



RESOURCE CONSENT CHECK LIST

Applicant _____
Project Address _____
Signed (checked by Council Officer): _____ **date** _____

<i>This check sheet has been produced to assist you in the preparation of your resource consent application. Note that it may not be necessary to supply all of these details and a detailed review of the application may reveal the need for you to supply further information.</i>	Office use only	
	Received	Required
<ul style="list-style-type: none"> Completed resource consent application form including a description of the proposal and list of issues of non-compliance or matters for which consent is being sought. 		
<ul style="list-style-type: none"> Assessment of environmental effects with details of any mitigation measures proposed. You may wish to refer to the assessment matters in Section C1 of the Hurunui Plan or the Assessment of Environmental Effects guideline attached. 		
<ul style="list-style-type: none"> Fees paid 		
<ul style="list-style-type: none"> Details of any consultation carried out 		
<ul style="list-style-type: none"> Copy of current certificate of title 		
<ul style="list-style-type: none"> Affected persons' approval forms and associated signed application plans (clearly identifying the issues of non-compliance). Note that both owners and occupiers consents are required. 		
<ul style="list-style-type: none"> Site plan to scale (1:100 or 1:200) showing: <ul style="list-style-type: none"> Location and use of all existing and proposed buildings on site with setbacks from legal boundaries and the road boundary shown Location and setback from any waterways Building areas (existing and proposed m²) Site coverage calculation m² Location of existing and proposed accessways Vehicle access, manoeuvre and parking areas (existing and proposed) Elevations showing height and outline of buildings (including windows) Recession plane diagrams (showing existing ground level) On hill or sloping sites additional elevations will be required showing the height in relation to <u>existing</u> ground level and cross sections (1:20 or 1:50 scale) showing the proposed height of the building in relation to the <u>existing</u> ground level compared to the permitted District Plan height 		

<ul style="list-style-type: none"> • Landscape plan showing location, species and height of existing and proposed plants 		
<ul style="list-style-type: none"> • Photos of application site and locality 		
<ul style="list-style-type: none"> • Location of any protected trees or heritage features 		
<ul style="list-style-type: none"> • Identify if the site is in a hazard zone 		
<ul style="list-style-type: none"> • Areas of proposed earthworks, filling, or excavation, retaining walls and the final ground levels 		
<p>Two or more units</p> <ul style="list-style-type: none"> • nominate site boundary for each unit • identify land for shared access • site area m² per unit (excluding access) • site coverage % (for each site) 		
<p>Hanmer Area</p> <ul style="list-style-type: none"> • Roof, wall and trim colours (British standard reference) • Cladding materials • Roof pitch 		
<p>Outdoor advertising (signs)</p> <ul style="list-style-type: none"> • Location plan (for both free standing or on-building signage) • Elevation drawing showing height and dimensions • lettering & colours • Details of illumination & whether the sign has moving parts 		
<p>Relocated Buildings</p> <ul style="list-style-type: none"> • site plan (see above) • address where the building can be inspected • photos of elevations of buildings • explanation of remedial works proposed (eg. re-roofing, painting or replacing damaged cladding) 		
<p>Other applications</p> <ul style="list-style-type: none"> • Estimated number of vehicle movements to and from the site • Scale of activity - number of persons to be employed • Hours of operation • Details of any activities likely to generate noise, and any mitigation measures, noise assessment • Expert reports - some applications may require expert assessments eg. planning, noise, landscape / visual assessment or ecological assessments 		
<p>Other</p> <ul style="list-style-type: none"> • • • • • 		