

Checklist for resource consent applications under the Auckland Unitary Plan / Hauraki Gulf Islands Plan

This checklist is designed to ensure that you submit all the required information with your resource consent application. Please read it and answer all relevant questions in your Assessment of Environmental Effects (AEE). Please attach this checklist to Form A when submitting your application. If you provide inadequate information, the processing of your application may be delayed.

The level of information provided should be both relevant and appropriate to the scale of the proposal. This may require independent specialist(s) input. This checklist is not exhaustive. Depending on the specific nature of your application, the council may require further information during processing to enable a better understanding of the effects of your proposal.

General to all applications

Flooding						
Customer Use (circle as appropriate)			Description	Council use only		
Yes	No	N/A	Does the proposal involve development on land that is subject to flooding or inundation, or an overland flow path? <i>If 'yes', you may be required to provide a flood assessment from a suitably qualified person with the application.</i>	Yes	No	N/A
<p>NB: Flood Hazard information including the mapped locations of overland flow paths, flood prone areas, flood sensitive area and flood plains are variously located on the Auckland Council GeoMaps (GIS Viewer) under the Catchments and Hydrology layer. You should contact council to ensure that you have sourced the correct information for your application.</p>						
Council use only						

Contamination and hazardous substances						Entire section N/A	<input type="checkbox"/>
Customer Use (circle as appropriate)			Description	Council use only			
Yes	No	N/A	Has any part of the subject site been used for (including its present use) or is it more likely than not to have been used for an activity on the Hazardous Activities and Industries List (HAIL)? You can find a full list of activities on the Ministry for the Environment's website https://www.mfe.govt.nz/land/hazardous-activities-and-industries-list-hail <i>If 'yes' and your application involves subdividing or changing the use of the land, sampling or disturbing soil, or removing or replacing a fuel storage system, the National Environmental Standard for Assessing and Managing Contaminants in Soil to Protect Human Health may apply and you may need to seek consent for this concurrently in your application.</i>	Yes	No	N/A	
Yes	No	N/A	Does either the site and/or proposal involve the storage or use of hazardous substances. <i>If 'yes', you will be required to provide details of hazardous substances stored on or to be stored on the site, including vehicle or machinery refuelling areas and associated bunds and protection devices, etc.</i>	Yes	No	N/A	
Council use only							

Earthworks and geotechnical issues						Entire section N/A	<input type="checkbox"/>
Customer Use (circle as appropriate)			Description	Council use only			
Yes	No	N/A	Does the proposal trigger reasons for consent relating to earthworks? <i>If 'yes', you may be asked to provide a site management plan and geotechnical report. This information should include (but not be limited to) the following: a site plan showing the location of the earthworks (including areas of cut and fill), volumes, proposed and existing contours, slope stability, sediment and erosion control plan, timeframe, noise and dust controls, hours of operation, truck movements to transport material, and location for any material transported off-site</i>	Yes	No	N/A	
Yes	No	N/A	Does the proposal involve building, development (including earthworks and vegetation removal) or subdivision on land that is known to be or likely to be subject to erosion,	Yes	No	N/A	

Earthworks and geotechnical issues				Entire section N/A			<input type="checkbox"/>
			slope instability, or subsidence? <i>If 'yes', you will need to provide a geotechnical assessment from a suitably qualified person with your application</i>				
Yes	No	N/A	Does the proposal involve building or development more than two metres below natural ground level, e.g. basement excavations and large retaining walls? <i>If 'yes', you may be asked to provide a geotechnical assessment from a suitably qualified person and cross-section of the excavation showing groundwater level.</i>	Yes	No	N/A	
Yes	No	N/A	Does earthworks involve rock breaking/cut in an area known to contain basalt? <i>If yes you may require a geotechnical report</i>	Yes	No	N/A	
Yes	No	N/A	Does the proposal involve building or earthworks within 10 metres of a trunk wastewater sewer or trunk watermain? <i>If 'yes', you will need to provide a plan showing the accurate depth and location of the trunk line when you lodge your application. You should also contact Watercare Services for a 'works over approval'.</i>	Yes	No	N/A	
				Council use only			

