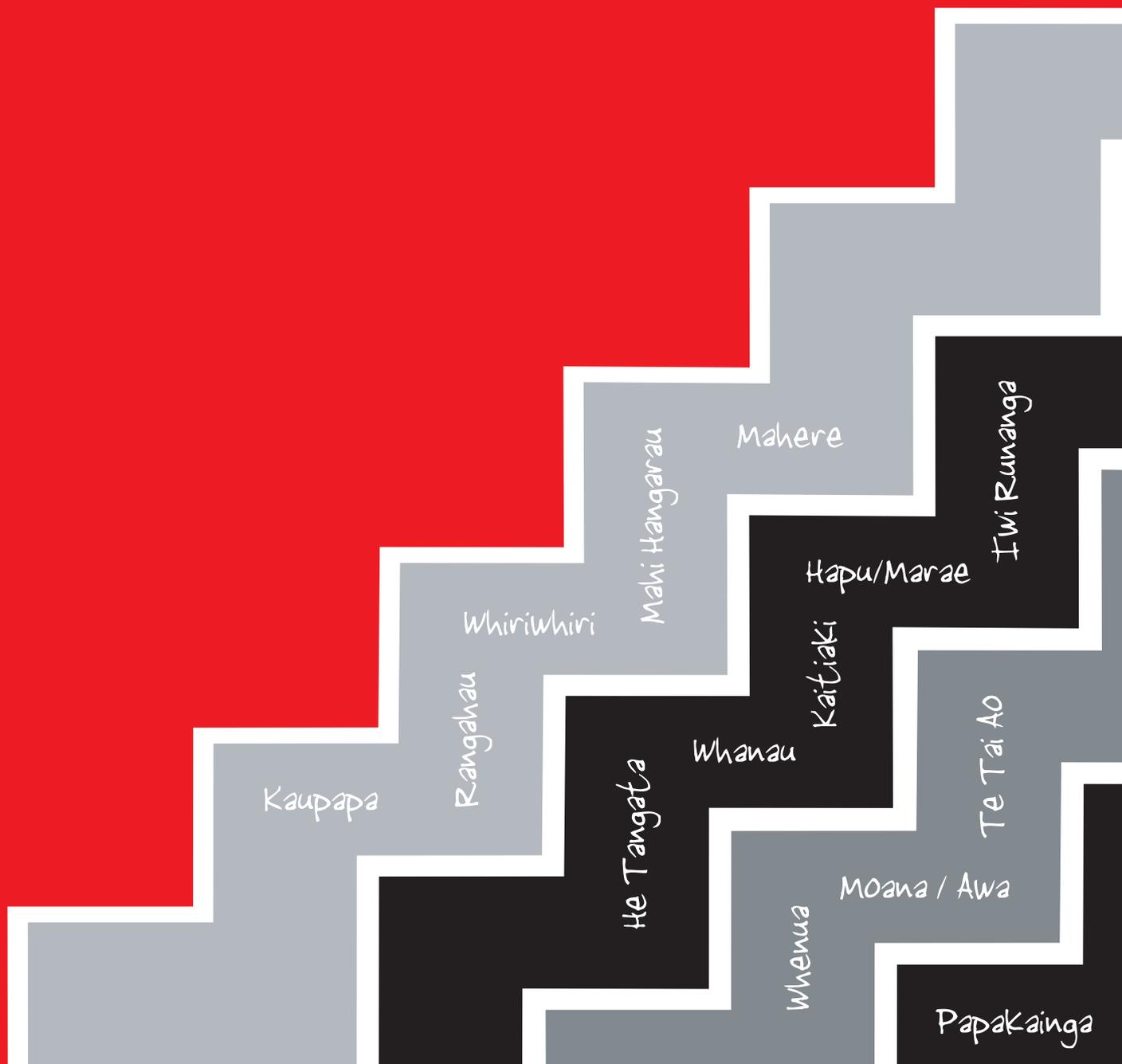


Te Keteparaha Mo Nga Papakāinga

Māori Housing Toolkit




Building communities

whanau
papakāinga

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Introduction / Whakamohio

Mihi

E nga waka, e nga reo, e nga kaupapa tangata, piki mai, kake mai, he wāhi mihi tēnei ki a koutou katoa e rangatira mā.

Tena koutou katoa. I tēnei pukapuka he kete paraha mahi mo nga Papakāinga.

“Te Keteparaha mo nga Papakāinga”

The Māori Housing Toolkit is a step-by-step guide designed to assist Māori to develop papakāinga¹ proposals (development plan) on multiple owned Māori land. The concept of papakāinga is not new and has traditionally been associated with Māori housing in a Marae setting. Papakāinga areas have also included other activities such as: kohanga reo, kura kaupapa, health clinic, horticulture or agriculture, sports and/or recreational areas, urupa and heritage sites.

The process for developing multiple owned Māori land for papakāinga can be complex and time consuming. There are two main components that contribute to this; firstly there are a lot of people and different organisations involved (e.g. your immediate and wider whanau, trustees, Māori Land Court, council, government agencies including Housing NZ

and technical experts such as planners, lawyers and engineers). Secondly, most of the initial work for the first 3 steps Kaupapa, Rangahau and Whiriwhiri is done on a voluntary basis.

This toolkit breaks the whole process up into five steps. Each step is broken down into achievable actions, questions, decisions and the next step in a timely manner.

