PART F

INFORMATION TO BE SUPPLIED
F RESOURCE CONSENT APPLICATIONS - INFORMATION TO BE SUBMITTED

The following sections detail the information required to be submitted with an application for the various categories of resource consent. An application shall not be considered to have been received by the Council until such time as all the information requirements set out below have been met. If the Council considers that the information supplied, including any additional information requested under section 92 of the Act, is inadequate it may, commission or undertake such investigation, in accordance with section 92(2)(c) as it deems necessary to rectify this. Where provision has been made for this in accordance with section 36 such investigations will be at the applicant's expense.

F1 CERTIFICATES OF COMPLIANCE

All applications for a certificate of compliance shall include information on all matters contained in schedule F7.1, F7.4, F7.5 and F7.7 to the extent that the matters in the Schedules are applicable.

F2 CONTROLLED ACTIVITIES (EXCLUDING SUBDIVISION)

All resource consent applications for a controlled activity (excluding subdivision) shall include information on all matters contained in schedule F7.1, F7.4 and F7.5 to the extent that the matters in the Schedules are applicable.

F3 SUBDIVISION

All resource consent applications for a subdivision shall include information on all matters contained in schedule F7.1, F7.2, F7.5 and F7.7 to the extent that the matters in the Schedules are applicable.

F4 RESTRICTED DISCRETIONARY ACTIVITIES

All resource consent applications for a restricted discretionary activity shall include information on all matters contained in schedule F7.1 and F7.3 to the extent that the matters in the Schedules are applicable.

F5 DISCRETIONARY AND NON-COMPLYING ACTIVITIES (EXCLUDING SUBDIVISION)

All resource consent applications for a discretionary or non-complying activity shall include information on all matters contained in schedule F7.1, F7.4, F7.5, F7.6 and F7.7 to the extent that the matters in the Schedules are applicable.

F6 PRIVATELY INITIATED CHANGE TO THE DISTRICT PLAN

Where any party other than the Council seeks a change to the Plan, the request for that change shall include information on all the matters set out in schedules F7.1, F7.3, F7.4, F7.5, F7.6 and F7.7 to the extent that the matters in the Schedules are applicable.
F7 SCHEDULES OF INFORMATION

F7.1 Information Schedule 1

Information requirements for all resource consent applications


F7.2 Information Schedule 2

Information requirements for subdivision applications

Title information

Address and legal description of the property, and a copy of certificates of title for the land to be subdivided.

Site information

All abutting and underlying title boundaries, and identification of all existing easements, rights of way, covenants and building line restrictions.

Existing buildings and network utility structures.

Existing water supply, electricity, gas and telephone services within or adjacent to the proposed subdivision, and indicative servicing proposals.

Existing and proposed sewer and stormwater systems with invert and manhole levels.

A description and evaluation of any existing native flora and fauna and natural landscape features.

Any areas of the site that have the potential for flooding, inundation, erosion, landslip or subsidence.

The numbers, areas, and dimensions of all proposed lots.

Proposed roads, accessways, service lanes, access lots, and private ways with relevant width, areas, and proposed gradients.

Proposed reserves with suggested classifications and improvements (pathways, rest areas, play areas, landscaping, etc).

Proposed esplanade reserves and esplanade strips.

Existing and proposed easements (drainage, rights of way etc) with suitable memorandum and/or schedule shown on a survey plan, which also demonstrate provision for access for maintenance and upgrading purposes.

Proposed areas of excavation and filling, together with proposed finished contours where earthworks involving cuts and/or fills in excess of 1 metre are proposed.

Watercourses having an average normal width greater than 1 metre.
In the case of subdivision in the Rural Zone, information on water supply and waste water disposal, identification of house/building sites, and evidence that the proposed building sites are suitable for buildings in relation to the stability of the land and the proposed waste water disposal system.

In the case of subdivision in the City Centre, Industrial and Suburban Zones, outline plans of proposed development of sufficient quality and detail to demonstrate that it is practicable to construct on all allotments, as a permitted activity, a dwelling or other buildings which do not contravene any permitted activity standard.

