

19 Information to accompany a resource consent application

19.1 General

Every application for resource consent must contain sufficient information to enable the Council and people affected to understand the nature of the proposal and its effects. The following list of information required is not necessarily exhaustive. Where an application contains insufficient information to enable an appropriate understanding of the nature of the proposal and its effects, further information will be requested. Processing of the application will be suspended until the necessary information is received.

19.2 Required with all Applications

All applications (both land use and subdivision consent applications) should include the following information, as appropriate to the scale and nature of the application:

- (a) names and addresses of all applicants, and owners and occupiers of the site
- (b) address or location and full legal description of the site, including a search copy of the certificate of title, which is less than 2 months old, from the Land Titles Office
- (c) a statement of how the proposal fails to comply with the rules and other plan provisions
- (d) an assessment of the effects on the environment, which complies with the requirements of the Resource Management Act, Fourth Schedule
- (e) a list of all other resource consents required from any consent authority for the activity, and a statement of whether these have been applied for
- (f) a record of consultation carried out prior to lodgement of the application
- (g) the following documents, to the extent relevant to the proposal
 - (i) percolation tests and reports
 - (ii) analysis of soil quality
 - (iii) geotechnical assessment
 - (iv) stormwater management plan
 - (v) site-specific land use capability assessments
 - (vi) analysis of subsoils through bore hole tests
 - (vii) analysis of trees and indigenous vegetation, their health and value, including assessment of biodiversity significance using the criteria in [Appendix Oc](#)
 - (viii) information on underground hydrology
 - (ix) information on proposed effluent disposal systems
 - (x) information on natural hazards, including flood levels and frequency of hazard events
 - (xi) site-specific engineering assessments
 - (xii) traffic assessment
 - (xiii) landscape analysis, both site specific and wider environment, including an assessment of the value and frequency of use of the public place from which outstanding natural features and landscapes are viewed
 - (xiv) site-specific archaeological and heritage assessments
 - (xv) a detailed site investigation for controlled or restricted discretionary activities covered

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by the Resource Management (National Environmental Standard for Assessing and Managing Contaminants in Soil to Protect Human Health) Regulations 2011 in [Appendix Of](#)

- (xvi) remediation measures necessary to make the site suitable for the proposed use
- (h) for buildings – elevations, floor plans and site plans should be submitted that show the extent of compliance with building rules, including height, daylight angles and setbacks. Elevations must include locations and size of decks, balconies, doors, windows and other openings. Design features that reflect the character of the area should be appropriately indicated
- (i) for sites of significance to Maaori – the applicant must consult with tangata whenua and the responses received must accompany the application on the values of the sites and any agreed methods of protection for those values. Such agreed methods may include the steps to be taken if artefacts or human remains are found
 - (ia) for any development which may destroy, damage or modify an archaeological site – the Historic Places Trust permit
- (j) plans drawn to a commonly used metric scale (for example, 1:250, 1:200, 1:100 or an approved alternative) with a north point, title, reference number, date drawn and scale, and showing at least:
 - (i) location – the site marked on the relevant sheet of the [Planning Maps](#)
 - (ii) topographical features – existing landscape and natural features and how the site is to be modified. Information to be provided must include indicative contours and spot heights; the location and manner in which areas are to be excavated, filled, planted, grassed, sealed or paved; details of screening of buildings or activities from the public view or from neighbouring properties
 - (iii) site layout – existing and proposed site development indicating all relevant boundaries, areas and dimensions. In particular, plans should show all existing and proposed buildings, required setbacks, landscaping and screening, effluent fields, and drainage
 - (iv) access – vehicular access onto and within the site, and affected roads and intersections. Details must be given of the location, sight distances, design and safety of access in relation to vehicular and pedestrian movement
 - (v) vehicle provisions – location and dimension of parking, loading, manoeuvring, queuing spaces and access (refer to [Appendix A: Traffic](#))
 - (vi) hazards – parts of the site affected by natural hazards
 - (vii) policy areas - any landscape, ecological, heritage and cultural items, places, buildings, sites or objects, trees and any policy areas referred to in this plan on-site or adjacent should be identified
 - (viii) surrounding features – natural and built features on or off-site, to the extent these are likely to affect or be affected by the proposal, including farm effluent disposal systems and areas, drainage, ponds and dams, streams and rivers, designations and other public works which affect the land, airstrips, and railway lines; stopbanks, drains and wetlands
- (k) for sites that adjoin or access a state highway, limited access road, or the route of the proposed Waikato Expressway, a written statement from the New Zealand Transport Agency on the land use or subdivision. (Note: The New Zealand Transport Agency is responsible for the administration of limited access roads, and can control development proposals, independently of any resource consent.)