Trees, heritage, archaeological sites and ecological areas				Entire section N/A			<input type="checkbox"/>
Customer Use (circle as appropriate)			Description	Council use only			
Yes	No	N/A	Are there any scheduled, protected and/or notable trees on the site? <i>If 'yes', you may be asked to provide an arborist's report may with your application</i>	Yes	No	N/A	
Yes	No	N/A	Does the proposal require the removal of, or works in the drip line of, any scheduled, protected and/or notable tree? <i>Indicate the trees on your site plan, the species and tree size. You may be asked to provide a report from a suitably qualified consultant with recommendations and mitigation measures</i>	Yes	No	N/A	
Yes	No	N/A	Does the subject site(s) contain any scheduled heritage structures, objects, sites or places? <i>If 'yes' and the proposal will involve demolition, removal, alterations or the change of use of the item, you may be asked to provide a conservation plan by a suitably qualified person with your application. A Heritage Impact Assessment will also be required for resource consent applications involving a scheduled heritage historic place (see special information requirements at Chapter D17.9 of the Auckland Unitary Plan). You should also seek input from the Council's Heritage Unit prior to submitting your application.</i>	Yes	No	N/A	
Yes	No	N/A	Does the proposal involve a building listed on the Heritage New Zealand Pouhere Taonga 'Heritage List'. For a list of sites, visit http://www.heritage.org.nz/the-list <i>If 'yes', we recommend that you obtain HNZPT written approval prior to lodgement of the application.</i>	Yes	No	N/A	
Yes	No	N/A	Does the subject site contain any recorded archaeological, geological or waahi tapu sites or is the site identified as a Site or Place of Significance to Mana Whenua as identified on the Auckland Unitary Plan (AUP) maps ? <i>If 'yes' and the proposal will involve or potentially involve the alteration of the archaeological site (waahi tapu), you may be asked to provide a conservation plan or archaeological assessment by a suitably qualified person with your application. You may also need to get authorisation to modify, damage and destroy an archaeological site under Section 14 of the Heritage New Zealand Puhere Taonga Act 2014. If in doubt, contact the council's Heritage Unit for advice prior to submitting your application.</i>	Yes	No	N/A	

If the site is identified as a Site or Place of Significance to Mana Whenua then a Mana Whenua Cultural Values Assessment may be required. These assessments can only be prepared by the relevant Mana Whenua (or nominee). To find out if a cultural values assessment is required, you will need to contact all the relevant iwi groups identified as having an interest in your area. You will also need to provide details with your application of all Mana Whenua groups contacted and their responses. Please note that providing this information with the lodgement of your application will assist in processing your application in a timely manner. If you have not provided the relevant information your application may need to be placed on hold while this information is obtained. In any case, please note that the council can assist you in determining whether the AUP provisions referred to above apply and, if so, which Mana Whenua need to be approached. For more information contact Council and/or refer to: <http://www.aucklandcouncil.govt.nz/building-and-consents/Pages/default.aspx>

Signs				Entire section N/A			<input type="checkbox"/>
Customer Use (circle as appropriate)			Description	Council use only			
Yes	No	N/A	Does the proposal include any signs or billboards? <i>Identify these on the plans, including scale and type and provide an assessment if required</i>	Yes	No	N/A	
				Council use only			

Works on council-owned land				Entire section N/A			<input type="checkbox"/>
Customer Use (circle as appropriate)			Description	Council use only			
Yes	No	N/A	Does the proposal involve works on land owned by the council, e.g. a road, reserve or park? <i>If 'yes', you will need to get the council's approval as landowner. Please obtain approval before you lodge the application</i>	Yes	No	N/A	
				Council use only			

