



APPLICATION FOR SUBDIVISION RESOURCE CONSENT – FORM 9

Resource Management Act (1991) Sec 88

PART ONE: Applicant and agent details

Name of Applicant:	
Phone:	
Email:	
Agent name/Company name:	
Agent phone:	
Agent email:	

PART TWO: Activity Details

Address of Applicant:	
Location of Activity:	
Legal Description: (you can obtain this from your rates notice or ask at Council reception)	
Valuation number: (you can obtain this from your rates notice or ask at Council reception)	
Brief Description of activity: (use additional sheet if necessary)	

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Website: www.kaikoura.govt.nz

Phone: (03) 319 5026

Are additional resource consents required from other consent authorities? If yes what other consents are required?		
INFORMATION TO BE SUPPLIED ON ALL APPLICATIONS:		
A copy of the Certificate of Title no longer than 6 months old:	<input type="checkbox"/> Yes, I have a record of title.	<input type="checkbox"/> No, I do not have a record of title, and I need Council to obtain one for me for an additional \$30.00
All required information as per the attached information sheet:	<input type="checkbox"/> Yes, I have included all relevant information per the attached info sheet at the bottom of this form.	
Written approvals from all affected parties. Please note that the affected parties must sign all plans and/or maps associated with the application and the affected parties' approval form. All owners must sign these.	<input type="checkbox"/> Yes, I have included signed forms, plans, and/or maps.	

PART THREE: Fees information

I enclose the base fee as indicated below and I understand that I will be invoiced for any additional actual costs relating to this application:

Subdivision Consents		
To stage an existing subdivision consent	\$990.00	Per stage
Boundary adjustment (2-lot subdivision with no new services)	\$1,145.00	Minimum
<u>Non-notified subdivisions:</u>		
2 lot	\$2,640.00	Minimum
3-4 lots	\$3,105.00	Minimum
5-10 lots	\$4,140.00	Minimum
11-20 lots	\$6,000.00	Minimum
20 or more lots	\$7,500.00	Minimum
<u>Notified subdivisions:</u>		
2 lot	\$4,255.00	Minimum
3-4 lots	\$4,720.00	Minimum
5-10 lots	\$5,755.00	Minimum
11-20 lots	\$7,600.00	Minimum

For a more detailed breakdown of Council's fees and charges, you can find this on the website. Alternatively, you can call Council to ask for a link to be emailed to you.

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- Internet banking to 'Kaikōura District Council', bank account number 02-0856-0011698-000. Please use "Resource Consent" alongside property address and applicant name as the reference
- Pay at Council offices at 96 West End. Go to reception on the 2nd floor.

Please note:

1. *The applicant and their agent are liable for all fees and charges relating to this application. In the event of non-payment the applicant and/or the agent will be liable for all legal and other costs of recovery.*
2. *Where this application is completed and signed by an agent, the invoice for the fees will be sent to the agent and all communication regarding the application will be with the agent.*

Signature: _____

Date: _____

SUBDIVISION INFORMATION SHEET:

Where relevant the following information must be submitted with any application. (Tip – read through and cross out any question that is irrelevant to your application before you begin).

Assessment of the Environmental Effects (required for all applications)

- An assessment of any actual or potential effects that the activity may have on the environment and the ways in which those adverse effects may be avoided, remedied, or mitigated. This requirement is found in the Fourth Schedule s88(6)(b) of the Resource Management Act.
- It is important to remember that an assessment should be in such detail as corresponds with the scale and significance of the actual or potential effects that the activity may have on the environment. Effects can be both positive and negative.

Please note: Applications for resource consents for either controlled activities, or discretionary activities where Council has restricted the exercise of its discretion, the assessment only needs to address those matters specified in the Plan over which the Council has reserved control or its discretion. These questions can be answered in a pre-application meeting with a Council planner.

Please also note: additional 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. The Council may also commission a report, at the applicant's expense, on any matters raised in relation to the application or on any environmental assessment or effects. The Council will notify applicant before such report is undertaken. This does not include assessment by Council's Engineers.

1. DESCRIPTION OF PROPOSAL: For which consent is sought, including where relevant, the following information:	
Existing uses	<input type="checkbox"/> YES
Buildings	<input type="checkbox"/> YES
Topography and, including information on the extent and nature of any fill on the site	<input type="checkbox"/> YES
A description of the existing natural environment (including areas of indigenous vegetation, habitat of indigenous birds and animals, and landscape features)	<input type="checkbox"/> YES
Do you require further consent from other authorities?	<input type="checkbox"/> YES

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2. NEIGHBOURS: Please consider any environmental, socio-economic or cultural effects including:

