



## INFORMATION REQUIREMENTS

### IR1.1 Rule

The following information requirements are deemed a rule in this Plan for the purpose of:

- (a) Council carrying out its functions under the Act; and
- (b) Achieving the objectives and policies in this Plan.

### IR1.2 Information Requirements

#### IR1.2.1 In addition to the requirements of the Act, the following information may be required along with an application for resource consent:

- (a) A completed resource consent application form.
- (b) A description of the site including:
  - (i) A description of existing activities, buildings, topography and vegetation,
  - (ii) Information on the extent, volume and nature of any earthworks on the site,
  - (iii) The location of any electricity lines traversing the site; and
  - (iv) A description of any habitats (eg, bush areas, wetlands and streams) that the activity may adjoin or modify.
- (c) A description of the activity for which consent is sought and its location.
- (d) 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.
- (e) The prescribed administrative charge.
- (f) An assessment of any actual or potential effects that the activity may have on the environment and the ways in which adverse effects may be avoided, remedied, or mitigated in accordance with the Fourth Schedule of the Act.
- (g) Current Certificate(s) of Title for the subject site. The date of the copy of the Certificate(s) of Title provided to Council must be less than three months old.

*Advice Note:*  
*Copies of the current property title obtained through Land Information New Zealand will be dated with a search date which verifies its age.*
- (h) Drawings illustrating the proposal.
  - (i) The drawings must include the details set out in paragraph (1), (2), (3) and (4) 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 (to scale) showing the:
      - (A) Site boundary lengths and other dimensions in metres.
      - (B) Location of all existing buildings which are to remain on the site and all proposed buildings and structures (including, where applicable, eaves, balconies, courts and verandahs), and distances to site boundaries.
      - (C) Proposed use of each building.
      - (D) Position of any easement over the site.
      - (E) Location of existing or proposed vehicle crossings.
      - (F) Position, location and dimensions of every parking and loading space and the proposed access and manoeuvring areas.
      - (G) Proposed retaining walls, excavations and fill.



- (H) Watercourses and wetlands on or adjoining the site.
- (I) Areas of bush.
- (J) Drainage and sewerage pipes within and adjacent to the site.
- (K) Known archaeological sites (information available from the New Zealand Archaeological Association – see [www.archsite.org.nz](http://www.archsite.org.nz)), any listed heritage place, area or item and its location in relation to the proposed development.
- (3) Where the activity is for any activity other than a residential activity a floor plan to scale showing the:
  - (A) Use of all parts of the building, including basements, storage or services areas.
  - (B) Room layout of the building if this is known, and a clear identification of the use of different rooms, including seating arrangements.
- (4) Elevations of each building (to scale) showing:
  - (A) Building heights and height in relation to any boundary.
  - (B) Maximum permitted height.
  - (C) Original ground levels along boundaries at 1m intervals in relation to the datum used.
- (i) The position of all service connections.
- (j) Any signs to be associated with the proposal.
- (k) Where reticulation is not available, details of any proposed methods for the disposal of effluent and storm water, including plans indicating the location of the proposed system and any disposal field and the provision where relevant of:
  - (i) Percolation tests and reports.
  - (ii) Analysis of soil quality.
  - (iii) Storm water management plans.
  - (iv) Analysis of subsoils through borehole tests.
  - (v) Information on underground hydrology.
  - (vi) Location of a specified house site/s within rural subdivisions.
- (l) Where water reticulation is not available details of how potable water is to be obtained on site, if applicable.
- (m) Details of the nature and use of any hazardous substances and an assessment of risk associated with such use.
- (n) Analysis of any site contamination (including any potential site contamination), including remediation measures necessary to make the site suitable for the proposed use.
- (o) Analysis of the susceptibility of the site to a natural hazard event, including frequency of hazard events and flood or lahar levels where relevant, and the measures incorporated into the activity proposed on the site to avoid or mitigate adverse effects from the natural hazard.
- (p) Analysis of any susceptibility to ground instability or erosion including geotechnical and site specific engineering assessments.
- (q) In the case of a notified application a description of the outcomes of consultation undertaken with relevant iwi.
- (r) A list of people affected by the proposal, including mailing addresses, a description of consultation undertaken with these potentially affected parties; if any and any response to the views of any person consulted.
- (s) For any application other than a residential activity or a rural activity a statement identifying the number of staff which will be associated with the activity.
- (t) In the case of an application adjacent or abutting a State Highway a description of the outcome of consultation undertaken with the NZ Transport Agency.
- (u) In the case of an application for a proposal relating to a heritage resource identified in the schedule contained within the District Plan a description of the outcome of consultation undertaken with the New Zealand Historic Places Trust where the item is within the New Zealand Historic Places Trust Register.



