

CHECKLIST FOR RESOURCE CONSENT APPLICATION: SUBDIVISION

Checklist Updated: 2026

Please complete all sections. Some examples are provided in brackets to help you answer the questions. If you require assistance in completing the application, please call (03) 788 9603 or email us at planning@bdc.govt.nz.

- Site photos are always helpful. If you are taking photos, take at least one of access from the road. Attach the photos to your application or email them to planning@bdc.govt.nz with reference to the site that the application is for.
- A plan prepared by a Licenced Cadastral Surveyor must be submitted at the time of making application. We require the important measurements like how long each boundary is, and any easements that are required.
- 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 Right of Ways, and contribute to road upgrades.

For further information on the subdivision process, the process flowchart can be found on our website:

<https://bullerdc.govt.nz/media/pdcfw0zl/the-subdivision-process.pdf>

Checklist

- ☐ Have you completed and signed the Application form?
- ☐ Have you completed and signed the Assessment of Environmental Effects form?
- ☐ Have you completed and signed the Assessment of the Activity against Part 2 of the Resource Management Act (RMA) and any relevant Objectives and Policies of the District Plan/s (In accordance with Schedule 4) For assistance, please refer to the documents noted in the relevant sections of the application.
- ☐ Have you included any technical reports/assessments? (e.g. Geotechnical assessment, Landscape assessment, Acoustics assessment etc)
- ☐ Have you completed the 'Declaration to Accompany Application for Resource Consent' in regard to the National Environmental Standard for Assessing and Managing Contaminants in Soil to Protect Human Health (NES)?
- ☐ Have you included a scheme plan prepared by a Licensed Cadastral Surveyor?
- ☐ Have you included photos of the site? (Please ensure you show boundary distances, existing and proposed building and structures including decking)
- ☐ Plan to email photos to Council?
- ☐ Have you included the required deposit? Please refer to Council's fees and charges: <https://bullerdc.govt.nz/your-council/fees-and-charges/>. 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.
- ☐ Have you included a copy of the Record of Title (RT). The RT must not be older than 3 months, or
- ☐ Do you wish Council to search a copy for you (Will be invoiced to you as per current fees and charges)?
- ☐ Have you attached any completed and signed Affected Persons Approval forms? Affected Persons Approval forms and information can be found on our website:
<https://bullerdc.govt.nz/property-rates-and-building/planning-and-resource-consent/planning-application-forms/>

New Road – Naming of Road

If your subdivision involves the creation of a new road which requires naming, please complete the Application for Road Names and forward to the contact noted on the application. Prior approval of any new road name may prevent any delays at time of application for Section 223 Certificate. Reference documents (Road Naming Procedures, Council's List of Approved but Unallocated Road Names) and application form can be found on our website on the Roads page: <https://bullerdc.govt.nz/infrastructure/roads/> under the "Road naming information" heading.

Advice Note: Please attach separate sheet(s) if required

Form 9: Resource Management (Forms, Fees, and Procedure) Regulations 2003

APPLICANT DETAILS

1. Applicant is the ☐ owner/occupier ☐ prospective owner (e.g. please tick the appropriate box)

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

Telephone: Business: _____ Private/Mobile: _____

Email: _____

2. Postal Address:

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

Telephone: Business: _____ Private/Mobile: _____

Email: _____

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

Telephone: Business: _____ Private/Mobile: _____

Email: _____

5. Invoices to be sent to the following: (name and address)

Telephone: Business: _____ Private/Mobile: _____

Email: _____

PROPERTY DETAILS

6. Description of location of activity and/or property address: (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)

10. Record of Title Reference: _____

11. Legal Description: _____

12. This is an application for a ☐ Boundary Adjustment ☐ Subdivision Consent

13. Overall Activity Status:

☐ Controlled ☐ Restricted Discretionary ☐ Discretionary ☐ Non-complying

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15. Provide the reasons for the application and for choosing this site: *(e.g. disposal of unwanted land, etc)*

16. Are any other consents required? ☐ Yes ☐ No

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

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

17. What is the intended use of the lots after subdivision? *(e.g. rural use, residential, lifestyle blocks etc)*

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

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

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

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

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

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

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

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

26. 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.

