

## Information Checklist for Resource Consent Applications

The following information is required in order for Council to fully assess your resource consent application.

- All information required by schedule 4**  
(Information required in all applications) RMA 1991 - see attached schedule.
- A Written Description of the Proposal**  
Please provide a clear and detailed description of the proposed activity and how it is intended to operate. (Include relevant information such as hours of use, numbers of users, traffic, noise, signage, landscape planting etc). State the proposed use of all existing and proposed buildings as well as the current use of the site. Please indicate what aspects of the proposal do not comply with relevant standards and assessment criteria contained in the Operative and Proposed District Plans. Both District Plans are accessible at [hamilton.govt.nz](http://hamilton.govt.nz) or at your local library.
- Street Address, Legal Description and Area(s) for the Subject Site**
- Current Certificate/s of Title for the Subject Site**  
*(Certificates of Title may be obtained from Land Information New Zealand; please ensure that the Certificate of Title consists of **both** the cover page and attached pages showing the survey plan). The search date for the Title must not be more than three months from the date of lodgment of the application.*
- Locality Plan (scale 1:500) or Aerial Photograph (scale 1:500)**  
*(Showing the physical location of the subject site in relation to adjoining streets and sites)*
- Site Plan (scale 1:100, and 1 reduced A4 copy) showing:**
  - North point
  - Lot boundaries and dimensions
  - Date the plans were drawn
  - Author of plans
  - Natural features, including significant trees, water courses etc
  - Flood prone areas (see [hamilton.govt.nz](http://hamilton.govt.nz) for flood maps)
  - Heritage features, including buildings, archaeological sites, etc
  - Road frontages
  - Locations and layout of existing and proposed buildings (include key dimensions from buildings to boundaries)
  - Floor plans showing internal room layout (indicate outline of any upper storey on site plan)
  - Location of buildings on adjacent sites
  - Access and vehicle crossings from street boundaries to parking, loading and maneuvering areas
  - Position and dimensions of loading spaces
  - Layout of all existing and/or proposed carparks
  - Location and dimensions of service area(s)
  - Location and dimensions of outdoor living court areas(s)
  - Original and proposed future contours of the site with contours marked at one-metre intervals
  - Existing and/or proposed landscape planting (species, mature heights, date of planting, etc)
  - Existing and/or proposed fencing (including height and retaining walls)

- Site coverage calculation
- Impermeable surface percentage for the whole site
- Details of any existing or proposed signage (sign design, content, lighting, dimensions and location)
- Existing and/or Proposed Location of Utility Services (water lines, street lights etc)
- Elevation Drawings (2 copies, scales 1:50, 1:100 or 1:200, and 1 reduced A4 copy) of all structures to be constructed or altered, showing the relationship and appearance of proposed buildings, including:**
  - The natural ground level, and the nature and extent of any earthworks
  - Existing and finished ground levels
  - Maximum building height and relevant height control plane angle(s)
  - Height above floor level of any upper-storey windows, balconies, decks
- Engineering design plans for water, wastewater and stormwater**
- Volume of earthworks (including volume of soil removed/imported and depth of cut/fill)**
- Natural hazard commentary (please refer to Flood Hazard Maps and River Stability Lines at [hamilton.govt.nz](http://hamilton.govt.nz))**
- Other Specialist Information Specifically Required by the District Plans**  
*This may include Traffic Impact Studies, Landscape and Planting Plans, Acoustic Design Certificates etc.*
- Assessment of Environment Effects (AEE)**  
*An AEE is an essential part of the application. **If no AEE is provided Council cannot assess the application.** The AEE should discuss **all** the actual and potential effects of the proposed activity or structure on the environment. The amount of detail provided must reflect the scale and nature of the effects. For example, if there are major effects arising from the proposal, a detailed analysis and discussion of these effects should be included in the AEE. It may require the provision of information from specific experts (e.g. a traffic engineer). If the effects of the proposal are very minor, then a less detailed AEE can be submitted.*
- Commentary about assessment of the proposal against the Waikato-Tainui Environmental Plan (where relevant)**
- Details and Outcome of Any Consultation Undertaken with adjacent land owners and occupiers/ Regional Council/ Heritage New Zealand/Transpower/KiwiRail/iwi/NZTA**
- Application Fee – A full list of Fees and Charges is available at [hamilton.govt.nz](http://hamilton.govt.nz)**

**PLEASE NOTE: PDF Files**

*PDF files of the application plans are a useful addition to any application. PDF files may be emailed to [planning.guidance@hcc.govt.nz](mailto:planning.guidance@hcc.govt.nz) or, where file sizes are large, saved to a CD-ROM or USB Flash Drive.*

- Qualifying Development Resource Consent Applications in a Special Housing Area**
  - Evidence the proposal is a qualifying development (Section 14 HASHAA)
  - Details of how the site will be serviced with infrastructure including the relevant signed Private Developer Agreements (Section 14 HASHAA)
  - A letter from network providers stating that the development can be provided with telecommunications and electricity and the timing for this (Section 14 HASHAA)
  - An urban design assessment based on the Ministry for the Environments New Zealand Urban Design Protocol (2005) (Section 14 HASHAA)
- Attach this form to your resource consent application form.**

For general planning guidance enquiries, contact the duty planner weekdays 8am – 4.45pm Email: [planning.guidance@hcc.govt.nz](mailto:planning.guidance@hcc.govt.nz)

# Schedule 1

New Schedule 4 of Resource Management Act 1991

## Schedule 4 - Information required in application for resource consent

### 1 Information must be specified in sufficient detail

Any information required by this schedule, including an assessment under clause 2(1)(f) or (g), must be specified in sufficient detail to satisfy the purpose for which it is required.

