

## Hints and tips for a successful project

This checklist aims to provide you with some hints and tips for helping your building or development project run smoothly.

### Have you spoken to the Council about your project and obtained any necessary consents?

You may need to get a resource consent. These are required to make sure any adverse effects of the project are avoided, remedied, or mitigated. They are not needed if your activity is permitted by the District Plan.

Building consents are required to ensure that work meets the requirements of the building code and regulations, and that buildings are safe for future users.

The Council provides free advice on whether a resource consent or building consent is required. Please contact the council on 04 896 7400 or email [resource.consents@kapiticoast.govt.nz](mailto:resource.consents@kapiticoast.govt.nz) for resource consent and District Plan inquiries, and [building.approvals@kapiticoast.govt.nz](mailto:building.approvals@kapiticoast.govt.nz) for building consent inquiries. If you do require a consent, you may need to engage a professional expert to help prepare your application.

Great, now you've got your consents!

### Have you read and understood your consent conditions and what you need to do to comply?

This often means you need to give the council 48-hours' notice before you plan to start works. You can simply send an email to [compliance.dutyofficer@kapiticoast.govt.nz](mailto:compliance.dutyofficer@kapiticoast.govt.nz) to notify Council when you are ready to go. This means the council can check compliance and resolve any issues with you.

### Are you aware of the site constraints, including any consent notices, attached to the property?

You may need to plan your works around any site constraints (such as minimum build levels, yard setbacks, protected trees, or easements) and make sure you comply with any consent notices attached to your property title.

### Do you know where your services are?

The [BeforeUDig](#) website can help you identify where underground services are on your site.



## Have you talked to your neighbours?

Letting your neighbours know what you are doing on your site is a neighbourly thing to do.

## Noise

We know that sometimes building work can make a bit of noise. Please respect your neighbours and plan for the noisy stuff to happen during daytime hours. Generally, noisy activities are limited to the hours of 7am-7pm by the District Plan and New Zealand Standard 6803:1999. These documents contain the specific noise limits.

## Have you got your Corridor Access Request approved?

A Corridor Access Request approval is required if you will be doing any work in the legal road. Please contact the Council at 04 896 7400 or email Warren: [warren.mccrae@kapiticoast.govt.nz](mailto:warren.mccrae@kapiticoast.govt.nz).

## Have you changed your plans?

We know that sometimes things change. If you've changed any of your plans or proposed works, you may need to check back with the Council to make sure it still fits with the consent. Your resource consent allows you to do what you told us in your application. If you've changed your mind about what you're doing, you may need to amend your resource consent.

Good luck with your project!

