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RESOURCE CONSENT APPLICATION FOR SUBDIVISION

Please complete all sections. Examples are provided in brackets to help you answer the questions. If you require assistance in completing the application please feel free to give us a call, or make an appointment at the Westport office, as a Duty Planner is available most days.

Site photos are always helpful. If you are taking photos take one of the access from the road. Either print the photos and attach to your application, or email them to planning@bdc.govt.nz with reference to the site that the application is for.

A diagram (Site Plan) of the site is essential. It doesn't have to be complicated, but you do have to indicate how big the sections are and which will be Lot 1, Lot 2 etc. We require the important measurements like how long each boundary is, and any easements that are required. You will need to engage a surveyor at some stage during your subdivision. Your surveyor can prepare the site plan for you.

Have you thought about what will happen when the sections are sold? The new purchasers may have different plans for the lot than you expect. You may want to think about restricting the number or height of future houses, or the types of activities that can take place on the new lot.

Note: Before you have a new title issued and are going to sell the subdivided lot, you must meet all the costs of the subdivision. You will have to pay for the processing and monitoring of your consent, pay your surveyors fees, and pay a reserve contribution. You may also be required to install services to the new lot, install vehicle crossings, form Rights of Way, and contribute to road upgrades.

Checklist

- Have you included a site plan?
- Have you included photos of the site, or
 - Are you going to email photos to Council?
- Have you included the deposit of \$800.00 plus \$50 per additional lot?
Please note that this is a deposit only and Council operates on a full cost recovery system. Therefore if the cost of processing the consent is more than the deposit, you will be charged the additional amount. Upon payment of any additional amount, you will receive the decision.
- Have you included a copy of the Certificate of Title, or
 - Do you wish Council to search a copy for you (at a cost of \$40 per Title)?
- Have you signed the application?
- Have you filled in the attached Assessment of Environmental Effects form?
- Have you included any coastal hazard assessment, or geotechnical assessment of the site if it is subject to a hazard, or landscape assessment if the subdivision is in a sensitive area?
- Have you attached any affected parties forms that have been completed?

If you have **not included all the information required** for Council to assess your application it will either be **sent back** to you or be lodged (which means Council keeps the application but does **not start to process the application**).

Applicant Details

1. Applicant(s) name(s): (please write all names in full)

2. Postal Address: _____

Telephone: Business: _____ Facsimile: _____

Private: _____ Email: _____

3. Applicant is the owner/occupier (please tick the appropriate box)
 prospective owner

Property owner's name: (if different from above)

4. Correspondence to be sent to the following name and address: (if different from applicant)

Telephone: Business: _____ Facsimile: _____

Private: _____ Email: _____

Property Details

5. Property address or description of location: (include the name of any relevant stream, river or other water body to which the application may relate, proximity to any well known landmark, etc)

6. Legal Description: _____

7. Valuation Roll Number (from rates or valuation notice) _____

8. Zone: _____

Details of Proposal

9. This is an application for a Boundary Adjustment Subdivision Consent

10. Are any other consents required? Yes No

(a land use consent for boundary encroachment, a building consent, or a consent from the Regional Council)

If yes, list consents below, stating whether they have been applied for.

11. Provide the reasons for the application and for choosing this site: (disposal of unwanted land etc)

12. What is the intended use of the lots after subdivision? (rural use, residential, lifestyle blocks, etc)

13. Are any Covenants or Consent Notices (restrictions) proposed on the new lots? (limiting the number of dwellings on each lot to one, not allowing the lots to be used for purposes other than residential, etc)

14. Are there any existing buildings on site? If so, what are they used for? (a dwelling for residential purposes, a barn for storing farm equipment etc)

15. Regular traffic movements when the lots are developed are likely to be at the rate of _____ cars and _____ trucks per day/week (delete as appropriate).

16. Is there space on each proposed lot for a carpark? Yes No

17. How is potable (drinking) water provided, or how will it be provided for each lot? (town supply, rain catchment, the responsibility of the purchasers of the lots, etc)

18. How is effluent disposal provided for, or how will it be provided for on each lot? (town supply, septic tank, communal system, aerated system, etc)

19. How is stormwater disposal provided for, or how will it be provided for on each lot?
(town reticulation, used for water supply, onsite sump, piped to a water course, discharged into sewage system etc)

20. Where is the closest point for connecting to electricity and telecommunications services?
(there is an electricity line at the road boundary and telecommunications cables buried across the street, etc)

21. Are all wells, pipes, water tanks, septic tanks, effluent soakage fields, and stormwater disposal systems contained within each site? Yes No
Please show on a site plan the location of any of the above services in relation to lot boundaries.

22. Provide details of any landscaping proposed: (bundling, planting along the borders of the lots or along access ways, etc)

23. Are any new accessways (vehicle crossings) proposed for the site? Yes No
If so, please show on a site plan

24. Are any new signs or changes to existing signs proposed? Yes No
(an entrance sign naming the subdivision, a new road sign)

If yes, please provide a site plan showing the location, dimensions, colour, exact message and dimensions of lettering and symbols, and where within the subdivision the sign will be located.

25. Do you wish to be contacted prior to a member of the Planning Department undertaking a site visit? Yes No

Dated at _____ this _____ day of _____ 201__

Signed: _____
(to be signed by or on behalf of the applicant)

PLEASE MAKE SURE YOU HAVE READ THE CHECKLIST ON THE FRONT PAGE AND PROVIDED ALL REQUIRED INFORMATION

ASSESSMENT OF EFFECTS ON THE ENVIRONMENT

1. Answer all questions fully. Some may not apply to your proposal.
2. Please provide a locality map and a copy of the Certificate of Title.
3. Contact the Planning Department with any queries or if you require assistance.

