



Objective ID:A8080918

**www.tauranga.govt.nz** | 91 Willow Street, Tauranga 3110 | Private Bag 12022, Tauranga 3143 | **Phone** 07 577 7000

# Environmental Planning Checklists – Applicant to Complete

## Disclaimer

**This form is for guidance only. It does not comprise any type of Council approval, nor does it in any way prevent Council from making a request for additional information required to process the application.**

## Supporting Information - General

Applicant  
check

Description of Proposal

- Activity Status
- Relevant Rules, Objectives and Policies of the Tauranga City Plan (incl. any Plan Changes)
- Relevant provisions of the National Policy Statement, National Environmental Standards and Regulations, NZ Coastal Policy Statement, Regional Plan, and Strategies
- Assessment of actual and potential effects (incl. alternative sites and monitoring requirements)



Deposit Fee/s (incl GST) – Refer Environmental Services Group - Schedule of Fees and Charges



Record of Title (not less than 3 months old) & any restriction details – building line, covenant, consent notice, easements



Full set of Development Plans (Scale - 1:100 or 1:200)



Identification of Persons interested or affected by the proposal, including:

- Written Approval of Affected Persons (unconditional, correctly completed, including signing of the AEE and plans)
- Record of Consultation with any parties (incl. with Tangata Whenua), and any response.



*Note – Reference should be made to the Tauranga City Council Policy entitled: “Tangata Whenua Consultation in relation to Resource Consents” – which requires a written response from the affected Iwi or Hapu.*

Specialist Assessments (Landscape, Visual, Traffic, Noise, Arborist, Geotechnical, Soil Contamination) are from appropriately qualified experts



Other Consents Required: Environment Bay of Plenty (discharge, earthworks); Heritage New Zealand (archaeological)



Earthworks and Excavation: the extent (illustrated and described), finished contours, and geotechnical detail



## IMPORTANT NOTE

**For comprehensive information requires (for all application types), you are strongly advised to refer to the Fourth Schedule of the Resource Management Act 1991.**

## Additional guidance for certain types of applications

### If for a Subdivision – Section 88

- Scheme Plan Detail: the position of all existing and new boundaries, services and easements / amalgamation; the areas of all new allotments
- Confirm compliance with the Infrastructure Development Code (IDC)

Applicant  
check

Planner  
check



### If for a Consent Condition – Cancellation or Variation – Section 127

- Referenced the approved consent and clearly identified whether seeking cancellation or variation
- Assessment of Environmental Effects accords with RMA 4<sup>th</sup> Schedule and corresponds with scale and significance of effects the change or cancellation may have on the environment

Applicant  
check

Planner  
check



### If for a Permitted Activity – Section 139

- Demonstrate permitted activity status, and how all associated permitted activity conditions have been satisfied

Applicant  
check

Planner  
check



### If for an Existing Use – Section 139A and Section 10

- Detail the effect of the character, intensity and scale of the activity / use
- Evidence how the activity / use was lawfully established prior to the rule becoming operative, proposed plan being notified, or designation being removed

| Applicant<br>check       | Planner<br>check         |
|--------------------------|--------------------------|
| <input type="checkbox"/> | <input type="checkbox"/> |
| <input type="checkbox"/> | <input type="checkbox"/> |

### If for an associated Liquor Licence application – Section 139 or Sale and Supply of Alcohol Certificate Section 100(f)

- All licensed areas (indoor and outdoor) are clearly outlined on the plans (to scale)
- All car parking and loading spaces associated with the premises are clearly outlined on the plans
- Detail any other land use activities operating from this site and associated car parking
- Detail the hours of operation (indoor and outdoor) of all activities operating from this site
- **Attach** – Copies (including plans) of all previous planning certificates / resource consents / certificates of compliance

| Applicant<br>check       | Planner<br>check         |
|--------------------------|--------------------------|
| <input type="checkbox"/> | <input type="checkbox"/> |
| <input type="checkbox"/> | <input type="checkbox"/> |
| <input type="checkbox"/> | <input type="checkbox"/> |
| <input type="checkbox"/> | <input type="checkbox"/> |
| <input type="checkbox"/> | <input type="checkbox"/> |

### If for an Outline Plan – Section 176A

- Reference the designation
- Detailed height, shape and bulk of the public work, project or work
- Shown location on the site of the works, and likely finished contour of the site;
- Detailed vehicular access, circulation and provision for parking
- Shown landscaping proposed
- Detailed any other matters to avoid, remedy or mitigate any adverse effects on the environment

| Applicant<br>check       | Planner<br>check         |
|--------------------------|--------------------------|
| <input type="checkbox"/> | <input type="checkbox"/> |
| <input type="checkbox"/> | <input type="checkbox"/> |
| <input type="checkbox"/> | <input type="checkbox"/> |
| <input type="checkbox"/> | <input type="checkbox"/> |
| <input type="checkbox"/> | <input type="checkbox"/> |
| <input type="checkbox"/> | <input type="checkbox"/> |

### If for a Consent Notice – Cancellation or Variation – Section 221

- Reference the approved consent and clearly identified whether seeking cancellation or variation
- **Attach** a copy of Consent Notice details

| Applicant<br>check       | Planner<br>check         |
|--------------------------|--------------------------|
| <input type="checkbox"/> | <input type="checkbox"/> |
| <input type="checkbox"/> | <input type="checkbox"/> |

### If for a Post-Subdivision Application – Section 223 (survey plan) and/or Section 224 (certificate)

- Survey plan and supporting documentation align with specific conditions of the approved subdivision consent
- Plans and supporting documentation confirming specific conditions of the approved subdivision consent have been met.

| Applicant<br>check       | Planner<br>check         |
|--------------------------|--------------------------|
| <input type="checkbox"/> | <input type="checkbox"/> |
| <input type="checkbox"/> | <input type="checkbox"/> |

### Advice Notes – for Applicant

- Information provided with an application lodged with the Council is public information, unless classified otherwise.
- Council can only accept your application when all details are completed, all relevant information is provided, the application is signed and the deposit fees are paid.
- Under RMA s88(3), if an application does not include an adequate assessment of environmental effects, within 10 working days after first lodged, the Council may determine the application is incomplete and return it with written reasons
- Under RMA s92, the Council may request additional information or seek to commission a specialist report in order to better understand your application, and make an informed decision.

**Please provide an electronic copy of all documentation and plans.**

Please email to [planning@tauranga.govt.nz](mailto:planning@tauranga.govt.nz)

### Payment of Fees

Please see the following link to the Fees Schedule for payment of deposit fees:

<https://www.tauranga.govt.nz/council/forms-fees-and-payments/fees-and-charges/planning-fees/planning-consents-fees>

Please note that we do not invoice for deposit fees.

Fees can be paid via credit card at the Contact Centre in Willow Street or by internet banking. Details of this will be sent once the application has been received.