Will there be any effects on neighbours, others in the neighbourhood and/or the wider community?	<input type="checkbox"/> YES
Effects if any on Māori culture, spiritual and traditional values?	<input type="checkbox"/> YES (The outcome of any consultation with Te Rūnanga o Kaikōura and/or Ngāi Tahu should be included. Contact TROK before you apply.)
Effects if any on people's health and safety	<input type="checkbox"/> YES
The effects on recreational values and facilities and recreational uses in the vicinity	<input type="checkbox"/> YES
<p>You should attempt to get approval from all parties affected by your proposal. In most applications, this is only the neighbours bordering your property. If an affected party will not give approval (which is their right) please note their concerns and your response to these concerns. In some cases, a cultural impact assessment may also be required.</p>	

3. Reverse Sensitivity:

Are there any reverse sensitivity issues that may affect the proposed activity?	<input type="checkbox"/> YES
<i>Unsure what this means?</i>	
<p>a. Where an existing lawfully established activity has the potential to adversely affect a proposed or subsequent activity which is in the vicinity or, or adjacent to, the existing activity (For example: Wanting to locate residential sections next to a pig farm) or;</p>	<p>b. Where a proposed activity restricts, or has the potential to restrict, the operation of a lawfully established existing facility. (For example, proposing elderly housing near a disco.)</p>

4. Hazardous Substances:

Will there be any hazardous substances to be stored or used on-site or the discharge of any contaminate?	<input type="checkbox"/> YES
<p>- Please provide the type and volume of those substances; proposed methods of containment; including in emergencies the location on site or within buildings of any transfer, or storage points; transport arrangements on site; and routes and methods of transport to and from the site.</p>	

- Please provide an assessment of any risks to the environment which are likely to arise from such use.
- Where the activity includes the discharge of any contaminant do you require consent from Environment Canterbury? Has this been obtained? please provide a copy of the decision.
- A description of mitigation measures (safeguards and contingency plans where relevant), to be undertaken to help prevent or reduce the actual or potential effects.

5. Geological or other natural hazards:

Are there any geological or other natural hazards to which the site may be subject?	<input type="checkbox"/> YES
Is the site subject to or will the use of the site be likely to accelerate or worsen, material damage to the land by erosion, falling debris, subsidence, slippage, flooding, or inundation from any source?	<input type="checkbox"/> YES
Please address the sites suitability for the activity proposed given these hazards, and the means by which any adverse effects of the hazards are to be avoided, remedied or mitigated	

6. Noise:

Is there a potential for odour, other emissions and/or glare?	<input type="checkbox"/> YES
In respect of any potential for noise generation, the type and power of any proposed machinery or equipment; its location on site or within buildings; the material of which the buildings are constructed; details of any proposed measures to reduce noise, including any insulating materials or structures; hours of operation; and the expected nature and frequency of noise events.	
A description of the mitigation measures (safeguards and contingency plans where relevant), to be undertaken to help prevent or reduce the actual or potential effects.	

7. Odour, Glare and Other Emissions:

Does this activity generate noise of any kind?	<input type="checkbox"/> YES
In respect of any potential for odour generation and emissions, please contact Environment Canterbury. If consent is needed from Environment Canterbury please include a copy of the consent with this application.	
In respect of any potential for glare, the nature and location of any highly reflective surfaces; the location, nature and power of lighting on the site; and means of directing its spill.	
A description of the mitigation measures (safeguards and contingency plans where relevant), to be undertaken to help prevent or reduce the actual or potential effects.	

8. Waste management:

Will this activity generate waste?

YES

Please describe the proposed management of any waste which will be generated, including alternatives considered with respect to minimisation, generation, storage, collection and disposal of waste; the quantities and categories of waste which will be generated; the proposed system of waste storage, collection and disposal; measures taken to avoid or mitigate adverse effects.

Refer to the Waste Management Protocol in the District Plan and/or Innovative Waste Kaikoura Ltd (319-7148) for guidance.

9. Filling or Excavation:

Any filling or excavation proposed?

YES

Please provide information on the type of fill, the volume and depth of fill and excavation, identification of those areas on the site subject to fill or excavation, the impact on utilities, or on any archaeological sites.

A description of the mitigation measures (safeguards and contingency plans where relevant), to be undertaken to help prevent or reduce the actual or potential effects.

10. Landscape and Visual Amenity Values:

Will your proposal add or detract from landscaping or visual amenity values?

YES

Please describe the effects on landscape values, and visual amenity, views, natural landscape patterns and natural vegetation patterns.

Please describe any landscaping to be provided, including areas for planting, the location and types of trees to be planted, the location of any outdoor storage areas, and how these are to be screened from view

11. Notable Trees, Heritage Items, and Archaeological Sites:

Is the activity on or near a site containing Notable Trees, Heritage Items, Archaeological Sites identified in the District Plan?

YES

The location of any notable trees identified in the District Plan on the site or adjoining sites, and whether they are to be removed, trimmed or subject to any building or earthworks in the vicinity of the tree.

The effect of the proposal on any listed heritage items including plans and photographs showing existing interior or exterior original features, and plans of these features should any alterations

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proposed be carried out. A statement must also be provided as to whether any activity will adversely affect the whole or part of a listed heritage item.

