

Resource Consents Unit

# Application for a Resource Consent (Subdivision)

Resource Management Act 1991 - Form 9

Submit your application online at: [onlineservices.ccc.govt.nz](http://onlineservices.ccc.govt.nz); or

Email your application to [resourceconsentapplications@ccc.govt.nz](mailto:resourceconsentapplications@ccc.govt.nz); or

Deliver to: Resource Consents Unit, Christchurch City Council, 53 Hereford Street, Christchurch; or

Send to: Resource Consents Unit, Christchurch City Council, PO Box 73013, Christchurch Mail Centre, Christchurch 8154.

For enquiries phone: (03) 941 8999

## About this form

This form is to be used for an application for subdivision consent under Section 88 of the Resource Management Act 1991. It must be accompanied by plans, a Certificate of Title and other supporting information.

A deposit (minimum application fee) is required to be paid before processing will commence (refer Resource Management [Fee Schedule](#)). An invoice will be issued when the application has been received.

Applications are checked for completeness prior to acceptance. Please ensure that you have compiled your documents carefully to avoid delays in accepting your application. A checklist is included at the end of this form.

## 1. Pre-application information

Have you had a pre-application meeting or other discussions with Council staff about this proposal?  Yes  No

If yes, what was the name of the planner or other staff member(s)?

Date of pre-application meeting (if applicable): ..... Meeting reference no: .....

## 2. Application site

Location of the proposed activity (street address): .....

Legal description of application site (as at the date of application): .....

I have provided a Certificate of Title (Computer Register) less than 3 months old, including a copy of any consent notice, covenant or other encumbrance to which the Council is a party. Note: These can be obtained from Land Information New Zealand: <https://apps.linz.govt.nz/survey-titles/order-copy/>.

OR

I request that the Council obtain a copy of the Certificate of Title (Computer Register) and any relevant encumbrances from Land Information New Zealand and on-charge the cost to me.

## 3. Applicant details

Please note that the **applicant** is responsible for the fees associated with this application, unless specified otherwise in Section 5.

Full name (including middle name): .....

OR

Registered Company / Trust / Organisation name: .....

Contact person / Trustee names: .....

Landline: ..... Mobile: .....

Email: .....

Postal Address: ..... Post Code: .....

The applicant is the:

Owner  Occupier  Lessee  Prospective purchaser of the application site

Other (please specify) .....

## 4. Agent / Surveyor

Name: .....  
Name of firm: .....  
Landline: ..... Mobile: .....  
Email: ..... Surveyor's Ref. No: .....  
Postal Address: ..... Post Code: .....

## 5. Invoicing details

All consent-related invoices are 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)*

## 6. Owners and occupiers of the application site

The full name and postal address of each owner and occupier of the application site (if different to the applicant):

.....  
.....  
.....  
.....

## 7. Description of proposal

Describe the proposed subdivision activity to be carried out on the site:

.....  
.....  
.....  
.....  
.....  
.....  
.....  
.....  
.....  
.....

### Summary:

Subdivision Type:    Fee Simple       Boundary Adjustment       Cross Lease       Unit Titles

Number of Lots: .....

Subdivision Activity:    Controlled       Restricted Discretionary       Discretionary       Non-complying

Resulting Land Use Non-compliances:    Yes       No



**You will need to establish whether the proposed activity complies with the NES.**

- Subdividing or changing the land use will require resource consent if the permitted activity requirements of the NES are not complied with. These include provision of a Preliminary Site Investigation carried out by a suitably qualified and experienced practitioner.
- Soil disturbance or removal exceeding the specified volumes requires resource consent.

Does the proposed activity require resource consent under the NES?

Yes

No

If YES, an assessment of the application under the NES must be provided as part of your Assessment of Effects on the Environment. A Detailed Site Investigation may be required.

## 10. Other Applications

Have you applied for, or are you required to apply for, any other resource consents for this project, either from the Christchurch City Council or Environment Canterbury, and if so, what type?

		Has been applied for:	Is required to be applied for:	Has been obtained:	Reference No. (if applicable):
Christchurch City Council	Subdivision Consent	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	Other Land Use Consent	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Environment Canterbury	Water Permit	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	Discharge Permit	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	Coastal Permit	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

**OR**

No additional resource consents are needed for the proposed activity.

Have you applied for a Project Information Memorandum (PIM) or a building consent for this project?  Yes  No

If yes, what is the project number?

**BCN** .....

## 11. Declaration

I have completed all relevant sections of this form (including the checksheet in Section 14), and I understand that my application may be returned as incomplete if it does not include all of the relevant information.

