



Guidance Notes

Resource Consent Application Checklist – Signage (Ruapehu District Plan)

These Guidance Notes set out the information required for a resource consent application for signage. Please ensure all information requested below is provided before submitting your application to Council.

Please Note

- 1 Additional information may be requested by Council as per Section 92 of the Resource Management Act 1991.
- 2 If the business or organisation is disestablished, Council requests that the sign is removed.

Checklist

- Completed Application Form
- Details on the purpose of the sign(s)
- Site Plan (to scale)
Showing location of where the sign(s) is/are to be located on the site, distance from sign(s) to boundaries and any other features on the site like other signs, trees, buildings, etc.
- Photos or images showing the design of the sign(s) (metric)
- Dimensions of the sign(s) (metric)
- Assessment of Environmental Effects
Describe in detail the effects of the sign on the surrounding environment (eg, you can describe the other signs (if any) in close proximity to yours, visual effects on nearby dwellings and the road and any traffic safety effects. Please complete the attached AEE Checklist and submit with application.
- Affected Parties Approval
NZTA (if located on or near a State Highway) and the land owner of where the sign will be located. The land owner needs to complete the Affected Parties Approval form and sign a copy of the design of the sign and site plan. Contact NZTA on pnplanning@nzta.govt.nz

How to determine a boundary

People often assume that fences are constructed on the boundary and that the edge of the formed road is the front boundary of their property. This is not necessarily the case.

To establish the location of the boundary, you can either:

- 1 Locate your boundary pegs, check these against the boundary points shown on your Certificate of Title and then determine where the boundaries lies. However, if your boundary pegs have been removed, or if you don't measure correctly, there is a risk that the information may not be correct.
- 2 Employ a surveyor. If a building is located close to a boundary and/or there is any uncertainty as to the location of the building, Council would recommend this approach.



Guidance Notes

Assessment of Environmental Effects – Signage

(Ruapehu District Plan)

Below are some potential environmental effects that often result from signage. Please comment on any potential effect and specify any potential or actual effects not included here.

Please Note

- 1 Additional information may be requested by Council as per Section 92 of the Resource Management Act 1991.
- 2 If the business or organisation is disestablished, Council requests that the sign is removed.

Potential Effects

Effect	Comment
Example: Sign could be a visual distraction to motorists	Example: The sign is large enough to be highly visible and contains clear lettering which is easily readable.
Sign could be a visual distraction to motorists	
Sign located on bend of road	
Sign is obscuring sightlines of road	
Sign is visible to nearby dwellings	
Sign is potentially, or is, obstructive of other signage	
Sign is adding to “signage clutter” in area (eg, there are multiple other signs in the area)	
Design of sign could be difficult to read and interpret	
Sign is enhancing character of area	
Sign is contributing to wellbeing of community	
Other potential positive or negative effects	