**APPLICATION CHECKLIST**

**AUCKLAND UNITARY PLAN – Operative in Part**

**URBAN SUBDIVISION CHECKLIST**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Site Address** |  | | | |
| **Applicant** |  | | **Date** |  |
| **Proposal** |  | | | |
| **Site Area (gross & net)** | Refer to definition of net site area in Chapter J1 | | | |
| **Record of Title (ROT)** | | | | |
| Supplied | Yes | No | Less than 3 months old? | |
| Easements | Yes | No |  | |
| Building Line Restriction | Yes | No | Will treat BLR as front boundary until removed from ROT | |
| Consent notice | Yes | No |  | |
| Covenant | Yes | No |  | |
| Encumbrance | Yes | No |  | |
| Limited as to parcels | Yes | No | Has a surveyor provided written confirmation that the boundary lines are accurate and the coverage calculations appropriate? | |
| **Auckland Unitary Plan (Operative in part) (AUP(OP))** | | | | |
| Zoning |  | | | |
| Precinct |  | | | |
| Overlays |  | | | |
| Controls | Check if arterial road on [planning maps](https://unitaryplanmaps.aucklandcouncil.govt.nz/upviewer/). Use the query tool on the road reserve. | | | |
| Designations / NORs |  | | | |
| Modifications |  | | | |
| [Relevant Plan Changes](https://www.aucklandcouncil.govt.nz/plans-projects-policies-reports-bylaws/our-plans-strategies/unitary-plan/auckland-unitary-plan-modifications/proposed-plan-changes/Pages/default.aspx) |  | | | |
| **Site Characteristics** | | | | |
| Flood plain | Yes | No | Refer to [GeoMaps](https://geomapspublic.aucklandcouncil.govt.nz/viewer/index.html) and Chapter J1 definition  If yes, then has a flood report and hazard risk assessment been prepared? | |
| Overland flow path | Yes | No | Refer to [GeoMaps](https://geomapspublic.aucklandcouncil.govt.nz/viewer/index.html) and Chapter J1 definition  If yes, then has a flood report and hazard risk assessment prepared? | |
| Stream | Yes | No | Refer to [GeoMaps](https://geomapspublic.aucklandcouncil.govt.nz/viewer/index.html) and Chapter J1 definition  If in doubt, Council will do a site visit  If yes, then riparian yard and vegetation protection (E15) applies.  Esplanade reserve may be required if subdivision proposed. | |
| Coastal erosion | Yes | No | Refer to Chapter J1 definition | |
| Land which may be subject to instability | Yes | No | Refer to [GeoMaps](https://geomapspublic.aucklandcouncil.govt.nz/viewer/index.html) and Chapter J1 definition  If yes, then has a geotechnical report and hazard risk assessment prepared? | |
| Geology | Yes | No | Refer to [GeoMaps](https://geomapspublic.aucklandcouncil.govt.nz/viewer/index.html) and Chapter J1 definition  Are the ground conditions on basalt rock?  If yes and cuts are involved, then has a geotech report been prepared identifying ground conditions and rock depth? | |
| Contamination | Yes | No | Refer to [GeoMaps](https://geomapspublic.aucklandcouncil.govt.nz/viewer/index.html), property file, and do a site visit, noting adjoining uses that may trigger provisions.  [NESCS](http://www.legislation.govt.nz/regulation/public/2011/0361/latest/DLM4052228.html) and AUP provisions will apply | |
| Statutory acknowledgment area | Yes | No | Refer to [GeoMaps](https://geomapspublic.aucklandcouncil.govt.nz/viewer/index.html) (Tangata Whenua > Treaty Settlements > Statutory acknowledgements) | |

