



# Land Use Consent

## Additional Dwelling

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**Tauranga**  
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Additional dwellings in all zones requiring resource consent and including Maori Land

### Guide for Applicants *(Please detach for your future reference)*

#### Have you provided?

- Five copies of your application and attachments. (Note: If five complete copies are not supplied, actual time and cost for administration and photocopying will be charged and requires payment before the resource consent can be issued).
- Plans drawn to scale including:
  - Site plan that identifies the property boundaries.
  - Any other buildings (highlighting the proposed building).
  - Distances to boundaries (between all structures and boundaries).
  - Vehicle Entrance, Driveway, Turning Circle and On-Site Manoeuvring.
  - Floor plan(s).
  - Identification of topography.
  - Certificate of Title
- Elevation Drawings or if the building is being resited, photos.
- If Maori Land – evidence of right to build e.g. Licence to Occupy (given by the Trustees) Occupation Orders, Hapu Partition (issued by Maori Land Court).
- Is your additional dwelling going to impact on a State Highway e.g. the proposed access for your dwelling is directly off a State Highway? If so then you will need to provide consent from Transit NZ with your application. If you have not received consent then you must provide evidence of your consultation with Transit NZ.
- Application Form fully completed including Assessment of Environmental Effects.
- Application fee of \$800 (minimum fee) including GST (Fee only valid until 30 June 2010)

All of the above information must be supplied with your application. **Pursuant to Section 88(3) of the Resource your application may be rejected if the information and application is incomplete.** You have the ability, under Section 88(5), to object to the decision to reject your application, if applicable. Non Notified applications take up to 20 working days to process, once accepted. Notified applications can take up to 70 working days to allow for statutory notification time and convening of a Hearing and Consents Committee meeting.

Please do not hesitate to contact the Duty Planner at our Barks Corner Office (07) 571 8008 or 0800 726 732 if you require any assistance. Our postal address is Private Bag 12803, Tauranga.

**In accordance with s36(3) of the Resource Management Act 1991, Council will be recovering and charging for those processing costs over and above the application lodgement (minimum) fee already paid. Please note that this may or may not pertain to your particular application and will only apply where the fixed lodgement fee is exceeded. Please note that in accordance with Council policy, Council will not issue your consent approval to you until all processing costs have been paid.**

Please do not hesitate to contact the Duty Planner at our Barks Corner Office (07) 571 8008 or 0800 726 732 if you require any assistance.



# Land Use Consent

## Additional Dwelling

### Office Use Only

#### Criteria for Acceptance: Counter and Postal Applications

#### Application

<b>Page 1</b>	<b>Q1</b>	Application Details completed in full	<input type="checkbox"/> Yes	<input type="checkbox"/> No
	<b>Q5</b>	Legal Description	<input type="checkbox"/> Yes	<input type="checkbox"/> No
	<b>Q8 &amp; 11</b>	Address for Service	<input type="checkbox"/> Yes	<input type="checkbox"/> No
	<b>Q12-15</b>	Assessment of Environmental Effects	<input type="checkbox"/> Yes	<input type="checkbox"/> No
<b>All Pages</b>		Check all questions answered and application fee provided	<input type="checkbox"/> Yes	<input type="checkbox"/> No

#### Guide for Applicants

<b>Q2</b>	Check that plans drawn to scale indicate:			
	Site plan that identifies the property boundaries	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
	Any other buildings (highlighting the proposed building)	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
	Distances to boundaries (between all structures & boundaries)	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
	Vehicle entrance, turning circle, and on-site manoeuvring	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
	Floor plan(s)	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
	Identification of topography	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
	Certificate of Title	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
<b>Q3</b>	Elevation Drawings or if the building is being resited, photos	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
<b>Q4</b>	If Maori land – evidence of right to build	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
<b>Q5</b>	Application fee of \$800 minimum fee incl GST	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
	ARE THERE ANY OTHER ISSUES SHOWN ON THE DISTRICT PLAN MAP?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	

**Note: If any criteria indicates "NO", the application may be incomplete (Setion 88 (3) RMA 1991)**

#### Planner's Assessment

Is the application complete?

Yes     No

DATE  
STAMP  
(if accepted as  
complete)

If incomplete the reasons are:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

#### Reference of Advice to Applicant

Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

Letter Reference: \_\_\_\_\_

#### Payment Details: RC Lodgment Account

Date Paid: \_\_\_\_/\_\_\_\_/\_\_\_\_

Receipt Number: \_\_\_\_\_



# Land Use Consent

## Additional Dwelling in all zones and including Maori Land

Application fee of \$800.00 (minimum fee) including GST plus \$20 if five copies are not provided