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- (l) provision for pedestrians, cyclists and public transport.
- (m) where consent is for subdivision or a sensitive activity in the Rural, Country Living or Coastal Zones within 500m from the boundary of an Aggregate Extraction Policy Area containing a rock resource or within 200m from the boundary of an Aggregate Extraction Policy Area containing a sand resource, a written statement from the extractive industry operator.
- (n) where land is within the Te Kauwhata Structure Plan Remediation Policy Area, an investigation report prepared in accordance with Ministry for the Environment's Contaminated Land Management Guideline #1: Reporting on Contaminated Sites in New Zealand.
- (o) any resource consent application in respect of land located in the Tamahere Country Living Zone must include details of ponding of stormwater and overland flowpaths as a result of a storm event with an annual exceedance probability of 1%* as well as mitigation measures taking into account any information Council holds in respect of the Tamahere Stormwater Catchment Area.
* Note: All rainfall events are required to be adjusted for climate change as per best practice.
- (p) Where the activity is within the Waikato River catchment (refer to the [planning map](#)), 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.
- (q) Where the activity is within the Waikato River catchment (refer to the [planning map](#)), provide an assessment of the activity against the relevant provisions of any Waikato-Tainui Environmental Plan in place at the time of application.

19.3 Additional Information to be Included with Subdivision Applications

Applications for subdivision consents should include the relevant information required under section 19.2, and the following additional material, as relevant to the application:

- (a) a plan at a commonly used metric scale defining all allotments and the position of all boundaries (all balance areas must be shown as allotments)
- (b) areas and dimensions of all allotments must be shown on the plan, including where the subdivision is to be affected by cross lease, company lease or unit plan
- (c) location and areas of existing or new reserves and covenants, including esplanade reserves, esplanade strips or access strips
- (d) locations and areas of any land below mean high water springs, or of any part of the bed of a river or lake which, under section 237A of the Resource Management Act, is to be shown on a survey plan as land to be vested in the Council or the crown
- (e) legal descriptions of the land being subdivided and contiguous areas of land
- (f) 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, including a land stability report in identified hazard areas
- (g) proposed areas and volumes of cut and fill, including suitability of the site for the proposed works
- (h) location of all existing buildings, structures and significant topographical features relating to the site such as landforms, watercourses, flood channels, trees, fences, pipes or drains
- (i) a statement of setback distances, including relevant setbacks, building coverage and daylight angles, bulk and location of existing buildings on allotments and a plan of these

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- (j) the location and proximity of any area or feature referred to in this plan, including any zone, policy area, urupa, heritage item, notable tree, or other feature on the site or on an adjoining site
- (k) description of legal and physical access to each allotment to be created, including existing and proposed roads and rights of way to serve the site being developed
- (l) location and areas of land to be set aside as roads and access, and the width and grade of any roads and access
- (m) the constructed standard of the legal roads providing legal frontage and access, (legal boundaries and carriageways are to be shown on plans)
- (n) proposed and existing tenure and use of access lots, rights of way and easements (accesses that serve 4 to 8 allotments must be shown as a separate access lot)
- (o) where the land being subdivided is within the Rangitahi Peninsula Structure Plan Area, an assessment of compliance with the Rangitahi Peninsula Structure Plan and any approved Comprehensive Development Plan
- (p) existing and proposed services such as stormwater, wastewater, water supply, electricity and telephone, and routes of major utility infrastructure (e.g. high-pressure gas pipelines) are to be indicated on the subdivision plan
- (q) provision for on-site drainage and disposal of wastewater and stormwater, including any easements required
- (r) sufficient accompanying information to enable the Council to determine whether the proposed subdivision meets the requirements of the plan
- (s) any existing or proposed amalgamation conditions, easements, covenants and consent notices
- (t) in the case of land to be subdivided in stages, the above information presented separately in regard to each stage for which subdivision consent is not immediately sought, with an indication of the proposed timing for each stage
- (u) identification of the building platform as required by rules
- (v) a statement on fire safety requirements in regard to proposed party walls and buildings on boundaries.
- (w) deleted
- (x) where the land being subdivided is part of a council drainage district or Waikato Regional Council drainage area, a written statement from the drainage district chairperson or the Waikato Regional Council.
- (y) where the land being subdivided is part of a Coal Mine Policy Area, a written statement from the authorised mine operator acknowledging consultation has been undertaken.