### 2 Information required in all applications

- (1) An application for a resource consent for an activity (the **activity**) must include the following:
  - (a) a description of the activity;
  - (b) a description of the site at which the activity is to occur;
  - (c) the full name and address of each owner or occupier of the site;
  - (d) a description of any other activities that are part of the proposal to which the application relates;
  - (e) a description of any other resource consents required for the proposal to which the application relates;
  - (f) an assessment of the activity against the matters set out in Part 2;
  - (g) an assessment of the activity against any relevant provisions of a document referred to in section 104(1)(b).
- (2) The assessment under subclause (1)(g) must include an assessment of the activity against—
  - (a) any relevant objectives, policies, or rules in a document; and
  - (b) any relevant requirements, conditions, or permissions in any rules in a document; and
  - (c) any other relevant requirements in a document (for example, in a national environmental standard or other regulations).
- (3) An application must also include an assessment of the activity's effects on the environment that—
  - (a) includes the information required by clause 6; and
  - (b) addresses the matters specified in clause 7; and
  - (c) includes such detail as corresponds with the scale and significance of the effects that the activity may have on the environment.

### 3 Additional information required in some applications

An application must also include any of the following that apply:

- (a) if any permitted activity is part of the proposal to which the application relates, a description of the permitted activity that demonstrates that it complies with the requirements, conditions, and permissions for the permitted activity (so that a resource consent is not required for that activity under section 87A(1));
- (b) if the application is affected by section 124 or 165ZH(1)(c) (which relate to existing resource consents), an assessment of the value of the investment of the existing consent holder (for the purposes of section 104(2A));
- (c) if the activity is to occur in an area within the scope of a planning document prepared by a customary marine title group under section 85 of the Marine and Coastal Area (Takutai Moana) Act 2011, an assessment of the activity against any resource management matters set out in that planning document (for the purposes of section 104(2B)).

### 4 Additional information required in application for subdivision consent

An application for a subdivision consent must also include information that adequately defines the following:

- (a) the position of all new boundaries;
- (b) the areas of all new allotments, unless the subdivision involves a cross lease, company lease, or unit plan;
- (c) the locations and areas of new reserves to be created, including any esplanade reserves and esplanade strips;
- (d) the locations and areas of any existing esplanade reserves, esplanade strips, and access strips;

- (e) the locations and areas of any part of the bed of a river or lake to be vested in a territorial authority under section 237A:
- (f) the locations and areas of any land within the coastal marine area (which is to become part of the common marine and coastal area under section 237A):
- (g) the locations and areas of land to be set aside as new roads.

## 5 Additional information required in application for reclamation

An application for a resource consent for reclamation must also include information to show the area to be reclaimed, including the following:

- (a) the location of the area:
- (b) if practicable, the position of all new boundaries:
- (c) any part of the area to be set aside as an esplanade reserve or esplanade strip.

## Assessment of environmental effects

### 6 Information required in assessment of environmental effects

- (1) An assessment of the activity's effects on the environment must include the following information:
  - (a) if it is likely that the activity will result in any significant adverse effect on the environment, a description of any possible alternative locations or methods for undertaking the activity:
  - (b) an assessment of the actual or potential effect on the environment of the activity:
  - (c) if the activity includes the use of hazardous substances and installations, an assessment of any risks to the environment that are likely to arise from such use:
  - (d) if the activity includes the discharge of any contaminant, a description of—
    - (i) the nature of the discharge and the sensitivity of the receiving environment to adverse effects; and
    - (ii) any possible alternative methods of discharge, including discharge into any other receiving environment:
  - (e) a description of the mitigation measures (including safeguards and contingency plans where relevant) to be undertaken to help prevent or reduce the actual or potential effect:
  - (f) identification of the persons affected by the activity, any consultation undertaken, and any response to the views of any person consulted:
  - (g) if the scale and significance of the activity's effects are such that monitoring is required, a description of how and by whom the effects will be monitored if the activity is approved:
  - (h) if the activity will, or is likely to, have adverse effects that are more than minor on the exercise of a protected customary right, a description of possible alternative locations or methods for the exercise of the activity (unless written approval for the activity is given by the protected customary rights group).
- (2) A requirement to include information in the assessment of environmental effects is subject to the provisions of any policy statement or plan.
- (3) To avoid doubt, subclause (1)(f) obliges an applicant to report as to the persons identified as being affected by the proposal, but does not—
  - (a) oblige the applicant to consult any person; or
  - (b) create any ground for expecting that the applicant will consult any person.

### 7 Matters that must be addressed by assessment of environmental effects

- (1) An assessment of the activity's effects on the environment must address the following matters:
  - (a) any effect on those in the neighbourhood and, where relevant, the wider community, including any social, economic, or cultural effects:
  - (b) any physical effect on the locality, including any landscape and visual effects:
  - (c) any effect on ecosystems, including effects on plants or animals and any physical disturbance of habitats in the vicinity:
  - (d) any effect on natural and physical resources having aesthetic, recreational, scientific, historical, spiritual, or cultural value, or other special value, for present or future generations:
  - (e) any discharge of contaminants into the environment, including any unreasonable emission of noise, and options for the treatment and disposal of contaminants:
  - (f) any risk to the neighbourhood, the wider community, or the environment through natural hazards or the use of hazardous substances or hazardous installations.
- (2) The requirement to address a matter in the assessment of environmental effects is subject to the provisions of any policy statement or plan.