

# Checklist for Certificate of Compliance



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**OFFICE USE ONLY**  
**Consent No:**  
**Planner:**  
**Date:**

A Certificate of Compliance (CoC) is a certificate issued by a local authority under Section 139 of the Resource Management Act 1991 (RMA) that states that a particular proposal or activity is a permitted activity in terms of a plan or can be lawfully carried out without a resource consent in respect of any particular location on the date the request was received.

## Note to Applicants

Read the notes below and the application form fully before preparing your application and any supporting information. It is also recommended that you talk with Council Staff before preparing your application.

It is important that you answer all questions fully and complete the checklist.

The information requirements for a Certificate of Compliance are as rigorous as for a resource consent. However, in the case of a Certificate of Compliance, the onus is on the applicant to satisfy the decision-maker that a proposal complies with all of the relevant permitted activity rules, and to provide sufficient information to allow that conclusion to be reached.

A point-by-point analysis is required, covering all the relevant provisions of the applicable operative plan, any proposed plan(s) and any relevant national environmental standards.

## Filling out the form

It is strongly recommended that you engage a suitably qualified consultant or expert to assist in the preparation of your application. If it is not prepared by someone with appropriate experience, it may not contain all the necessary information to enable the South Waikato District Council to properly consider the application.

## Site visit requirements

Explanation

The processing of your Certificate of Compliance will require a visit to the subject site by Council Officers or consultants acting on behalf of the South Waikato District Council. If staff are unable to visit the site, they will be unable to process your application.

## Information required

Information required		Applicant check	Council check
<b>Current Certificate of Title for the property including its plan</b> – Tick one option	<b>Certificate of Title (less than 3 months old) is attached</b>		
	<b>Council will obtain the Certificate of Title</b> (a fee of \$20 will be added to the calculation of actual costs for processing of your consent)		
<b>Full description of the proposal</b> The level of detail required will depend upon the nature of the proposal and upon the particular rules that must be complied with.			
<b>Site description/address</b> A description of the site where the proposal will be/is being undertaken, e.g. street address, legal description, aerial photos, valuation reference.			

<p><b>Compliance with the District Plan Rules</b>  A clear explanation of how the activity/proposal meets all the relevant provisions of the district or regional plan, and any relevant national environmental standard.</p> <p>Note: You may choose to present this information as a table listing each provision and showing that the activity/proposal complies.</p>			
<p><b>An accurate, scaled site plan clearly showing:</b></p> <p>Note: the site plan should contain a north point (orientated to the top of the page if possible).</p>	Dimensions of existing and proposed buildings		
	Distances to all property boundaries		
	Location of roads and accessways		
	Parking, loading and manoeuvring spaces		
	Location of any cultural heritage features including historic, waahi tapu and archaeological sites on the site and environs.		
	Location of any natural heritage features e.g. indigenous vegetation and/or any significant ecological or geological features or features with any significant natural heritage and/or conservation values e.g. wetlands etc. on the site and environs.		
<p><b>Floor plans of proposed buildings or building to be used</b>  Clearly show the use of each area.</p>			
<p><b>Elevation plans of proposed buildings</b>  Clearly show the external appearance and height relative to existing and finished ground floor level.</p>			
<p><b>Other information</b>  Copies of all necessary plans, details and calculations to enable the proposal to be checked for compliance with the District Plan.</p>			
<p><b>Provide 2 copies of all the information required above</b>  (e.g. the plans, written statement of intent and scale of proposal and AEE)</p>			
<p><b>Initial deposit fee</b>  (An additional charge may also be payable on completion of processing where the initial application fee is inadequate to recover Council costs).</p>			
<p><b>Completed and signed Certificate of Compliance Application form</b></p>			