



Resource Consent Application – Subdivision

This application is made under Section 88 of the Resource Management Act 1991

Please read and complete this form thoroughly and provide all details relevant to your proposal. Feel free to discuss any aspect of your proposal, the words used in this form or the application process with Council staff, who are here to help.

Ph. 03 543 8400 and ask to make an appointment with the Duty Planner or email resourceconsentadmin@tasman.govt.nz.

Attached at the rear of this form is a list of information requirements. You should check through this list and use it as a guide for completing this form. Not all the information listed is always necessary for every application.

A deposit in accordance with the Tasman District Council's schedule of charges is required to be paid with the application.

In terms of Section 36 of the Resource Management Act 1991, further charges may be imposed to recover actual and reasonable costs in processing the application. Likewise, if actual costs are less than the deposit a refund will be made.

This application will be checked before formal acceptance. If further information is required, you will be notified accordingly. When this information is supplied, the application will be formally received and processed further.

FOR OFFICE USE ONLY

Deposit Paid \$ _____

Receipt No. _____

Consent No. _____

1. Applicant Details

(If the site is owned by more than one person an Unincorporated Trust or a Partnership, then all the owners, trustees or partners must be identified.)

Name: _____

Mailing Address: _____

Email Address: _____

Phone(daytime): _____ Phone(mobile): _____

2. Name and Address for Service *(if different from above or if your agent is dealing with the application)*

Name: _____

Mailing Address: _____

Email Address: _____

Phone(daytime): _____ Phone(mobile): _____

3. Subdivision consent sought for *(tick as many boxes as necessary)*

Boundary adjustment or relocation

Industrial or Commercial subdivision

Other: _____

High density comprehensive

"Green fields" subdivision

Urban infill subdivision

Right-of-way

Rural subdivision

Subdivision of contaminated land*

Rural-residential subdivision

* Tick if consent is required under the National Environmental Standard for Assessing and Managing Contaminants to Protect Human Health (2011)

Important Note:

Subdivision can be a complex activity and professional assistance (such as a surveyor and planner) is likely to be required as part of the process. It is recommended that this assistance be engaged early. A good quality proposal, application and survey plan is likely to make the process more simple and streamlined.

7. Any other Resource Consents needed?

Are any other resource consent(s) required for this proposal?

Yes No

If **yes**, show any other resource consent(s) required as part of this proposal by ticking the relevant boxes.

	Resource consent required	Resource consent applied for	Comments:
Land use consent	<input type="checkbox"/>	<input type="checkbox"/>	_____
Subdivision consent	<input type="checkbox"/>	<input type="checkbox"/>	_____
Coastal permit	<input type="checkbox"/>	<input type="checkbox"/>	_____
Water permit	<input type="checkbox"/>	<input type="checkbox"/>	_____
Discharge permit	<input type="checkbox"/>	<input type="checkbox"/>	_____
Land use consent (e.g. earthworks)	<input type="checkbox"/>	<input type="checkbox"/>	_____

8. The National Environmental Standard (NES) for Assessing and Managing Contaminants in Soil to Protect Human Health (2011)

Note: These questions must be accurately answered for all land use applications

Is an activity described on the HAIL* currently being undertaken anywhere on the property to which this application relates?

Yes No

Has an activity described on the HAIL* ever been undertaken anywhere on the property to which this application relates?

Yes No

If you ticked "yes" to either of the above questions, please describe the activity that is, or was, undertaken on the site:

If you are unsure, and think that an activity described on the HAIL* may have been undertaken anywhere on the property, please describe the activity that may have been undertaken and describe the circumstances and reasons why you think it may or may not have been undertaken:

* What is the HAIL?

HAIL stands for "Hazardous Activities and Industries List". It is a list published by the Ministry for the Environment. It can be obtained from the Ministry's website or the Tasman District Council.

The HAIL specifies over 50 different activities which are considered to be potentially hazardous. It includes the following classes of activities:

- Chemical manufacture, application and bulk storage
e.g. Spray mixing shed, fertiliser storage, Sheep dips
- Electrical and electronic works, power generation and transmission
- Explosives and ordnances production, storage and use
e.g. gun clubs or explosive storage
- Metal extraction, refining and reprocessing, storage and use
e.g. abrasive blasting sites, engineering workshops
- Mineral extraction, refining and reprocessing, storage and use
e.g. asbestos-containing buildings in deteriorating condition
- Vehicle refuelling, service and repair
e.g. motor vehicle workshops, transport depots
- Cemeteries and waste recycling, treatment and disposal
e.g. landfill sites, scrap yards.
- Any land that has been subject to the migration of hazardous substances from adjacent land
- Any other land that has been subject to the intentional or accidental release of a hazardous substance that could risk human health.