19.4 Hazardous Substances

Applications for consents relating to hazardous substance use and storage must include the information set out in [Appendix H \(Hazardous Substances\)](#).

19.5 Contaminated Land

Applications for consents for the removal or replacement of a fuel storage system, the sampling or disturbing of soil, the subdivision of land or changing the use of land, on land that is contaminated or potentially contaminated, because of its past, present or likely use of the land for an activity or industry described in the Ministry for the Environment's Hazardous Activities and Industries List (HAIL), must be assessed against the regulations contained in the Resource Management (National

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Environmental Standard for Assessing and Managing Contaminants in Soil to Protect Human Health) Regulations 2011 in [Appendix Of](#), and will need to include the information required by the relevant regulation. Soil sampling results should be supplied where appropriate, together with proposals for remediation. Applicants should adopt as far as possible the best practice approaches as recommended in the Ministry for the Environment Contaminated Land Management Guideline Series.

19.6 Solid Waste Management Activities

Applications for consents relating to solid waste management activities shall include information on the following additional matters:

- (a) the design and proposed operation of the facilities as set out in a management plan, which shall include details of proposed staging of the development
- (b) the intended measures for dealing with solid waste by-products such as leachate and gas
- (c) the type of material to be collected, reused, processed or disposed of
- (d) the suitability of the site, including effects on water bodies, and surrounding land
- (e) the anticipated impact of the facility on the natural and physical environment and amenity values of the district (any special constraints of the receiving environment shall be highlighted)
- (f) measures for avoiding, mitigating or remedying any adverse effects
- (g) rehabilitation proposals
- (h) the need for long-term monitoring and maintenance following closure of the facility, as set out in an aftercare management plan, which shall include the funding proposals necessary to implement the aftercare management.

19.6A Waste from non-residential activities

The extent to which waste from non-residential activities is managed in accordance with the guidelines in [Schedule 10A](#).

19.7 Extractive Industries

Applications for consents relating to extractive industries shall include information on the following additional matters:

- (a) the avoidance or mitigation measures that are proposed to address adverse effects on the environment
- (b) the characteristics and any special constraints of the receiving environment shall be highlighted
- (c) the characteristics of any noise generated, including its duration
- (d) details of restoration goals and monitoring to accompany progressive and final rehabilitation of the site
- (e) the need for long-term monitoring and maintenance following closure of the facility, as set out in an aftercare management plan, which shall include the funding proposals necessary to implement the aftercare management.

19.7A Heritage Items

For any development or subdivision requiring resource consent which affects:

- (a) a heritage item identified in [Appendix C: Historic Heritage](#) and registered under the Historic Places Act 1993, or
- (b) an archaeological site identified in [Appendix C: Historic Heritage](#), or

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- (c) sites of significance to Maaori identified in [Appendix C: Historic Heritage](#), consultation with the New Zealand Historic Places Trust is required before an application is submitted to Council. The results of consultation shall be included with the application.

Applications affecting a heritage item shall include information on the following additional matters:

- (a) the impact that the proposal will have on the heritage values of the item, and
- (b) the measures proposed to conserve the heritage values of the item and its setting.

19.8 Design Guide Applications

Areas subject to design guides are the precincts shown on the [Planning Map](#) at Raglan, Matangi, Rangiriri and Huntly. The Tamahere Village Business Zone is also subject to a Design Guide. In these areas, a design statement is required to accompany resource consent applications. The design statement must:

- (a) demonstrate how the development complies with the objectives and guidelines of the design guide, including the reasons why the development has taken its final shape
- (b) describe the significant features of the development site
- (c) outline the relevant history of the site
- (d) explain how the proposal strengthens or enhances the existing form and character of the locality
- (e) describe how the development integrates into its surroundings and the contribution that it makes to the overall quality of the environment.
- (f) In the Tamahere Structure Plan area, all development within the Tamahere Village Business Zone and Tamahere Village Recreation Area shall be assessed against 23B.26: [Tamahere Design Guide](#).

In the Te Kauwhata Structure Plan area, all subdivision applications shall be assessed against [Appendix Og](#) and [Oga: Urban Design Guide](#). In addition, all building developments within the Business Zone in that structure plan area shall be assessed against the design guide.