In the case of land:

- fronting a State Highway,
- fronting a railway line,
- located within a National Grid Yard and/or National Grid Corridor
- located within 20m of a gas transmission or distribution line
- located within proximity of the Radio New Zealand’s transmission facilities at Titahi Bay identified on the Planning Maps as K0201,

Evidence that the proposed subdivision has been discussed with the relevant network utility provider and the outcome of the discussions. For the balance area of the subdivided property, where there is potential for further, future subdivision which may have implications for future services, roading and development, indicative information relating to all of the above matters.

Refer to Section F8.1 to determine the further information that may be required in certain circumstances. Where possible, and to avoid potential delays in processing the application, this information should be provided with the initial application.

F7.3 Information Schedule 3

Additional information requirements relating to applications for restricted discretionary activities

As appropriate to the nature of the activity:

Height

All applications must include site elevation plans at a scale of not less than 1:100, showing all existing and proposed buildings, and the contours of the site, plus the following information:

Elevations to show the relationship of the proposed building with its immediate vicinity, including a side elevation of adjacent buildings; and

One or more perspectives of the proposed building from appropriate vantage points.
Natural hazards – seismic, geological and flooding

For any site identified in the Plan within a Seismic Hazard Area, applications must provide a site plan identifying the proposed activity (including all buildings and other facilities) at an appropriate scale, on which the precise location and nature of the hazard is identified. A written description of the hazard must also be supplied. For other sites where a geological hazard (such as rainfall induced slope instability) or flood hazard may be present, the same information must be provided.

Network utilities:

All applications relating to network utilities must provide relevant information to address all the relevant matters of discretion set out for the relevant activity.

Above ground lines

All applications relating to new above ground lines must provide:

A plan at a scale appropriate to define the location and route of the new lines.

A written description of the new lines. This shall describe details of the number and thickness of the lines to be erected, any associated equipment and supporting structures, and what height they are to be fixed to any supporting structures.

Any other appropriately scaled plans, elevations illustrations or report, including any visual assessment, mitigation measures, and best practices necessary to determine the actual and potential effects on the environment.

F7.4 Information Schedule 4

Additional information requirements for applications for certificates of compliance, controlled activities (except subdivisions), discretionary and non-complying activities and plan change requests.

Plans, views and elevations

A site plan or plans at a scale of not less than 1:100 showing:

All legal boundaries of the property, including dimensions of the property and area of the site.

All buildings existing and proposed.

Measurements of all yards for all buildings existing and proposed.

All existing and proposed rights of way and network utility service easements applying over the site or appurtenant to the site, with dimensions.

Road crossings, accessways, service lanes, privateways, with relevant widths and gradients, existing and proposed.

All existing and proposed utility services including sewer and stormwater drainage systems with invert and manhole levels.
Contours and ground levels in relation to a recognised datum, along with relative floor level information to enable the assessment of maximum height in relation to a boundary.

Elevations of the proposed building, as necessary, for the purposes of establishing maximum height in relation to the boundaries, and to indicate the design of the building.

The location of all car parks existing and proposed, including access, manoeuvring areas, road markings and other relevant information.

The location and design of all loading and unloading provisions for commercial vehicles existing and proposed.

Location and nature of any external storage of materials existing and proposed.

Location and nature of any storage of hazardous substance, existing and proposed.

The location and design of all signs, existing and proposed. In the case of properties fronting State Highways, any proposal involving new signs should be discussed with Transit New Zealand, and the application should include the outcome of those discussions.

Areas of the site that are subject to flooding, inundation, erosion, landslip or subsidence.

Watercourses having average normal waterway width greater than 1 metre.

A description and evaluation of any existing native flora and fauna and natural landscape features.

Any resource consent application involving earthworks that do not meet the permitted activity standard for earthworks shall be accompanied by an earthworks management plan/assessment. The plan/assessment shall include the location and extent of the proposed cuts and fills, the location in relation to any water body (if relevant), the area of vegetation to be removed (where that extends beyond the area of proposed cut and fill), and sediment and erosion control measures to be used.