9. Assessment of Effects on the Environment (AEE)

- An AEE is an essential part of your application. If no AEE is provided then the Council cannot accept your application.
- Either complete your AEE in the space provided below, or tick here if an AEE is attached.
- Refer to Appendix 1 at the rear of this form for the information requirements.

Describe the effects of your proposal on the environment.

(continue on next page or separate sheet if necessary)

Describe any methods or steps you will take to reduce these effects.

(continue on next page or separate sheet if necessary)

Information Box – Brief guide to completing your AEE

For more information see the Ministry for the Environment publication “A Guide to Preparing a Basic Assessment of Environmental Effects” at www.mfe.govt.nz

WHAT is an Assessment of Environmental Effects?

An AEE is a statement identifying the actual or potential effects on the environment of your proposal. There are two important definitions to understand.

“Environment” includes:

- Ecosystems, people and communities; and
- All natural and physical resources; and
- The social, economic, aesthetic and cultural conditions which affect the matters stated above or which are affected by those matters.
- Amenity values

“Effect” includes:

- Any positive or adverse effect; and
- Any temporary or permanent effect; and
- Any past, present or future effect; and
- Any cumulative effect which arises over time:
 - Any potential effect of high probability; and
 - Any effect of low probability but high potential impact.

WHO should write your AEE?

The level of detail in your AEE needs to correspond with the scale and significance of the effects that your proposed activity may have on the environment. A more significant application with more effects will need a more detailed AEE.

If your application is simple or only moderately complex then you may be able to write your own AEE. If it is more complicated or the effects are greater you may require help from a professional such as a planner, engineer or scientist.

HOW to write your AEE

The Fourth Schedule of the Act provides guidance on the scope and content of the AEE. A copy of the Fourth Schedule can be found in the Ministry for the Environment document referred to at the top of this brief guide.

Your AEE should be logically structured, accurate and honest and should be presented as clearly and simply as possible. Maps, aerial photographs and drawings are particularly effective.

12.Consultation

Depending on the scale or effects of your proposed subdivision it may be appropriate for you to consult with people who may be affected by, or have an interest in your activity. Consultation is not always necessary, but if others are affected it can be very worthwhile.

Space is provided to write the results of your consultation.

Information Box – Brief guide to consultation

The Act says that you must identify the person or parties affected. However there is no legal obligation to consult with any person or party.

Examples of people you may consult are neighbours, local iwi and the New Zealand Transport Agency (for State Highway access). Think about who might be affected by or interested in your proposal.

Meeting face to face may be the best way to achieve effective consultation. Here are some ingredients for effective consultation.

1. Be prepared to make changes to the proposal in response to feedback.
2. Listen rather than promote. The person consulting should remember that the primary purpose of the exercise is to find out what people think about the proposal, not to "sell" the proposal by putting down or ignoring any concerns expressed.
3. Make sure that those being consulted are representative of all the people who will be affected. At meetings, make sure that all the people present contribute to the discussions.

The Council must take into account the effects of proposals on resources of value to tangata whenua.

If there is a chance that your proposal may affect the local iwi, or if you want to find out if they are interested, you should consult with the appropriate groups:

1. go to our webpage at www.tasman.govt.nz and
2. enter "**talk to iwi**" as the keywords in the search box.

This will take you to guidance on:

- when it's likely you must talk to iwi,
- why you should talk,
- what to expect,
- which iwi to contact, and
- their contact details.

We also explain that if you're unsure it's worth talking to our duty planners as part of this process.

Check before you lodge - this can save you time and money.

Enter the results of your consultation in the space below:

Name: _____ Position: _____

Address: _____

Their concerns: _____

Your response: _____

Name: _____ Position: _____

Address: _____

Their concerns: _____

Your response: _____

Name: _____ Position: _____

Address: _____

Their concerns: _____

Your response: _____

(continue on separate sheet if necessary)

Declaration

I (*print name*)

hereby acknowledge:

- (i) The requirement to provide details of additional consents needed, and the effects of my proposal on the environment.
- (ii) That the minimum fee paid is a deposit against full costs.
- (iii) That the information provided in this application and the attachments to it are to the best of my knowledge accurate.
- (iv) I attach other information (if any) required to be included in the application by the Resource Management Plan or Regional Plan or regulations.

Signature of applicant or authorised agent:

Date

Not needed if lodged electronically

Information that must be submitted with this application

Attach **two** copies of the following information in support of this application, to satisfy the requirements of Section 88(2) of the Resource Management Act 1991 (RMA). If inadequate information is supplied with your application, this will cause delays in processing.

