

Resource consent peer review sheet – land use consent

Consent RM

Reviewer

Date

Best practice procedures		Notes
Section 88 done (keyword s88) Saved in 03 Internal docs	yes	n/a
Land use desktop assessment / site form done Saved in 03 Internal docs	yes	n/a
Section 95 report signed (pdf version saved in 05 Reports)	yes	n/a
Approved plans, reports:	yes	n/a
- Scanned / stamped attached to decision - Any technical report, updated plans clearly named and as needed copies in 07 Decision folder (consent bundle for compliance) <i>eg if application and all assessments came in a single pdf, use "print to pdf" for the pages of the technical report, and rename.</i>		
All s91, s92, s95 correspondence saved in 04 External correspondence .	yes	n/a
Relevant technical comment included in decision; if not reasons included (eg feedback email to technical author – in 03 Internal docs)	yes	n/a
Iwi – evidence of:	yes	n/a
- Consultation / engagement (by applicant or by internal protocols) - Effects based reasons on file for recommended position on any iwi feedback (saved in correspondence key word iwi). - Identified and turned mind to conditions, matters of discretion, information sources re sensitivity, level of detail		

Conditions		Notes
• drafts shared with applicant (04 External correspondence)	yes	n/a
• related to effect or rule (incl. controlled or restricted discretionary matters), or	yes	n/a
• offered by the Applicant (& identified as so), and		
• reasonable and proportionate, and		
• written in plain English		
Section 37 report complete including	yes	n/a
• saved in 03 Internal docs ;		
• any external emails (keyword s37) saved in 04 External correspondence		
Monitoring report completed	yes	n/a
MagiQ / NCS status history completed (s88, s95, co-ordinates)	yes	n/a
Digital files logically ordered and named (who, what, where, when)	yes	n/a
RM Certificate on building consent to be uplifted	yes	n/a

Further comments

Post peer review checklist

Save this sheet and any tracked changes versions / email exchange etc
(*recommend that use comments on Word version or comments tools on pdf version– original author can do counter comment if not accepted*)

Assuming using a scan of your signature, save your word document as pdf (MS Word – save as – choose file type *.pdf) – otherwise scan. This pdf is the snapshot original copy of the Decision issued.

Email to applicant, to Department Secretary (Dinah G) for upload to MagiQ, and as needed to iwi and / or NZTA etc – note by separate cover email.

If building consent, email copy of decision to PIM processor with update on any changes to plans or proposed

Notified file review checklist

After submissions closed email, to principal planner asking for hearing cost estimate

Section 100 (hearing not held) report saved on file

Section 42A Report

- Copy saved on file (in Reports folder)
- Copy of TL and RCM review comments on file

Further comments