

## Checklist for Resource Consent Applicants - Land Use

Franklin District Council receives a variety of different applications for resource consent. This list is intended to be a guide only of the sort of information that would be helpful for you to provide to us for the processing your application without having to come back to you asking for more details.

While professionally drawn plans are suggested, if you have them, they are not mandatory. Often a diagram drawn by hand is sufficient as long as distances and sizes are shown relative to each other and/or using a scale.

In some circumstances you may wish to include photographs of features or landscapes that you believe may best explain your proposal to Council.

If you have questions about the information requested, please contact us.

For some applications (for example, if it is possible that your application for resource consent may be notified) we recommend you employ a planning consultant or a surveyor to prepare the application on your behalf. These professionals can often save you time and money through the use of their specialist skills and knowledge. They will liaise with Council and any other technical experts on your behalf and smooth the process for you.

**Completed Resource Consent Application Form (Form 9)**

*Obtained from Council (website or front counter at Council office).*

**Certificate/s of Title for the subject site (optional)**

*Obtained from Land Information New Zealand – Franklin District Council does not keep current copies of these.*

*While these are optional at the time of lodging an application, be aware that a recent copy may be requested during processing and that the application will be placed on hold until it is received.*

**Written approval from all affected persons has been obtained**

*If you have kept a log of your progress in obtaining the written consent of persons who may be affected by the proposal, please include a copy.*

- Signed plans and statement or notice of written approval from affected persons forms are to be attached to the application.

**Processing fee deposit**

*The deposit for a non-notified application is \$1000.00. If an application is likely to require 'notification,' then the deposit is \$5,000.00.*

*The deposit amount required should be discussed with a Regulatory Planner. The decision on your application will be released when the balance owing has been paid to Council.*

*Council does not have set fees for the processing of resource consents. Costs vary depending on the time spent by Council Officers processing the consent. Factors that influence the actual cost of a consent include the complexity of matters raised and travel costs.*

Continued over page

**A map showing where the property is located**

*Showing the physical location of the subject site in relation to adjoining roads and properties. In some instances, this locality plan can be shown incorporating the site layout required below. You will need to provide Council with three copies of this map. A scale of 1:500 is suggested, though this will depend on the size of the property and the type of information being presented.*

**Site Plan including:**

***Three copies** of the plan to a recognised scale is the most helpful (1:100 or 1:200 suggested). Please show any of the following that are relevant and that would help us understand and assess your application.*

- North point
- A title or a label for the diagram
- Date the plans were drawn
- An indication of the slope of the land (topography)
- Natural features, including significant trees, indigenous vegetation, water courses, etc
- Property boundaries (*including which parts are contained on different Certificates of Title, where appropriate*)
- Road front boundaries with vehicle crossings/driveways/rights of way
- Existing buildings and other structures (*including effluent disposal system, where applicable*)
- Layout and location of proposed building and/or activity
- Earthworks design and contours (*both existing and proposed*)
- Landscaping (*both existing and proposed*)
- Location of car parking spaces (*both existing and proposed*)
- Site coverage calculations
- Fences
- Details of any signage (*sign design, dimensions and location on buildings*)

**If this resource consent application involves the construction of a new building or the use of an existing building, then please provide elevation drawings and/or floor layout plans as are appropriate. The scale of 1:50 or 1:100 is suggested showing relationship of proposed buildings to existing buildings, including:**

- The natural ground level
- Existing and finished ground levels
- Maximum building height and relevant height plane angle(s)
- Identification of the intended use of different rooms

*You will need to provide Council with **three copies** of these drawings.*

- A statement or report detailing the type of activity for which the consent is sought and addressing the relevant rules and assessment criteria as set out in the Franklin District Plan (Operative February 2000)**

*You will need to provide Council with **three copies** of this statement or report.*

*A copy of the rules relating to the zone and/or activity can be obtained from the Council. If you are uncertain what is applicable, please contact the Council and ask.*

- Assessment of Environment Effects (AEE)

Matters that may be relevant include, but are not limited to,

- Visual amenity
- Traffic – numbers of vehicles, frequency, point of accessing the property, etc
- Noise
- Odour
- Dust
- Hours of operation
- Number of persons involved
- Car parking
- Waste disposal
- Signage
- Impact upon elite soils and the use of rural land for production

*A written AEE is an essential part of the application. If no AEE is provided Council cannot assess the application. The AEE should discuss all the actual and potential effects of your proposed activity or structure on the environment. The amount of detail provided must reflect the scale and nature of the effects.*

*For example, if there are major effects arising from the proposal, a detailed analysis and discussion of these effects should be included in the AEE. It may require the provision of information from specific experts (e.g. a traffic engineer). If the effects of the proposal are very minor, then a less detailed AEE can be submitted. The Council has information available to assist you prepare the AEE – please contact us if you have any questions.*

- In some circumstances other reports from technical experts may be required to support your application and the ideas of what you proposed to do.**

*You should discuss with Council's planning staff whether any of the following would be of assistance to you, as is appropriate; Geotechnical Engineers, Structural Engineers, Traffic Consultants, Hydrologists, Acoustic Engineers, etc.*

**Failure to provide all the above information at the time of lodging may result in processing delays and increased costs.**

**You should note that this list is only a guide and further information may be required during processing.**

**If you have any questions about anything on these pages, please contact the Duty Planner for Franklin District Council on (09) 237 1300 extn 407**