A description of the mitigation measures (safeguards and contingency plans where relevant), to be undertaken to help prevent or reduce the actual or potential effects. Plan. Note: if archaeological artefacts or bones are discovered during any works, Section 15 sets out a procedure that must be followed.

An archaeological authority may also be required from the Historic Places Trust. Contact- Office for Canterbury, South Canterbury, Kaikoura, West Coast, PO Box 4403, Christchurch Phone (03) 365-2897

12. Significant/Outstanding Landscape:

Is your proposal located on a site in a significant or outstanding landscape as identified in the Kaikoura District Plan Maps?

YES

The effect of the proposal on any listed significant or outstanding landscape areas.

A description of the mitigation measures (safeguards and contingency plans where relevant), to be undertaken to help prevent or reduce the actual or potential effects.

13. Nature Conservation and Ecosystems:

Will your proposal effect Nature Conservation and Ecosystems?

YES

Please describe the effects of the proposal on any significant nature conservation areas, including indigenous vegetation, ecosystems, the margins of water bodies, or wetlands.

14. NESC Form

Have you completed a NESC declaration form? It should be completed in conjunction with Appendix 1 of HAIL in the District Plan.

YES

15. Site Drawings/Site Plans:

In addition to the above information, any application for land use consent shall, where relevant, include a set of drawings illustrating the proposal. **Two scaled copies** of each drawing are required, including accurate dimensions. Your site plan should include:

What should be included on the site plan:

Two scaled copies of the site plan showing accurate dimensions in meters. The site plans must show:

A north point accurately orientated

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Topographical information (including New Zealand map grid references), wherever possible in terms of the Kaikoura Datum, together with a certificate as to its origin and accuracy	<input type="checkbox"/>
Details of hazardous areas (for example , un-compacted filling or flood-prone areas)	<input type="checkbox"/>
Existing building and buildings on adjacent sites and their location in relation to existing and proposed boundaries	<input type="checkbox"/>
Landforms and landscape elements	<input type="checkbox"/>
Watercourses, Wetlands, and catchments orientation and whether or not any adjoining river has an average width of 3 meters or more	<input type="checkbox"/>
The location and areas of any existing esplanade reserves, strips or access Strips	<input type="checkbox"/>
All significant nature conservation areas including indigenous vegetation, ecosystems, the margins of Water bodies or Wetlands	<input type="checkbox"/>
All significant individual trees	<input type="checkbox"/>
The existing street names and numbers	<input type="checkbox"/>
The position of the existing water, sewer, and storm water services and the position of existing water supply bores and effluent disposal fields on the site and on adjacent sites	<input type="checkbox"/>
Existing easements and covenant areas	<input type="checkbox"/>
The formation standards of roads adjoining the subject land and the location of the carriageway and any kerb and channel or footpath	<input type="checkbox"/>
A unique plan number and title describing the proposal and the site;	<input type="checkbox"/>
The position of all proposed lots, and certificates of title, boundaries and their dimensions	<input type="checkbox"/>
The area of all new lots, including net areas	<input type="checkbox"/>
Existing indicative building positions and services and their location in relation to existing vegetation to be retained	<input type="checkbox"/>
Indicative vehicle access points and driveway on street edges	<input type="checkbox"/>
Location and type of all proposed trees and driveway on street edges	<input type="checkbox"/>
Proposed earthworks and retaining walls, their scale and dimensions	
Proposed methods of servicing the new lots with water, effluent disposal, electricity supply and storm water disposal	
Any land proposed to be set aside as a new road and/or public open space for recreational purposes	
Levels on the new lot boundaries and except where lots are less than 1000m ² in areas or have a uniform grade of less than 1 in 10, contours of each lot	
Formation widths and grades of proposed roads and right of way, parking bays and bus stops	
Proposed easement and covenant areas (Where reserves and /or roads are to be vested in the Council, the location and areas of the proposed reserves and /or walkways and any tree planting proposed for the reserves and/or roads to vest in the Council; including esplanade reserves and strips, and access strips)	
The location of any part of the bed of a river or lake, which is required under Section 237A of the Resource Management Act to be shown on a survey plan as land to be vested in the Crown	
Information to show compliance with any other District Plan rule	
The location of any waahi tapu or waahi taonga or mahinga kai areas	
The location of any listed heritage items	

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PLEASE NOTE:

Resource consent is **not** a building consent.

If your proposal involves new construction, structural re-modelling, plumbing, a relocated building or a change of use you will also require a building consent. If you have any questions, please contact a Council Planner on 03 319 5026.

You may also require consent from Canterbury Regional Council. Please contact them directly for uses such as discharge, earthworks, and water divergence.

Please remember Council is happy to answer any questions you may have. Pre-application appointments are available and many consents can be successfully completed by the applicant and few require notification. We also have a h

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