27. Provide details of any landscaping proposed: *(e.g. bunding, planting along the borders of the lots and along access ways, native planting etc)*

28. Are any new accessways *(e.g. vehicle crossings)* proposed for the site? ☐ Yes ☐ No
If Yes, please show on a site plan.

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

If Yes, please provide details below along with a site diagram showing the location, dimensions, colour, exact message and dimensions of lettering and symbols, how the sign is to be fixed to the ground/building.

Provide details of any existing or proposed signage.

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

SIGNATURE AND DATE

Dated at _____ this _____ day of _____ 20 _____

Signature

(to be signed by or on behalf of applicant)

Name of person signing

All the relevant information on this form is required to be provided under the Resource Management Act 1991 for Buller District Council to process your application. Under this Act this information has to be made available to members of the public, including business organisations. The information contained in this application may be made available to other departments of the Council. The Buller District Council Privacy Statement can be read from the website.

Note to applicant

You must include all information required by this form. The information must be specified in sufficient detail to satisfy the purpose for which it is required.

You must pay the charge payable to the consent authority for the resource consent application under the [Resource Management Act 1991](#) (if any).

Please note that if you wish to review draft conditions of consent that the timeframe may be suspended in accordance with section 107G of the Resource Management Act.

ASSESSMENT OF EFFECTS ON THE ENVIRONMENT

PHYSICAL

1. Describe the:

(a) landforms (*e.g. mountains, hills, cliffs, streams, rivers, valleys, beaches, lakes, gorges, caves, paddocks*)

(b) land slopes (*e.g. steep, flat, rolling, angle of slope*)

(c) soils (*e.g. 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?

River protection works	☐ Yes	☐ No
Bridges	☐ Yes	☐ No
Railways and roads	☐ Yes	☐ No
Telephone/electricity wires or cables	☐ Yes	☐ No

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, please describe in detail*).

5. Will native vegetation clearance occur? ☐ Yes ☐ No If Yes, 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

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 *(where will the contents go, how will it 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

Give details and distances.

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

25. Details of noise reduction measures (*e.g. rubber lined hoppers, mufflers, shelters, vegetation or soil screens, etc.*).

EXPLOSIVES

26. Will you use explosives? ☐ Yes ☐ No

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

27. 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 (*describe any sacred or spiritual sites and values, traditional food gathering areas, etc.*).

VISUAL EFFECTS

28. Is the operation or activity visible from:

- | | | |
|------------------------------|------------------------------|-----------------------------|
| Nearby dwellings | ☐ Yes | ☐ No |
| Roads (including rest areas) | ☐ Yes | ☐ No |
| Walking tracks | ☐ Yes | ☐ No |
| Known observation points | ☐ Yes | ☐ No |
| Areas of public access? | ☐ Yes | ☐ No |

If Yes, give details and discuss any measures that will be taken to minimise the visual impacts (*e.g. buffers, vegetation, screens planted, trees, etc.*).

EFFECTS ON PRESENT AND FUTURE GENERATION

29. Discuss socio-economic and cultural effects the (*e.g. both positive and/or adverse*) activity will have on the immediate neighbourhood and where relevant the wider community for present and future generations (*e.g. additional housing and service requirements, noise, vibration, dust, lighting, aesthetic values, change of lifestyle, recreation, scientific values, water supply, increased traffic, historical, spiritual values, etc.*)

30. 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

31. Have you discussed your proposal with your neighbours and other parties who may be adversely affected? (*e.g. Community & Public Health, Department of Conservation, Heritage New Zealand, Ngati Waewae, NZTA, Kiwi Rail, local electricity and telephone suppliers*)

☐ Yes ☐ No If Yes, who was consulted? _____

32. Are all Affected Persons Approval forms completed and attached, or forwarded to Council? ☐ Yes ☐ No
33. If any environmental concerns have been raised by affected neighbours or other parties, how can these concerns be met?

