <input type="radio"/> Trip hazard  |
|                   | <input type="radio"/> Broken     |                                    |

Other, please specify

1d.  Photos/pictures submitted with this form.

### 2. Property owner declaration

I confirm that:

I am the owner of the property as stated in section one of the application cover page form.

Any damage to the Council's property due to building works will be repaired by a Council-approved contractor at my own cost.

Any material leaving the site and deposited on the road will be cleaned up at my own expense.

First name(s)

Surname

Signature

Date

#### OFFICE USE ONLY

Project number

Document number

#### Pre-building work inspection

Inspected by

Received by

Date of inspection

Date received

Approved by NPDC

Property ID

Logged

Owner ID



## Background

The Council is required under the bylaw to maintain acceptable standards of convenience and safety within the district. This ensures that public places, including Council property, such as footpaths, carriages, berms, etc. are not disturbed or damaged.

Owners are required to pay for any damage to the road or street that results from their building project. The owner must employ a Council-approved contractor to carry out such work.

In order to ascertain whether any damage already exists, you need to submit an existing street damage declaration form with your building consent application.

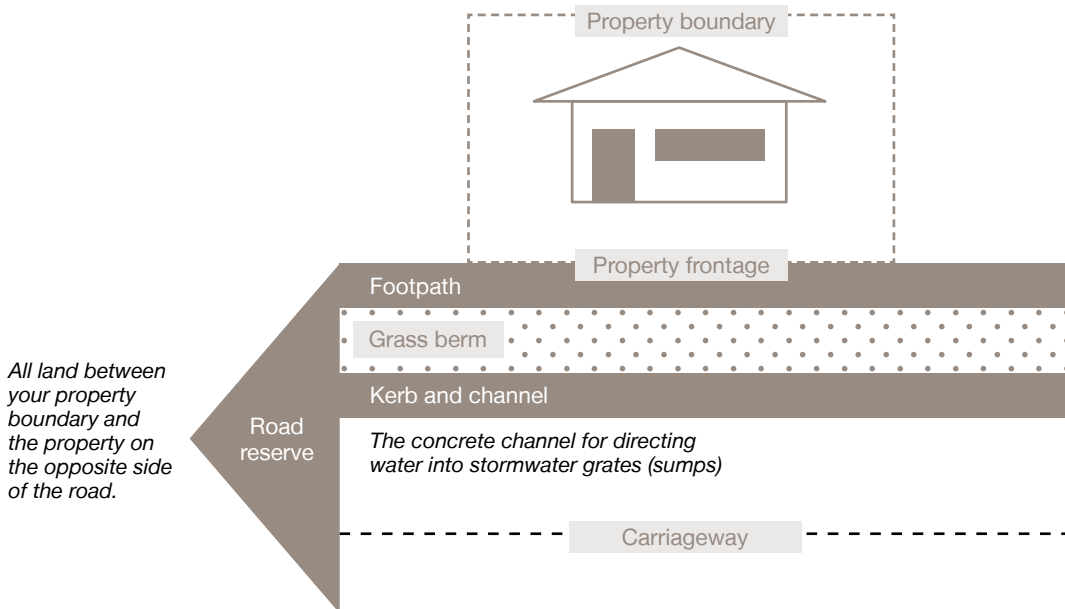
Attaching photos to this declaration may be beneficial.

If the form is not submitted with your building consent application, it is deemed that you have accepted that the carriageway, kerb and channel, footpath and grass berm are at least as good as that which exists on either side of the works.

The requirement for an existing street damage declaration does not apply to the following projects:

- Fireplace replacement or installation.
- Plumbing works.
- Minor drainage works.
- Minor dwelling alterations.
- Where there is a low volume of material being moved, not requiring large, heavy trucks to be used.

## Diagram reference



## Definitions

<b>Bare patches</b>	Areas that do not have grass growing on them.	<b>Depression</b>	A dip or crater formed on the berm, where water can accumulate.
<b>Broken</b>	When a portion of the kerb and channel or footpath is cracked and becomes uneven.	<b>Footpath</b>	The portion of the road reserve that is set aside solely for pedestrians or mobility scooters.
<b>Carriageway</b>	Commonly known as road, the carriageway is a portion of the road that is used for moving vehicles.	<b>Grass berm</b>	The grassed portion of the road reserve that is between the property boundary and the kerb and channel.
<b>Kerb and channel</b>	The concrete channel for directing water to stormwater grates (sumps).	<b>Pothole</b>	A hole on the road.
<b>Cracks</b>	Noticeable lines or pattern of lines that water could pass into.	<b>Ponding</b>	Accumulation of water.
<b>Chip loss</b>	When small stones or asphalt break away from the road.	<b>Trip hazard</b>	Obstructions or faults on the footpath that can cause pedestrians to slip or fall on the ground.
<b>Debris</b>	Refuse or wastes left on the carriageway, berm or footpath - typically soil or rocks.		