### 1. Applicant Details

First Name/s: \_\_\_\_\_

Surname: \_\_\_\_\_

First Name/s: \_\_\_\_\_

Surname: \_\_\_\_\_

### 2. Postal Address

\_\_\_\_\_  
\_\_\_\_\_

### 3. Contact Details

Phone: \_\_\_\_\_ Mobile: \_\_\_\_\_

Fax: \_\_\_\_\_ Email: \_\_\_\_\_

### 4. Property Details

\_\_\_\_\_ *Number*                      \_\_\_\_\_ *Road/Street*

### 5. Legal Description

\_\_\_\_\_ *Lot*                      \_\_\_\_\_ *DP9S), SO or ML (Please State)*

### 6. Valuation Roll Number

\_\_\_\_\_ *From Rates Slip*

### 7. I am *(Please tick that which is applicable)*

The  Owner       Occupier       Lessee       Potential Owner  
 Agent Acting for Owner       Other \_\_\_\_\_



**8. Owner Details**

**First Name/s:** \_\_\_\_\_

**Surname:** \_\_\_\_\_

**Postal Address:** \_\_\_\_\_  
\_\_\_\_\_

**Phone:** \_\_\_\_\_ **Mobile:** \_\_\_\_\_

**Fax:** \_\_\_\_\_ **Email:** \_\_\_\_\_

**9. Payment Details *Note: Only where applicable (if not the applicant):***

Name and address of person liable for application processing fees/refunds (where applicable).

A minimum fee is payable on lodgement of all applications. In some cases, this will be the whole cost of the application. In other cases a further invoice will be issued at the time of the decision (s36 Resource Management Act).

**i) Application processing fees**

Name and address for accounts/refunds:

**First Name/s:** \_\_\_\_\_

**Surname:** \_\_\_\_\_

**Postal Address:** \_\_\_\_\_  
\_\_\_\_\_

**Phone:** \_\_\_\_\_ **Mobile:** \_\_\_\_\_

**Fax:** \_\_\_\_\_ **Email:** \_\_\_\_\_

Signature of person responsible for the payment of any invoices associated with the process of this application:

..... Date:.....

**ii) Financial contribution payments (if not the applicant)**

Name and address for accounts/refunds:

**First Name/s:** \_\_\_\_\_

**Surname:** \_\_\_\_\_

**Postal Address:** \_\_\_\_\_  
\_\_\_\_\_

**Phone:** \_\_\_\_\_ **Mobile:** \_\_\_\_\_

**Fax:** \_\_\_\_\_ **Email:** \_\_\_\_\_

Signature of person responsible for the payment of any invoices associated with the process of this application:

..... Date:.....



**10. Address for Service of Agent** *(if not the applicant)*

First Name/s: \_\_\_\_\_

Surname: \_\_\_\_\_

Postal Address: \_\_\_\_\_  
\_\_\_\_\_

Phone: \_\_\_\_\_ Mobile: \_\_\_\_\_

Fax: \_\_\_\_\_ Email: \_\_\_\_\_

*(Note: It is mandatory to provide an accurate address for service and contact phone details)*

**Applicant's Signature**

.....  
*To be signed for or on behalf of the applicant*

Date: .....



# Additional Dwelling

## Assessment of Environmental Effects (AEE)

It is **mandatory** to complete this section of the application form. Please complete on another page if you require more room.

### 11. Full Description of Proposal

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### 12. Other Dwellings

Please specify how many other dwellings are on the property and please advise the gross floor area in m<sup>2</sup> for each one. (Minor Dwellings are dwellings that have an area of no bigger than 50m<sup>2</sup> gross floor area and may include an attached garage of not more than 18m<sup>2</sup>.)

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### 13. Other Land Issues

What, if any, are any other issues with regard to the land you are wanting to build on? For example, are you building on land that has any significant features like landscape, ecological or heritage or are there any geotechnical issues relating to the land?

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### 14. Access

Is this application for a Second Dwelling?

- Yes – Complete ALL Sections       No – Complete Section A (incl photographs)

#### A. Vehicle Crossing

Does your property have an existing vehicle crossing?  Yes     No

If yes then:

a) What is the current formation? (*tick one*)

- |                                   |                                 |
|-----------------------------------|---------------------------------|
| <input type="checkbox"/> Metalled | <input type="checkbox"/> Sealed |
| <input type="checkbox"/> Concrete | <input type="checkbox"/> Other  |
|                                   | .....                           |

b) Does the street have: (*tick one*)

- |   |                                      |
|---|--------------------------------------|
| <input type="checkbox"/> Kerbing                            | <input type="checkbox"/> Sealed edge |
| <input type="checkbox"/> Unsealed edge (i.e. metalled road) |                                      |

c) Does the berm area include a watertable drain? (*tick one*)  
(a shallow open drain running beside the road – usually found in rural areas)