The focus of “Te Keteparaha mo nga papakāinga” is to assist Māori Land Trusts with their aspirations to develop and build homes on multiple owned Māori land for the beneficial owners. However, help in understanding the processes involved for individuals building their own home is currently available from Housing NZ and the Māori Land Court. We recommend you also use the documents listed in the appendices of this toolkit for each step.

Papakāinga brochure

In conjunction with the toolkit is the ‘papakāinga brochure’ that provides a brief introduction to the steps, phases and overall process. The brochure is a useful tool to hand out at meetings and to other land owners to show the overall process and to check how you or the trust is progressing.



¹SmartGrowth Strategy, Glossary of Terms Page 192. “Development by Tangata Whenua of an area on any land in the traditional rohe of Tangata Whenua that is developed for live, work and play including but not limited to residential, social, cultural, conservation and recreation activities.”

How to use this toolkit

The steps are combined and published together in phases - an explanation of the phases is provided on pages 6 and 7.

At the beginning of each phase you will be given a “workbook” to complete and to insert further information into the relevant sections. A trust should use and update one official working version of the toolkit and the trustees may have their own copies.

Building papakāinga can be likened to an organic process and depends largely on a collective idea sparked by individuals with a vision. It should also be said that there is no set format or design of what a papakāinga should look like as no two papakāinga are the same. During the visioning and concept design processes of the development there is an opportunity to identify and address the individual beneficiary needs of its community. With this in mind, this toolkit is designed to assist at various levels allowing whānau and housing committees to navigate the relevant steps.

Acknowledgements

The Toolkit was produced and developed with the assistance and support from the following partner agencies: Tauranga City Council (TCC), Western Bay of Plenty District Council (WBOPDC), Environment Bay of Plenty, Housing New Zealand Corporation, Te Puni Kōkiri and the Waikato Maniapoto and the Waiariki District Māori Land Courts. The partner agencies acknowledge the invaluable experiences and practical contributions made to the toolkit from Ngati Tuheke, the Makahae Marae Papakāinga Project, Tapuika Iwi Authority Trust, the WBOPDC Māori Forum and the SmartGrowth Combined Tangata Whenua Forum members.

SmartGrowth

Production and implementation of Te Keteparaha Mo Nga papakāinga (Māori Housing Toolkit) is an action of SmartGrowth. SmartGrowth is a strategy to sustainably manage growth in the western Bay of Plenty. It is a joint initiative of Environment Bay of Plenty, Tauranga City Council and Western Bay of Plenty District Council with support from Tangata Whenua and community groups.

For more information on Smartgrowth or for a free CD containing the full 50-Year Strategy and Implementation Plan, background and research papers, maps and other supporting documents, contact:



SmartGrowth
PO Box 13231
Tauranga
info@smartgrowthbop.org.nz
www.smartgrowthbop.org.nz

Te Keteparaha mo nga papakāinga is released in three phases

Phase One includes Steps 1 and 2

Steps 1 and 2 are published together as a package that is available from all the partner agencies listed in the acknowledgements. Staff from the partner agencies are available to discuss the contents of the initial two steps with you.

STEP ①

The first step is called “**Kaupapa**” and asks:

What is the purpose, idea, vision and rationale for the proposed papakāinga development?

Why are you doing this?

This step is the inception and creation of a common papakāinga idea, vision and principles that generate momentum by working with other owners and trustees of like minds. For example, the issue of housing may come up at a Trust AGM, shareholder meeting or in conversation with kuia and kaumatua and this may be the catalyst for developing papakāinga.

STEP ②

The second step is “**Rangahau**” (research and fact finding) and requires you / the trust to gather information from the Māori Land Court and the respective Council about your Māori land block. The Māori Land Court will assist with all the Māori land details, records, administration and management issues for your block. This will address the questions of what activities have occurred and are currently occurring on the property.

The information from the relevant council (Tauranga City Council or Western Bay of Plenty District Council) will identify any planning constraints and the availability of infrastructure services for your property. To complete this component effectively we are suggesting that you and / or the trustees make an appointment with a planner from the relevant council to discuss these initial planning enquiries for your property. From this information an initial concept plan can begin.

Once you have completed the interview and the council checklist at the end of step 2 you will be issued with a folder and step 3, Whiriwhiri. The folder will keep all five steps together as a resource document for the trust and it will also provide space to add more information and notes as the trust progresses through the next steps.

The first two steps may be achieved over a period 3 to 6 months depending on the time you and the trustees have available.

Phase Two includes Step 3

STEP ③

The third step is “**Whiriwhiri**”. With the information from steps 1 and 2 you, other owners and the Trustees are in a better position to make decisions and set direction for the papakāinga. Whiriwhiri is the discussion and debate component of the process including as many as possible of the wider beneficial owners in the block. The guide provides templates for calling meetings, setting an agenda and recording the discussion and outcomes from the meeting. There is likely to be a lot of discussion and many meetings of owners throughout this step. The minutes from these meetings will become the support evidence for applications to the Māori Land Court and the terms of references or mandate for actions. This is probably the most important stage of the process for getting people on board and obtaining evidence of their support for the long term papakāinga vision.

The third step could take 6-18 months depending on the size of the block, the number of owners, an established trust, available trustees and support from other owners.

It should be noted that opportunities to talk and discuss your papakāinga ideas with the owners and, in particular, key beneficial owners (kaumatua, kuia, those already living on the property, neighbours and major shareholders) in the block could occur throughout steps 1, 2 and 3.