Two copies of the following information (as relevant):

- Assessment of Environmental Effects (AEE)**
– If you have a separate AEE (not as part of this form)
- Site Plan (see section 6 of this form):**
– Aerial photos and/or diagrams may also be attached
- Any other subdivision plans**

One copy of the following (as relevant):

- Current record of title (computer register) for the subject site** (*no more than 3 months old*)
Including any relevant consent notice(s) registered on the record of title
- Any signed written approval forms**
– with an initialled copy of the site plan and any other relevant plan

Please also enclose or provide:

- The necessary deposit**
 - specified in the Council's schedule of charges
 - processing of your application can not begin until the deposit is paid

Appendix 1 – Information Required for Subdivision Applications

This appendix to the Resource Consent Application – Subdivision form (form EP-RC015) sets out the relevant information requirements when seeking subdivision consent.

19.2.2 Subdivision

Applicants must submit, and the Council may request further information, on the following matters to the extent that they are relevant to any subdivision consent rule, together with information required under any other relevant section of this chapter:

19.2.2.1

The information required by section 219 of the Resource Management Act.

19.2.2.2

The legal description and current certificates of title for the land proposed to be subdivided.

19.2.2.3

A location diagram showing the proposed subdivision.

19.2.2.4

A plan at an appropriate scale defining all allotments and balance areas and the position of all new boundaries.

19.2.2.5

Areas and dimensions of all new allotments and balance areas, except where the subdivision is to be effected by cross lease, company lease, or unit plan.

19.2.2.6

Provision for vehicular access, showing visibility from accesses measured in terms of the requirements of rule 16.2.2.1.

19.2.2.7

For a subdivision in the Residential Zone in the Richmond South Development Area or the Mapua Development Area:

- (a) a plan showing the layout of the subdivision, including all building location areas;
- (b) information describing the extent to which compliance is achieved with the standards and terms in rule 16.3.3.1 for the Residential Zone in the Richmond South Development Area or the Mapua Development Area;
- (c) information describing consistency with the Urban Design Guide (Part II, Appendix 2);
- (d) for compact density development, a comprehensive development plan defining all allotments, building location areas, and proposed buildings;
- (e) a list of proposed street names.

19.2.2.7

For subdivision in the Rural Residential Zone in the Richmond East Development Area, where land which is the subject of a subdivision proposal contains a protected tree or the minimum root protection zone of a protected tree, the provision of a report prepared by an appropriately competent person in arboriculture that:

- (a) Determines the minimum root protection zone of the protected tree and to what extent the boundaries of an allotment are drawn so that:
 - (i) the allotment is capable of containing a 20 metre by 20 metre building location area outside the minimum root protection zone; or
 - (ii) if the allotment is to vest as road reserve or other local purpose utility reserve, it is capable of containing the required extent of the road or the relevant utility outside the minimum root protection zone; or (iii) if the allotment is to vest as local purpose reserve for recreation, it is capable of containing the required minimum protection zone wholly within its boundaries; and
- (b) Specifies any conditions for subdivision that are necessary to:
 - (i) ensure the integrity of the protected tree and its associated amenity values; and

- (ii) ensure that activities, including general construction activities, are set back from the protected tree so that adverse effects on the protected tree are appropriately avoided, remedied or mitigated.

19.2.2.8

Legal descriptions and names of owners of land adjoining the land being subdivided.

19.2.2.9

An assessment of natural or existing drainage and stormwater features, detailing:

- (a) natural drainage features such as drainage gullies, streams, ponds and wetlands;
- (b) primary flowpaths, including natural drainage features and modified features such as pipework, open drains, and stormwater detention structures;
- (c) secondary flow paths.

19.2.2.10

An assessment of the effects of the development on the natural drainage and stormwater flow characteristics of the land, including:

- (a) changes to natural or existing drainage patterns;
- (b) changes in land cover, such as vegetation removal, temporary or permanent earthworks, and existing and proposed areas of impervious surface cover, including buildings and all sealed surfaces;
- (c) impact of the proposed development on downstream drainage systems, including natural and Council-maintained stormwater drainage networks.

19.2.2.11

Detail of the proposed management of stormwater, including:

- (a) management of risk from flooding;
- (b) proposed application of Low Impact Design solutions for the control of stormwater run-off and water quality;
- (c) proposed management of temporary and permanent earthworks, including methods for managing potential sedimentation;
- (d) proposed primary stormwater flow path management;
- (e) proposed secondary stormwater flow path management;
- (f) proposed protection of all stormwater flow paths.

19.2.2.12

Location and areas of existing and new reserves, including esplanade reserves, esplanade strips and access strips.

19.2.2.13

Location and areas of land below mean high water springs or any river or lake bed to be vested in the Crown or the Council.

19.2.2.14

Details of any land or structure on the land that is, or is likely to be, subject to material damage by erosion, falling debris, subsidence, slippage or inundation from any source.