- Yes     No

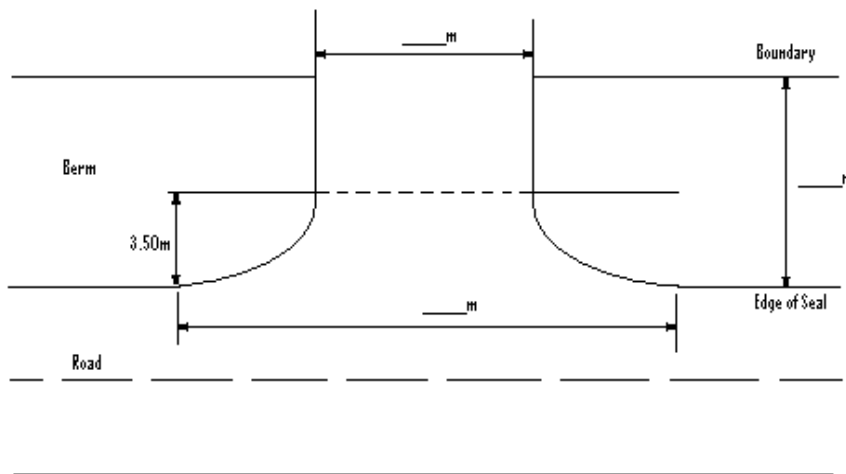
d) Does the crossing have an existing culvert? (*tick one*)  
(pipe under the crossing – usually found in rural areas)

- Yes     No

e) If yes to (d) above, what is the internal diameter in millimetres? .....mm

Provide a minimum of two photographs taken in each direction as per the diagram below that show the entire crossing and the view along the road beyond (see attachment examples photos 1-3 for guidance). At least two of the photographs should be taken at point 3.5m from the edge of the road or kerb. [Note: You may include handwritten notes, arrows etc on the photographs if you wish].

Fill in the crossing dimensions (length to boundary, width at road edge, width at boundary) on the diagram below.



Examples on following page.

## Example: Vehicle Crossing Photographs



Photo 1: Looking North



Photo 2: Looking South



Photo 3: Looking at crossing from opposite side of road

**B. Driveway**

Does your property have an existing formed driveway?  Yes  No

If yes then:

a) What is the current formation? (*tick one*)

- Metalled                       Sealed                       Cobbles  
 Concrete                       Other .....

b) What is the average width of the existing formation in metres? .....

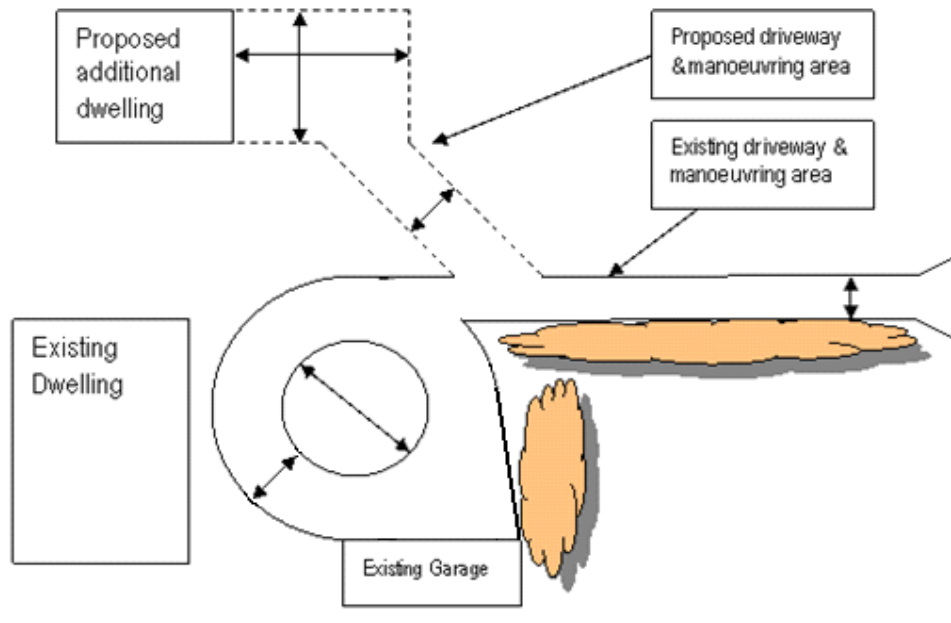
c) Do you intend to utilise all or some of the existing driveway? (*tick one*)  Yes  No

(a shallow open drain running beside the road – usually found in rural areas)  
If No go to (f).

d) Please show on your plans the layout of the proposed internal driveway system and manoeuvring areas and if possible, draw to scale or at least show the dimensions (see example below).

e) Provide photographs of the existing driveway from the boundary looking into the dwelling area(s) – see attachment examples photos 4-7.

f) Please show on your plans the layout of the proposed internal driveway system and manoeuvring areas and if possible, draw to scale or at least show the dimensions (see example below).



Example layout – similar to property shown in example photographs 3-7

## Example: Driveway Layouts



Photo 4: Looking at crossing from opposite end of the road



Photo 5: Looking at crossing from opposite end of road but further along driveway with proposed additional dwelling site on RHS with existing dwelling and parking area behind hedge on LHS.



Photo 6: Existing parking/manoeuvring area



Photo 7: Looking at proposed additional dwelling site from existing parking area