Noise and lighting				Entire section N/A			<input type="checkbox"/>
Customer Use (circle as appropriate)			Description	Council use only			
Yes	No	N/A	Does the proposal comply with the noise and/or lighting controls in the relevant plan? <i>You may need to provide a report from a suitably qualified person addressing the effects of lighting and proposed mitigation methods or to demonstrate compliance with AUP standards</i>	Yes	No	N/A	
Yes	No	N/A	Does your proposal include the conversion of an existing building to residential? <i>If 'yes', you may need to provide an acoustic report from a suitably qualified person</i>	Yes	No	N/A	
				Council use only			

Landscaping and planting				Entire section N/A			<input type="checkbox"/>
Customer Use (circle as appropriate)			Description	Council use only			
Yes	No	N/A	Does the proposal involve or require any landscaping or planting? <i>If 'yes', you may need to provide a landscape plan showing the proposed location and type of plants</i>	Yes	No	N/A	
				Council use only			

Subdivision				Entire section N/A			<input type="checkbox"/>
Customer Use (circle as appropriate)			Description	Council use only			
Yes	No	N/A	Does the proposal require works on any neighbouring site(s)? <i>You will need to provide a right of entry and consent for any works on neighbouring land from the owners of the neighbouring site(s).</i>	Yes	No	N/A	
Yes	No	N/A	Have you provided a Scheme Plan accurately identifying all boundaries, services and access provisions? <i>If 'yes', you will need to confirm that the plan is to scale, identifies existing buildings, existing and proposed water, wastewater and stormwater service connections (including where those connections may be outside your property), the existing and proposed vehicular access and any easements that may be required.</i>	Yes	No	N/A	
Yes	No	N/A	Is the proposal for a cross lease or unit title development? <i>If 'yes', you may need to provide a report from a qualified person attesting to the compliance of the development with the current building code in respect fire protection and access.</i>	Yes	No	N/A	
Yes	No	N/A	Is the site adjacent to a stream, lake or the sea? <i>If 'yes', you will need to identify any esplanade reserves to be vested in Council and any land located within the coastal marine area.</i>	Yes	No	N/A	
				Council use only			

Car parking, vehicle manoeuvring and transport				Entire section N/A			<input type="checkbox"/>
Customer Use (circle as appropriate)			Description	Council use only			
Yes	No	N/A	Does the proposal comply with the relevant car parking and loading requirements? <i>If 'no', you may need to provide a report from a suitably qualified person with your application. Provide a table on your plans showing existing and proposed parking requirements.</i>	Yes	No	N/A	
Yes	No	N/A	Does the proposal comply with the relevant on-site car park dimensions, manoeuvring requirements and gradients for all parking spaces and driveways? <i>If 'no', you may need to provide a report from a suitably qualified person with your application.</i>	Yes	No	N/A	
Yes	No	N/A	Does the proposal involve works within the road reserve, a non-standard vehicle crossing or involve access in a defined road boundary, or an interchange area, or will it result in a significant impact on the roading network? <i>If 'yes', you may need to provide a report from a suitably qualified person and written approval from Auckland Transport with your application. Contact the development engineering team for further guidance.</i>	Yes	No	N/A	
Yes	No	N/A	Does the proposal involve a driveway that crosses the frontage of any neighbouring properties? <i>If 'yes', you will need to provide a civil legal agreement with the neighbour, and this agreement needs to be registered on the Record of Title of both properties.</i>	Yes	No	N/A	
Yes	No	N/A	Will the proposal generate a notable increase in traffic? <i>If 'yes', you may need to provide an Integrated Traffic Assessment from a suitably qualified person with your application</i>	Yes	No	N/A	
Yes	No	N/A	Does the proposal involve access onto a state highway or contain signs facing a state highway? <i>If 'yes', you will need to get approval from NZTA. We recommend that you obtain comments before you lodge your application</i>	Yes	No	N/A	
				Council use only			

