SUBDIVISION CHECKSHEET

RMA #:       Planner:

Address:       Date:

|  |  |  |  |
| --- | --- | --- | --- |
| Y | N | SITE CHARACTERISTICS | Comments |
|  |  | Heritage Item on or adjacent to site |  |
|  |  | Protected tree on or adjacent to site |  |
|  |  | Power poles / lines on or adjacent to site |  |
|  |  | Designation |  |
|  |  | Flood Management Area:  Within Fixed Minimum Floor Level Overlay  Outside Fixed Minimum Floor Level Overlay |  |
|  |  | Liquefaction Management Area |  |
|  |  | Slope Instability Management Area  Cliff Collapse  Rockfall  Mass Movement  Remainder |  |
|  |  | HAIL site |  |
|  |  | Electricity Transmission Line Corridor |  |
|  |  | Waterway |  |
|  |  | Cultural Overlay |  |
|  |  | Overlay areas - other |  |
|  |  | Airport noise contours |  |
|  |  | Outline Development Plan |  |
|  |  | Coastal Hazards and Environment |  |
|  |  | Road Hierarchy classification |  |
|  |  | Technical Category -  TC 1;  TC 2;  TC 3;  TC N/A |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Y | N | N/A | VETTING | Comments |
|  |  |  | Vacant Land:  Geotechnical Report  SOPO - Statement of Professional Opinion on the Suitability of Land for Subdivision (*IDS Part 4 Appendix 1*) |  |
| Send to [floorlevels@ccc.govt.nz](mailto:floorlevels@ccc.govt.nz) to confirm if site levels are an issue  If FMA / issues identified from above / overland flow identified on land use consent, send to [stormwater.approvals@ccc.govt.nz](mailto:stormwater.approvals@ccc.govt.nz) *(include “Subdivision Flooding” in the email subject line)* |  |
|  |  |  | Developed Land:  Issued Building Consent  Existing Dwelling(s) |  |
|  |  |  | Check Record of Title  Consent Notice(s)  Easements  Encumbrance(s) / Covenant(s) |  |
|  |  |  | Check Plan for:  Levels  Contours (existing and proposed)  Infrastructure / Services (existing and/or proposed)  Building outline (existing and/or proposed)  Amalgamation Conditions  Cancellations of easements |  |
|  |  |  | Check LLUR |  |
|  |  |  | Check Property File in TRIM  Pre-application Meeting(s) |  |
|  |  |  | Esplanade Reserve Requirement / Vesting of Bed of Waterway |  |
|  |  |  | Asset units to confirm who will take ownership of reserves to vest, e.g. utility / access / recreation. |  |

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| --- | --- | --- | --- |
| Y | N | ADDITIONS ITEMS TO CHECK | Comments |
|  |  | What is the neighbourhood looking like (ie does the density look similar to the proposed) |  |
|  |  | Street view whether any power poles/street trees will conflict with the proposed activity |  |
|  |  | Are there any power lines on the site or adjacent to the site |  |
|  |  | Do the aerial photos overtime look like suspicious activity is occurring |  |
|  |  | The CSR files or property files raise up previous issues ie like the discovery of springs. |  |
|  |  | Does the servicing proposed/orientation of the site make sense. |  |
|  |  | Do the easements make sense (do they require approval from other neighbours, require surrendering) |  |
|  |  | Have stormwater detention tanks or a stormwater treatment device been proposed? Check the Stormwater Discharge Approval. |  |

