

Resource Consents Unit

Request for District Plan Certificate: Minimum Floor Level

Submit your request online at: onlineservices.ccc.govt.nz; or
Email to: resourceconsentapplications@ccc.govt.nz; or
Deliver to: Christchurch City Council, 53 Hereford Street, Christchurch; or
Send to: Christchurch City Council, PO Box 73014, Christchurch Mail Centre, Christchurch 8154.
For enquiries phone: (03) 941 8999

About this Form

This form is used to request a **Minimum Floor Level certificate** under Rule 5.4.1.2, 5.4.2.2 and 5.4.3.2 in Chapter 5 Natural Hazards, of the Christchurch District Plan.

Important information:

- A Minimum Floor Level certificate will specify the minimum floor level for new buildings and additions to existing buildings that increase the ground floor area of an existing building, within the relevant Flood Management Area but outside of the Fixed Minimum Floor Level Overlay as shown on the District Plan maps.
- The certified minimum floor level is the level required for a building or addition to be a permitted activity under P3 and P4 in Rule 5.4.1.1, P1 in Rule 5.4.2.1, and P15 and P16 in Rule 5.4.3.1 of the Christchurch District Plan.
- The certificate will be valid for two years from the date of issue.
- Please note that the minimum floor level certified under the District Plan may be different to the floor level required by the Building Act 2004 which must be met in order to obtain a building consent.
- The required fee (refer Resource Management [Fee Schedule](#)) must be paid before your request will be processed. An invoice will be issued when the request is received.

1. Property location

Address of the site(s) to which the request relates:

Legal description of the site(s):

Note: For large properties, provision of a plan showing the proposed building location will enable the Council to certify the level for that specific location. If no plan is provided, the certificate will specify the highest floor level requirement anywhere on the property.

2. Applicant details

Full name (including middle name):

OR

Registered Company / Trust / Organisation name:

Contact person / Trustee names:

Landline: Mobile:

Email:

Postal Address: Post Code:

Signature of Applicant: (Or person authorised to sign on behalf of Applicant)

Signature:

Date: Print name:

3. Agent (if applicable)

Name:
Name of firm:
Landline: Mobile:
Email:
Postal Address: Post Code:

4. Invoicing details

The Invoice for processing fee is to be made out to:

Applicant Agent

 Existing 'on-account customer (state name of PMO/organisation)
 Other (specify below):
Name: Email:
Postal Address: Post Code:

(Please note: any refunds will be paid to the receipted name unless written authorisation has been received from the receipted person or company)

5. Privacy Information

The information on this form is required for the Council to process your request. All information submitted is required to be kept available for public record, therefore the public (including business organisations and other units of the Council) may view this application, once submitted. It may also be made available on the Council's website. If there is commercially sensitive information in your application please let us know. If you would like to request access to, or correction of, your details, please contact the Council

EXCERPT FROM CHRISTCHURCH DISTRICT PLAN

Chapter 5 Natural Hazards

5.4.1.2 Minimum floor level certificate

- a. For P3 and P4 in Table 5.4.1.1b [see below], new buildings or additions to existing buildings within the Flood Management Area, but outside of the Fixed Minimum Floor Level Overlay shall have a floor level that is greater than or equal to that specified in a Minimum Floor Level Certificate. The Council will issue a Minimum Floor Level Certificate (which will be valid for 2 years from the date of issue) which specifies the design floor level for a building calculated as the highest of the following:
- i. flooding predicted to occur in a 0.5% AEP (1 in 200-year) rainfall event concurrent with a 5% AEP (1 in 20-year) tidal event, including 1m sea level rise plus 400mm freeboard, as predicted by the most up to date Christchurch City Council model and any relevant field information; or
 - ii. flooding predicted to occur in a 0.5% AEP (1 in 200-year) tidal event concurrent with a 5% AEP (1 in 20-year) rainfall event, including 1m sea level rise plus 400mm freeboard, as predicted by the most up to date Christchurch City Council model and any relevant field information; or
 - iii. 12.3 metres above Christchurch City Council Datum.

P3: New buildings outside the Fixed Minimum Floor Level Overlay unless specified in P5, P6, P7, P8 or P9 in Rule 5.4.1.1.

P4: Additions to existing buildings which increase the ground floor area of the building outside the Fixed Minimum Floor Level Overlay unless specified in P6, P7, P8 or P9 in Rule 5.4.1.1.

NOTE: Refer instead to Rule 5.4.2.2 for the Te Waihora/Lake Ellesmere and Wairewa/Lake Forsyth Flood Management Areas, or Rule 5.4.3.2 for the Waimakariri Flood Management Area.