

# RESOURCE MANAGEMENT ACT 1991: CHECKSHEET

## 1.0 GENERAL COMMENTS

This checklist summarises the information that may be required to support your application. For further information refer to:

- The Fourth Schedule of the Resource Management Act 1991
- Section 4.0 of the Hastings District Plan

Disclaimer: This check sheet is designed to assist you in preparing a complete application. Completion of the application form does not guarantee your consent application will be granted. Depending on the quality and type of planning application, additional information may still be requested during the processing of your proposal.

You may need a Consultant Planner to help prepare a comprehensive and quality resource consent application. A Consultant Planner can be found under 'Resource Management' in the Yellow pages of the Hawke's Bay Phone Book.

## 2.0 HOW TO USE CHECK SHEET

The information that you need to provide in your application must reflect the scale and intensity of your proposal. When completing the checklist, please complete only that section and items relevant to your application. If an item/section does not apply to your proposal, please leave it blank.

## 3.0 GENERAL REQUIREMENTS

<input type="radio"/> LAND USE	<input type="radio"/> SUBDIVISION	<input type="radio"/> COMBINATION		
<input type="radio"/> PERMITTED	<input type="radio"/> CONTROLLED	<input type="radio"/> RESTRICTED DISCRETIONARY	<input type="radio"/> DISCRETIONARY	<input type="radio"/> NON-COMPLYING
Description of Proposal				
<input type="radio"/>	A full description of the activity for which the consent is sought.			
<input type="radio"/>	Relevant rules, objectives, policies and environmental outcomes (including any plan changes)			
<input type="radio"/>	National Policy Statements, National Environmental Standards or Regional Council Plans			
<input type="radio"/>	Intended use of the proposed land and/or site			
Development Plans				
<input type="radio"/>	Details of the appearance of any building(s).			
<input type="radio"/>	A site plan, which shall incorporate: a north point, a scale, certificate of title boundaries			
<input type="radio"/>	Dimensioned floor plans, including information on the height of floors			
<input type="radio"/>	Proposed and existing contour lines for any earthworks			
<input type="radio"/>	Elevations, showing relationship to street			
<input type="radio"/>	Location of proposed activities, including vehicle parking, loading, circulation and manoeuvring areas, and provision for pedestrian, cyclists and vehicle access			
<input type="radio"/>	Details of water supply, wastewater disposal and stormwater disposal.			
<input type="radio"/>	An assessment confirming how the proposal complies with all remaining rules in the District Plan (See Section 5.0 below)			

## Assessment of the Effects on the Environment

- Does the proposal create any positive environmental effects
- What are the current noise levels and what are the proposed noise levels generated by the proposal
- How does the proposal affect neighbours, e.g. sunlight intrusion, amenity, privacy
- What are the effects on any natural conservation areas, including indigenous vegetation, margins or waterways, the coastal environment, or wetlands
- Does the proposal remove or alter a building of cultural or historic significance, including archaeological sites, waahi tapu, heritage items or trees
- The compatibility of the proposal with the existing style of development and the existing amenity values
- The effects of the proposed activity on any Outstanding or Significant Landscape Areas
- What are the risks associated with the use, storage or movement of hazardous substances
- The effects of the proposed activity on the District Roding Network and public parking
- The effects arising from dust, vibration or odour
- Types of wastes involved, their volumes, the possible options for the treatment and disposal of wastes
- Natural hazards that might affect your site or proposal
- Effects of economic and social well being on the wider community
- Any visual effects of; buildings, equipment, storage or parking areas on the landscape
- Details of how any identified adverse effects are to be avoided, remedied or mitigated, including the use of covenants on land titles

### Evidence of Consultation with affected persons:

*Please note that Council will make the final determination once a full application has been made.*

- Written approval (on correct forms) from; neighbours or persons likely to be affected, other public bodies such as New Zealand Transport Agency, the Hawke's Bay Regional Council, the New Zealand Historic Places Trust, Tangata Whenua or the Department of Conservation.
- The details of the consultation undertaken, and any outcomes / responses

### Are Specialist Assessments Required

- Landscape Architects
- Traffic and Parking Engineers
- Acoustic or Vibration Engineers
- Arborist Assessments
- Archaeologists
- Geotechnical Engineers
- Structural Engineers comments, e.g. relocated buildings
- Cultural
- Hazardous Substances e.g. Test Certifiers

Please note that Council will make the final determination once a full application has been made