Infrastructure and services				Entire section N/A			<input type="checkbox"/>
Customer Use (circle as appropriate)			Description	Council use only			
Yes	No	N/A	Are there high tension electricity powerlines (lines and/or pylons) over or adjacent to the subject site? <i>If 'yes', you may need to provide a confirmation from a suitably qualified person stating that any proposed buildings or earthworks comply with the required clearance requirements found in the New Zealand Code of Practice for Electrical Safe Distances (NZECP 34:2001). Contact Transpower on 0800 843 474 if you require further information.</i>	Yes	No	N/A	
Yes	No	N/A	Does the proposal require the separation or upgrading of any stormwater, wastewater or water lines? <i>If 'yes', you will need to provide an infrastructure report or capacity analysis from a suitable qualified person. Contact the council's development engineering team if you require further information.</i>	Yes	No	N/A	
Yes	No	N/A	Are any new public assets or alterations to existing public roading assets, e.g. shifting streetlights, creation of slip lanes and deviation of services, proposed? <i>If 'yes', you will need to provide a detailed description and assessment of these elements with your application.</i>	Yes	No	N/A	
<i>Note: you must obtain council approval before you start building works over a public stormwater drain. You also need to obtain Watercare Services approval before building over a wastewater line or watermain.</i>							
				Council use only			

Other requirements				Entire section N/A			<input type="checkbox"/>
Customer Use (circle as appropriate)			Description	Council use only			
Yes	No	N/A	Is the subject site located within the catchment of the Hauraki Gulf Islands as defined by the Hauraki Gulf Marine Park Act 2000? <i>If 'yes', you will need to assess the proposal with regard to the recognition of national significance and management of the Hauraki Gulf (sections 7 and 8) and included with the application.</i>	Yes	No	N/A	
Yes	No	N/A	Is the subject site located within the Waitakere Ranges Heritage Area (WRHA)? <i>If 'yes', you will need to assess and address the purposes and objectives of the WRHA in your application.</i>	Yes	No	N/A	

Other requirements				Entire section N/A			<input type="checkbox"/>
Yes	No	N/A	Does the proposal trigger the requirement for a financial contribution? <i>If 'yes', you will need to provide a detailed description and assessment of these elements with your application</i>	Yes	No	N/A	
Yes	No	N/A	Does the proposal involve any dwelling or buildings adjacent to an activity where effects on the site from existing activities may be a relevant consideration, e.g. poultry farming, crop or market gardening activities, etc? <i>If 'yes', you will need to provide an appropriate assessment outlining any potential adverse effects of locating any proposed dwelling or building on any existing activity with your application</i>	Yes	No	N/A	
				Council use only			

District area specific requirements

Auckland District Plan (ADP): Hauraki Gulf Islands Section:				Entire section N/A			<input type="checkbox"/>
Customer Use (circle as appropriate)			Description	Council use only			
Yes	No	N/A	Is the site situated within 100 metres of a significant ridgeline? <i>If 'yes', refer to Parts 10c.4.7 of the ADP: Hauraki Gulf Islands Section and ensure that you have assessed the relevant matters adequately if required.</i>	Yes	No	N/A	
Yes	No	N/A	Is the site located in the coastal or water body protection yards? <i>If 'yes', refer to Parts 10c.5.7 of the ADP: Hauraki Gulf Islands Section and ensure that you have assessed the relevant matters adequately if required.</i>	Yes	No	N/A	
Yes	No	N/A	Is the site located within a site of ecological significance or sensitive area? <i>If 'yes', refer to Part 7.11 PDP of the ADP: Hauraki Gulf Islands Section and Chapters D9 and E15 of the Auckland Unitary Plan and ensure that you have assessed the relevant matters adequately if required</i>	Yes	No	N/A	
				Council use only			

Find out more: phone 09 301 0101 or visit www.aucklandcouncil.govt.nz