**SECTION 88 CHECK**

| **Application requirements** | **Provided?** | | **Comments** |
| --- | --- | --- | --- |
| [Application form](https://www.aucklandcouncil.govt.nz/building-and-consents/Documents/forma-application-resource-consent.pdf) – completed and signed | Yes | No |  |
| If the application is [under s127](http://www.legislation.govt.nz/act/public/1991/0069/latest/link.aspx?id=DLM235220), is the applicant the consent holder, or do they have written authority from consent holder? | Yes | No |  |
| Record of Title and associated documentation – refer to ROT section above | Yes | No |  |
| Evidence of notification to claimants under the [Marine and Coastal Area (Takutai Moana) Act 2011](http://www.legislation.govt.nz/act/public/2011/0003/latest/DLM3213131.html) | Yes | No | Required if any part of proposal is within coastal marine area |
| Are any additional resource consents under [s87](http://www.legislation.govt.nz/act/public/1991/0069/latest/link.aspx?id=DLM233848) of the RMA required? | Yes | No | If so, and Council requires these consents to be applied for and considered together with this application, they will request under [s91](http://www.legislation.govt.nz/act/public/1991/0069/latest/link.aspx?id=DLM233881) |
| **Assessment of Environmental Effects (AEE)** | | | |
| Description of site | Yes | No |  |
| Description of proposal | Yes | No |  |
| All reasons for consent identified | Yes | No |  |
| Compliance demonstrated where certain aspects have been claimed as permitted | Yes | No | Is this demonstrated on drawings and AEE? |
| Assessment of effects (including any affected persons) | Yes | No |  |
| Written approvals of affected persons (if obtained) | Yes | No | Are written approvals in the [prescribed form](http://legislation.govt.nz/regulation/public/2003/0153/latest/DLM3400701.html)? |
| [s104(1)(b)](http://www.legislation.govt.nz/act/public/1991/0069/latest/DLM234355.html) assessment – have relevant matters of discretion, assessment criteria, objectives and policies (including special information requirements) been addressed? | Yes | No |  |
| Cultural effects assessment and/or evidence of engagement with mana whenua | Yes | No | Is engagement required? |
| Assessment against New Zealand Coastal Policy Statement ([NZCPS](http://www.doc.govt.nz/about-us/science-publications/conservation-publications/marine-and-coastal/new-zealand-coastal-policy-statement/)) (if relevant) | Yes | No |  |
| Have you checked [Schedule 4](http://www.legislation.govt.nz/act/public/1991/0069/latest/link.aspx?id=DLM242008) of the RMA and confirmed that all other relevant required information has been provided? | Yes | No |  |
| **Plans and drawings** | | | |
| Existing site plan / topographical plan | Yes | No | Should show road reserve, berm, street trees, and building outlines for adjoining sites |
| Drainage plan | Yes | No |  |
| Scheme plan showing:   * New lot boundaries * Gross and net site areas * Proposed and existing easements * Memorandum of Easements table * Building platforms indicated * Staging details / balance lot(s) (if applicable) * Streams and Esplanade reserves/strips (if applicable) | Yes | No |  |
| **Reports** | | | |
| Relevant reports provided based on-site characteristics – refer to page 1 | Yes | No |  |
| Infrastructure Report | Yes | No | Required when matters of discretion include drainage capacity |

**WRITTEN APPROVALS (if obtained)**

|  |  |  |  |
| --- | --- | --- | --- |
| Written approvals of affected parties must be on the [Council form](https://www.aucklandcouncil.govt.nz/building-and-consents/understanding-building-consents-process/prepare-application/prepare-resource-consent-application/Pages/written-approval-affected-persons.aspx) (or the [prescribed form](http://legislation.govt.nz/regulation/public/2003/0153/latest/DLM3400701.html)). Council requires that plans must be signed.  Approvals must include name, address, signature and date. Approvals must include signed and dated copies of the plans by the affected persons.  If Trust or Company, check that the person signing has delegation on behalf of.  Council will put the application on hold under s88E of the RMA if the applicant is still seeking written approvals | | | |
| **Address** | **Name** | **Owner / Occupier?** | **In accordance with the** [**prescribed form**](http://legislation.govt.nz/regulation/public/2003/0153/latest/DLM3400701.html)**?** |
|  |  |  |  |

