

Subdivision consent application checklist

For enquiries phone: (03) 941 8999 or email DutyPlanner@ccc.govt.nz

About this checklist

This checklist has been produced to help you with the preparation and lodgement of your application. Providing correct and accurate information will ensure that delays are kept to a minimum.

It is general in nature and the information isn't relevant to all types of subdivision. Please check with us if you're unsure of the information requirements for your application.

Please note that the detailed technical review of your application may identify the need for you to supply further information, in which case we'll let you know as soon as possible.

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| <input type="checkbox"/> | <p>a. Application Form P-050</p> <p><input type="checkbox"/> Completed and signed application form, including a full description of the proposal, a list of the ways in which it does not comply with the Christchurch District Plan and/or NES, and an assessment of effects on the environment.</p> |
| <input type="checkbox"/> | <p>b. Location of Application Site</p> <p><input type="checkbox"/> Copy of current Record of Title less than 3 months old, including any consent notices, covenants or other encumbrances to which the Council is a party. <i>(Note: The Council can obtain this from Land Information New Zealand on your behalf)</i></p> |
| <input type="checkbox"/> | <p>c. Application Fee / Deposit</p> <p><input type="checkbox"/> Fees payable and internet banking details are set out in the Resource Management Fee Schedule. An invoice will be issued when the application is received.</p> |
| <input type="checkbox"/> | <p>d. Plan</p> <p>Application plans should include the following information on the face of the plan in an easily read and interpreted manner:</p> <ul style="list-style-type: none"> <input type="checkbox"/> The address of the property <input type="checkbox"/> Net areas for all new allotments, together with areas in access <input type="checkbox"/> The position of all new boundaries, including clearly labelled allotment dimensions for all boundaries, e.g. 27.9 Bdy. <input type="checkbox"/> All trees and areas of substantial vegetation are to be shown in their location on the plan, together with the type of the tree if known (refer to Subdivision Bulletin No.11) <input type="checkbox"/> A comprehensive set of levels for vacant areas and on adjoining properties in terms of the CBD Datum. <input type="checkbox"/> The location of outdoor living areas with dimensions and areas shown <input type="checkbox"/> Building setback dimensions (including setbacks from access to garages) <input type="checkbox"/> Existing crossings, kerb and channel <input type="checkbox"/> Service easements clearly labelled <input type="checkbox"/> Right of way easements clearly dimensioned as to width for the full length <input type="checkbox"/> All topographical features, terraces, buildings, clearly labelled as to be removed or being retained <input type="checkbox"/> The location of all overhead power and phone lines crossing the property and the location of the pole on the footpath <input type="checkbox"/> A 'Memorandum of Easements' where applicable <input type="checkbox"/> The plan scale and original print size <input type="checkbox"/> The location of existing fences and walls <input type="checkbox"/> The floor area of buildings on site <input type="checkbox"/> Existing water, stormwater and wastewater reticulation <input type="checkbox"/> Road kerb and channel <input type="checkbox"/> Street trees, power poles, electricity and telephone pillars <input type="checkbox"/> Locations and areas of new reserves to be created, including any esplanade reserves and esplanade strips |

	<input type="checkbox"/> Locations and areas of any part of the bed of a river or lake to be vested in the Council <input type="checkbox"/> Locations and areas of any land within the coastal marine area <input type="checkbox"/> Locations and areas of land to be vested as new roads
<input type="checkbox"/>	e. Geotechnical reports <input type="checkbox"/> Land stability <input type="checkbox"/> Liquefaction <input type="checkbox"/> Statement of Professional Opinion (refer Part 4 IDS)
<input type="checkbox"/>	f. Contamination report <input type="checkbox"/> Consultation with Environmental Health Officer, Christchurch City Council
<input type="checkbox"/>	g. Stormwater discharge <input type="checkbox"/> Covered by IGSC (complete checksheet A, Subdivision Bulletin 21) <input type="checkbox"/> Discharge consent from ECan <input type="checkbox"/> Banks Peninsula requirements confirmed by ECan
<input type="checkbox"/>	h. Excavation / Fill <input type="checkbox"/> Areas of excavation/fill, volumes and retaining structures shown <input type="checkbox"/> Compliance with the earthworks rules in Chapter 8 of the District Plan <input type="checkbox"/> Whether a separate land use consent has been applied for and granted, or will be required
<input type="checkbox"/>	i. Reserves <input type="checkbox"/> Reserves shown on plan have been confirmed by the Parks Unit <input type="checkbox"/> Whether reserves to vest will include easements (existing or new) <input type="checkbox"/> Councils approval under s239 RMA required
<input type="checkbox"/>	j. Esplanades <input type="checkbox"/> Complies with District Plan <input type="checkbox"/> Consultation with Parks Unit for any reduction
<input type="checkbox"/>	k. Road widening <input type="checkbox"/> Designating Authority consultation, acquisition or not
<input type="checkbox"/>	l. Consultation with other agencies <input type="checkbox"/> Orion - availability of power <input type="checkbox"/> Transpower - Electricity Transmission Corridors <input type="checkbox"/> Waka Kotahi (NZ Transport Agency) - State Highways <input type="checkbox"/> Mahaanui Kurataiao Ltd – issues of significance to Tangata Whenua