OTHER INFORMATION

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

SIGNATURE AND DATE

Dated at _____ this _____ day of _____ 20 _____

Signature
(to be signed by or on behalf of applicant)

Name of person signing

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In reaching a decision on an application, the Council has to be satisfied that by granting the application, Part 2 of the RMA will be achieved. For further information on Part 2 of the Resource Management Act see <http://www.legislation.govt.nz/act/public/1991/0069/latest/DLM230265.html>

Please provide an assessment of your proposal against Part 2 of the RMA:

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Te Tai Poutini Plan (TTPP) – partially operative

The Te Tai Poutini Plan (including maps) can be viewed on TTPP's website <https://tppp.nz/>. The Objectives and Policies are contained within the relevant chapters.

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

SIGNATURE AND DATE

Dated at _____ this _____ day of _____ 20____

Signature
(to be signed by or on behalf of applicant)

Name of person signing

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NES DECLARATION TO ACCOMPANY APPLICATION FOR RESOURCE CONSENT

This Declaration MUST be completed, signed and submitted with your application

The **National Environmental Standard for Assessing and Managing Contaminants in Soil to Protect Human Health** (NES) applies to particular activities on a piece of land where an activity or industry described in the current edition of the *Hazardous Activities and Industries List* (HAIL) is being undertaken, has been undertaken, or it is more likely than not that it is being or has been undertaken.

The HAIL and other useful information about the NES, including a *User's Guide on the NES*, can be found on the Ministry for the Environment's website, <http://www.mfe.govt.nz/land/nas-assessing-and-managing-contaminants-soil-protect-human-health/about-nas>. A copy of the current HAIL is attached.

To help determine whether or not the NES will apply to your activity please answer the following questions:

Is an activity described on the HAIL currently being undertaken on the piece of land to which this application applies?	Yes ☐	No ☐
Has an activity described on the HAIL ever been undertaken on the piece of land to which this application applies?	Yes ☐	No ☐
Is it more likely than not that an activity described on the HAIL is being or has been undertaken on the piece of land to which this application applies?	Yes ☐	No ☐

If 'Yes' to ANY of the above, then the NES may apply. Please answer the following questions:

Is the activity you propose to undertake removing or replacing a fuel storage system or parts of it?	Yes ☐	No ☐
Is the activity you propose to undertake sampling soil?	Yes ☐	No ☐
Is the activity you propose to undertake disturbing soil?	Yes ☐	No ☐
Is the activity you propose to undertake subdividing land?	Yes ☐	No ☐
Is the activity you propose to undertake changing the use of the land?	Yes ☐	No ☐

If 'Yes' to ANY of the above activities, then the NES is likely to apply.

For further information about the NES and what is required please contact Council's Planning Department on (03) 788 9603 or planning@bdc.govt.nz.

I hereby certify that to the best of my knowledge and belief, the information given in this form is true and correct.

Applicant's Signature: (or person authorized to sign on applicant's behalf)

..... **Date:**

Name: (Please Print)

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Hazardous Activities and Industries List (HAIL)

October 2011

A Chemical manufacture, application and bulk storage

1. Agrichemicals including commercial premises used by spray contractors for filling, storing or washing out tanks for agrichemical application
2. Chemical manufacture, formulation or bulk storage
3. Commercial analytical laboratory sites
4. Corrosives including formulation or bulk storage
5. Dry-cleaning plants including dry-cleaning premises or the bulk storage of dry-cleaning solvents
6. Fertiliser manufacture or bulk storage
7. Gasworks including the manufacture of gas from coal or oil feedstocks
8. Livestock dip or spray race operations
9. Paint manufacture or formulation (excluding retail paint stores)
10. Persistent pesticide bulk storage or use including sport turfs, market gardens, orchards, glass houses or spray sheds
11. Pest control including the premises of commercial pest control operators or any authorities that carry out pest control where bulk storage or preparation of pesticide occurs, including preparation of poisoned baits or filling or washing of tanks for pesticide application
12. Pesticide manufacture (including animal poisons, insecticides, fungicides or herbicides) including the commercial manufacturing, blending, mixing or formulating of pesticides
13. Petroleum or petrochemical industries including a petroleum depot, terminal, blending plant or refinery, or facilities for recovery, reprocessing or recycling petroleum-based materials, or bulk storage of petroleum or petrochemicals above or below ground
14. Pharmaceutical manufacture including the commercial manufacture, blending, mixing or formulation of pharmaceuticals, including animal remedies or the manufacturing of illicit drugs with the potential for environmental discharges
15. Printing including commercial printing using metal type, inks, dyes, or solvents (excluding photocopy shops)
16. Skin or wool processing including a tannery or fellmongery, or any other commercial facility for hide curing, drying, scouring or finishing or storing wool or leather products
17. Storage tanks or drums for fuel, chemicals or liquid waste
18. Wood treatment or preservation including the commercial use of anti-sapstain chemicals during milling, or bulk storage of treated timber outside