Phase Three includes Step 4 & 5

STEP ④

Step 4 - “**Mahi Hangarau**” (technical work) refers to the detailed technical design, drawings, options and associated costs for your proposed papakāinga plan. This step will look at the infrastructure (roading, electricity, water supply, waste water, storm water, telephone and other service items) required for your housing proposal. The infrastructure services must comply with the requirements of the respective council.

During step 4 the Trust and the owners will also need to discuss the process for selecting house designs, sizes, styles, energy efficiency options and materials on an individual or a collective basis.

STEP ⑤

Step 5 - “**Mahere**” (the papakāinga development plan) will require more research and discussion to enable the trustees and beneficial owners to make critical decisions to progress the proposal in relation to development costs (i.e. land, services and house), project management and project design. These two steps will require you / the trust to engage professional services and technical advice to produce a final papakāinga development plan.

Kaupapa (developing your idea/vision)

“Manaaki Whenua, Manaaki Tangata, Haere whakamua”

(Care for the land, Care for the people, Go forward)

Introduction

At the start of your journey you should identify the block of land in mind and the potential of that block. Ideally housing is the key element or the nucleus of your vision.

Try to envisage the end result and what you would like to see. This step is most important as it will form the foundational concept and all the possibilities for the future, try not to get side-tracked by costs, or potential barriers. Just think about your aspirations for the land. Will it just be a housing development? If so, how many houses are likely; will it incorporate a community meeting facility and/or health or education services? These types of ideas will also come from working with other owners / shareholders.

When considering housing developments for the future and when talking about multiple-owned Māori land, it is really important to consider aspects that help create positive community needs. The last thing you want to do is compromise the future of other potential developments for your people.

Korero, creative, innovative thinking

Get the whānau / shareholders together and brainstorm what you'd like to do. List some of the things you envision for the block. Group these things under themes, such as, papakāinga, business, agricultural and commercial. Once you have these broad themes, rank which is the first priority. If it is housing this is the toolkit for you.

Ask yourself what kind of papakāinga you want and need, who will use it, how long will it be around for, what other developments would complement the

papakāinga. Will the papakāinga be a mix of housing types to provide for the small families (for example kaumatua) and those with large families? Will it include a mix of home ownership options including rental units?

The following pages set out step 1 in more detail and will get you to focus on practical issues that may affect your papakāinga vision. You should complete step 1 as a group, sharing your ideas and your korero. This may take several meetings to achieve.

Developing your idea / vision

The following questions may help the trust and trustees think through some of the issues that the beneficial owners / shareholders might need to consider as part of the trust's papakāinga development.

If you are an Iwi Authority or Māori organisation working through this workbook there may be a number of land blocks you want to consider. Hopefully working through these questions will help clarify which block is the most appropriate for papakāinga housing.

Possible funding avenues for visioning

To assist with this exercise the Trust may be able to access some funds from Te Puni Kokiri or Environment Bay of Plenty for a visioning workshop as part of the overall development of a hapu management plan. (Contact details for these two organisations are in appendix 2 of step 2)

Vision for the land

Describe what the trust and owners want to do now and in the future?

Current land use activities:

Future land use activities:

What are the great things about the land? And what are the key challenges?

Great things:

Key challenges:

What are the key values and principles for the project:

Why does the trust want to do this? (e.g. to provide affordable housing for the owners, families or kaumātua who need a home or to those owners who want to return home)

What is the rational and drive for housing?

Land / features

Identify a suitable land block or blocks, describe the size, land features and housing options?

1. Name of the block?

2. Size / area of the block?

3. How much land could be set aside for housing?

4. How many houses do you think could be developed? ²

Site visit

One of the best ways to check and see what land features and other services actually exist on the property is to “visit the site” and make some notes on what you see. The site visit will also help you to identify other issues for the trust to consider such as:

- What land features can you see on the block including: wetlands, harbour margins, native bush, cliff / banks or sloping areas, stream, creek or river?
- Is the site open to the wind?
- Where does the sun rise and set on the property?
- Does the property have direct access to a formed and sealed road / street?
- Are there footpaths, street lights curb and channelling in the area?
- Are there any significant views that you want to maintain or incorporate into the proposal i.e. Mauao, the harbour or marae?
- Are there areas that are significant to owners e.g. an old homestead, urupa, puna etc?
- What are the neighbouring land uses on the property e.g. farming, housing, commercial, reserve / park, marae etc

² Note: Ideally any development of housing should be integrated into a bigger plan for the efficient use of the land that provides for economic and social benefit. This step-by-step guide assists in the planning and provision of housing, but can be incorporated into larger planning exercises for economic and social use.

