

Part 52 Information Requirements for Resource Consent Applications

52.1 Information to be submitted

All applications for a resource consent shall include the following information, except that:

- Applications for Controlled and Restricted Discretionary activities shall only include information relevant to those matters concerning which the Council has reserved control over or restricted the exercise of its discretion to;
- Applications for consent to subdivision activities shall include such of the information outlined in Rule 52.1 as is relevant to the assessment of the application and shall also include the information outlined in Rule 52.2.

1. A site plan, drawn to an appropriate scale, which shows the location of all buildings and areas to be used for the activity and their relationship to the legal boundaries of the property and, where applicable, dwellings on adjoining properties;

The dimensions and floor area of all existing and/or proposed buildings on the site shall be indicated and all buildings and outdoor areas shall be clearly labelled on the plan as to their proposed use.

In particular, the site plan shall also show:

- The design and layout of all proposed landscaping including earthworks, drainage, paving materials and planting;
- The location and design of vehicular and pedestrian access to and from the site;
- Motor vehicle parking and loading areas, including the delineation of parking stalls, access aisles and manoeuvring areas;
- The location of all proposed signs;
- The location of any watercourses, wetlands or drainage systems;
- The location of any areas of indigenous vegetation;
- The location of any known archaeological or historical sites, or any geopreservation site identified in [Schedule 5A](#);
- The location of any proposed effluent and stormwater treatment or disposal systems, including disposal fields.
- SITE management practices for the control of silt and sediment.

2. A detailed description of the nature and operation of the proposed activity. Where applicable, this shall include the following:

- Type and frequency of vehicle movements to and from the site;
- The hours of operation;
- Number of people employed and/or accommodated on the site;

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- Type of materials stored on the site and the method of storage;
 - The nature and use of any hazardous substances including their manufacture, transportation, storage and disposal; and an assessment of any risk associated with such use;
 - The type, frequency and duration of any discharge of contaminants into the environment, including odour, dust and any unreasonable emission of noise;
 - A description of proposed methods for the treatment and/or disposal of effluent, stormwater and any other potential contaminant produced by the activity. Including the physical capability and suitability of the land to accommodate the proposed treatment and disposal methods.
3. Plans, drawn to an appropriate scale, showing the design and appearance of:
- Any proposed buildings or structures. Plans shall show building heights and other dimensions and the type and colour of roofing and cladding materials to be used;
 - Any proposed signs. Plans shall show the height of a sign once erected, its other dimensions, graphic content and colouring.
4. The predominant type(s) and quality of soils found on the proposed site for the activity.
5. An assessment of any actual or potential effects that the activity may have on the environment and the ways in which any adverse effects may be avoided or minimised, including by way of 'emergency planning' where an activity involves any use, storage or handling of hazardous substances. Alternative measures for mitigating adverse effects shall be evaluated and justification given for the measures chosen.

Particular regard shall be had to any effects associated with the matters outlined in 1, 2, 3 and 4 above, to the extent that those matters are relevant to the proposed activity.

The assessment shall be:

- In such detail as corresponds with the scale and significance of the actual or potential effects that the activity may have on the environment; and
 - Be prepared in accordance with Schedule 4 of the Resource Management Act 1991.
6. A statement specifying all other resource consents that the applicant may require from any consent authority in respect of the activity to which the application relates, and whether or not the applicant has applied for such consents.
7. Identification of those persons interested in or affected by the proposal, the consultation undertaken, and any response to the views of those consulted.

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7a. Where the activity is within the River catchment (refer to the [planning maps](#)), provide details of:

- (i) The steps undertaken to facilitate early consultation with local iwi and hapuu; and
- (ii) All consultation undertaken with local iwi and hapuu and any outcomes reached.

7b. Where the activity is within the Waikato River catchment (refer to the [planning maps](#)), provide an assessment of the activity against the relevant provisions of any Waikato-Tainui Environmental Plan in place at the time of application.

8. Where resource consents are required from both the district and regional council they should be lodged at the same time and be processed concurrently and if notification of the application is required joint hearings will be held unless the Council, the regional council and the applicant agree that a joint hearing is unnecessary.
9. Where land is identified as being subject to any natural hazard including inundation, instability, erosion and uncertified fill, the applicant shall provide evidence to demonstrate that the SITE can be developed for its intended purpose. The assessment shall also identify any measures to avoid, remedy or mitigate any adverse effects of natural hazards.
10. Where land is identified as containing a recorded archaeological site, or considered likely to contain archaeological material, an archaeological assessment should be undertaken if a proposed activity involves earthworks that may disturb damage or modify that site. The assessment should analyse the archaeological potential of the area subject to development, and recommend measures to avoid, remedy or mitigate any adverse effects from the earthworks on archaeological material.
11. In respect to CLEANFILL, the applicant shall address, where relevant, NZS 4404:2010 “Land development and subdivision engineering”, or the Ministry for the Environment’s Guide to the Management of Cleanfills.