Note: Council Officers will use the principles and guidelines contained in the "Greater Wellington Regional Council’s Small Earthworks, Erosion and Sediment Control for Small Sites" (June 2006) and/or "Greater Wellington Regional Council’s Erosion and Sediment Control Guidelines for the Wellington Region" (reprinted 2003) or any successors to these guidelines, when assessing the appropriateness of the submitted earthworks management plan/assessment.

Calculations

Calculations or other statements are required for the following:

Site coverage.

Noise.

Vehicle movements.
The extent of earthworks, including filling and excavation, dimensioned horizontally and vertically.

The storage of any hazardous substance.

Refer to Sections F8.1, F8.3 and F8.4 to determine the further information that may be required in certain circumstances. Where possible, and to avoid potential delays in processing the application, this information should be provided with the initial application.

Network Utilities:

Permitted Activities: Plans and information that demonstrate compliance with the permitted activity standards.

Controlled Activities: All applications relating to network utilities must provide relevant information to address all the relevant matters of control.

Discretionary Activities: All applications relating to network utilities must provide relevant information to address all the matters of discretion that apply to restricted discretionary activities.

F7.5 Information Schedule 5

Information requirements for applications and plan change requests affecting Historic Heritage (including Areas of Significance to Māori) identified in Appendices 10.1, 10.2 or 10.3.

All applications relating to historic heritage that is listed in Appendices 10.1, 10.2 or 10.3 must provide a site plan, at an appropriate scale, showing the location of any historic building, and any other information necessary to indicate any actual or potential effects on the heritage values associated with the building or site.

For any application that involves historic heritage that is listed in Appendices 10.1, 10.2 or 10.3 and is also on the Register of Historic Places, Historic Areas, Wahi Tapu and Wahi Tapu Areas or replacement documents administered by the New Zealand Historic Places Trust or replacement organisation brought about by legislative changes, applicants are required to consult with the Trust and to note the outcome of this consultation in their application.

For applications involving historic heritage buildings listed in Appendices 10.1 and 10.2, a heritage assessment prepared by a conservation architect or other suitably qualified heritage practitioner shall be submitted with the application and be approved by the Council.

For applications involving the restoration of historic heritage buildings listed in Appendices 10.1 and 10.2, a conservation plan prepared by a conservation architect or other suitably qualified heritage practitioner shall be submitted with the application and be approved by the Council.

For applications involving areas listed as historic heritage sites in Appendix 10.3, an archaeological assessment prepared by an archaeologist shall be submitted with the application and be approved by the Council.
For applications involving areas with cultural significance listed as A or B buildings in the Historic Heritage Schedule in Appendices 10.1 or 10.2 or sites in the Historic Heritage Schedule in Appendix 10.3, a cultural impact assessment prepared, in consultation with Te Rūnanga o Toa Rangatira Inc, by a suitably qualified person shall be submitted with the application and be approved by the Council.

For all applications on land within a wāhi tūpuna area and/or for historic heritage with Māori cultural values, applications must indicate what, if any, consultation with Ngati Toa Rangatira Inc. has occurred along with the outcome of any consultation.

Assessments of effects should adopt a precautionary approach. That is, a lack of information on any matter should be acknowledged as not precluding the possibility of potentially adverse effects.

The objectives, policies and rules in Section HH of the plan outline the reasons why this information is required.

F7.6 Information Schedule 6

Information to be supplied for any activity which fails to meet the hazardous facility threshold in the permitted activity standards.

1 Site location

2 Name of Hazardous substances to be stored, used or produced on the site.

3 The attributes of each hazardous substance:
   Form (solid, liquid, gas)
   Characteristics (explosive, oxidising, other)
   Handling/storage conditions (storage pressure, flash point, boiling point, automatic ignition point)
   Separation distances from site boundary
   Type of activity (processing, above ground storage, below ground storage)

4 Whether any part of the site where liquid or solid hazardous or environmentally damaging substances are stored or used shall be effectively sealed with materials which are resistant to the substance(s).

