

Checklist for Land Use Consent (Bulk and Location Breaches)



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OFFICE USE ONLY
Consent No:
Planner:
Date:

Please ensure that you have included the following information with your resource consent application.

If you have not ticked all of the boxes properly, your application is likely to be returned to you.

Please note that the more information you provide the better.

Information required		Applicant check	Council check
An accurate, scaled site plan clearly showing:	Dimensions of existing and proposed buildings		
	Distances to all property boundaries		
	Location of natural features		
	Location of roads and accessways		
	Parking, loading and manoeuvring spaces		
Elevation plans of any proposed new building showing existing and finished ground levels			
Floor plans of the subject building, showing the internal layout of the building and the proposed use of each room or part of a floor			
Current Certificate of Title for the property including its plan – Tick one option	Certificate of Title (less than 3 months old) is attached		
	Council will obtain the Certificate of Title (a fee of \$20 will be added to the calculation of actual costs for processing of your consent)		
A written Assessment of Effects on the Environment (AEE) addressing the following: <ul style="list-style-type: none"> • Description of the proposal • Assessment of any actual or potential effects on the environment as a result of the proposal, including: <ul style="list-style-type: none"> ○ Effects on the health and safety of people, surrounding neighbourhood, and roading network ○ Effects on the visual amenity of the neighbourhood, neighbouring properties, and landscape ○ For height breaches – effects of proposed buildings shadowing adjoining properties ○ Effects on ecosystems – plants, animals, habitats ○ Effects on or as a result of existing natural hazards ○ Any positive effects are also relevant and should be addressed ○ Possible alternative locations or methods for the proposal ○ Proposed mitigation measures, including landscaping and screening ○ Identify persons that may be affected by the proposal and any consultation undertaken. 			
All potentially affected parties approvals as required (make sure ALL owners and occupiers sign the form, site plan and elevation plans)			
Initial deposit fee (An additional charge may also be payable on completion of processing where the initial application fee is inadequate to recover Council costs).			
Completed and signed resource consent application form			

