

# APPLICANT'S INFORMATION CHECKLIST FOR RESOURCE CONSENT



Kapiti Coast District Council,  
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For enquiries, phone 04 296 4700 or 0800 486 486

This checklist shows you the information that has to be supplied with your resource consent application. Please attach the original copy and **2 COPIES** of the following information (unless otherwise specified) with your completed Resource Consent Application form. Please tick each relevant box in the Customer Use column as you attach the information.

**Once you have attached all the required information, please check for completeness as an incomplete application or lack of any supporting information will mean that your application cannot be accepted for processing.**

Customer Use			For Office Use Only
√	1	<b>GENERAL</b> <b>Complete this section for all applications</b>	
<input type="checkbox"/>	a	<b>Application form (1 copy)</b> Completed and signed by the owner or by an agent on behalf of the owner	<input type="checkbox"/>
<input type="checkbox"/>	b	<b>Certificate of title (1 copy)</b> A current copy (searched within 3 months) and any associated easement documents or consent notices	<input type="checkbox"/>
<input type="checkbox"/>	c	<b>Site Plans (drawn to an appropriate metric scale on A3 paper). Two plans are required (unless all of the relevant information can be shown on one plan)</b> <b>A site plan detailing the existing situation including:</b> <ul style="list-style-type: none"> <li>• A north point accurately orientated</li> <li>• A unique plan number and title describing the proposal and the site</li> <li>• The date, name of the company and locality plan where appropriate</li> </ul>	<input type="checkbox"/>
<input type="checkbox"/>		<b>A site plan detailing the <u>existing situation</u> including:</b> <ul style="list-style-type: none"> <li>• Topography (noting significant landforms and natural features)</li> <li>• Watercourses and catchment orientation</li> <li>• All vegetation over 3 metres in height (including any vegetation location on or adjacent the legal road or surrounding properties)</li> <li>• All certificates of title boundaries</li> <li>• Road frontages</li> <li>• Existing buildings (indication those to be retained)</li> <li>• Buildings on adjacent sites</li> <li>• Any existing heritage features (including archaeological sites, cultural sites, geological features, ecological sites, listed trees and buildings)</li> </ul>	<input type="checkbox"/>
<input type="checkbox"/>		<b>A site plan detailing the <u>proposed development</u> including:</b> <ul style="list-style-type: none"> <li>• The design of earthworks including cut and fill volumes, depths and final levels and contours of the site</li> <li>• The layout and location of proposed structures and buildings or alternations to existing structures and buildings</li> <li>• The location of proposed activities, vehicle parking, servicing, circulation and manoeuvring, pedestrian and vehicular access</li> <li>• Floor plans</li> <li>• A calculation of site coverage</li> <li>• All landscape design, site planting and fencing</li> </ul>	<input type="checkbox"/>

<input type="checkbox"/>	d	<b>Elevations for each proposed building including</b> <ul style="list-style-type: none"> <li>• Existing ground levels</li> <li>• New ground levels (if earthworks are proposed)</li> <li>• Finished floor levels</li> <li>• The extent of compliance with relevant plan rules including sunlight access and maximum building height</li> <li>• Elevations from the street showing the relationship of proposed structures to structures on adjacent sites, including the location of existing private outdoor spaces and main living area windows (where these have outlook over the development)</li> <li>• Maximum building height and relevant height recession planes <i>(Note: If the building comes within 1 metre vertically of the height recession plane, or does not comply with the height recession plane, you will also need to provide a finished floor level and ground levels at the boundary.)</i></li> </ul>	<input type="checkbox"/>
<input type="checkbox"/>	e	<b>Floor plan for each proposed building including</b> <ul style="list-style-type: none"> <li>• The use of all parts of the building, including basements, parking, lifts, storage and service areas</li> </ul>	<input type="checkbox"/>
<input type="checkbox"/>	f	<b>Assessment of Environmental Effects (AEE)</b> <i>(See following page for information on compiling an AEE)</i>	<input type="checkbox"/>
<input type="checkbox"/>	g	<b>Application fee</b> (see schedule of fees)	<input type="checkbox"/>
<b>For Office Use Only: Planning Officer:</b> Application Accepted? Yes <input type="checkbox"/> / No <input type="checkbox"/> . Give reason:			
Name:		Date:	Signature:

## ASSESSMENT OF ENVIRONMENTAL EFFECTS

All Resource Consent applications require an Assessment of Environmental Effects (AEE).

An AEE is a report that outlines the effects that your proposed activity might have on the environment.

The AEE is the primary tool that planning staff will use to assess the merits of your proposal. It is important that you provide sufficient information in the AEE otherwise your application will be considered incomplete and will not be accepted by Council.

In preparing your AEE you must highlight all the effects of your proposal including both the negative and positive effects. Examples of possible effects include:

- Loss of privacy
- Physical closeness to adjoining property
- Intrusion on living space of adjoining property
- Building bulk
- Noise
- Hours of operation
- Generation of additional traffic
- Visual amenity
- Dust
- Light
- Deficiency in parking, manoeuvring, loading and access
- Assessing whether activity is in character with and complementary to the surrounding neighbourhood
- Assessing whether the design and appearance of the activity will have adverse effects on the ambience and amenity of the surrounding neighbourhood
- Other environmental disturbances
- Traffic and pedestrian safety
- Cultural effects, on waahi tapu and other sites and resources of significance to tangata whenua

In addition to identifying any effects associated with your proposal you must show how you propose to avoid, remedy or mitigate these effects.

If any consultation has been undertaken please provide details of the results.

If you have trouble compiling the information, or need some advice on aspects of your application, consult a Council Duty Planner. There are also a range of professionals who can give you expert advice including Planners, Acoustic Consultants, Traffic Engineers, Architects, Landscape Architects, and Surveyors.

### NOTES: