

## Subdivision Works Clearance Application Form

### Agent details (where an agent is applying on behalf of the consent holder)

Agent name:

Agent company:

Postal address:

Telephone:

Email:

### Subject Site

Site address:

Legal description:

Resource consent number:

Date consent issued:

Stage (if applicable):

No. of lots (excluding roads/reserves):

### Clearances required

Certification required:

☐

Engineering

☐

Landscaping

☐

Other (please specify)

### Fees and payment

You will be charged for the time spent by staff in preparing for and undertaking engineering works clearance site visits. Refer to Fees and Charges, as set out on our website at [www.hamilton.govt.nz](http://www.hamilton.govt.nz) for costs.

Payment of fees is due upon invoice which will be issued at s224c subdivision certification stage.

#### Agent declaration

As a registered professional surveyor/planner, I confirm that:

☐

I am satisfied that the engineering and landscaping physical works have been completed in accordance with the Resource Consent

☐

I accept that my application may be returned if there are outstanding agreements relating to development contribution remissions or valuation of land, or if all information required for works clearance is not submitted

## Send

Send applications to [subdivision@hcc.govt.nz](mailto:subdivision@hcc.govt.nz), drop off via the duty planner at the Municipal Building Garden Place, between 8am – 4.45pm, Monday to Friday or post to Planning Guidance Subdivisions, Hamilton City Council, Private Bag 3010, Hamilton 3240.

### Documentation to provide:

- ☐ The attached checklist
- ☐ All required information listed in the checklist

OFFICE USE ONLY

☐ Documentation saved to TRIM

☐ Authority updated

☐ Acknowledgement sent

## Planning Guidance

Hamilton City Council  
Phone: 07 838 6699

## Questions?

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)

## Works Clearance Checklist

### PART A - QA DOCUMENTATION:

#### a. General

#### b. Parks

☐

Landscaping Plans Accepted

Date:

#### c. Roading

☐

Engineering Plans, **Road Names** Accepted

Date:

#### d. Stormwater

☐

Engineering Plans Accepted

Date:

**e. Wastewater**☐ Engineering Plans Accepted

Date:

	Approved By	Date
Pipe Laying Checklist		
Manhole Checklist		
Trench Backfill Compaction Test		
Final Inspection Pipe Network		
Pumping Station Check Forms		
Pressure Test Results		

**f. Water**☐ Engineering Plans Accepted

Date:

Form/Process	Approved By	Date
Pipe Laying Checklist		
Final Inspection Checklist		
Pressure Test Results		
Bacteriological Test Results		

**PART B - ASBUILT DATA:**

**a. Roading**

**b. Stormwater**

**c. Wastewater**

**d. Water**

**e. Parks**

**f. Finance**

## PART C – CONDITIONS/BONDS:

Documentation	Received	Checked
Engineering conditions attached and completed		
Bond requested and quote attached		