Sketch plan or drawings

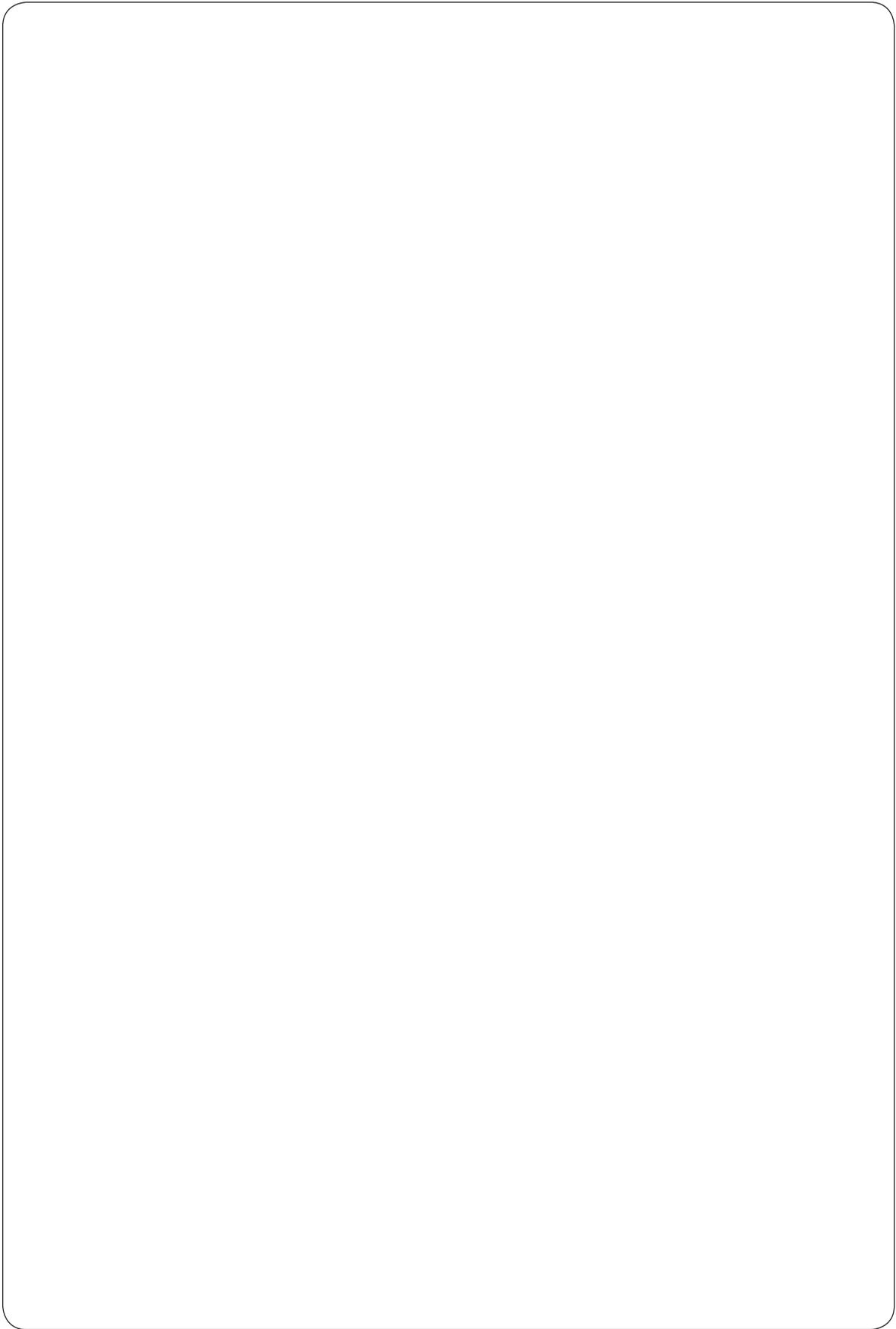
This is an opportunity to transfer your initial ideas, thoughts, values and principles onto paper to see how they work with what you saw from the site visited. The Trust could use “tracing paper” over a copy of a topographical map of the site from the local council (Tauranga City Council or Western Bay of Plenty District Council) or use the “Google Earth Download” (<http://earth.google.com/>) to use for this exercise. Using tracing paper allows you to reuse the topographical map over and over again until you are happy with the final results. It is important to identify, as close as possible, the property boundaries to ensure you work within your property.