Physical

1. Describe the:

(a) landforms (eg: mountains, hills, cliffs, streams, rivers, valleys, beaches, lakes, gorges, caves, paddocks)

(b) land slopes (eg: steep, flat, rolling, angle of slope)

(c) soils (eg: sand, clay, rock, fill, name of soil)

2. Describe any potential for natural hazards (e.g. flooding, erosion, land slip)

3. Are any of the following present in the area? (delete which do not apply)

- (a) river protection works
- (b) bridges
- (c) railways and roads
- (d) telephone/electricity wires or cables

Please indicate these features on a site diagram/map.

Flora, Fauna and Ecosystems

4. Describe the vegetation within the application area. List the major species, and any rare or endangered species. (“Native bush” and “scrub” is not a satisfactory answer).

5. Will native vegetation clearance occur? If so, how much?

6. Describe and/or list the birdlife, wildlife, freshwater and marine life within the application area, or in the vicinity and any recognised special wildlife habitats (*“usual West Coast wildlife”* or similar is not a satisfactory answer).

7. Describe the effects the activity will have on ecosystems, including effects on plants or animals, any physical disturbance of habitats in the area.

Land Use

8. Describe the current land use (give as many details as possible).

9. Describe neighbouring land uses.

10. What is the public use of the area?

11. Describe any recreational uses that occur on the land.

12. What is the intended post-activity vegetation cover and land use? (e.g. forestry, road, residential subdivision, pasture, etc)

13. What effect will this application have on alternative uses of the land, resources and/or the environment at present or in the future? (discuss the reasons for your answer)

14. Describe the present land surface and how it will be rehabilitated (if applicable).

Contingencies or Safeguards

15. If your activity includes the use of hazardous substances and installations, provide an assessment of any risks to the following which are likely to arise from such use:

(a) risks to the physical environment

(b) the neighbourhood

(c) the wider community

16. Describe any mitigation measures (safeguards and contingency plans where relevant) to be undertaken to help prevent or reduce the actual or potential effect of any chemical or other contaminant accidents (i.e. where will the contents go, how will they be contained, treated, recycled or disposed?)
(continue on separate sheet if necessary)

17. Describe any possible alternative locations or methods for undertaking the activity.

Monitoring

18. How will the effects of the activity be monitored?

19. Who will monitor the effects of the activity?

Socio-economic Impacts

20. State the number of people who will work at the site _____

21. Give details of the hours of work (provide details of any shift times)

22. Do you intend working on weekends or outside the hours 7.00am to 6.00pm?

Yes No

Noise

23. Is a residential area or any occupied dwelling close by or within the application area. Yes No

24. Give details and distances.

25. Give details of any anticipated noise levels and likely impacts on both wildlife and residents in the area.

26. Details of noise reduction measures (rubber lined hoppers, mufflers, shelters, vegetation or soil screens, etc.)

Explosives

27. Will you use explosives? Yes No

28. If so give details of purpose, public warning methods, frequency, timing, storage and handling facilities, type and quantity of blast. Discuss the impacts blasting will have on nearby residents and any measures that will be taken to minimise such effects.

Maori Interests

29. Give details of particular Maori interest in the land or water within or bordering the application area, or likely to be affected by the application (*sacred or spiritual sites and values, traditional food gathering areas, etc*).

Visual Effects

30. Is the operation or activity visible from:	Yes	No
- nearby dwellings	<input type="checkbox"/>	<input type="checkbox"/>
- roads (including rest areas)	<input type="checkbox"/>	<input type="checkbox"/>
- walking tracks	<input type="checkbox"/>	<input type="checkbox"/>
- known observation points	<input type="checkbox"/>	<input type="checkbox"/>
- areas of public access?	<input type="checkbox"/>	<input type="checkbox"/>

32. Describe any effects (*both positive and negative*) on natural and physical resources having aesthetic, recreational, scientific, historical, spiritual, cultural, or other special value for present or future generations:

Consultation

33. Have you discussed your proposal with your neighbours and other parties who may be adversely affected (eg. Community & Public Health, Department of Conservation, Historic Places Trust, Ngati Waewae, New Zealand Transport Agency (formerly Transit NZ) , New Zealand Railways Corporation, local electricity supplier and Telecom New Zealand Limited).

If so, who was consulted? _____

34. Are all affected persons consent forms completed and attached, or forwarded to Council? Yes No

If no, your application will be placed on hold until Council receives these forms.

35. If any environmental concerns have been raised by affected neighbours or other parties, how can these concerns be met?

Other Information

36. Outline other information (if any), required to be included in the application by the District Plan or regulations.

Have you remembered to :

1. Complete all sections

2. Enclose - Deposit

Please note this is a deposit only and Council operates on a full cost recovery system. Therefore if the cost of processing the consent is more than the deposit, you will be charged the additional amount. Upon payment of any additional amount, you will receive the consent.

Site Plans

Affected Parties

Copy of Certificate of Title

Please contact planning staff with any queries. (Telephone: 03 788 9111)

Dated at _____ this _____ day of _____ 20__

Signed: _____
(to be signed by or on behalf of applicant)