I understand that the fees paid on lodgement **are a deposit only**, and that the Council will invoice all costs actually and reasonably incurred in processing this application.

All of the information provided with this application is, to the best of my knowledge, true and correct. I understand that all information submitted as part of an application 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 to the public 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.

**Signature of Applicant:** (or person authorised to sign on behalf of applicant)

..... Date: .....

Print name: .....

If you are signing this application on behalf of a company/trust/other entity (the applicant), you are declaring that you are duly authorised to sign on behalf of the applicant to make such an application.

## 12. Fee information

The required deposit (Minimum Application Fee) must be paid before processing of the application will start. A further invoice will be issued when the processing of this application has been completed if the cost of processing it exceeds the deposit paid. If the cost of processing the application is less than the deposit a refund will be issued to the **person who paid the fee**.

Where the application fee is to be charged to an **account holder** no deposit is required. Instead the actual fees will be invoiced on completion of processing.

Interim invoices may be issued on a monthly basis until the issue of the Section 224 Certificate, including where the applicant is an account holder.

The final fee (and any outstanding interim invoices) will be required to be paid before the Section 224 Certificate will be released.

The Resource Management Fees Schedule can be viewed at: <https://ccc.govt.nz/consents-and-licences/resource-consents/resource-management-fees/>

**DEBT RECOVERY** - Where an invoiced amount has not been paid by the stated due date, the Council may commence debt recovery action. The Council reserves the right to charge interest, payable from the date the debt became due, and recover costs incurred in pursuing recovery of the debt.

**MONITORING FEES** – Please note that if this application is approved you will be required to meet the costs of monitoring any conditions applying to the consent, pursuant to Section 35 of the Resource Management Act 1991.

**DEVELOPMENT CONTRIBUTIONS** – Your development, if granted, may also incur development contributions under the Local Government Act 2002 in accordance with the Council's Development Contributions Policy. Any development contributions payable will be invoiced to the applicant.

## 13. Additional notes for the applicant

1. This application is for resource consent under the Resource Management Act 1991. In processing the application the Council can only consider relevant matters under the Resource Management Act. Please be aware that there may be a range of other matters which could affect your ability to carry out the proposed development or activity, and it is your responsibility to investigate these.
2. You may apply for two or more resource consents that are needed for the same activity on the same form.
3. The written approval of persons the Council considers may be adversely affected by the proposal may be required as part of the application, if it is to be processed on a non-notified basis. This will be determined after the application has been lodged and assessed, and a site visit carried out.
4. Consultation with neighbours and other affected persons is at the discretion of and is the responsibility of the applicant.
5. The costs incurred in receiving and checking incomplete applications are invoiced to the applicant. To avoid delays and cost please ensure that you submit a complete application.
6. If further information is required after your application is accepted, you will be advised as soon as possible and processing of the application will be suspended until the information is received.
7. All applicants are asked to check the accuracy of the information supplied. Inaccuracies in information supplied can cause difficulties at a later date, such as additional costs, delays and legal proceedings initiated by the Council and/or by other persons.
8. If resource consent is granted the applicant has a legal obligation to comply with any conditions of the consent.

## 14. Checksheet

This checksheet has been produced to assist you in the preparation and lodgement of your application. The provision of correct and accurate information will ensure that delays are kept to a minimum. Please complete all sections using either a ✓ or Y where the information is provided, or X or N where the information is not required.

