

Why does Council require information for resource consent applications?

Council, or more specifically the Planning Officer looking at your application, will require information about your proposal for four principal reasons:

1. To make a **decision** on whether or not to grant approval to the resource consent and in order to determine what kind of conditions are appropriate to impose on the consent. The more information we have available about your proposal, the easier it is for us to make fair and informed decisions.
2. To monitor **compliance** with the conditions of your resource consent.
3. To satisfy **legal obligations** under a range of legislation, including the Resource Management Act 1991.
4. To keep accurate **records** of development in the Whakatāne district. These records can be used for statistical purposes at any subsequent time.

What is the benefit of providing 'sufficient' information with my resource consent application?

When you provide all necessary information with your application, it will be assessed more quickly, saving you processing costs and preventing you from having to cancel the builder you booked a year ago.

You need to keep in mind that Council may reject the entire application on receipt if basic lodgement information has not been provided or is inadequate.

Once the consent has been lodged with the basic information requirements, further information can still be requested later in the consent process. This will put the application on hold in terms of the time that Council legally has to process your resource consent application.

How should I present the information?

Keep it simple!

Please keep in mind that there will be a number of different people handling, reading and interpreting your application and supporting documents, including affected person(s), subsequent owners of the property, surveyors, consultants, contractors, builders, planners, monitoring officers, engineers and building inspectors.

The information provided has to be clear and legible and in a simple format so that it can also be understood by a layperson. To check whether this is the case, get a friend or relative to look at your application and see if they can understand what you are trying to convey.

How can I check that I have all the basic information?

Use the following checklist to ensure you meet the basic information requirements. **NOTE: YOU SHOULD ALSO REFER TO THE SPECIFIC REQUIREMENTS OUTLINED IN SECTION 3.5 OF THE OPERATIVE WHAKATĀNE DISTRICT PLAN.**

| Check | Information requirement | What is it? | Why do we need it? |
|--------------------------|---|--|--|
| <input type="checkbox"/> | Application form | A form available from all Council offices and Council's website: whakatane.govt.nz where you can enter all the details of your proposal | The form gives us vital information (eg the name of the property owner, applicant and/or applicant's agent, site information, what type of application is being applied for, a proposal description) which will explain why the activity is necessary, which rules are being infringed, and any other relevant resource consents or building consents required and/or being applied for. This enables us to know what we are assessing and makes it easier for us to vet the application. |
| <input type="checkbox"/> | Assessment of Environmental Effects (AEE) | This is a report you prepare, describing all the environmental effects of your proposal on the environment and the ways any negative effects are to | The AEE acts as a starting point for the assessment of your application and demonstrates to the Council that you have considered alternatives and ways to |

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| | | be mitigated. Please refer to Planning Information Sheet #3 for guidance on how to prepare an AEE. Note: Every resource consent application must be accompanied by an AEE. | avoid, remedy or mitigate any negative effects your proposal may have on the environment. |
| <input type="checkbox"/> | Assessment against the objectives and policies of the District Plan | This is a report, usually prepared by someone familiar with the District Plan, outlining how well your proposal 'fits' with the objectives and policies of the plan. This assessment is required if your proposal is for a discretionary activity or non-complying activity . | This assessment gives the applicant an opportunity to outline the 'merits' of the proposal and to satisfy Council that granting approval to the proposal would not be contrary to the objectives and policies of the District Plan. |
| <input type="checkbox"/> | Written Approvals | In some cases what you propose to do may have an adverse effect, at the very least, on your neighbours. In cases like this, the written approval of these potentially adversely affected person(s) will be required. You will need an 'Affected Party Approval' form, available from Council offices and Council's website. | We have obligations under the Resource Management Act to consider who is affected by a proposal. In this regard we look at environmental effects, such as overshadowing, loss of amenity, loss of privacy, noise etc. Whether or not you are able to obtain written approval will have an impact on how we process your consent – for example, if written approval cannot be obtained from all person(s) deemed to be adversely affected, the application may be notified. |
| <input type="checkbox"/> | Certificate of Title | This is a plan showing the correct size and shape of your property as well as any legal restrictions that affect it, for example, building line restrictions, covenants and easements. The Certificate of Title should be no older than three months. Certificates of Title can be obtained from www.LINZ.govt.nz . Alternatively a copy can be obtained from Council for a fee of \$20. | The certificate of title is a crucial piece of information for us so we can be sure of the exact ownership and legal status of your property. |
| <input type="checkbox"/> | Copies of Interest documents listed on the Certificate of Title | 'Interests' are things that are recorded on your Certificate of Title that may restrict the use of the land. | We need copies of the interest documents for: <ul style="list-style-type: none"> • Consent Notices under S221 of the RMA • Encumbrances to Council • Covenants to Council • Easements in favour of Council • Building Line Restrictions so we can work out how your proposal may be affected by the particular restrictions listed within these interest documents. |
| <input type="checkbox"/> | Plans | These are Plans of the site, floor area of a building, elevations of a building. They can also be a scheme plan for a proposed subdivision. | We need you to provide: <ul style="list-style-type: none"> • For Land Use Consent: one copy of each plan • For Subdivision Consent: one copy of the plan Any non-compliances should be clearly highlighted on the plans where possible. |