Sketch Examples

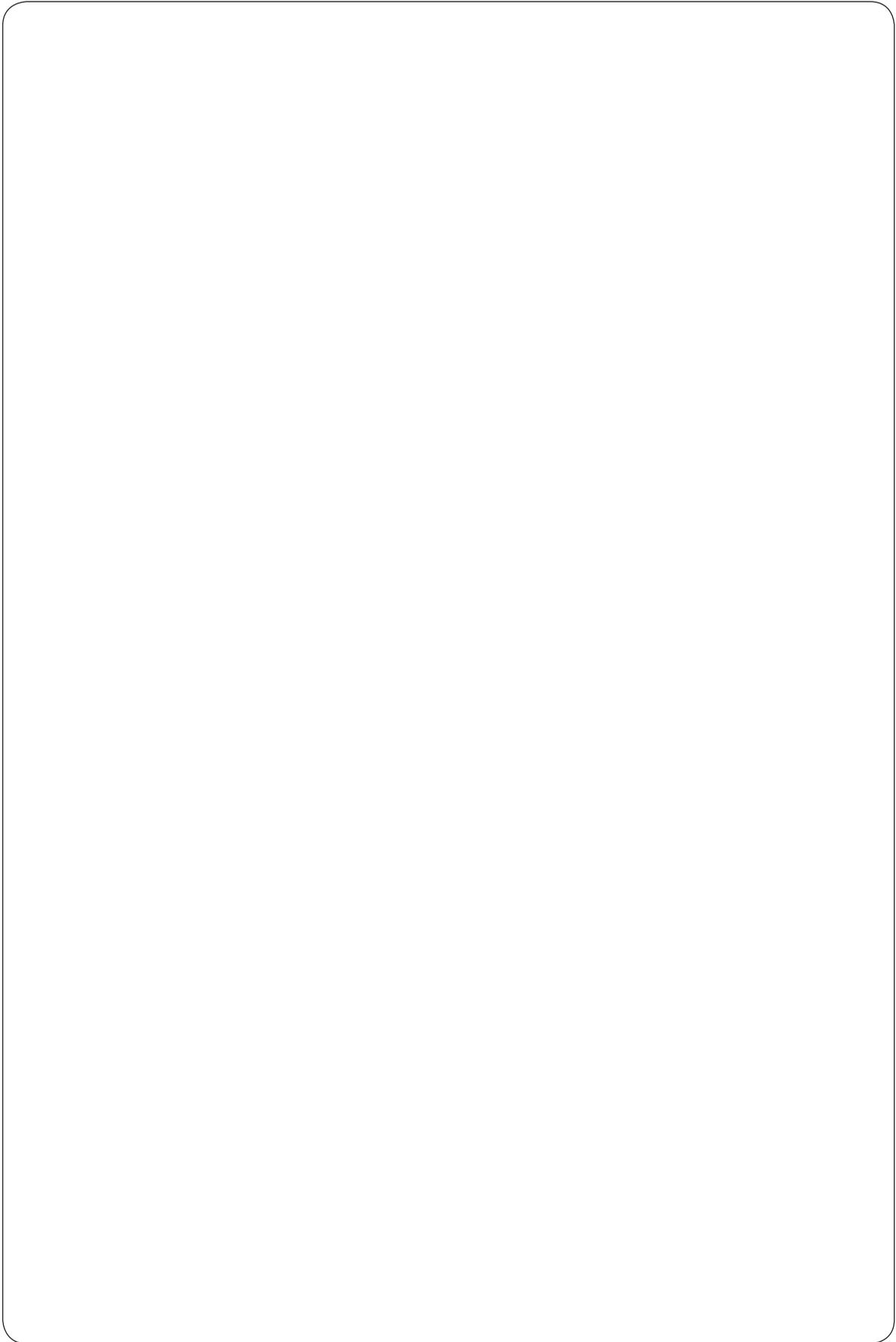


The Trust could obtain a copy of a topographical map of the area from the local council or from the “Google Earth” internet site to use for this exercise. It would be important to identify, as close as possible, the true property boundaries to assist with the initial concept drawings.

Sketch plan / drawings



Sketch plan / drawings



Location of the property

In order to identify the best place for your papakāinga it's good to consider how close the land is to public transport, roads, water, wastewater, electricity, schools, shops, health services, jobs and marae. The trust may not have all the answers to the following questions but will have a good idea and is a place to start considering them in consultation with the other owners.

Access and transport How close is the property to state highways, major roads, footpaths, bus stops and cycle lanes? Where are the safe vehicle access points into and out of the block?

- | | | |
|------------------------------------|---|--|
| <input type="radio"/> Footpaths | <input type="radio"/> Bus stops | <input type="radio"/> Cycle lane |
| <input type="radio"/> Streetlights | <input type="radio"/> Speed Bumps | <input type="radio"/> Kerb & Channelling |
| <input type="radio"/> Power supply | <input type="radio"/> Telephone / Broadband | |

Safe road access:

Access to education How close is the property to local schools or day care centres, kohanga, kura kaupapa, primary, secondary schools? How will the kids get to school?

Day Care:

Primary:

Secondary:

Intermediate:

Kohanga Reo:

Kura kaupapa:

Tertiary options:

School bus service:

Retail opportunities Where is your nearest shop? Do you think this will be important to the people living in the papakāinga?

Supermarkets:

Local shops:

Petrol station:

Veggie & fruit shops:

Other shops:

Health services How close is your nearest doctor's office, hospital and other health service?

Doctors:

Medical centre:

Hospital:

Other:

Employment What are the employment opportunities near or on the land?

Location to town (CBD): _____

Industrial area (s): _____

Rural employment opportunities: _____

Recreation facilities How close are the nearest children's play grounds or sports facilities?

Sports Club(s): _____

Children's Parks: _____

Sports Fields: _____

Beach or River: _____

Whānau and friends Is having family close to you important?

Parents: _____

Siblings: _____

In-laws: _____

Friends: _____

Marae Is there a marae nearby? Is this important?

Marae: _____

Hapu / Runanga Office _____

Urupa: _____

Other Marae: _____

Shared facilities Some trusts have found it can be good to have common areas to build community spirit such as vegetable or flower gardens, papa-takaro (play areas for children), a hall, shared laundry or areas for regenerating native plants. Are these the kinds of things you want?

What shared or communal facilities would you like to include in your papakāinga?

Kids' play ground: _____

Gardens: _____

Hall recreation area: _____

Others: _____

Other community services

Fire Service: _____

Police: _____

Neighbourhood watch _____

Developing your idea / vision - checklist

Before you move on, take the time to check that you have what you need for step 2

- Identified the idea or vision for the people?
 - Why do you want to do it?
 - Possible funding options for visioning workshops?
 - Identified the potential layout of the papakāinga including communal areas?
 - Site visit completed or organised?
 - Topography or Google earth map available?
 - Sketch plan of the site completed or underway?
 - Compiled a list of local facilities and shops?
 - What are the benefits?
 - What are the risks?
-

Self- assessment

Before progressing to the next step in the project you should assess:

(Note: You don't have to write down answers, just consider them)

- What is your level of personal commitment and collective commitment as a whānau or hapū to a housing development?
 - How important is a development to the land-owners and hapū?
 - Can you champion the process or find someone to champion it?
 - Will this benefit a wider group than just one or two individuals?
 - Are you prepared to work with land owners/hapū and support agencies?
-

Conclusion

This step-by-step guide is to support you and give you the best chance of succeeding with the development of housing on multiple-owned Māori land.

