

CHECKSHEET (effective from November 2001)

Earthworks Consent (WCC Bylaw)

Building Consents & Licensing Services

Absolutely

POSITIVELY

ME HEKE KI PŌNEKE
WELLINGTON CITY COUNCIL

Wellington

Time & Date

Mail

Desk

Address

Use this check sheet to assist you in lodging a complete application for earthworks consent, and to avoid delays in processing. Please attach **2 copies** (unless mentioned otherwise) of the following information with your completed earthworks consent application form. **Tick** each box which is relevant and ensure you attach the information. If the box is not relevant, please write **NA** across the box.

**For office
use only**

- 1** **Application form**
One copy of completed and signed application form by owner or owner's agent and consulting engineer.
- 2** **Proof of Ownership**
One recent copy of current certificate/s of title. (ie. not older than 3 months)
or one copy of Purchase Agreement (if recently purchased)
or one copy of relevant portions of current lease.
- 3** **Locality plan (1:500) showing:**
physical location of the subject site in relation to streets or landmarks and north point. Rural sites can be shown at 1:1000 scale if required.
- 4** **Site plan (1:100/1:200) showing:**
dimensions of all boundaries, north point, ground contours/levels, site area, street name and number, outline of buildings, and distances to boundaries.
- 5** **Consulting engineers drawings and specification (including cross sections) showing:**
the nature of the proposed work. A geotechnical report may be required.
(The Council may dispense with the requirements of a consulting engineer to design and supervise construction only if the owner and/or applicant can meet the requirements in 8.3.2 of the Wellington Consolidated Bylaw.)
- 6** **Details of any performance bond entered into by the applicant in favour of the Council**
- 7** **Insurance details:**
of the applicant and/or the consulting engineer's insurance against risks to neighbouring property.

Please turn over

Receiving Officer

8 **Other Council approvals which may be required:**

Proposed District Plan – land use resource consent, earthworks

If the existing ground levels of the site are to be altered by more than 2.5m **or** the area of excavation exceeds 250 square metres **or** the work will leave battered faces steeper than 45 degrees **or** ground levels will be altered by more than 2.5m vertically in rural areas **or** the work takes place in a hazard zone (flooding) **or** the work takes place within 5m of a water body **or** the work will leave any water body in a contaminated or silted up condition, you will need to make a separate application for a land use consent (see note 1).

Building consent

If any new structure is to be erected on the site or any additions or alterations made to an existing structure a separate application for a building consent may be required (see note 1).

WCC Bylaw – vehicle access and kerb crossing

If a driveway and kerb crossing forms part of this proposed development, a separate application for a driveway and kerb crossing may be required (see note 1).

9 **Application fees – contact Building Consents & Licensing Services for relevant fees.**

Note 1: *If other Council approvals are required you can apply for them:*

- a) at the same time when lodging this application OR*
- b) before lodging this application*

Once all of the above attachments have been compiled along with the completed building consent application form and this check sheet, you can lodge your building consent application. For further information phone 801-3542 or fax 801-3100.