

Information requirements for subdivision consent applications

URBAN DEVELOPMENT & TRANSPORT
 www.Wellington.govt.nz/services/reconsents

As required by Section 3.2.3 of the District Plan

3.2.3 Subdivision Consents

An application for a Subdivision Consent shall include:

- 3.2.3.1 A design statement as per 3.2.4.1.
- 3.2.3.2 An assessment of any actual or potential effects that the activity may have on the environment, and the ways in which any adverse effects may be mitigated.
- Note:** Section 88 (6) of the Act requires assessments to be in such detail as corresponds with the scale and significance of the actual and potential effects that the activity may have on the environment, and shall be prepared in accordance with the Fourth Schedule to the Act.
- Section 88 (5) provides that the assessment of effects on the environment required by subsection (4)(b) of the Act in respect of an application for a resource consent relating to a Controlled Activity, or a Discretionary Activity over which the local authority has restricted the exercise of its discretion, shall only address those matters specified in a plan or proposed plan over which the local authority has retained control, or to which the local authority has restricted the right to exercise its discretion, as the case may be.
- 3.2.3.3 Any information required to be included in the application by the District Plan or the Act's regulations.
- 3.2.3.4 A statement specifying all other resource consents that the applicant may require from any consent authority in respect of the activity to which the application relates, and whether or not the applicant has applied for such consents.
- 3.2.3.5 **Site information.** The following information must be supplied:
- a legal description of the site
 - Current Computer Register (Certificate(s) of Title) for the subject site (no more than 3 months old)
 - where relevant, an assessment, including diagrams of the significant views onto and off the development site.
- 3.2.3.6 **Site plans.** Site plans must be supplied. They must be drawn to an appropriate stated metric scale to show sufficient detail of the proposal to enable the Council to determine its effects (eg 1:200; 1:500). If the plans are larger than A3 size, copies reduced to A3 must also be provided. The site plans must show:
- a north point accurately orientated
 - a unique plan number and title describing the proposal and the site
 - Wellington City Council record sheet numbers.
- 3.2.3.7 The applicant must provide a **site information plan** detailing the existing situation including:
- topographical information, wherever possible in terms of Wellington City Datum, together with a certificate as to its origin and accuracy
 - details of hazardous areas (for example, uncompacted filling or flood-prone areas)
 - existing buildings and buildings on adjacent sites
 - landforms and landscape elements
 - waterbodies and catchment orientation
 - the location and areas of any existing esplanade reserves, esplanade strips, or access strips
 - all significant areas of vegetation (including any vegetation located on adjoining road reserve or properties) and/or significant habitats of indigenous fauna
 - existing street names and numbers
 - existing easements and covenant areas
 - the location of existing public transport stops, and pedestrian access routes to those stops.
- 3.2.3.8 The applicant must provide a **site development plan** detailing the proposed subdivision development including:
- the position of all proposed allotment, and certificates of title, boundaries
 - the areas of all new allotments (except in the case of a subdivision to be effected by the grant of a cross lease, company lease or by the deposit of a unit plan)
 - indicative building sites and building footprints*
 - indicative vehicle accessways and indicative parking and manoeuvring areas if applicable*
 - proposed site contours
 - indicative open space areas*
 - location and type of all proposed trees and other vegetation, including all existing vegetation to be retained
 - major new landscaping elements (eg fences, trees and hedges)
 - any proposed earthworks, including retaining walls (including height, and intended form or type of construction)
 - areas of on-site drainage

3.2.3.8 continued

- the street reserve proposed to be set aside as new road, including all areas of public open space intended for recreational purposes, together with drawings sufficient to describe the plan and three dimensional qualities of typical and unique or special areas of the development
- formation widths and grades of proposed roads and rights-off-way, parking bays, bus stops, speed control devices and pedestrian walkways
- proposed easements and covenant areas
- the location of proposed public transport stops and pedestrian walkways, and walking distances to public transport stops
- the location and areas of new reserves to be created, including any esplanade reserves to be set aside on a survey plan under section 231
- the location and areas of esplanade strips proposed to be created under section 232 to meet the requirements off the District Plan
- the location and areas of any land below mean high water springs of the sea, or of any part of the bed of a river or lake, which is required under section 237A are to be shown on a survey plan as land to be vested in the Crown
- information to show compliance with any other District Plan rule.

* Note: This information may not be required for proposed allotments over 400m², depending on the topographical constraints of the site (eg slopes greater than 15 degrees).

3.2.3.9 1:200–1:500 colour aerial photograph

The applicant must provide an annotated print from the most recent 1:500 aerial photograph:

- overlaid with existing contours and property boundaries
- extending at least 20m beyond all side and rear boundaries, and showing frontages of properties across the street.

3.2.4 Design Guide applications

Any application for a resource consent that is to be assessed against a Design Guide must be accompanied by a Design Statement.

The submission of a clear and sufficiently comprehensive application including all the material listed below (general and specific requirements) will assist the approval process by demonstrating that all relevant matters have been addressed.

The primary concern of any urban design assessment is not the architectural design qualities of a proposal as such, but the way that the proposal is integrated into its surroundings through the quality of the urban environment.

A development will be judged in relation to the contribution that it makes to the enhancement of the public environment (including, among other elements, streetscapes, urban form, public spaces, views, visual qualities of the built environment and connections to other buildings) and this should be made explicit within the design statement. The design statement should also illustrate the potential effects that the proposed development may have on the city and the expected changes it may generate.

3.2.4.1 General requirements

Design statement

The design statement will set out the design principles of the development proposal. This statement will comprise a significant element of the assessment procedure. It must:

- demonstrate how the development complies with the objectives and guidelines of the design guide, including the reasons why the development has taken its final shape
- describe the significant features of the development site
- explain how the proposal strengthens or enhances the existing form and character of the city
- where the development is of a size or in a location with city-wide significance, include a description of how the development is seen in the context of the wider city and how it links into that context
- describe how the development integrates into its surroundings and the contribution that it makes to the overall quality of the environment.

If a proposal does not comply with the objectives of the Design Guide, the Design Statement must convincingly justify that the development does not detract from the intention of the Design Guide and that the proposal does not create an adverse effect on the environment.

If a proposal does not comply with guidelines or specific requirements under 3.2.4.2, the Design Statement must convincingly justify the applicant's choice of the particular approach and demonstrate how the objectives of the Design Guide are satisfied.