**LOCAL BOARD REFERRAL (if required)**

|  |  |  |  |
| --- | --- | --- | --- |
| **Referral Trigger** | **Local Board Response** | **Date of Referral** | **Date of Response** |
| See trigger lists, report template blurbs, and other referral documents [here](https://acintranet.aklc.govt.nz/EN/departments/resourceconsents/Pages/Resource-Consents-Documents.aspx?View=%7B1F35546F%2D23CB%2D4B0D%2D870B%2D55CE58337953%7D&SelectedID=29#InplviewHash1f35546f-23cb-4b0d-870b-55ce58337953=). |  |  |  |

**IWI ENGAGEMENT (if required)**

|  |  |  |  |
| --- | --- | --- | --- |
| **Iwi Name** | **Response** | **Date of Referral** | **Date of Response** |
| Use this table if mana whenua engagement required under AUP assessment, noting any objectives or policies that apply to your application that refer to consideration of cultural values. |  |  |  |

**RESOURCE CONSENTS ON THE SUBJECT SITE OR OTHER SITES (RECEIVING ENVIRONMENT)**

|  |  |  |  |
| --- | --- | --- | --- |
| **Address** | **Proposal** | **Consent Number(s)** | **Date Approved** |
| List any applicable consents that form part of the receiving environment, whether implemented or otherwise |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

**SUBDIVISION – RURAL (E39) *If a row is not relevant, insert N/A into comments section***

| **Activity or standard checked** | **Complies** | **Infringement** | **Activity Status** | **Comments** |
| --- | --- | --- | --- | --- |
| **Activity** | | | | |
| Activity tables |  |  |  |  |
| **Standards** | | | | |
| ***General*** | | | | |
| Specified building area |  |  |  |  |
| Access and entrance strip |  |  |  |  |
| Services |  |  |  |  |
| Staging |  |  |  |  |
| Overland flow paths |  |  |  |  |
| Existing vegetation on the site |  |  |  |  |
| ***Specific purposes*** | | | | |
| Lease in excess of 35 years of a building or part of a building where a cross lease, company lease, or unit title subdivision is not involved |  |  |  |  |
| Subdivision for a network utility |  |  |  |  |
| Amendments to a cross lease or unit title, including additions and alterations to buildings, accessory buildings and areas for exclusive use by an owner or owners |  |  |  |  |
| Boundary adjustments which do not exceed 10 per cent of the original site |  |  |  |  |
| Subdivision establishing an esplanade reserve |  |  |  |  |
| Subdivision of a site within the one per cent annual exceedance probability floodplain |  |  |  |  |
| Subdivision of land which may be subject to coastal hazards |  |  |  |  |
| In-situ subdivision creating additional sites through protection of indigenous vegetation identified in the Significant Ecological Areas Overlay |  |  |  |  |
| In-situ subdivision creating additional sites through establishing indigenous revegetation planting |  |  |  |  |
| Transferable rural site subdivision through the amalgamation of donor sites, including sites identified in Appendix 14 Land amalgamation incentivised area |  |  |  |  |
| Subdivision in the Rural – Rural Production Zone, Rural – Mixed Rural Zone, Rural – Rural Coastal Zone, and Rural – Rural Conservation Zone |  |  |  |  |
| Subdivision in the Rural – Countryside Living Zone |  |  |  |  |
| Subdivision in Rural – Waitākere Ranges Zone |  |  |  |  |

**CHAPTER D OVERLAYS *If a row is not relevant, insert N/A into comments section. Expand sections as required. If there is an overlay that applies to your site that is not shown, please add.***