- (v) In the case of an application adjacent or in the vicinity of a site administered by the Department of Conservation a description of the outcome of consultation, if any, undertaken with the Department of Conservation and any response to the views of those consulted.
- (w) To the extent relevant to the scale and nature of the proposal:
  - (i) Traffic impact assessments.
  - (ii) Visual and landscape assessments, both site specific and for the wider environment.
  - (iii) Site specific archaeological and heritage assessments.
  - (iv) Assessments in relation to the level of noise produced by the activity and whether it can comply with the underlying zone noise requirements.
- (x) In the case of an application that may result in an adverse effect on sports fish and game bird resources a description of the outcome of consultation, if any, with the Fish and Game Council (or its appropriate regional authority) and DOC for example the management of Lake Otamangakau, and Taupo Fishery and any response to the views of those consulted.
- (y) In the case of an application within 32m of the centre line of a high voltage transmission line a description of consultation undertaken with the line owner if any, and any response to the views expressed by the line owner.

*Advice Note: In relation to the National Grid (transmission lines) the line owner is Transpower New Zealand Limited (or any successor).*

## **IR1.2.2 In addition to the above rules and the requirements of the Act, in the case of a subdivision consent the following information is required as a rule of this Plan:**

- (a) Where an amalgamation is proposed, the wording of an appropriate amalgamation condition.
- (b) The position of all new boundaries.
- (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 of the Resource Management Act 1991.
- (d) The location and areas of any esplanade strips to be created under Section 232 of the Resource Management Act 1991.
- (e) The location and areas of any existing esplanade reserves, esplanade strips, or access strips.
- (f) The location and areas of any land below mean high water springs of the sea, or any part of the bed of a river or a lake, which is required under Section 237A of the Resource Management Act 1991 to be shown on a survey plan as land to be vested in the Crown.
- (g) The location and areas of land to be set aside as new road.
- (h) Except where subdivision is a permitted activity or is for a utility service or to provide access, information is to be provided showing that each site is capable of being provided with electricity and telecommunication services.

## **IR1.3 Further Information**

- (a) Further information may be required from an applicant where it is considered necessary to better understand the nature of the activity, the effect it may have on the environment, or the ways in which adverse effects may be mitigated. Council may also commission a report, at the applicant's expense, on any matters raised in relation to the application or in any environmental assessment of effects.

## **IR1.4 Affected Parties**

- (a) Once an application has been received, Council may decide a person is an affected person in accordance with the provisions of Section 95E of the Resource Management Act 1991.



- (b) Affected parties may include:
  - (i) Owners and occupiers of the land.
  - (ii) Owners and occupiers of adjacent, nearby and/or downstream land.
  - (iii) Tangata whenua.
  - (iv) Downstream resource users (eg, with an earthworks application potentially causing sedimentation of a stream, the holder of a downstream water take consent would be considered affected):
  - (v) The Regional Council.
  - (vi) Those persons or organisations whose use or enjoyment of an area could be adversely affected, eg, the New Zealand Fish and Game Council and DOC (or its relevant regional authority) in relation to the effects of activities on sports fisheries and game bird resources).
  - (vii) Adjoining owners/occupiers with sensitive activities (reverse sensitivity effects, eg, residential subdivision occurring next to existing rural activities)
  - (viii) Any other person whom Council considers is affected in a manner different from the public generally.
- (c) If an applicant chooses to seek the written approval of any person who is an affected person, the time period starting at the date the approval of the affected person was requested and ending when the approval is provided, will be excluded from the processing time in accordance with Section 88E(3) of the Resource Management Act 1991.
- (d) However, if an applicant is unable to obtain the written approval of those parties considered to be adversely affected, this may result in the requirement for full or limited notification of the application.