Advisory Note: The Regional Infrastructure Technical Specifications is Council’s current Engineering Code of Practice.

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52.2 Information for a Subdivision Consent

All applications for a subdivision consent shall include the following information:

I. A plan to be known as the subdivision consent plan, drawn to an appropriate scale and showing:

- The location of the property being subdivided;
- The whole of the property held by the subdividing owner. If the balance area is too large to be shown, it shall be indicated by a diagram to scale;
- The legal description of the land being subdivided, its total area, certificate of title references, the scale of the plan(s) and the date of preparation of the plan(s);
- The subdividing landowner's name and signature;
- The location of all new lots. Each lot shall have a number, area, boundary dimensions, and in the case of rear lots the net area, excluding access, as well as the total area;
- The location and areas of land to be set aside as new road: Including road widths, proposed gradients and suggested road names (such names being subject to Council approval);
- Any rights of way and other easements to be created. And all existing rights of way and other easements (including appurtenant easements) affecting the land being subdivided;
- The location of all existing:
 - buildings, with their use indicated;
 - fences;
 - power, telephone and gas lines;
 - vegetation, indigenous or otherwise. Including single trees, groups of trees, hedges and areas of bush or scrub;
 - known archaeological or historical sites;
 - watercourses, wetlands or drainage systems;
 - stormwater and sanitary sewer lines and stormwater and effluent treatment and/or disposal systems, including disposal fields;
 - and any other relevant occupation of the land;
- The location of all proposed:
 - building platforms;
 - areas for septic tanks and effluent disposal fields - inclusive of reserve areas;
 - vehicle access and on-site parking and manoeuvring areas;
 - electric power, telephone and gas lines (This requirement applies to urban subdivisions only. A general indication is required of the main service lines to be installed);
- The location and areas of:

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- new reserves to be created, including any esplanade reserves to be set aside on a survey plan under section 231;
- esplanade strips to be created under section 232; and
- any existing esplanade reserves or esplanade strips for the purposes of section 236, of the Resource Management Act 1991;

- The location and areas of any land below mean high water springs of the sea, or of any part of the bed of a river or lake, which is required under section 237A of the Resource Management Act 1991 to be shown on a survey plan as land to be vested in the Crown;
- The location and areas of any land comprising a natural feature to be legally protected by covenant or other means.
- Where EARTHWORKS are proposed, their location, extent, existing contour and proposed completed contour and the location of SITE management practices for the control of silt and sediment.

1a. Where the activity is within the Waikato River catchment (refer to the [planning maps](#)), provide details of:

- (i) The steps undertaken to facilitate early consultation with local iwi and hapuu; and
- (ii) All consultation undertaken with local iwi and hapuu and any outcomes reached.

1b. Where the activity is within the Waikato River catchment (refer to the [planning maps](#)), provide an assessment of the activity against the relevant provisions of any Waikato-Tainui Environmental Plan in place at the time of application.

2. A current copy of certificates of title for the property being subdivided.
3. Where land is identified as being subject to any natural hazard including inundation, instability, erosion and uncertified fill, the applicant shall provide evidence to demonstrate that the SITE can be developed for its intended purpose. The assessment shall also identify any measures to avoid, remedy or mitigate any adverse effects of natural hazards.
4. Such other information as is necessary to properly explain the subdivision proposal.

52.3 Information for Environmental Lots

52.3.1 Natural Features Assessment Criteria

In order to determine the biodiversity significance of a natural feature, the natural feature assessment criteria specified below shall be assessed an appropriately qualified independent person.

1. **Representativeness.** The quality and importance of a site as an example of the characteristic vegetation or habitat type, in this case expressed as a percentage estimate of the total amount of that vegetation/habitat type left within the relevant ecological district or environmental domain.

Score 1	Well represented (greater than 10% left)
Score 2	Rare (less than 10% left)
Score 3	Highly unique (less than 1% left)

2. **Diversity and pattern.** Diversity refers to the variety of species, habitats etc in a natural area. Diversity is representative of the ability of a natural area’s ability to withstand changes. Pattern refers to the type of change shown in the distribution and abundance of species/habitats throughout a natural area, for example north/south faces, altitudinal succession etc. These may be represented by successional sequences or ecotones. The larger a site is, the more diversity and pattern it could be expected to show, and hence the more representative and resilient it may be.