If you and the Trust are serious about progressing the papakāinga proposal, the next step is Rangahau or “fact-finding”. Take this part of the guide and visit your local council and Māori Land Court to begin step 2. When you present this completed part of the guide your local council or Māori Land Court will automatically begin the next step.

While the Māori Land Court will be able to provide information at the time of your visit, when you go to the council you will need to arrange a time to come back for a meeting with one of council's planning and/or Māori Liaison staff as part of the step.

References:

- *Māori Land Use – National Resource Kit Te Kete Maturanga Whenua*
- *Ki te hau kainga (New Perspectives on Māori Housing Solutions) – A design guide prepared for Housing NZ Corporation. August 2002*
- *Development Guide. Housing NZ Corporation. July 2002*
- *Environment Bay of Plenty Guide “Nga Tikanga Tuku Awhina a Te Kaunihera mo nga Mahere Whakahaere Rawa a nga hapu/iwi a-rohe. Policies and procedures for funding to develop hapu/iwi resource management planning documents of our region.” October 2006.*
- *Environment Bay of Plenty Guide “Putea Mahere Rawa a Hapu/a Iwi Information on funding to develop hapu/iwi resource planning documents”*

Contact details for:



ROTORUA

Te Puni Kōkiri House
1218-1224 Haupapa Street
Private Bag 3017
ROTORUA
Ph: (07) 349 7810
Fax: (07) 349 0950
Email: tpkrotorua@tpk.govt.nz
Web: www.tpk.govt.nz

TAURANGA

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Ph: (07) 577 6254
Fax: (07) 577 6155
Email: tpk.tauranga@tpk.govt.nz



ENVIRONMENT Bay of Plenty

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TAURANGA
Ph: 0800 368 267
Fax: 0800 368 329
Email: info@envbop.govt.nz
Web: www.envbop.govt.nz/

Rangahau (research and fact finding)

“Kōrerotia mai koa ki a mātau to rapunga kōrero mo te pūnga o te nohanga i konei”

(Tell us about your research into the origin of the settlement here)

Introduction

Step two focuses on finding out the relevant information you will need to know from the Māori Land Court and your local council to progress your papakāinga. The second step is essential to avoid wasting time and resources. Read through this step carefully as it is important to know some basic facts about the block or land before you go much further.

Māori Land Court

It is necessary to get this information from these agencies as multiple-owned Māori land is governed by policies, plans and laws that determine what is possible and/or not possible on the land.

The Western Bay of Plenty is serviced by the Waikato Maniapoto District Māori Land Court and the Waiariki District Māori Land Court.

Each Māori Land Court holds records for its specific area; check out the contact details for the Māori Land Court later in this section. You can also make use of the mobile officers of each Court as they will come to you and provide assistance. Mobile Officers from both Māori Land Court Districts provide regular monthly clinics in Tauranga (at Te Puni Kōkiri), Te Puke and Maketu to assist the public enquiries on Māori land matters.

The Council

From the council you will gather information relevant to the land, including maps and an indication of the feasibility of the development. You will also arrange a meeting with one of council's planning and/or Māori liaison staff about the proposed development.

The map on the following page shows the location of Māori land (in blue) within the Western Bay of Plenty District Council area.

The second map identifies the multiple owned Māori Land blocks (in dark brown) located within the Tauranga City Council boundaries.

Other agencies

Other agencies you may find it helpful to talk to may include:

- The New Zealand Historic Places Trust
- Iwi Runanga organisations
- Hapu or Iwi resource management units
- Tauranga Moana Trust Board (they offer a home ownership education programme)

Fact finding - Māori Land Court

Introduction

The process outlined below is just the beginning of your relationship with the Māori Land Court and it is likely that you will need to go to or contact the Māori Land Court more than once to find out all of the information you need.

The key to getting accurate information is obtaining the “full and correct name of the block” e.g. Tauranga Lot 1A1B2. This information can be found on the rates notices from Tauranga City Council or Western Bay of Plenty District Council or from the information disk at the appropriate council. Once you have the full name of the block you can ask the Māori Land Court for a report (Appendix 1) that outlines the current list of owners and their respective shareholding, a memorial schedule, a Māori land plan (where available), the type of trust structure in place (e.g. Ahu Whenua Trust) and the names of the administrator or trustees.

It's important to pick up the most up-to-date forms and brochures from the Māori Land Court because their information is always being updated. Some trusts have found they have wasted time by looking at old documents and information. You can also check out the Māori Land Court website that will search for the most current information about your block www.Maorilandonline.govt.nz Some trusts have also found that it is useful to talk to other whānau members about the oral history of the land. There may be some long-standing agreements that haven't been recorded in the Māori Land Court but that you might want to factor into your papakāinga proposal. This may include sites that are culturally significant to your whanau, hapu or iwi (e.g. areas where infants' whenua are buried, favourite fruit trees, old homesteads, kainga or harvest areas).

Māori Land Court resources

The Māori Land Court and Māori Appellate Courts are constituted under the Te Ture Whenua Māori Act 1993 and have jurisdiction to hear matters relating to Māori land. The Māori Land Court is administered by the Ministry of Justice and legislative matters are dealt with by the Minister of Māori Affairs.

You and your Trust can make an appointment to meet with a Māori Land advisory officer from the Māori Land Court in respect to any Māori land issues and concerns in step 2 and 3. Meetings with Māori Land Court staff are free of charge.