| ACTIVITY STATUS TABLES AND ACTIVITY SPECIFIC STANDARDS | | | | |
| --- | --- | --- | --- | --- |
| Compliance | | | Rule | Comments |
| Y | N | N/A |
| Permitted activities | | | | |
|  |  |  | 8.5.1.2 Controlled activities  C1 Boundary adjustments where:   * no additional titles created; * Minimum allotment size does not apply provided existing net site area is not changed by more than 10%; and * Will not lead to or increase degree of non-compliance with land use standards for the zone.   C2 Conversion of tenure:   * For repair and rebuild of multi-unit residential complexes, size of resulting titles must be within 10% of the size of original allotment or leased area, excluding access. * Other conversions - no standards.   C3 Alteration of cross leases, company leases, unit titles  C4 Creation of lots for access, utilities, roads & reserves  C5 Subdivision in an area subject to an ODP or Development Plan, except as specified in other activity status rules.  C6 Subdivision for residential activity in the RH, RLL, RSS and all Rural zones except RQ.  C7 Subdivision in RuBP zone creating residential allotment 1-4ha and balance area, meeting net site area  C8 Subdivision not otherwise provided for |  |
|  |  |  | **8.5.1.3 Restricted discretionary activities**  RD1 Boundary adjustments not complying with C1  RD2Subdivision not complying with one of more of the relevant standards in C5 (except where specified as a non-complying activity).  RD3 Conversion of tenure for repair and rebuild of multi-unit residential complex not complying with C2  RD4 Subdivision in the FMA  RD5 Subdivision within 37m of the 220kV National Grid transmission line, or 32m of a 66kV or 110kV National Grid transmission line (excluding network utility allotments). Building platform must be identified in accordance with the rule.  RD6 Subdivision within 32m of the 66kV electricity distribution line, or 24m of the 22kV distribution line (excluding network utility allotments).  RD7 Creation of more than one residential lot of 1-4ha in RuBP zone  RD8 Subdivision within a Site of Ecological Significance  RD9 Subdivision of land including a significant tree  RD10 Subdivision of land containing a heritage item/setting  RD11 Subdivision within a Significant Feature (Ch 9) or within a Site of Ngai Tahu Cultural Significance  RD12 Subdivision within Central City to protect a significant feature or heritage item/setting  RD13 Subdivision of land in the Avon River Precinct within/partly within a Significant Feature or a Site of Ecological Significance  RD14 Subdivision within the IG (North Belfast) zone creating a new boundary within spring setback  RD15 Meadowlands Exemplar Overlay within RNN zone  RD16 Cancellation/variation of consent notice protecting a tree  RD17 East Papanui Outline Development Plan |  |
|  |  |  | **8.5.1.4 Discretionary activities**  D1 Subdivision in a rural zone not meeting net site area  D2 Subdivision in Special Purpose (Golf Resort) zone – Whisper Creek not complying with Concept Plan  D3 Subdivision in Open Space Coastal Zone  D4 Subdivision not meeting RD8, RD9, RD11, RD12 or RD14  D5 Subdivision within Meadowlands Exemplar Area not complying with RD15 d.i.  D6 Cancellation/variation of consent notice protecting tree identified as ‘exceptional’  D7 Subdivision within East Papanui Outline Development Plan not complying with RD17 |  |
|  |  |  | **8.5.1.5 Non-complying activities**  NC1 Subdivision in a residential zone (other than RMD zone) which doesn't comply with minimum net site area requirements in 8.6.1 or 8.6.2  NC2 Subdivision not complying with the standards in RD5 or RD6.  NC3 Subdivision within the Lyttelton Port Influences Overlay, other than where condition proposed re consent notice for noise sensitive activities.  NC4 Subdivision in a rural zone creating an allotment under 4ha  NC5 Subdivision not meeting rule 8.6.6 (espl reserve etc)  NC6 Subdivision in Rural Port Hills zone not meeting net site area  NC7 Subdivision in Meadowlands Exemplar Area not otherwise provided for |  |

