

Checklist for Land Use Consent



Please provide the following information with your application:

- Application Form (RMA Form 9), correctly filled out, signed and dated.
- Certificate of Title A complete and current copy is required with your application.
- Location Plan A map or aerial photo showing the site in relation to roads, neighbouring properties and any distinctive natural features.
- Site Plan Drawn to scale, with a north point and clearly showing the distances from buildings to property boundaries. Also showing where on site the activity is to take place, location of existing buildings, natural features, hazards, roads and the vehicle access point; location of services etc.
- Elevation Plans / Floor Plans of any proposed buildings. Elevations should include the maximum height(s) of the building and show the building in relation to natural ground level prior to any excavation or fill.
- Assessment of Effects on the Environment (AEE) An AEE is a written statement that describes the proposal and its effects on the environment. Where necessary, it should include measures to reduce any adverse effects. See AEE guidance notes. An application must include an adequate AEE to be accepted as complete. A good AEE will help your application be processed quickly and efficiently.
- Written Approval from all affected persons has been obtained (as required). Signed site plans and affected persons forms are attached to the application.
- The initial application deposit of \$500, \$1,500 or \$2,000.

Please note that an assessment for development contributions will be made at the time of lodging your application.

If you **have not** ticked all the boxes, your application is likely to be returned to you.

Assessment of Effects on the Environment (AEE)



An AEE is an essential part of your application. It is the process of preparing a written statement identifying all the actual and potential effects of your proposed activity or activities on the environment.

The amount of detail provided must reflect the scale and nature of the effects.

For example, if there are major effects arising from your proposal, a detailed analysis and discussion of these effects should be included. It may include information from a specific expert.

If the effects of the proposal are very minor, then a less detailed AEE can be submitted. Adverse effects may be scaled as;

- Nil – *No effects at all.*
- Less than Minor – *Too small to affect others.*
- Minor – *Noticeable but will not cause significant impacts.*
- More than Minor – *Noticeable, may cause impact but could be reduced or remedied.*
- Significant – *Noticeable, will have serious impact on the environment but could potentially be remedied or reduced.*
- Unacceptable – *Extensive impact that cannot be avoided remedied or reduced.*

Effects that should be considered for inclusion in an AEE are:

- Detailed description of what it is that you are applying for.
- Check the relevant district plan rules for guidance on what other information is required. (For example, minimum allotment sizes for a subdivision; cladding colours for a rural dwelling).
- Effects on those in the neighbourhood and wider community. This may include cultural and socio-economic effects.
- Effects on ecosystems, natural and physical resources that has value for present or future generations.
- Physical effects on the locality including landscape and visual effects. These effects can be positive & negative. Consider what is next to the proposed site, and if the proposed activity will impact on or compliment the area.
- Is the proposed activity in an area subject to a hazard? Or any discharge of contaminants, including any unreasonable emission of noise. What are the options for the treatment and disposal of contaminants? Has this been addressed by a suitably qualified professional?
- Who do you consider to be affected by your proposal, who have you consulted with and the outcome of that consultation.

Determining the extent of adverse effects is paramount to the decision whether or not an application can be considered on a notified, limited notified or non-notified basis.