B Electrical and electronic works, power generation and transmission

1. Batteries including the commercial assembling, disassembling, manufacturing or recycling of batteries (but excluding retail battery stores)
2. Electrical transformers including the manufacturing, repairing or disposing of electrical transformers or other heavy electrical equipment
3. Electronics including the commercial manufacturing, reconditioning or recycling of computers, televisions and other electronic devices
4. Power stations, substations or switchyards

C Explosives and ordinances production, storage and use

1. Explosive or ordinance production, maintenance, dismantling, disposal, bulk storage or re-packaging
2. Gun clubs or rifle ranges, including clay targets clubs that use lead munitions outdoors
3. Training areas set aside exclusively or primarily for the detonation of explosive ammunition



D Metal extraction, refining and reprocessing, storage and use

1. Abrasive blasting including abrasive blast cleaning (excluding cleaning carried out in fully enclosed booths) or the disposal of abrasive blasting material
2. Foundry operations including the commercial production of metal products by injecting or pouring molten metal into moulds
3. Metal treatment or coating including polishing, anodising, galvanising, pickling, electroplating, or heat treatment or finishing using cyanide compounds
4. Metalliferous ore processing including the chemical or physical extraction of metals, including smelting, refining, fusing or refining metals
5. Engineering workshops with metal fabrication

E Mineral extraction, refining and reprocessing, storage and use

1. Asbestos products manufacture or disposal including sites with buildings containing asbestos products known to be in a deteriorated condition
2. Asphalt or bitumen manufacture or bulk storage (excluding single-use sites used by a mobile asphalt plant)
3. Cement or lime manufacture using a kiln including the storage of wastes from the manufacturing process
4. Commercial concrete manufacture or commercial cement storage
5. Coal or coke yards
6. Hydrocarbon exploration or production including well sites or flare pits
7. Mining industries (excluding gravel extraction) including exposure of faces or release of groundwater containing hazardous contaminants, or the storage of hazardous wastes including waste dumps or dam tailings

F Vehicle refuelling, service and repair

1. Airports including fuel storage, workshops, washdown areas, or fire practice areas
2. Brake lining manufacturers, repairers or recyclers
3. Engine reconditioning workshops
4. Motor vehicle workshops
5. Port activities including dry docks or marine vessel maintenance facilities
6. Railway yards including goods-handling yards, workshops, refuelling facilities or maintenance areas
7. Service stations including retail or commercial refuelling facilities
8. Transport depots or yards including areas used for refuelling or the bulk storage of hazardous substances

G Cemeteries and waste recycling, treatment and disposal

1. Cemeteries
2. Drum or tank reconditioning or recycling
3. Landfill sites
4. Scrap yards including automotive dismantling, wrecking or scrap metal yards
5. Waste disposal to land (excluding where biosolids have been used as soil conditioners)
6. Waste recycling or waste or wastewater treatment

H Any land that has been subject to the migration of hazardous substances from adjacent land in sufficient quantity that it could be a risk to human health or the environment

I Any other land that has been subject to the intentional or accidental release of a hazardous substance in sufficient quantity that it could be a risk to human health or the environment