Score 1	Low diversity & pattern
Score 2	Moderate diversity and pattern
Score 3	High diverse and pattern

3. **Rarity and special features.** Rarity refers to the threatened, rare or endangered species or vegetation/habitat type that exist within a natural area. Special features refer to unusual landforms or geophysical characteristics of the site which contribute to its value, for example a limestone outcrop with an association of plants only found on that type of landform.

Score 1	Common species only
Score 2	Rare
Score 3	Highly unique

4. **Naturalness.** Refers to the extent to which a natural area has been modified directly or indirectly by human impacts. For most natural areas in Franklin the extent of modification by fire, vegetation clearance, stock grazing, logging or pest impacts will be the main human related impacts affecting naturalness.

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Score 1	Highly modified
Score 2	Moderate modification
Score 3	Slight modification
Score 4	Intact

5. **Size and shape.** The larger a natural area, the more diverse it is likely to be, both in terms of species richness and habitat characteristics and therefore likely to be also more robust to withstanding impacts and pest threats. The shape of a natural area can also be important as wind, fire and weed impact more severely on edges of a natural area. This means that round or square shaped areas may withstand impacts better than long, narrow or ribbon areas. While large areas with compact shape are generally preferable to small areas, often there is no choice as only small remnants may remain. This is a common problem in Franklin. However, small areas can also be valuable, especially for linking larger areas, providing habitat for threatened species or habitat types or providing migratory corridors. Furthermore, by undertaking intensive management, such as margin planting, the 'edge effects' can be reduced.

Score 1	Small <1ha (fragmented)
Score 2	Small to medium 1-10ha (with little fragmentation)
Score 3	Medium 10-25ha (with little fragmentation)
Score 4	Medium to large – 25-50ha (with little fragmentation)
Score 5	Large > 50ha

6. **Ecological viability/long-term sustainability.** The inherent ability of a natural area to maintain itself in the long term.

Score 1	Poor
Score 2	Moderate
Score 3	High

7. **Buffering & connectivity with the surrounding landscape.** A natural area may be protected or exposed to threats depending on the characteristics of the margins surrounding the natural area and this margin is known as a buffer zone. If a buffer zone harbours plant or animal pests, or is subject to vegetation clearance then threats to the natural area may be increased. The connections between different areas are known as ecological corridors. In general natural areas which are connected or close to other similar areas have a greater chance of long term survival because the connection allows for the transfer of seeds and animals.

This criterion places natural areas which have less connectivity to other natural areas and low buffering from surrounding land at a lower priority than natural areas which are close or surrounded to other natural sites.

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Score Nil	1km or more from any other natural area & no buffer zone
Score 1	Connected with other natural areas & no buffer zone
Score 2	Partially functioning buffer zone & connected to another natural area(s)

8. **Fragility and threat.** This refers to any specific threats to a natural area and its overall susceptibility/vulnerability to the effects of threats. An example of high threat and fragility may be a wetland near a farm drain, where drainage may reduce the water table in the wetland and reduce the ability of indigenous wetland vegetation to regenerate.

This criterion places natural areas showing evidence of a high level of threat and/or fragility at a higher priority than areas which are less threatened or fragile. Further, assessment of a threat needs to also take into account the type and scale of threat. In other words whether the threat is acute but easily remedied or whether it is chronic but requires a great deal of ongoing and long term effort to remedy.

Score nil	not susceptible, no vulnerable species
Score 1	slightly susceptible, one vulnerable species
Score 2	moderately susceptible, 2-3 vulnerable species
Score 3	highly susceptible, more than 3 vulnerable species

9. **Management (protection) requirements.** This criterion assesses the nature and scale and/or intervention necessary to maintain and enhance the ecological values of a natural area. If a natural area is severely degraded it may also need to assess the restoration potential of that natural area. Types of management actions often required are fencing from stock, possum control, weed control or edge planting.

Score Nil	No protection status, not fenced, no active pest control
Score 1	Area fenced off and/or land improvement agreement made and/or formal protection planned and/or occasional pest control with anecdotal documentation of pest control results
Score 2	Registered QEII National Trust open space covenant, Department of Conservation/Council covenant or Nga Whenua Rahui covenant and/or pest control with regular documentation of pest control results.

Criteria for Determining Community Values

Determining community values is often very subjective but an important consideration in assessing the long term practicality and achievability of protecting and managing a natural area. The following three attributes (public recognition/value, accessibility and usage) will be used to determine community aspirations for each site.

1. **Recognition/value** – How the natural area valued within the context of the local community, district or region. For example is it part of the jurisdiction a formal Landcare Group, do tangata whenua utilise the area for cultural/spiritual purposes.

Score Nil	Recognised by individuals/owners only
Score 1	Local community recognition
Score 2	Regionally significant (e.g. SSWI* or RAP** site)
Score 3	Nationally/internationally significant (e.g. RAMSAR site)

- * SSWI means Site of Special Wildlife Significance
- ** RAP means Recommended Area for Protection

2. **Accessibility** – Assesses how accessible a natural area is to public access. However, public access can also have negative effects on the ecological values of a natural area, in which case a Score of 2 should be given if legal protection includes conditions to restrict public access for ecological protection reasons.

Score Nil	No access
Score 1	Access by permit/permission or restricted time
Score 2	Full public access at all reasonable times or public access restricted in order to protect ecological values

3. **Use** – Assess the level of education/recreation/ecotourism use a natural area offers.

Score Nil	No use
Score 1	Low level (e.g. occasional hunter/trapper/recreational fisher)
Score 2	Moderate levels of use (e.g. school groups, tramping groups)

4. **Cultural /Historic** – Assess whether or not the natural area is part of or contains values or site of historical and/or cultural significance.

Score Nil	No cultural or historic values
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Score 1	Adjacent to a site or area listed by the Heritage New Zealand Pouhere Taonga Act 2014 or recognised by an operative Iwi Management Plan
Score 2	Recognised by iwi or hapuu as a site or area of cultural and/or spiritual significance
Score 3	Contains a site listed by the Heritage New Zealand Pouhere Taonga Act 2014 or recognised by an operative Iwi Management Plan

52.3.2 Natural Feature Assessment Form

PART A – OWNERSHIP / LEGAL
OWNER(S):
ADDRESS:
TELEPHONE:
FAX:
EMAIL ADDRESS:
CONTACT PERSON & ADDRESS:
OCCUPIER:
GRID REFERENCE(S):
LOCATION:
REGIONAL COUNCIL:
LAND DISTRICT:
DOC CONSERVANCY:
TITLE DESCRIPTION:
INSPECTION DATE:
BY:

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PART B – LEGAL PROTECTION, AIMS AND CONDITIONS
PURPOSE:
SPECIAL CONDITIONS:

PART C – THE RESOURCE DESCRIPTION
DESCRIPTION OF WHOLE PROPERTY:
SIZE OF NATURAL AREA(S):
MAIN VEGETATION TYPE WITHIN NATURAL AREA(S):
(1) Ecological District:
(2) Ecological Management Unit(s):

Spatial Continuity	Bioclimatic	Ecological History	Hydro-logical	Vegetation Type	Structural Class	Landform	% of Area

(3) Representativeness in the Ecological District:
(4) Nearby Protected Areas:
PHYSICAL DESCRIPTION:
(1) Topography:
(2) Slope:
(3) Altitude:
(4) Aspect:
(5) Geology:
(6) Soils:
(7) Rainfall:
(8) Erosion/Water:

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VEGETATION:	
(1) Emergents:	Condition
(2) Canopy:	Condition
(3) Understorey:	Condition
(4) Groundcover:	Condition
(5) Epiphytes/Climbers:	Condition
(6) Indicators:	Condition
(7) Naturalness/Modification:	
(8) Overall Health:	
(9) Overall Trends & Sustainability:	
(10) Edge Effects:	
PLANT AND ANIMAL THREATS:	

Species/Threat	Rating	Priority	Aim	Achieved?

OTHER THREATS:
WILDLIFE:
SPECIAL FEATURES:
OTHER VALUES:

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SCIENTIFIC REPORTS:
TRACKS/ROADS ON THE LAND:
PUBLIC USE:
FACILITIES:
ACCOMMODATION:

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Part D - Financial

Fencing	Where	Length	Type	Unit Cost	Total Cost	Completion Date	Lifespan
i) i) Proposed							
ii) Existing							

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Part E - Natural Feature Ranking Assessment

NAME			
Habitat Type			
Location			
Area			
Owner			
	Raw score	Weighting	Weighted score
Biodiversity Values			
1 - representativeness		x 80	
2 - diversity and pattern		x 60	
3 - rarity and special features		x 80	
4 - naturalness		x 60	
5 - size and shape		x 60	
6 - ecological viability		x 40	
7 - buffering & connectivity		x 40	
8 - fragility and threat		x 60	
9 - management requirements		x 60	
Subtotal:			
Community Values			
1 - recognition		x 20	
2 - accessibility		x 20	
3 - use		x 20	
4 - Cultural/historic		X 40	
Subtotal:			
Total Scores			

Natural Feature Ranking Assessment Score Table

Natural Feature Ranking	Natural Feature Assessment score
Critical	Total Weighted Score of 1,500 or higher
High	Total Weighted Score of 900-1,500
Moderate	Total Weighted Score of 500-900

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Part F - Habitat Map, Photos and Recommendations

To be supplied.