Online Māori Land Court Rules and Regulations can be viewed at: <http://www.justice.govt.nz/maorilandcourt/actrulesregs.htm>

- *Māori Land Court Rules 1994*
- *Māori Assembled Owners Regulations 1995*
- *Māori Incorporations Constitution Regulations 1994*
- *Māori Land Court Fees 1993*
- *Māori Reservation Regulations 1994*
- *Māori Occupation Orders Regulations 1994*

The Māori Land Court also provides the following booklets and guides on their website to assist people with their general enquiries:

Booklets:

- *Māori Incorporations: A guide - Māori Land Court, Ministry of Justice*
- *Māori Land Trusts: A guide - Māori Land Court, Ministry of Justice*
- *Māori Reservations: A guide - Māori Land Court, Ministry of Justice*
- *Services and funding: A guide - Māori Land Court, Ministry of Justice*
- *Succession: A guide - Māori Land Court, Ministry of Justice*
- *Title Improvement: A guide - Māori Land Court, Ministry of Justice*
- *Trustees' Duties: A guide - Māori Land Court, Ministry of Justice*

Guides:

- *Transferring Māori Land Shares - Māori Land Court, Ministry of Justice*
- *Application Process (trust/succession) - Māori Land Court, Ministry of Justice*
- *Glossary: Te Ture Whenua Māori - Māori Land Court, Ministry of Justice*

The Māori Land Court produces a regular publication called The National Māori Land Court Panui. This is useful for finding out the latest in Māori Land Court information. You can receive this free publication by contacting your local Māori Land Court and asking to be put on the mailing list.

You should also receive any relevant guide or booklets explaining the various trust structures.

Fact finding - Māori Land Court information checklist

- Legal description of the land / name of the block
 - Status of the land.
 - Survey (ML Plan).
 - Current list of owners will assist in identifying key shareholders in the block.
 - Memorial schedule for the block.
 - Encumbrances in the memorial schedule, anything that may limit you from proceeding with your development i.e. restrictions on the title, existing lease.
 - Name of the Trust and Trustees.
 - A copy of the Trust order. How does the order provide for housing/developments.
 - Find out the Māori Land Court Panui and hearing dates for your area.
-

Contact details for:



www.maorilandonline.govt.nz

WAIARIKI District Office

Hauora House, Haupapa Street
Private Bag 3012
ROTORUA
Ph: (07) 921 7430
Fax: (07) 9217412
Email: mclwairakei@justice.govt.nz
District Advisory Service officers
CALL FREE 0508 652 652

WAIKATO & MANIAPOTO District Office

Level 2, BNZ Centre, 354-358
Victoria Street
PO Box 620
HAMILTON
Ph: (07) 957 7907
Email: mclwaikato@justice.govt.nz

Fact finding - council information

Tauranga City Council and Western Bay of Plenty District Council provide a service for you to find out information about your land block(s) if you wish to build Papakāinga. If you are not sure which council your land block(s) are affected by, you should call either council and ask who you need to talk to about building Papakāinga.

Over the page is a blank information sheet that either the Western Bay of Plenty District Council or Tauranga City Council staff will help you complete for the block of land you are hoping to develop, assuming you have completed Step 1. **There may be some minor costs involved with the purchase of maps, photographs and information printed from council's Geographical Information System (GIS).**

The information sheet will provide specific guidance about the land which will assist you to determine the feasibility of your proposed development.

It is likely that you will need to leave the sheet with council staff because the information may take some time to collect. You should consider making an appointment for a meeting with the council's technical staff so that you have the completed information available for the meeting.

The information sheet will include the following:

1. Constraints that council is aware of that may affect your proposed housing development area, such as:
 - Flood risk areas as identified on council's GIS system
 - Other hazards or slips as identified on council's GIS system
 - Archaeological/Heritage sites (as recorded on council's GIS system and in the District Plan)
 - Coastal hazards (as recorded on council's GIS system and in the District Plan)
 - Contaminated risk areas which are identified on council's GIS system
 - Geographic features:
 - shape of the block
 - contour of the land
 - protected trees as identified in the District Plan
 - Special ecological/landscape features as identified in the District Plan
2. Existing services or infrastructure provided by council:
 - Water
 - Wastewater
 - Stormwater
 - Council roading
3. The sheet will provide space for you to record notes of your meeting with technical staff from the relevant council. This could include, for example, any information on constraints relating to planning policy.

Base papakāinga development information

Applicant details

Name: _____

Contact details: _____

Phone (daytime): _____ Phone (mobile): _____

Email Address: _____ Postal Address: _____

Address or location of the proposed papakāinga property

Street: _____ Suburb: _____

Legal description of the property

Deposited Plan number: _____ Property Area (ha): _____

Other: _____

Property / location maps

	Yes	No
Aerial Photograph (if available)	<input type="checkbox"/>	<input type="checkbox"/>
GIS printout of features/services	<input type="checkbox"/>	<input type="checkbox"/>
District Plan Map	<input type="checkbox"/>	<input type="checkbox"/>
Geographical features	<input type="checkbox"/>	<input type="checkbox"/>

Are the following located on the property? (as identified on council's GIS system or in the District Plan)