Binding interpretation of the Acts, regulations and bylaws can be issued only by the courts. Indications and guidelines issued by the Council are provided with the intention of helping people to understand the legislation. They are however offered on a 'no liability' basis and in any particular case those concerned should consult their own legal adviser.



**1. Property details**

1a. Site address  
 (Specify unit/level number, location of building within site/block number, building name and street name)

1b. Current lawfully established use

1c. Legal description

1d. Rapid number

**2. Property owner details**

2a. Name in full

2b. Contact person  
 (If owner is a corporation, partnership or trust)

2c. Postal address

2d. Contact details

2e. Email

**3. Payer details**

3a. Required for invoice

3b. Name in full

3c. Postal address

**4. Description of project**

4a. Detailed description of the development/project



4b. Will business activities take place when building is completed?

Please turn over

Liardet Street, Private Bag 2025, New Plymouth 4342, New Zealand. Telephone 06-759 6060, Fax 06-759 6072, Email enquiries@npdc.govt.nz, Website www.newplymouthnz.com

## 5. Council applications for this project

OFFICE USE ONLY

	Application attached	Have applied already (Write the application number if known)	Information provided
<b>5a. Common applications</b>			
 Project information memorandum .....	<input type="checkbox"/>	<input type="text"/>	<input type="checkbox"/>
 Building consent .....	<input type="checkbox"/>	<input type="text"/>	<input type="checkbox"/>
 Vehicle crossing .....	<input type="checkbox"/>	<input type="text"/>	<input type="checkbox"/>
 Encroachment licence .....	<input type="checkbox"/>	<input type="text"/>	<input type="checkbox"/>
 Land use resource consent .....	<input type="checkbox"/>	<input type="text"/>	<input type="checkbox"/>
 Subdivision resource consent .....	<input type="checkbox"/>	<input type="text"/>	<input type="checkbox"/>
 Sewer connection/disconnection .....	<input type="checkbox"/>	<input type="text"/>	<input type="checkbox"/>
 Stormwater connection/disconnection .....	<input type="checkbox"/>	<input type="text"/>	<input type="checkbox"/>
 Water connection/disconnection .....	<input type="checkbox"/>	<input type="text"/>	<input type="checkbox"/>
<b>5b. Non-residential applications</b>			
 Discharge of trade waste consent .....			<input type="checkbox"/>
 Alcohol licensing .....			<input type="checkbox"/>
 Food premises registration .....			<input type="checkbox"/>
 Health Act registration .....			<input type="checkbox"/>
(Hairdressing, camping ground, funeral parlour, offensive trade)			
 Beauty registration .....			<input type="checkbox"/>
<b>5c. Other project authorisations</b>			
 Swimming pool registration .....			<input type="checkbox"/>
 Temporary obstruction on road reserve .....			<input type="checkbox"/>
 Temporary road closure .....			<input type="checkbox"/>
 Easements through Council-owned reserve land .....			<input type="checkbox"/>
<b>5d. Other project requirements</b>			
 Rapid number request .....			<input type="checkbox"/>
 Contractors parking space reservation .....			<input type="checkbox"/>
 Existing street damage declaration .....			<input type="checkbox"/>



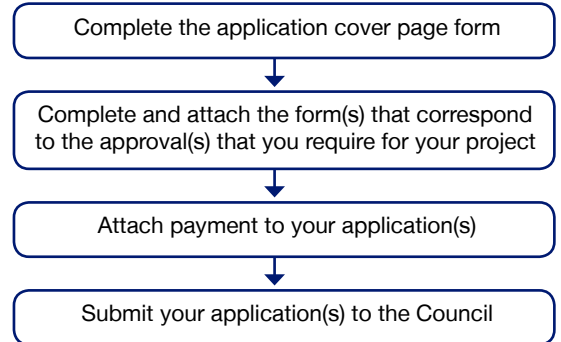
Explanations in this guide are intended to assist you to complete the application cover page form - numbers on the form relate to the explanatory notes in this guide.

### How to use the application cover page form

The Council administers a number of Acts on behalf of central Government. Each Act sets out specific requirements on what type of activities or projects need to be approved under that legislation.

This application form is designed to offer you an integrated way to apply for multiple approvals or Council services and achieve compliance for your project.

You only need to submit one application cover page form if you are applying for multiple approvals at one time.



### Guidance notes to assist completion of your application cover page form

#### 1. Property details

##### 1a. Site address

Write the physical address where the project will take place.