19.2.2.15

Location of all existing buildings, structures and significant topographical features such as landforms, watercourses, flood channels, trees or fences.

19.2.2.16

Location and size of all existing and proposed buildings on the property, showing distances from boundaries and between buildings.

19.2.2.17

Location of areas, buildings, objects, sites or natural features of special value listed in the Plan and any other archaeological or heritage sites or features on or in close proximity to the site to be subdivided.

19.2.2.18

Location of existing and proposed services such as stormwater, wastewater, water supply, electricity and telephone, to be indicated on the subdivision plan.

19.2.2.19

Proposed tenure and use of access lots, rights of way and easements.

19.2.2.20

Location and areas of land to be set aside as roads and access, and width and grade of any road and access.

19.2.2.21

Show linkages between proposed roads and existing or future roads.

19.2.2.22

Where a new road is to vest in the Council, the submission of at least three names for the road, and an explanation for each name.

19.2.2.23

Sufficient accompanying information to enable the Council to determine whether the proposed subdivision meets the requirements of the Plan.

19.2.2.24

Any traditional, cultural or spiritual site or feature or any other aspect having special significance to the tangata whenua.

19.2.2.25

Any proposed amalgamation conditions, covenants and consent notices.

19.2.2.26

The standard of the legal roads providing legal frontage and access.

19.2.2.27

Provision for on-site drainage.

19.2.2.28

Proposed areas of cut and fill.

19.2.2.29

In the case of land to be subdivided in stages, the above information presented separately in regard to each stage, with an indication of the proposed timing for each stage.

19.2.2.30

Identification of proposed building sites in the case of land in the Slope Instability Risk Area.

19.2.2.30

A Identification of the extent to which the subdivision extends into the Fault Rupture Risk Area where this is so, and provision of the report as required by condition (b) of rule 18.13.2.1.

19.2.2.31

Evidence of title to any accreted land included in the subdivision application.

19.2.2.32

For a subdivision in the Rural 3 Zone, identification of a building location area within any allotment, within which all future buildings are to be located.

19.2.2.33

For a subdivision in the Rural 3 Zone, information on the present use of all adjoining properties.

19.2.2.34

For a subdivision in the Rural 3 Zone, or a subdivision for an allotment in Mapua or Waimea Inlet Rural Residential Zone which is below the controlled activity lot size for the zone, a statement outlining the extent of consistency of the activity with the 'Coastal Tasman Area Subdivision and Development Design Guide' prepared by a person with an appropriate qualification and experience in landscape or urban design analysis, including any suggested conditions to avoid, remedy or mitigate effects on the wider environment and within the area of the subdivision.

19.2.2.35

For a subdivision in the Rural 3 Zone, where planting and landscaping is proposed, a detailed plan indicating the programme and methods for provision and maintenance prior to and during the development period and for at least the first two years following completion of development.

19.2.2.36

For a subdivision which is part of a staged development in the Rural 3 Zone, a concept plan for the whole development indicating how the roading, pedestrian, cycleway and open space network (if relevant) will be connected.

19.2.2.37

For a subdivision where records show historical land use prior to 1975, information and a statement identifying any site contamination with pesticide residues which may affect human health, such as DDT products, copper, arsenic and lead, and proposals to mitigate such effects to accepted levels.

19.2.2.38

Sufficient information about wastewater management options that enable compliance to be shown with the wastewater discharge requirements of the Plan, including a site and soil evaluation that provides:

- (a) sufficient information to identify factors that must be taken into account when selecting and designing a wastewater disposal system, and;
- (b) the location of an area or areas suitable for on-site disposal of wastewater.

19.2.2.39

A cultural heritage site assessment of:

- (a) the land subject to the proposed activity, where there is a known cultural heritage site on any part of the land and it is unclear whether the proposed activity will have an effect on it;
- (b) any site that is an archaeological site that must be prepared by an appropriately competent archaeologist and address:
 - (i) the location and extent of any cultural heritage sites, using a hand-held GPS or similar device to locate the site accurately;
 - (ii) the nature or type of physical evidence identified at each cultural heritage site;
 - (iii) an assessment of significance of each Cultural Heritage Site in terms of its archaeological values;
 - (iv) any recommended actions to avoid the potential for the modification, damage or destruction of any identified cultural heritage site in terms of its archaeological values;
- (c) any site that is a wahi tapu or wahi tapu area that must be prepared by manawhenua iwi and must address:
 - (i) where appropriate, the location of any wahi tapu or wahi tapu area;
 - (ii) an assessment of the significance of the cultural heritage site in terms of cultural values, not otherwise covered within an archaeological assessment;
 - (iii) any recommended actions that could be used to avoid the potential for adverse effects of the proposed activity on any identified Cultural Heritage Site in terms of its significance to manawhenua iwi;