5 Whether any part of the site where liquid or solid hazardous or environmentally damaging substances are stored or used shall be sealed and bunded so that the equivalent of the maximum of the largest container within the bunded area can be contained and excluded from the storm water system when a spill occurs. In areas where drums are stored, the bunded area shall be able to contain half of the maximum substances stored.
6 Whether bunds have been constructed from materials which are resistant to the substance that the bund is designed to contain, so as to prevent the substance entering the soil.

7 Whether all storm water grates shall be clearly marked.

8 Whether any storage of petroleum products in underground tanks complies with the most recent version of the Code of Practice for "Design, Installation, and Operation of Underground Petroleum Systems".

9 Whether any part of the site where solid or liquid hazardous or environmentally damaging substances are used, manufactured, mixed or repackaged is roofed.

10 Whether any part of the site where liquid or solid hazardous or environmentally damaging substances are loaded or unloaded is sealed, bunded, and drained to the trade waste sewer, subject to any relevant statutes, regulations and by-laws.

11 Whether all vehicle access ways onto that part of a hazardous facility site where hazardous and environmentally damaging substances are loaded or unloaded shall have cut-off drains installed which are not directly connected to the storm water system.

12 Whether any part of the site where vehicles, equipment or containers that have or may have become contaminated with hazardous or environmentally damaging substances are washed, have been sealed, bunded and drained so that process effluent (run-off) from the wash-down area is discharged into the trade waste sewer, subject to any relevant statutes, regulations or by-laws, or collected and stored in tanks for removal by a suitable trade waste contractor.

13 Whether all hazardous facilities are adequately signposted according to the most recent version of the Code of Practice for "Warning Signs for Premises Storing Hazardous Substances" of the New Zealand Chemical Industry Council.

14 Risk Assessment

A qualitative or quantitative risk assessment, as specified by the council, will be required as part of the information to be supplied with the consent application. This assessment should place particular emphasis on those issues not addressed in the HFSP, including:

- Identification of potential exposure pathways.
- The separation distance to neighbouring activities, with emphasis on people-sensitive activities, eg. schools, rest homes, hospitals, shopping centres and residential areas.
- The location of the facility in relation to the nearest aquifer, waterway, coast or other sensitive environment.
- The nature of the sub-soil and the site geology.
• The distance to ecologically sensitive areas such as wildlife habitats or water catchments.

• Reference to cumulative and synergistic effects, and bioaccumulation of the hazardous and environmentally damaging substances stored and used.

• The transport of hazardous substances.

• The disposal of waste hazardous substances.

15 Emergency Planning

Information on any emergency plans, including the description of emergency procedures, available emergency equipment and clean-up materials, and relevant staff training.

16 Alternatives

A description of any possible alternative locations or methods for undertaking the activity should be submitted, where it is likely that an activity will result in any significant adverse effects on the environment.

17 Traffic Safety

An assessment of any adverse effects on the safety of the operation of the adjoining road network, and any use of secondary roads in the Suburban Zone by vehicles transporting hazardous and environmentally damaging substances.

18 Access

The accessibility of the site from a primary road and diagrams of the location of entry and exit points to the site, and their interaction with existing intersection and/or land constraints.

19 Monitoring

The nature and frequency of proposed monitoring is an important consideration in setting appropriate consent conditions.

F7.7 Information Schedule 7

Plan Change Information

All requests for a Plan change shall provide evidence of the applicant having fulfilled the following requirements:

The consultation requirements set out in clause 3 of Part One of the First Schedule to the Act,

An assessment of the implications of the change for the provisions made within the Plan for those matters specified in Part Two of the Act.

The obligations in regard to s32 of the Act.
F7.8 Information Schedule 8

Information to accompany resource consent applications relating to the Aotea Supermarket Zone

A consent application for activity within the Aotea Supermarket Zone shall supply information of a standard that is sufficient to enable assessment against the relevant matters for control, standards and assessment criteria for the Aotea Supermarket Zone.