Site plan

A site plan shows where the development will be located on your property. It should show:

- The **legal boundaries** and dimensions (ie length) of your property, and the total area of the site in square metres.
- Please include a **title**, a **scale** and a **north point** (or other suitable orientation reference such as the name of the road towards which the site is oriented)
- The location and dimensions of any **rights of way**, **easements**, and/or **building line restrictions**.
- The location and **outline** (footprint) of all **existing** and **proposed buildings** and structures. You should also show the size of all buildings (m²) and what they are/will be used for.
- Location of existing and proposed **carparking**, vehicle and pedestrian **access**, **loading** spaces and vehicle **turning** areas.
- The location of any **protected trees** and/or **covenant areas**.
- The outline of all **permeable surfaces** (areas laid out in grass or landscaping or planted in trees and shrubs). Please include a calculation of the percentage of these areas.
- A calculation of site coverage.

Elevations

The elevations and details of all existing and proposed buildings with dimensions, showing:

- Existing ground levels and proposed ground levels. This allows accurate assessment of height, daylighting, gradient of driveways and any proposed earthworks
- Daylighting indicators should be drawn in on the elevation plans, especially at critical points.

Floor plans

- The layout of each floor of the building including basement etc and a description of what each floor area will be used for
- Please show the location of all **kitchens** and bar sinks.

Landscaping plans

A plan showing all the proposed landscaping for a site and any accompanying landscaping reports:

- The **area** of the site to be landscaped
- The plant species to be used, the number of plants and where they will be placed. Their eventual height and bulk should also be shown as well as any other existing planting which contributes to the total landscaping
- Location of areas to be **grassed** or **paved**
- The **outline** of the building, carparking areas and driveways/manoeuvring areas
- Any other landscaping information that may be required as a result of a covenant or consent notice or as a requirement of a condition from a previous resource consent.

Additional subdivision consent information requirements

- Copies of subdivision **scheme plan**
- **Geotechnical** report and engineering assessment outlining site suitability, recommended building sites, servicing and infrastructure and incorporating a statement addressing the matters set out in Section 106 of the Act – risk from inundation, erosion, falling debris etc.

Other information requirements

There may be further information requirements depending on the specific nature of your proposal. For example, for some buildings we may require samples and/or a description of the colour of cladding, roofing, joinery and glazing materials. For buildings within a Heritage Area we may also have similar requirements.

Lodgement fees

Don't forget that it is Council policy to require payment of an appropriate lodgement fee before being able to start processing your resource consent application. Please refer to Council's current Fees and Charges Policy for further information.

Who can I contact if I have any questions about information requirements?

Council's Duty Planner can advise you of any other particular items of information that may be required depending on the type of consent you are applying for. You can book a meeting with the Duty Planner if you want to check that your application is complete.

Please note that there is a range of other Planning Information Sheets that may be useful for your project and provide you with more guidance on the resource consent process.