

PROJECT MANAGEMENT FLOW CHART

Resource Consent: Understand your conditions

Please contact the planners at Tomlinson & Carruthers to discuss the details of the conditions so that they are fully understood.

Survey Plan (Section 223 Approval)

Surveying

Tomlinson & Carruthers will complete the physical surveying of the lots and submit a survey plan for Council's Section 223 approval. The survey plan finalises the areas and dimensions of proposed lots, easements, covenant and other areas such as esplanade strips.

As part of this stage, our staff will be 'pegging' the lot boundaries. Please book a time with us if you wish for boundaries to be verified or amended.

A resource consent is valid for five years and a survey plan must be submitted in this time. It takes up to ten working days to approve a survey plan.

The survey plan is then lodged with Land Information New Zealand who checks the plan to ensure correct definition of boundaries and then signed 'approved as to survey'.

Some conditions of resource consent require consent notices which attach to the new certificates of title (pursuant to Section 221). They inform future purchasers that the property of a potential reverse sensitivity situation (being next to a pig farm etc) or that certain works are required at a later date such as before building consent is applied for. Tomlinson & Carruthers will complete this work.

Complete the conditions (Section 224 Certificate)

Works Plans Approval

Some conditions require written approval by Council prior to the commencement of works.

Physical Works

You have three years from the approval of the survey plan to complete the works. You can apply for an extension of this period. Please contact us to arrange this.

As Built Plans

Some conditions require surveyors and engineers to provide as-built plans showing such things as water and wastewater reticulation, flood flow information, and new roads.

Financial Contributions

Subdivision usually involves the addition of developable lots. The addition of lots where purchasers can build adds demands to council infrastructure and amenities so a reserve fund contribution (for parks and facilities etc) and roading fund contribution is applicable for each additional lot. We advise that you ring a registered valuer to determine the best time to value the required additional lot and book a valuation close to when you foresee the completion of the works to have the required additional lot valued. Please ensure that the valuation is less than three months old when paying your financial contributions.

A financial contribution is also applicable to connect to urban infrastructure such as water and sewerage schemes. Make sure your contractor at the time of connection advises you when the connection charge should be paid.

Engineering Inspection

Some conditions require that an engineer inspect the site for such things as assessment for septic disposal, testing and locating of existing septic disposal areas and capacity of existing culverts. Please plan one site visit by one of our affiliated engineers to inspect all of these requirements. It is also a good time to conduct a geotechnical inspection of building platforms or soakage tests for any future purchaser.

Council Fees

Some councils charge for the time involved in the administration of your resource consent in the form of administrative charge and engineering fees. We advise that you direct as much of your inquiries through the staff at Tomlinson & Carruthers to minimise potential council charges.

Completion of Works

Once you have completed all the conditions of your resource consent, Tomlinson & Carruthers will request a Section 224 Certificate. A request must be accompanied by a list of conditions with proof of how each condition has been completed. The proof may include photographs or an invoice from the contractor, written approvals from Council (if the condition required this prior to work being started), and receipts for any required contributions and/or fees.

Issue of Title

Following completion of the conditions of consent (and obtaining of a Section 224 Certificate from Council), Tomlinson & Carruthers will send the Section 224 certificate to your solicitor who submits this with any other legal documents required to Land Information New Zealand for the issue of new titles.

Project Resource Consent Conditions Checklist

Client: _____ Council Reference _____
 Site: _____ Our Reference _____
 s223 Approval Date: _____ LT Ref #: _____ CTs: _____

Condition #	Details	S221 (Y/N)	Completed By	Attached (Y/N)
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