| **Overlay checked** | **Complies** | **Infringement** | **Activity Status** | **Comments** |
| --- | --- | --- | --- | --- |
| **Natural Resources** | | | | |
| D1 – D9 |  |  |  | Contains objectives and policies only  Have these been assessed in AEE where relevant? |
| **Natural Heritage** | | | | |
| D10 Outstanding Natural Features Overlay and Outstanding Natural Landscapes Overlay |  |  |  |  |
| D11 Outstanding Natural Character and High Natural Character Overlay |  |  |  |  |
| D12 Waitakere Ranges Heritage Area Overlay |  |  |  |  |
| D13 Notable Trees Overlay |  |  |  |  |
| D14 Volcanic Viewshafts and Height Sensitive Areas Overlay |  |  |  |  |
| D15 Ridgeline Protection Overlay |  |  |  |  |
| D16 Local Public Views Overlay |  |  |  |  |
| **Built Heritage and Character** | | | | |
| D17 Historic Heritage Overlay |  |  |  |  |
| D18 Special Character Areas Overlay – Residential and Business |  |  |  |  |
| D19 Auckland War Memorial Museum Viewshaft Overlay |  |  |  |  |
| D20A Stockdale Hill Viewshaft Overlay |  |  |  |  |
| **Mana Whenua** | | | | |
| D21 Sites and Places of Significance to Mana Whenua Overlay |  |  |  |  |
| **Built Environment** | | | | |
| D22 Identified Growth Corridor Overlay |  |  |  |  |
| **Infrastructure** | | | | |
| D23 Airport Approach Surface Overlay |  |  |  |  |
| D24 Aircraft Noise Overlay |  |  |  |  |
| D25 City Centre Port Noise Overlay |  |  |  |  |
| D26 National Grid Corridor Overlay |  |  |  |  |
| D27 Quarry Buffer Area Overlay |  |  |  |  |
| **Special Information Requirements** | | | | |
| List requirement here | Provided? | Check relevant provisions | | |

**CHAPTER E AUCKLAND-WIDE *If a row is not relevant, insert N/A into comments section. Expand relevant sections as required.***