If the building has a name, please include it in the site address. PO Box addresses are not acceptable.

Example:

- Unit 4, 3rd Floor, XYZ Building, 123 Devon Street West, New Plymouth.
- PO Box 456, New Plymouth.
- 3rd Floor, XYZ Building, 123 Devon Street.

For properties that are undergoing subdivision, use the address indicated on the Land Transfer Plan with section 223 certificate endorsed.

**DISCLAIMER: BUILDING CONSENT APPLICATIONS ACCEPTED FOR LAND UNDERGOING SUBDIVISION**

The owner/applicant accepts that the issue of a building consent as requested in an application does not provide any assurance or representation by New Plymouth District Council that legal title to the land is now or will ever become available and the owner/applicant should take legal advice before commencing construction work.

##### 1b. Current, lawfully established use

Write the lawfully established use of the building.

If you do not know this, please describe to the best of your knowledge. For example: single residential dwelling; shop; takeaway bar; warehouse.

##### 1c. Legal description

Every property has a unique legal description assigned to it. This information is given on your rates instalments invoice or certificate or title.

Write the legal description of the property.

Example:

- Lot 1 DP 2345
- S PT SEC 678 DP 901

##### 1d. Rapid Number

If the project is in a rural area and you have purchased a rapid number, write this number in the space provided.

#### 2. Property owner details

Write the name and contact details of the owner.

If the property is owned by a company, partnership or trust, write the name of the person representing the organisation.

**WATER BILLING**

If you are applying for a water connection and it needs to be metered, water billing will be sent to this address.

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### 3. Payer details

- Indicate who will receive the invoice.

### 4. Description of project

#### 4a. Detailed description of the development/project

- Describe the nature and scope of all parts of the project.

For example:

- New one-storey single residential dwelling.
- Three stand-alone two-storey dwellings, each with their own vehicle access and attached carport.
- Replace bath with shower.
- Install woodfire to replace existing open fireplace.
- Repile existing building and improve drainage.
- Excavating soil for a farm track within 50m of a sand dune.
- Boundary adjustment to increase the size of Lot 2 DP 3456 and decrease the size of Lot 3 DP 3456.

- New café, with the intention to use a portion of the footpath and the space above it for additional seating capacity.

#### 4b. Will business activities take place when building is completed?

- Tick yes if the building is to be used for business activities after it is completed, e.g. operating business from home, take-away shop, production of chemical products, factory, orchard and shop, etc.
- Tick no if the building is to be used purely for residential purposes.

### 5. Council applications for this project

- Tick to indicate all applications that the application cover page form relates to.

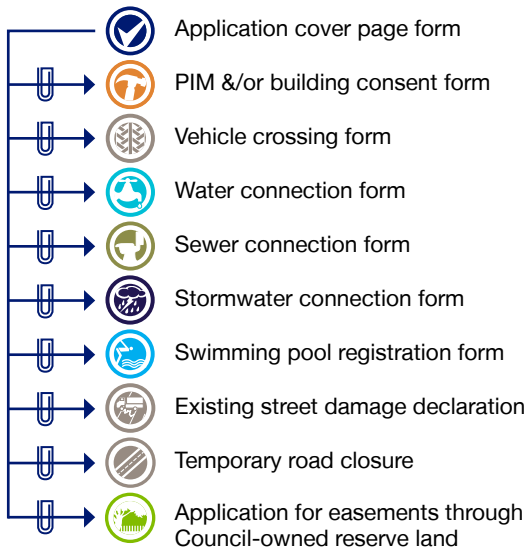
Using this form for multiple applications saves you writing the same information more than once.

- Where an application has already been lodged for this project, write the application, licence or consent number.

This will help the Council to assist you in managing your whole project.

#### Examples of projects requiring multiple Council applications

If you are building a new house with a swimming pool in an urban area, and the site is such that you need to build over Council pipes, you may need to complete all of the following applications:

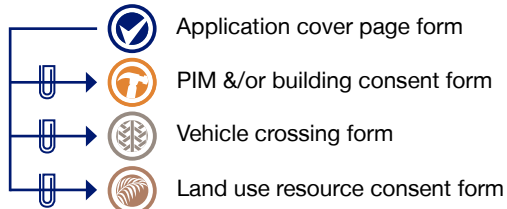


#### Not sure what approvals you need?

Refer to the appropriate checklist for your application.

If you still have questions, visit the Civic Centre in Liardet Street, New Plymouth and discuss your project with a Council officer, or phone the Council on 06-759 6060.

If you are building a garage on the boundary and installing a vehicle crossing, complete:



If you are operating a restaurant/café/bar, with tables on the footpath, complete:



If you are converting your residential garage into a hairdressing salon, complete:

