



## Background

This checklist summarises the information that may be needed to support your application. For further guidance on information requirements, refer to the Fourth Schedule of the Resource Management Act 1991.

**To use this checklist**

The information that you will need to provide in your application must reflect the scale and intensity of your proposed activity.

**Disclaimer**

This checklist is a tool to assist you in preparing a complete application. It does not comprise any type of Council approval. Additional information may still be requested during the processing of your application.

## Supporting information - general

OFFICE  
USE

Applicant use

P - Information provided

P

**Description of proposal**

Activity status.

Relevant rules, objectives and policies of the District Plan (including any plan changes).

Relevant provisions of national policy statements, national environmental standards, NZ Coastal Policy Statement, Regional Plan, and strategies.

Intended use of the proposed land and/or site.

**Assessment of environmental effects (AEE)**Positive and negative (for further guidance refer to the Ministry for the Environment website [www.mfe.govt.nz](http://www.mfe.govt.nz)).

Actual and potential effects.

**Fees payment****Full set of development plans**

Subdivision consent - three copies.

Land use consent - two copies.

**Evidence of consultation (if any undertaken). This can include:**

Written approval of any persons considered adversely affected by the applicant. (Note: the affected parties will be determined by the Council once a full application has been received.)

Record of consultation with any parties (including tangata whenua) and any responses.

**Advice note**

Where the Council is required to consult with iwi on behalf of the applicant, the notification decision will be subject to an extension of time frames under the Act until the outcome of consultation is known.

**Any specialist assessments including (but not limited to):**

Landscape.

Visual.

Traffic.

Noise.

Arborist.

Geotechnical.

Archaeology.

Ecology.

Hazardous facilities screening assessment.

Cultural.

Relocate dwelling assessment.

**Other consents required: Taranaki Regional Council (e.g. discharge, earthworks), Heritage New Zealand (archaeological).**

**Earthworks and excavation: the extent (illustrated and described), finished contours and geotechnical detail.**

Please turn over

## Additional guidance for certain types of applications

### OFFICE USE

Applicant use

P - Information provided

P

### FOR A SUBDIVISION - SECTION 88

#### Scheme plan and supporting information detail:

- ☐ The position of all existing and new boundaries.
- ☐ The location of existing and proposed services.
- ☐ Services and easements/amalgamation (memorandum of easement shown).
- ☐ The areas of all new allotments.
- ☐ Proposed stormwater disposal options.
- ☐ Existing/proposed vehicle access points.
- ☐ Existing resource consents.
- ☐ Location and areas of all proposed reserves/roads.
- ☐ Proposed staging of subdivision.
- ☐ Position of any eaves in relation to a private way or driveway.
- ☐ Site coverage and position of all existing buildings and those for which consent has been granted.
- ☐ Priority water bodies shown.
- ☐ Proposed asset to be vested with the Council (a pre-lodgement meeting is strongly recommended).

### FOR A CONSENT NOTICE - CANCELLATION OR VARIATION - SECTION 221

- ☐ Reference the approved consent and clearly identify whether you are seeking a cancellation or variation.
- ☐ AEE identifies the scale and significance that the change or cancellation may have on the environment.
- ☐ Attach copies of consent notice detail and any specialist assessments/reports.

### FOR A CONSENT CONDITION - CANCELLATION OR VARIATION - SECTION 127

- ☐ Reference the approved consent and clearly identify whether seeking cancellation or variation.
- ☐ AEE identifies the scale and significance that the change or cancellation may have on the environment.
- ☐ Specify each condition that is proposed to be cancelled/varied.

#### Advice note

Your proposal may involve specific requirements for the current land use, e.g. daylighting. When appropriate, please include relevant details.

### FOR LAND USE - SECTION 88

- ☐ The AEE gives particular reference to the assessment criteria associated with each rule of the District Plan which the consent is being applied for.

#### Where applicable:

- ☐ All relevant heights in relation to boundary recession planes shown, including all original and proposed ground levels.
- ☐ Building setback from boundaries.
- ☐ Percentage site coverage.
- ☐ Parking spaces/loading bays/service vehicles standing.
- ☐ Vehicle entry and exit points to a public road.
- ☐ On-site pedestrian movement and vehicle manoeuvring shown.
- ☐ Details of any signage including size, illumination, lettering size, location and elevation(s).
- ☐ Levels of noise and/or light emissions.
- ☐ Earthwork plans showing existing and proposed contours.
- ☐ Cut and fill areas defined and shown on the plan, and the quantity detailed.
- ☐ Proposed sediment control measures provided.
- ☐ Retaining walls identified and shown on the plan, and the proposed construction methodology included.
- ☐ Proximity of proposal to any waahi tapu.
- ☐ Proximity of proposal to any watercourse or wetland.
- ☐ Coastal hazard.
- ☐ Public view-shaft.

#### Advice note

While all assessment criteria in the District Plan, or each of the above points, might not be applicable to your proposal, it is important to state in your application why these points are not applicable.

## Additional guidance for certain types of applications - continued

### OFFICE USE

Applicant use

P - Information provided

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#### **FOR A CERTIFICATE OF COMPLIANCE - SECTION 139**

☐

Demonstrate the permitted activity status and how all associated permitted activity conditions have been satisfied.

#### **FOR AN EXISTING USE - SECTION 139A AND SECTION 10**

☐

Detail the effects of the character, intensity and scale of the activity/use.

☐

Evidence how the activity/use was lawfully established prior to the rule becoming operative, the proposed plan being notified or the designation being removed.

#### **FOR AN OUTLINE PLAN - SECTION 176A**

☐

Reference the designation.

☐

Detail the height, shape and bulk of the public work, project of work.

☐

Location on the site of the works, and the likely finished contour of the site.

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Detail the vehicular access, circulation and provision for parking.

☐

Proposed landscaping.

☐

Detail any other matters to avoid, remedy or mitigate any adverse effects on the environment.

☐

Attach a copy of the approval of requiring authority.

#### **FOR A CONSENT CONDITION - CANCELLATION OR VARIATION - SECTION 127**

☐

Reference the approved consent and clearly identify whether seeking cancellation or variation.

☐

AEE identifies the scale and significance that the change or cancellation may have on the environment.

☐

Specify each condition that is proposed to be cancelled/varied.

#### **FOR A LIQUOR LICENCE APPLICATION - SECTION 139**

☐

All licensed areas (indoor and outdoor) are clearly outlined on the plans.

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All car parking and loading spaces associated with the premises are clearly outlined on the plans.

☐

Detail any other land use activities operating from this site and associated car parking.

☐

Detail the hours of operation (indoor and outdoor) of all activities operating from this site.

☐

Attach copies of all previous planning certificates/resource consents/certificates of compliance.

### Pre-lodgement meeting advice notes

Once the application has been lodged and accepted with the Council, all information provided with the application is public information.

The Council can accept your application only when all details are complete, all relevant information is provided, the application is signed and the fees are paid.

Under RMA s88(3), if an application does not include an adequate AEE, the Council may determine the application is incomplete and return it with written reasons **within 10 working days of lodgement**.

Under RMA s92, the Council may request additional information or seek to commission reports in order to better understand your application, and make an informed decision. The first time further information is requested the application will be placed on hold and the processing 'clock' will be stopped. Unless publicly notified, subsequent requests for information will not stop the processing clock.

**You must present a completed application form, fees payment, AEE, plans and this completed checklist at your pre-lodgement meeting.**