| **Auckland-wide checked** | **Complies** | **Infringement** | **Activity Status** | **Comments** |
| --- | --- | --- | --- | --- |
| **Natural Resources** | | | | |
| E1 Water quality and integrated management | N/A | N/A | N/A | Contains objectives and policies only  Have these been assessed in AEE where relevant? |
| E2 Water quantity, allocation and use | N/A | N/A | N/A | Contains objectives and policies only  Have these been assessed in AEE where relevant? |
| E3 Lakes, rivers, streams and wetlands |  |  |  |  |
| E4 Other discharges of contaminants |  |  |  | Check requirements for disposal of water from swimming pools to be removed/demolished |
| E5 On-site and small scale wastewater treatment and disposal |  |  |  | Relevant where site has no public reticulated wastewater |
| E6 Wastewater network management |  |  |  | Relevant if new wastewater network proposed |
| E7 Taking, using, damming and diversion of water and drilling |  |  |  |  |
| E8 Stormwater – Discharge and diversion |  |  |  |  |
| E9 Stormwater quality – High contaminant generating car parks and high use roads |  |  |  |  |
| E10 Stormwater management area – Flow 1 and Flow 2 (SMAF) |  |  |  | Is the site in a SMAF area on [planning maps](https://unitaryplanmaps.aucklandcouncil.govt.nz/upviewer/)?  Have calcs been provided to confirm whether mitigation meets requirements?  Check all standards to make sure they are being complied with, or conditions are being offered by applicant to ensure compliance |
| E11 Land disturbance - Regional |  |  |  | Erosion and sediment control required even for PA  Earthworks greater than 10,000m2?  Earthworks greater than 2,500m2 where slope exceeds 10 degrees?  Earthworks greater than 2,500m2 within 50m of stream or 100m of coast?  Is there a kauri tree on site? If so then PA standards apply – refer to ‘Kauri dieback conditions’ in [Conditions Manual](http://www.aucklanddesignmanual.co.nz/regulations/consent-conditions-manual) for more guidance  Remember, E26 contains the relevant rules for servicing and infrastructure |
| E12 Land disturbance - District |  |  |  | Earthworks exceeding 500m2 or 250m3?  Earthworks in overlays?  Earthworks in riparian or coastal protection yards?  Earthworks in flood plain?  Earthworks around transmission line poles/towers?  This chapter **does not** address sediment and erosion control  Remember, E26 contains the relevant rules for servicing and infrastructure |
| E13 Cleanfills, managed fills and landfills |  |  |  |  |
| E14 Air quality |  |  |  |  |
| E15 Vegetation management and biodiversity |  |  |  | Relevant for sites outside of the RUB, near water bodies and in overlay areas  Remember, E26 contains the relevant rules for servicing and infrastructure |
| E16 Trees in open space zones |  |  |  | Works within protected root zone?  Tree trimming, alteration or removal?  Have you sought asset owner approval?  Remember, E26 contains the relevant rules for servicing and infrastructure |
| E17 Trees in roads |  |  |  | Works / new or upgraded vehicle crossing within protected root zone, noting to look within the site also?  Tree trimming, alteration or removal?  Have you sought asset owner approval?  Remember, E26 contains the relevant rules for servicing and infrastructure |
| E18 Natural character of the coastal environment | N/A | N/A | N/A | Contains objectives and policies only  Have these been assessed in AEE where relevant? |
| E19 Natural features and natural landscapes in the coastal environment | N/A | N/A | N/A | Contains objectives and policies only  Have these been assessed in AEE where relevant? |
| **Mana Whenua** | | | | |
| E20 Maori Land |  |  |  | Refer to [Maori Land Online](http://www.maorilandonline.govt.nz/gis/map/search.htm) |
| E21 Treaty Settlement Land |  |  |  | Refer to [GeoMaps](https://geomapspublic.aucklandcouncil.govt.nz/viewer/index.html) |
| **Built Environment** | | | | |
| E22 Artworks | N/A | N/A | N/A | Contains objectives and policies only  Have these been assessed in AEE where relevant? |
| E23 Signs |  |  |  |  |
| E24 Lighting |  |  |  |  |
| E25 Noise and vibration |  |  |  |  |
| **Infrastructure** | | | | |
| E26 Infrastructure |  |  |  | Rules located here for infrastructure works |
| E27 Transport |  |  |  | If consent required under rules in this section, please provide expert comment from a suitably qualified traffic engineer. |
| E28 Mineral extraction from land | N/A | N/A | N/A | Objectives and policies only, not relevant for residential activities |
| E29 Emergency management area – Hazardous facilities and infrastructure |  |  |  | Only relevant if site within this area – refer to [planning maps](https://unitaryplanmaps.aucklandcouncil.govt.nz/upviewer/) |
| **Environmental Risk** | | | | |
| E30 Contaminated land |  |  |  | Earthworks on potential / actual contaminated site?  Earthworks adjacent to a contaminated site? |
| E31 Hazardous substances |  |  |  |  |
| E32 Biosolids |  |  |  |  |
| E33 Industrial and trade activities |  |  |  | Refer to definition of ITA in Chapter J1 |
| E34 Agrichemicals and vertebrate toxic agents |  |  |  |  |
| E35 Rural production discharges |  |  |  |  |
| E36 Natural hazards and flooding |  |  |  | Coastal erosion  Coastal inundation  Flood plain  Overland flow path – see [Practice and Guidance Note](http://content.aucklanddesignmanual.co.nz/regulations/practice-notes/Documents/RC%203.2.18%20E36%20Overland%20Flow%20Paths.pdf)  Land which may be subject to land instability  For all, please refer to [GeoMaps](https://geomapspublic.aucklandcouncil.govt.nz/viewer/index.html) and Chapter J1 definitions |
| E37 Genetically modified organisms |  |  |  |  |
| **Temporary Activities** | | | | |
| E40 Temporary Activities |  |  |  | E.g. construction duration, filming, concerts, festivals, parades, sporting events, overflow parking (refer to definition in Chapter J1)  Applies to CMA and Land |
| **Special Information Requirements** | | | | |
| List requirement here | Provided? | Check relevant provisions | | |

**PRECINCT *If a row is not relevant, insert N/A into comments section.***

***Remember to read general rules C1.6(3)&(4) about relationship between precinct rules and other rules in the AUP(OP)***

| **Precinct Rule/Standard** | **Complies** | **Infringement** | **Activity Status** | **Comments** |
| --- | --- | --- | --- | --- |
| List rule/standards here |  |  |  |  |
|  |  |  |  |  |
| **Special Information Requirements** | | | | |
| List requirement here | Provided? | Check relevant provisions | | |

