

Getting ready to submit your application for resource or building consent?

Talk to us first

After your initial meeting, you should know whether you will need a resource consent, a building consent or both types of consents. Both resource and building consents require you to pay fees to Council.

Resource consents can be complex and require a lot of technical detail. We strongly recommend you get professional help when preparing a resource or building consent application.

Working with the right professionals should ensure you have the right documentation and level of detail for your project. They'll check you have everything you need before you submit your consent application/s.

How to Book a Resource Consent Pre-application meeting

You will need to request a pre-application meeting using this form. To help us provide the right advice, you will need to submit a detailed proposal description, including the site plan, and indicate any specific questions you have.

If your additional dwelling project also needs a building consent, you can ask for a Building Duty Officer to be at the Resource Consent Pre-application meeting.

Before the meeting: Council officers will review the submitted documents to prepare for the meeting. Your meeting is likely to be scheduled for at least two weeks after you submit your request.

At the meeting: Council officers will provide feedback, identify any potential issues and advise you and your Agent on any missing details and the next steps to help you progress your application.

You may be advised to commission, at your own cost, additional technical reports (for example, such as geotechnical, landscape, stormwater, etc.) to support your application. This is likely to include:

- ☐ Site plan: shows the location and elevations of the site
- ☐ Survey plan: details the new lot boundaries of the subdivision
- ☐ Earthworks plan: details any site works required
- ☐ Geotechnical assessment (Planning): to better understand if the ground is suitable to erect a building on.

After the meeting:

You will receive meeting minutes and a recording within a week.

You can finalise any remaining details or technical work required to support your application.

Submit your application, ensuring all supporting evidence is complete.

Note: Resource consent applications take 20 working days to process, provided all the necessary information is included and your proposed project does not need to be notified.

A **Pre-application meeting** is not compulsory but is recommended for resource or building consent applications.

Meeting with our team, before you submit your consents, will ensure that you're supplying all the information needed to assess your application.

A complete application will ensure the consenting process can occur as quickly as possible.

This meeting is a good opportunity to ask questions about:

- Planning requirements
- The level of detail provided in your application, and engineering assessments
- Stormwater
- Service connections, e.g. water and wastewater
- Site access.

Getting started on your Building Consent application

If your additional dwelling project also needs a building consent, you can ask for a Building Duty Officer to be at the **Resource Consent Pre-application meeting**.

They can answer any questions you have and help guide you through the building consenting process. It also helps if you can provide your building documents to us in advance. That way we can provide better feedback.

You might choose to bring the agent (architect, designer or builder) helping you manage the build along to the meeting.

NB: If the building project is complex, check with us to see if you need a separate Pre-application meeting to specifically cover your Building Consent application.

What should I bring to the meeting?

- ☐ Site plan: shows the location of the new building, distance off boundaries/ other buildings and elevations of the site
- ☐ Survey plan: details the new lot boundaries of the subdivision
- ☐ Earthworks plan: details any site works required
- ☐ Geotechnical assessment (Building): to better understand ground conditions to prepare for foundation design for the proposed building
- ☐ Your preliminary design drawings: we can provide feedback on the draft proposal, before finalising your detailed technical drawings and specifications
- ☐ Structural drawings and calculations: generally engineering, including plans and details for how a building will be built
- ☐ Heating, Ventilation, and Air Conditioning (HVAC) information: the proposed system (brand and type), installation details and compliance documentation for all heating, cooling and ventilation equipment
- ☐ Hydraulic drawings: plans showing details and location of new drainage
- ☐ Project Information Memorandum (PIM)

For more information about building an additional dwelling you can read the full guide here: kapiticoast.govt.nz/buildingproject

Contact us

 0800 486 486

 buildingproject@kapiticoast.govt.nz

 Find out more on our website: kapiticoast.govt.nz/buildingproject

Any information submitted to support your consent applications can be shared with relevant teams within Council for the purpose of processing your application. If you have any concerns please contact us to discuss.

Please refer to the Privacy Information on our website: kapiticoast.govt.nz/legal-notices/privacy-statement/

How much will it cost?

Resource Consent Fees:



[kapiticoast.govt.nz/
services/fees-and-
charges/regulatory-and-
compliance-fees/resource-
management-fees/](https://kapiticoast.govt.nz/services/fees-and-charges/regulatory-and-compliance-fees/resource-management-fees/)

Building Consent Fees:



[kapiticoast.govt.nz/
services/fees-and-
charges/regulatory-and-
compliance-fees/building-
consent-fees/](https://kapiticoast.govt.nz/services/fees-and-charges/regulatory-and-compliance-fees/building-consent-fees/)