19.9 Comprehensive Residential Development

Applications for any comprehensive residential development shall include land use and subdivision consent applications simultaneously, and include sketch plans showing the total design, not necessarily with construction details. The sketch plans must include:

- (a) elevations (scale 1:100). The street elevation of the buildings shall be extended to show the buildings on either side (as a less favoured alternative, photographs of adjoining buildings may substitute for the adjoining elevations, provided a clear scale is indicated)
- (b) floor plans (scale 1:100), which must show and name rooms, and show location of balconies, windows and doors, and the outline of eaves or overhanging areas in relation to foundation plans
- (c) site plans (scale 1:100), showing legal boundaries or any proposed lease or other title arrangements; the area of outdoor space, and the dimension and placement of living courts; location of roads, parking and services; location of buildings on adjoining properties (including windows facing the development); a three-dimensional view of the development showing a true perspective
- (d) information on how the subdivision is to be implemented (allotment, cross lease, unit title, company lease). Where a body corporate is proposed, a description of how it will operate
- (e) a landscape plan, including location and height of any fences. The plan should show existing vegetation, noting any mature trees or significant specimens, and should indicate which vegetation will

be retained, and where there will be new planting.

- (f) a written analysis, including diagrams, of the manner in which the proposed development responds to [Appendix E](#) (Comprehensive Residential Development Guidelines).

19.10 Reasons and Explanations

Resource consent applications can involve complex environmental, cultural and socio-economic issues. Technical information is required to document the various aspects of the resource use on these environments. The manner in which technical information is presented can assist in reducing uncertainties and improve understanding of the consent authority and those who could be affected by a resource consent application.

19.9A Applications for a Rangitahi Structure Plan Area Comprehensive Development Plan Applications for a Rangitahi Peninsula Structure Plan Area Comprehensive Development Plan (CDP) approval shall be accompanied by:

- (a) a comprehensive site context analysis (landscape coastal character and urban design)
- (b) detailed landscape analysis of the structure plan area and surrounding coastal environment
- (c) a character analysis of Raglan urban form and development response
- (d) a connectivity analysis identifying how the area can integrate into existing road and open space networks
- (e) visual amenity assessment including off and on-site visual amenity effects of potential development
- (f) topographical analysis of the structure plan area identifying geomorphological features and slope analysis including an assessment of the coastal cliffs
- (g) detailed geotechnical assessment
- (h) terrestrial and freshwater ecological survey and assessment and an Environmental Management Plan
- (i) archaeological and heritage survey and assessment along with details of NZAA registration for sites identified in accompanying reports. This assessment requires consultation with Tainui Hapuu
- (j) a Cultural Management Plan, setting out an investigation and protection methodology
- (k) a Historic Heritage Management Plan for significant heritage features to be protected including a plan showing the location and boundaries of any existing and proposed archaeological covenants.
- (l) land-use map indicating boundaries of developable areas, uses, connections and proposed densities
- (m) an urban design assessment analysing the proposal against the Rangitahi Peninsula Structure Plan and assessment criteria in [Schedule 21C](#)
- (n) infrastructure (roads and services) – proposals and capability report, including design qualities sought, with an emphasis on low-impact design, including implications for maintenance and renewal costs
- (o) specific design proposals for the upgrading of Opororu Road (including the Wainui Road/Opororu Road intersection and the bridge/causeway), including a record of consultation undertaken with neighbouring land owners regarding access details.

Alternatively if this design is already approved by the Council, a copy of the approval shall be provided

- (p) an integrated transport assessment in accordance with Appendix 5C of NZ Transport Agency Planning Policy Manual SP/M/001 dated 1 August 2007
- (q) development capacity assessment including any necessary amendments resulting from other

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assessments

- (r) an assessment of natural hazards, including any setbacks required from specific areas
- (s) confirmation of sufficient capacity of council services including water and wastewater
- (t) land contamination assessment
- (u) coastal hazard assessment
- (v) natural character assessment
- (w) the status and scope of any development agreement with Council and a summary of consultation and any agreements with infrastructure authorities, including but not limited to Council as roading authority; and
- (x) Urban Design Guidelines for the whole Rangitahi Peninsula Structure Plan Area (required with the first Comprehensive Development Plan application regardless of whether the application is staged or for the whole Structure Plan Area)

Overall, the reports and assessments accompanying an application for a CDP approval or amendment are to be sufficiently comprehensive and provide environmental information, analysis and assessments of potential effects on the environment (of development that would be enabled by the CDP provisions) to adequately inform assessment of the proposed CDP under section 104(1) and section 104A of the Resource Management Act.