## 4.0 OUTLINE PLANS (SECTION 176)

<input type="radio"/>	Reference the specific Designation Number in the District Plan and its consented use
<input type="radio"/>	An Assessment of Environmental Effects and information to satisfy the criteria section 176A(3) of the Resource Management Act
<input type="radio"/>	Written permission from the 'requiring authority', e.g. NZTA, Ministry of Education, Ministry of Corrections...etc
<input type="radio"/>	Are there any conditions on the designation (likely to be relevant for new designations)

## 5.0 CERTIFICATE OF COMPLIANCE (SECTION 139)

<input type="radio"/>	Is the proposed use permitted in this Zone
<input type="radio"/>	Demonstrate that the proposal (and existing legally established uses) comply with every standard and term in that Zone, including all the relevant rules in: <ul style="list-style-type: none"><li>• Section 14.1 (Traffic Sightlines, Parking, Access and Loading)</li><li>• Section 14.2 (Noise)</li><li>• Section 13.7 (Signage)</li><li>• Resource Management Units (Heretaunga Plains Unconfined Aquifer, Landscape Areas, Natural Hazards, Waahi Tapu, Heritage Items and Trees)</li></ul>

A table referencing each rule and stating how the proposal complies is the best way of demonstrating compliance.

## 6.0 EXISTING USE RIGHTS (SECTION 139A)

<input type="radio"/>	An assessment on character, intensity and scale of effects against the legally established use
<input type="radio"/>	Proof that the existing use has not ceased for any period of 12 months or more
<input type="radio"/>	Detailed evidence of how the existing use was legally established prior to the rule become operative in the current District Plan

## 7.0 CANCELLATION OR VARIATION OF CONDITIONS (SECTION 127)

<input type="radio"/>	Resource Consent References, copy of existing consent notice and an identification of conditions are proposed to be changed
<input type="radio"/>	An Assessment of Environmental Effects (See 4.0 above) specifically addressing any changes and effects on other parties

## 8.0 CANCELLATION OR VARIATION OF CONSENT NOTICE (SECTION 221)

<input type="radio"/>	Consent Notice References and an identification of conditions that are proposed to be changed
<input type="radio"/>	An Assessment of Environmental Effects (See 4.0 above) specifically addressing any changes
<input type="radio"/>	Any technical reports to support proposed changes
<input type="radio"/>	Identification of any party that may be affected by proposed change

Please note that any approved changes will need to be lodged with LINZ and registered on the Certificate of Title before the decision can have legal affect

## 9.0 EXTENSIONS OF LAPSE DATES

<input type="radio"/>	Please provide proof that substantial progress or effort has been, and continues to be, made towards giving effect to the consent; and
<input type="radio"/>	Provide written approval from persons who may be adversely affected by the granting of an extension; and
<input type="radio"/>	provide an assessment of the effect of the extension on the policies and objectives of the district plan

## 10.0 SUBDIVISION / SECTION 241(3) / SECTION 226

General Requirements:	
<input type="radio"/>	Scheme Plan to be submitted by a qualified surveyor
<input type="radio"/>	Up to date Copies of Certificate of Titles
<input type="radio"/>	Showing complying Buildings Platforms
<input type="radio"/>	Showing location of all proposed and existing infrastructure (water, stormwater and wastewater)
<input type="radio"/>	Assessment of Natural Hazards (e.g. fault lines, flooding erosion, steep slope, ponding)
<input type="radio"/>	Details and location of proposed Earthworks
<input type="radio"/>	Showing location of all proposed and existing roading infrastructure
<input type="radio"/>	Assessment of the proposed size and shape of sites
<input type="radio"/>	Any affects on Heritage Sites/Objects, Outstanding Natural Features and Landscapes, or Significant Landscape Character Areas
<input type="radio"/>	Affects of proposal on existing Consent Notices, easements or land covenants
<input type="radio"/>	Confirmation that there is capacity to service the additional sites with Councils reticulated network
<input type="radio"/>	Statement of Professional Opinion (Form 4-1 of the Plan)
<input type="radio"/>	Statement of Professional Opinion as to Suitability of Land for (Form 4-2 of the Plan)
<input type="radio"/>	Assessment of Effects (See Section 3.0 above)
<input type="radio"/>	Consultation with Affected Persons: (See Section 3.0 above)
<input type="radio"/>	Confirmation that the proposed easements comply with the Engineering Code of Practice

Office Use Only			
RMA Number		Assessment of Environmental Effects	
Date Received		Plans and Elevations	
Correct Deposit		Additional Certificate of Titles charged	

CUSTOMERS SERVICE OFFICER

DATE