F8 CIRCUMSTANCES IN WHICH FURTHER INFORMATION MAY BE REQUIRED

Sections F1 to F7 set out the information which must be submitted before a resource consent will be received. Section F8 provides for the circumstance where the questions raised by the application cannot be readily resolved without further information.

Further information may be required from the applicant, by written request, up until the time of the hearing, in accordance with section 92 of the Resource Management Act 1991 including the following:

F8.1 Applications for a controlled activity

Further information may be required in the form of an assessment of the off-site effects of the development on Council services e.g. roads, water supply and sewage disposal. Further information may also be required in the event that any natural hazard, contamination of the site or unstable ground exists in the vicinity of the site.

F8.2 Applications for a restricted discretionary activity

Within a Seismic Hazard Area. Further information may be required to clarify the extent of the risk and the consequences of the hazard, including the risks to the post event operation of the activity from the effects of an event on other land in the area e.g. roads.

F8.3 Application for a Discretionary Activity

External storage of material. The strategy should clearly illustrate how the storage will be screened from the view of neighbours and the public. Plans and views from vantage points may be requested.

Storage of hazardous substances. The strategy should clearly state the manner in which they are to be stored, site management and any other relevant information regarding the use and management of the hazardous substances (including contingency responses). If requested, a risk assessment and a site management plan must be provided (including a contingency plan).

Natural hazards - earthquake. For any site identified in the Plan as likely to be subject to a seismic hazard an appropriately qualified and experienced consultant's report on the site, and any measures taken to mitigate against the effects of earthquakes may be requested.

Road crossings, rural roads. All applications must provide plans, at an appropriate scale, to indicate the location of the proposed road crossing in relation to the road, including other road crossings in the immediate vicinity, the
location of trees and other vegetation, sightline distances, and other relevant information, and, if requested, a traffic assessment undertaken by a qualified traffic specialist.

Earthworks and the removal of native vegetation in Landscape Protection Area. Further information may be required on the nature of the ecology of the area, the effect on the ecology of the proposal, the significance of the effect, and alternative locations for the activity.

Wind farms. All applications are to include relevant assessments undertaken by suitably qualified and/or experienced professionals in relation to the anticipated adverse effects of the proposal, in addition to any of the above requirements for discretionary activities. These assessments shall particularly address the Assessment Criteria listed in Rule D4.1.4(vii). Where necessary, a geotechnical investigation may also be required to be included.

F8.4 Application for a Non-complying Activity

In the case of any non-complying activity any or all of the additional information referred to for discretionary activities, and a detailed assessment of alternative locations may be required.

F8.5 Request for a Plan Change

Additional information may be requested on any matter where the exact implications or merits of the change are not entirely clear.

F9 INFORMATION REQUIREMENTS FOR RESOURCE CONSENT APPLICATIONS WITHIN THE JUDGEFORD HILLS ZONE

Earthworks Management Plan

Resource Consent applications to construct a road and or access from a road to a dwelling shall provide an earthworks management plan detailing sediment control, erosion protection and construction management. Council will not accept a resource consent application for the construction of a road that does not contain an earthworks management plan. Compliance with the earthworks management plan shall be enforced via consent conditions.

Note: The Greater Wellington Regional Council’s guidelines on erosion and sediment control may be useful in producing or assessing an Earthworks Management Plan.

Building site

Any resource consent application for a building shall include a plan that clearly shows the accurate location of the building site within the allotment, and the proposed building in relation to the building site. Council will not accept a resource consent application for a building that does not clearly show the building site.

Building sites 1 and 28

Any resource consent application for a subdivision that will create an allotment containing building sites 1 or 28 shall be required to demonstrate the extent of any flood hazard in relation to these sites. This must be achieved by the
provision of a report by a suitably qualified and experienced professional engineer. This report must include:

- A suitably detailed hydraulic model for an appropriate return period storm
- Based on the information above, provide a determination as to whether the building site is subject to a flood hazard.