| ACTIVITY STANDARDS | | | | |
| --- | --- | --- | --- | --- |
| Compliance | | | Rule | Comments |
| Y | N | N/A |
|  |  |  | 8.6.1 Minimum net site area and dimension   * RS zone - 450m2 net site area; dimension 16x18m * RSDT zone - 330m2 net site area; dimension 13x16m * RMD zone - 200m2 net site area; dimension of 10m or plan demonstrating permitted residential unit can be located on the lot, including recession plane, unit size, access, parking, ODLS and floor level. * RBP zone - 400m2 net site area. * Other residential zones – refer to Table 1 * Commercial zones - 250m2 net site area * Commercial Central City Business – n/a * Commercial Central City Mixed Use – 500m2 * IG, IP, and where connected to Council reticulated sewage system in IH zone - 500m2 * IIH zone where no connection to reticulated sewage system - 4ha * Other zones – Refer to Tables 3 - 5 |  |
|  |  |  | 8.6.2 Allotments with existing or proposed buildings  Lots around existing building (exterior fully closed in) or proposed building (where subdivision consent issued at same time as or after BC):   * No minimum net site area or dimension required; * Building must comply with standard for a permitted activity in relation to new boundaries, incl site coverage, or have RC for standards breached; * No lot less than the net site areas in Table 6; * Building must be erected before 224 issued, with condition required on subdivision consent.   Minimum net site area requirements:   * RS zone - 400m2 * RSDT zone - 300m2   No minimum net site area for:   * RMD zone * EDM and CHRM developments * Lots for residential units converted into 2 units; family flat and EPH conversions into residential units; replacement of single residential unit with two new units under the rules in Chapter 14 (incl those with land use consent). * Lots for OPH units or residential units in a multi-unit residential complex, retirement village or social housing complex in the RS or RSDT zones. * Industrial and Commercial zones * RMD and RNN * IG, IH, IP, CO, CC, CL, CBP, CMU, CRP zones * Any zone in Central City * SP Wigram and Airport |  |
|  |  |  | 8.6.3 Access  All sites - access to/from a formed road, in accordance with Appendix 8.10.2 and the standards in Chapter 7 Transport.  No access to a state highway, limited access road or across a railway line. |  |
|  |  |  | 8.6.4 Roads  As per Appendix 8.10.3 and Chapter 7 Transport, except where alternative standards are set out in an ODP.  Specific zone requirements:   * IP (Tait Campus) zone - the subdivision must be in accordance with the ODP in Appendix 16.8.9 and specific road and access requirements - refer rule for details. * IG (Stanleys Rd) zone in Appendix 16.8.9 - footpath required along the road frontage. * IG zone bounded by Deans Ave and railway - access is only allowed from Lester Lane. * IG (Trents Rd) zone - subdivision must be in accordance with the ODP in Appendix 16.8.6 and specific road and access requirements - refer rule for details. * IP (Wairakei Road) – in accordance with ODP – refer rule for details |  |
|  |  |  | 8.6.5 Service lanes, cycleways and pedestrian access ways  Must be laid out and vested in accordance with standards set out in Table 7 - refer rule. |  |
|  |  |  | 8.6.6 Esplanade reserve, strip or additional land  Esplanade reserves and strips must be provided in accordance with Appendix 8.10.1.  In Banks Peninsula area, for lots under 4ha a 20m wide esplanade reserve is required along MHWS of sea/river/ lake.  Vesting required in accordance with section 237A.  20m reserve/strip required along Waiwera and Te Waihora |  |
|  |  |  | 8.6.7 Water supply  All lots must be provided with the ability to connect to a safe potable water supply.  Provision must be made for sufficient water supply and access for firefighting as per the Code of Practice, except for utility, road, reserve or access lots. |  |
|  |  |  | 8.6.8 Wastewater disposal  All lots must be provided with the ability to connect to a w/w system.  Valid w/w capacity certificate under rule 8.4.1.3 must be held, confirming adequate capacity for respective potential land uses on all proposed lots, except where ODP shows capacity is available.  Where reticulated sewer available and discharge to network is accepted, each new lot must be provided with piped outfall connection at least 600mm into its net site area.  Where reticulated sewer not available, all lots must be provided with means of disposal within the net site area.  Meadowlands Exemplar Area - outfall must be to Pump Station 42 catchment until SE Halswell pressure network is available. |  |
|  |  |  | 8.6.9 Stormwater disposal  All lots must be provided with a means for managing collected surface water from impervious services. Where accepted into the network, each lot must be provided with piped outfall at least 600mm into its net site area.  IG (Trents Rd) zone - all discharge treated and discharged to ground within the ODP area - refer rule for details.  S/w drainage ponding areas must not be created within 15m of rail corridor.  IP (Tait Campus) zone - s/w treated and attenuated as per the requirements of the rule - refer rule for details. |  |
|  |  |  | 8.6.10 Additional standards for South West Hornby  Specific requirements for subdivision in IH (South West Hornby) zone within the "rural wastewater irrigation area" on ODP in Appendix 16.8.8 - refer rule for details. |  |
|  |  |  | 8.6.11 Additional New Neighbourhood Zone standards  As per ODP.  Residential net density requirements  Minimum land area for subdivision  Minimum and maximum net site area for allotments.  Refer rule for details. |  |
|  |  |  | 8.6.12 Radiocommunications  Specific building location requirements for new lots within 1km of Radio New Zealand's facilities on Gebbies Pass Road - refer rule for details. |  |
|  |  |  | 8.6.13 Neighbourhood Plan – Meadowlands Exemplar (North Halswell)  Neighbourhood Plan required – refer rule for details |  |
|  |  |  | 8.6.14 Industrial General zone (North Belfast) – wahi Taonga, wahi tapu and urupa  Protocol required with Tuahuriri Rūnanga |  |