**NATIONAL ENVIRONMENTAL STANDARDS (NES) *If NES not relevant, insert N/A into comments section***

| **NES** | **Complies** | **Infringement** | **Activity Status** | **Comments** |
| --- | --- | --- | --- | --- |
| [Air Quality](https://environment.govt.nz/acts-and-regulations/regulations/national-environmental-standards-for-air-quality/) |  |  |  |  |
| [Sources of Drinking Water](https://environment.govt.nz/acts-and-regulations/regulations/national-environmental-standard-for-sources-of-human-drinking-water/) |  |  |  |  |
| [Telecommunication Facilities](https://environment.govt.nz/acts-and-regulations/regulations/national-environmental-standards-for-telecommunication-facilities/) |  |  |  |  |
| [Electricity Transmission Activities](https://environment.govt.nz/acts-and-regulations/regulations/nes-electricity-transmission-activities/#:~:text=The%20NES%20only%20apply%20to,regional%20substations%20to%20electricity%20users.) |  |  |  |  |
| [Assessing and Managing Contaminants in Soil to Protect Human Health](https://environment.govt.nz/acts-and-regulations/regulations/national-environmental-standard-for-assessing-and-managing-contaminants-in-soil-to-protect-human-health/) |  |  |  | Applicable if [HAIL site](https://environment.govt.nz/publications/hazardous-activities-and-industries-list-hail/)  If so, engage a specialist to prepare a contamination report |
| [Plantation Forestry](https://environment.govt.nz/acts-and-regulations/regulations/national-environmental-standards-for-plantation-forestry/) |  |  |  |  |
| [Storing Tyres Outdoors](https://environment.govt.nz/acts-and-regulations/regulations/nes-storing-tyres-outdoors/) |  |  |  |  |
| [Marine Aquaculture](https://environment.govt.nz/acts-and-regulations/regulations/national-environmental-standard-for-marine-aquaculture/) |  |  |  |  |
| [Freshwater](https://environment.govt.nz/acts-and-regulations/regulations/national-environmental-standards-for-freshwater/) |  |  |  |  |

**OVERALL ACTIVITY STATUS *Add / amend / delete rows for different consent types as required***

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Subdivision Status** | Permitted | Controlled | Restricted discretionary | Discretionary | Non complying |
| **Overall Status** | Permitted | Controlled | Restricted discretionary | Discretionary | Non complying |

**COMMENTS / NOTES**

|  |
| --- |
| S88 matters, calculations/working etc.  Any relevant consenting history on the site? Does the proposal impact on this? Any relevant conditions (number of car parks, vegetation, etc.)?  Relevant application and consenting background can be located here |

|  |  |
| --- | --- |
| **Agent/Application signature to confirm accurate checklist completion** | Date: XX/XX/20XX |

**USEFUL LINKS**

|  |  |
| --- | --- |
| [Resource Management Act 1991](http://www.legislation.govt.nz/act/public/1991/0069/latest/DLM230265.html) | [Auckland Unitary Plan Modifications / Plan Changes](https://www.aucklandcouncil.govt.nz/plans-projects-policies-reports-bylaws/our-plans-strategies/unitary-plan/auckland-unitary-plan-modifications/Pages/default.aspx) |
| [Auckland Unitary Plan Maps](https://unitaryplanmaps.aucklandcouncil.govt.nz/upviewer/) | Practice and [Guidance](http://www.aucklanddesignmanual.co.nz/regulations/practice-notes) Notes |
| [Auckland Unitary Plan Text](https://unitaryplan.aucklandcouncil.govt.nz/pages/plan/Book.aspx?exhibit=AucklandUnitaryPlan_Print) | [Conditions Manual](http://www.aucklanddesignmanual.co.nz/regulations/consent-conditions-manual) |
| [GeoMaps](https://www.aucklandcouncil.govt.nz/geospatial/geomaps/Pages/default.aspx) | [Chapter J1 Definitions](https://unitaryplan.aucklandcouncil.govt.nz/Images/Auckland%20Unitary%20Plan%20Operative/Chapter%20J%20Definitions/Chapter%20J%20-%20Definitions.pdf) |

For questions regarding this checklist, please email:

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