	Yes	No	Comments
Flood risk areas	<input type="checkbox"/>	<input type="checkbox"/>	_____
Hazards/coastal slips	<input type="checkbox"/>	<input type="checkbox"/>	_____
Waste water	<input type="checkbox"/>	<input type="checkbox"/>	_____
Water reticulation	<input type="checkbox"/>	<input type="checkbox"/>	_____
Storm-water	<input type="checkbox"/>	<input type="checkbox"/>	_____
Council road access	<input type="checkbox"/>	<input type="checkbox"/>	_____
Archaeological sites	<input type="checkbox"/>	<input type="checkbox"/>	_____
Heritage features	<input type="checkbox"/>	<input type="checkbox"/>	_____
Special ecological	<input type="checkbox"/>	<input type="checkbox"/>	_____
Landscape features	<input type="checkbox"/>	<input type="checkbox"/>	_____
Protected trees	<input type="checkbox"/>	<input type="checkbox"/>	_____
Rubbish collection	<input type="checkbox"/>	<input type="checkbox"/>	Collection day? _____
Contaminated risk areas	<input type="checkbox"/>	<input type="checkbox"/>	_____

What is the Zone for the Property? _____

The following items have not been discussed or included in the form on the previous page:

1. The availability and connections for telephone, gas, electricity supply and broadband. The trust will need to contact the actual service provider to check these;
2. The provision of footpaths, street lighting, kerb and channelling
3. The Certificate of Title for the property – this is available at a cost from the following:
www.qv.co.nz/propertyinformation / Land Information New Zealand / your surveyor / your solicitor (the Certificate of Title may identify land/ development restrictions on the property).

The following people are able to be contacted if there are any questions or if further clarification is needed from the information obtained:

- Duty Planner (District Plan/Zoning matters, including lodgement fees)
- Technical Building Officer (Building matters, including lodgement fees)
- Customer Service Officer (GIS information/LIM and PIM forms)
- Tauranga City Council’s Growth Funding Advisor (Development Contribution Fees)

Example

Notes from meeting with technical staff

Date: _____

Attendees: _____

Actions: _____

Follow up: _____

Contacts: _____

References for Western Bay of Plenty District Council

- *Building Dwellings on Māori Land – Western Bay of Plenty District Council*
- *Rural G & H Zones and Resource Consents – Western Bay of Plenty District Council*
- *Septic Tank Requirements – “Meeting the Regional Council Regulations and keeping your Septic Tank safe” - Western Bay of Plenty District Council*
- *Land Information Memorandum - Western Bay of Plenty District Council*
- *Application for Land Information Memorandum form - Western Bay of Plenty District Council*
- *Western Bay of Plenty District Plan*

References for Tauranga City Council

- *Tauranga City Council District Plan – www.tauranga.govt.nz (Search – District Plan)*
- *Development Contribution fees – www.tauranga.govt.nz (Search – Annual Plan)*

Resource consent forms and brochures:

- *Resource consent application form*
- *Pre-lodgment meeting request form– www.tauranga.govt.nz (Search – forms)*
- *“What is a Resource Consent” pamphlet*
- *A Beginner’s guide to Resource Consent and Building Consent processes (Dept. of Building and Housing)*
- *“Introducing Development Contributions” pamphlet*
- *Schedule of Development Contribution Fees for Subdivision Impact Fees (SIF’s) and Building Impact Fees (BIF’s)*

Building consent forms and brochures:

- *Building Consent application form – www.tauranga.govt.nz (Search – forms)*
- *“Helpful hints when applying for a PIM or a Building Consent “ information sheet*
- *“What is a Building Consent” pamphlet*
- *Guide to applying for a Building Consent (Dept. of Building and Housing)*
- *A Beginners guide to Resource Consent and Building Consent processes (Dept. of Building and Housing)*
- *Schedule of fees for Subdivision Impact Fees (SIF’s) and Building Impact Fees (BIF’s)*

References for Environment Bay of Plenty

- *The On Site Effluent Treatment Regional Plan - Information sheet: “Western Bay Coastal Communities on On-Site Effluent Treatment”*
<http://www.ebop.govt.nz/Publications/On-Site-Effluent-Treatment-Regional-Plan.asp>
- *Regional Coastal Environment Plan*
<http://www.ebop.govt.nz/Regional-Coastal-Environment-Plan.asp>
- *Regional Land Management Plan*
<http://www.ebop.govt.nz/Publications/Regional-Land-Management-Plan.asp>
- *Regional Water and Land Plan*
<http://www.ebop.govt.nz/Publications/Regional-Water-and-Land-Plan.asp>

Local Authority / Council information

Checklist

- Location and title information
- Aerial photographs and maps
- District Plan provisions (zoning and consents - what you can do within the zone)
- Structure Plans: (what services are present / required)

	Available on Site	Upgrade Existing	Full Assessment
Wastewater / sewer	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Water supply	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Stormwater	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Electricity, telephone and broadband	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Roading requirements	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Easements over the land	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

- Ecological features that need to be taken into account
- Heritage sites
- Iwi/Hapū Management Plans
- Completed interviews with Tauranga City Council or Western Bay of Plenty District Council
- Obtained the He keteparaha folder and step 3**

Conclusion

It's probably helpful to remember that this is just the beginning of an ongoing process. There is still a lot of work to do with the trustees. When you have finished this step and confirmed that you still wish to proceed you will be issued with a folder and step 3.

Appendix 2 - Step 2

Contacts



Tauranga City Council

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Private Bag 12022
TAURANGA 3110
Ph: (07) 577 7000
Fax: (07) 577 7193
Email: info@tauranga.govt.nz
Web: www.tauranga.govt.nz



Environment Bay of Plenty

6 Rata St, Mt Maunganui
PO Box 4272
MOUNT MAUNGANUI SOUTH 3149
Ph: 0800 368 267
Fax: 0800 368 329
Email: info@envbop.govt.nz
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Western Bay of Plenty District Council

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Private Bag 12803
TAURANGA 3143
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