| **GENERAL RULES** | | | | | | |
| --- | --- | --- | --- | --- | --- | --- |
| **Compliance** | | | | | **Rule** | **Comments** |
| **Y** | | **N** | | **N/A** |
| **Natural hazard rules - Chapter 5** | | | | | | |
|  |  | |  | | Flood management rules |  |
|  |  | |  | | Slope Instability management rules |  |
|  |  | |  | | Liquefaction management rules |  |
| **Other rules** | | | | | | |
|  | |  | |  | Earthworks rules - Chapter 8 |  |
|  | |  | |  | Natural & Cultural Heritage rules - Chapter 9 |  |
|  | |  | |  | Hazardous Substances & Contaminated Land - Chapter 12 |  |
| **NES – Managing Contaminants in Soil to Protect Human Health** | | | | | | |
|  | |  | |  | Applies if site has been used for a HAIL activity.  PSI/DSI required. |  |

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| GENERAL COMMENTS: |  |
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| --- | --- | --- | --- |
| Y | N/A | SPECIALISTS | Comments |
|  |  | Infill / Simple | |
| Connect Tasks | | | |
|  |  | Specialist input - Engineering report - Subd (DB) - Nigel Baker  *(Servicing Requirements)* |  |
|  |  | Specialist input - Subd Engineer - Geotech (DB)  *(Vacant Site)* |  |
|  |  | Specialist input - Subd Engineer - Earthworks (DB)  *(Earthworks if large amounts, deep cut/fill, or sloped site)* |  |
|  |  | Specialist input - Env Health- Contamination (DB)  *(HAIL Site)* |  |
|  |  | Specialist input - Fire engineering (DB)  *(Unit Titles and Cross Lease only)* |  |
| Emails | | | |
|  |  | Amalgamation - LINZ [customersupport@linz.govt.nz](mailto:customersupport@linz.govt.nz) - [14/570783](trim://14/570783/?view) email template |  |
|  |  | Cultural - Mahaanui Kurataiao [mahaanui.admin@ngaitahu.iwi.nz](mailto:mahaanui.admin@ngaitahu.iwi.nz) - [17/1288590](trim://17/1288590/?view) email template |  |
|  |  | Flood Management - Sheryl Keenan |  |
|  |  | Subdivision/Street Trees - John Thornton |  |
|  |  | Esplanade - Peter Barnes |  |
|  |  | Electricity Lines - Orion / Transpower (distribution / transmission) |  |
|  |  | Greenfield / Complex | |
| Connect Tasks | | | |
|  |  | Specialist input - Subd Engineer - Geotech (DB) |  |
|  |  | Specialist input - Subd Engineer - Earthworks (DB) |  |
|  |  | Specialist input - Env Health- Contamination (DB) |  |
|  |  | Specialist input - Env Health - Noise/Acoustic (DB) |  |
| Emails | | | |
|  |  | Water/Sewer - Alison Tang |  |
|  |  | Stormwater - Brian Norton |  |
|  |  | Waterway Enhancement - Emily Tredinnick |  |
|  |  | Waterway General - Bitty Babu |  |
|  |  | Transport - Weng-Kei Chen, Peter Rodgers, Andy Milne |  |
|  |  | Reserves/Greenspace/Esplanade - Peter Barnes |  |
|  |  | Urban Design - [UrbanDesign@ccc.govt.nz](mailto:UrbanDesign@ccc.govt.nz) |  |
|  |  | Heritage - [Heritage@ccc.govt.nz](mailto:Heritage@ccc.govt.nz) |  |
|  |  | Amalgamation - LINZ [customersupport@linz.govt.nz](mailto:customersupport@linz.govt.nz) - [14/570783](trim://14/570783/?view) email template |  |
|  |  | Lizards - Chris McClure |  |
|  |  | Birds - Andrew Crossland |  |
|  |  | Landscape Approval - [landscape.approval@ccc.govt.nz](mailto:landscape.approval@ccc.govt.nz) |  |
|  |  | Subdivision/Street Trees - John Thornton |  |
|  |  | Electricity Lines - Orion / Transpower (distribution / transmission) |  |
|  |  | Cultural - Mahaanui Kurataiao [mahaanui.admin@ngaitahu.iwi.nz](mailto:mahaanui.admin@ngaitahu.iwi.nz) - [17/1288590](trim://17/1288590/?view) email template |  |