Customer use		For office use only
<input type="checkbox"/>	<b>a. Application Form P-050:</b> <input type="checkbox"/> Completed and <b>signed</b> application form, including a full description of the proposal, a list of the ways in which it does not comply with the District Plan and/or NES, and an assessment of effects on the environment.	<input type="checkbox"/>
<input type="checkbox"/>	<b>b. Location of Application Site:</b> <input type="checkbox"/> Copy of current Certificate of Title (Computer Register) 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>	<input type="checkbox"/>
<input type="checkbox"/>	<b>c. Application Fee / Deposit:</b> <input type="checkbox"/> Fees payable and internet banking details are set out in the Resource Management <a href="#">Fee Schedule</a> .	<input type="checkbox"/>
<input type="checkbox"/>	<b>d. Plan:</b> Consent application plans should provide the following information on the face of the plan in an easily read and interpreted manner: <ul style="list-style-type: none"> <li><input type="checkbox"/> The address of the property</li> <li><input type="checkbox"/> Net areas for all new allotments, together with areas in access</li> <li><input type="checkbox"/> The position of all new boundaries, including clearly labelled allotment dimensions for all boundaries, e.g. 27.9 Bdy.</li> <li><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 <a href="#">Subdivision Bulletin No.11</a>)</li> <li><input type="checkbox"/> A comprehensive set of levels for vacant areas and on adjoining properties in terms of the CBD Datum.</li> <li><input type="checkbox"/> The location of outdoor living areas with dimensions and areas shown</li> <li><input type="checkbox"/> Building setback dimensions (including setbacks from access to garages)</li> <li><input type="checkbox"/> Existing crossings, kerb and channel</li> <li><input type="checkbox"/> Service easements clearly labelled</li> <li><input type="checkbox"/> Right of way easements clearly dimensioned as to width for the full length</li> <li><input type="checkbox"/> All topographical features, terraces, buildings, clearly labelled as to be removed or being retained.</li> <li><input type="checkbox"/> The location of all overhead power and phone lines crossing the property and the location of the pole on the footpath.</li> <li><input type="checkbox"/> A 'Memorandum of Easements' where applicable</li> <li><input type="checkbox"/> The plan scale and original print size</li> <li><input type="checkbox"/> The location of existing fences and walls</li> <li><input type="checkbox"/> The floor area of buildings on site</li> <li><input type="checkbox"/> Existing water, stormwater and wastewater reticulation</li> <li><input type="checkbox"/> Road kerb and channel</li> <li><input type="checkbox"/> Street trees, power poles, electricity and telephone pillars</li> <li><input type="checkbox"/> Locations and areas of new reserves to be created, including any esplanade reserves and esplanade strips</li> <li><input type="checkbox"/> Locations and areas of any existing esplanade reserves, esplanade strips and access strips</li> <li><input type="checkbox"/> Locations and areas of any part of the bed of a river or lake to be vested in the Council</li> <li><input type="checkbox"/> Locations and areas of any land within the coastal marine area</li> <li><input type="checkbox"/> Locations and areas of land to be vested as new roads.</li> </ul>	<input type="checkbox"/>
<input type="checkbox"/>	<b>e. Geotechnical Reports</b> <input type="checkbox"/> Land stability <input type="checkbox"/> Liquefaction <input type="checkbox"/> Statement of Professional Opinion (refer Part 4 IDS)	<input type="checkbox"/>
<input type="checkbox"/>	<b>f. Contamination Report</b> <input type="checkbox"/> Consultation with Environmental Health Officer, Christchurch City Council	<input type="checkbox"/>

*Continued on next page*

Customer use		For office use only
<input type="checkbox"/>	<b>g. Stormwater Discharge</b> <input type="checkbox"/> Covered by IGSC (complete checksheet A, <a href="#">Subdivision Bulletin 21</a> ) <input type="checkbox"/> Discharge consent from ECan <input type="checkbox"/> Banks Peninsula requirements confirmed by ECan	<input type="checkbox"/>
<input type="checkbox"/>	<b>h. Excavation / Fill</b> <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"/>
<input type="checkbox"/>	<b>i. Reserves</b> <input type="checkbox"/> Reserves shown on plan have been confirmed by Greenspace Unit <input type="checkbox"/> Whether reserves to vest will include easements (existing or new) <input type="checkbox"/> Councils approval under s.239 RMA required	<input type="checkbox"/>
<input type="checkbox"/>	<b>j. Esplanades</b> <input type="checkbox"/> Complies with District Plan <input type="checkbox"/> Consultation with Greenspace Unit for any reduction	<input type="checkbox"/>
<input type="checkbox"/>	<b>k. Road Widening</b> <input type="checkbox"/> Designating Authority consultation, acquisition or not	<input type="checkbox"/>
<input type="checkbox"/>	<b>l. New Road Names (including R.O.W's)</b> <input type="checkbox"/> Provide a selection of names in order of preference <input type="checkbox"/> Brief explanation of background for each submitted name	<input type="checkbox"/>
<input type="checkbox"/>	<b>m. Consultation With Other Agencies</b> <input type="checkbox"/> Orion - availability of power <input type="checkbox"/> Transpower - Electricity Transmission Corridors <input type="checkbox"/> NZ Transport Agency (NZTA) - State Highways <input type="checkbox"/> <a href="#">Mahaanui Kurataiao Ltd (MKT)</a> – issues of significance to Tangata Whenua	<input type="checkbox"/>

**Note:** This is a preliminary checksheet only. It is general in nature and does not cover all rules in the District Plan, nor is all of the information relevant to all types of application. Please check with a planner at the Council if you are unsure of the information requirements for your particular application. Please also note that the detailed technical review of your application may reveal the need for you to supply further information, in which case you will be advised as soon as possible.