

RESOURCE CONSENTS

What is a resource consent?

A resource consent is a written approval from the council to use your land in a manner that does not comply with the rules of the District Plan or is listed in the District Plan as an activity that requires a resource consent.

What is the District Plan?

A District Plan is like a book of planning rules for particular activities and developments for a district, in this case North Shore City. It is prepared by the council in accordance with the Resource Management Act 1991 (the Act) to achieve the purpose of the Act. This is the sustainable management of natural and physical resources. The District Plan is not the Council's Plan but the Community's Plan as it reflects the wishes of the people who live, work and recreate in our City. A copy of the District Plan is available from any of the Council's area offices, Environmental Services or online at www.northshorecity.govt.nz. A planning information officer is available at Environmental Services to help you work out whether you need a resource consent or not.

Why do you need a resource consent?

Generally if you require a resource consent it is because your proposal will have an **actual** adverse effect on the environment or has the **potential** to have an adverse effect on the environment (environment can include people and built form).

When is a resource consent required?

A resource consent may be required for any of the common residential zone activities listed below:

- Earthworks (including cut and fill) exposing over 300m² of ground in other areas.
- Retaining walls which raise the ground level by 0.5m on any boundary or within a boundary setback yard.
- Retaining/excavation over 1.5m in height.
- Site works where gradient of land is in excess of 1:4.
- Bulk and location infringements, i.e. height/height in relation to boundary etc.
- Diversion and modification of water courses.
- Building works in the Coastal Conservation Area.
- Building works within 20m of the centre line of a stream (Rural and Urban Expansion zones).
- Building works on scheduled buildings and within heritage zones
- Works to scheduled and generally protected trees and vegetation
- Alterations and additions to buildings in a Heritage Zone (Residential 3).

There are a number of similar rules in other zones that are equally relevant.

Not all circumstances requiring resource consent are mentioned, so please consult with a planning information officer and/or the rules of the District Plan to determine whether you will require a resource consent. A copy of the District Plan is available from any of the Council's area offices, Environmental Services or online at www.northshorecity.govt.nz. In some cases it is recommended that you engage a planning consultant to help you determine whether a resource consent is necessary, and if so, to help prepare the application.

How do you make a resource consent application?

Application forms and a customer checklist showing what you will need to include with your application are available from Environmental Services. A planning information officer at Environmental Services will be able to tell you what information is required. Applications for Resource Consents may be lodged via post or hand delivered to the Council.

If you need more information or advice, please contact the planning helpdesk by calling Actionline on 486 8600 or visiting us at 1 The Strand, Takapuna. In order to eliminate/reduce the likelihood of a request from the Council seeking further information you may wish to discuss a particular development with a processing officer prior to lodging an application for Resource Consent. For that purpose you may request a pre-application meeting by contacting the Administration Officer – Specialist Planning Team who will initiate the process. Please note that time costs incurred by Council Officers attending a pre-application meeting will be charged for.

How long does it take to process a resource consent application?

This depends on whether your application is notified or not. (See the council pamphlet R7 "*Resource consent applications: notified, limited notified or non-notified*"). Generally, if a resource consent is notified it is likely to take approximately three months to process. If a resource consent is able to be processed without being notified, your application will take approximately one month to process, provided that all necessary information is submitted with the application. In times of high workload, processing times may be extended, so please plan ahead. Applications are processed usually on a 'first-come, first-served basis' to be fair to all applicants and to meet the statutory requirements. The way they are processed is outlined in the diagram on the last page of this pamphlet.

How much will a resource consent cost?

You will need to submit a base fee (an initial payment toward the cost of processing the application). The amount of the base fee varies according to the type of application. It is important to note that the base fee is not the full charge you will face, nor is it an indication of the total fee required. There will be additional charges that are sometimes significant amounts. If the resource consent needs to be notified, a base fee of \$4,000 must be submitted with the application. This will be followed later with an invoice for the cost of processing the application. A planning information officer at Environmental Services has information on base fees. Please see the council pamphlet R14 "*Processing fees for resource consents*" for further details or visit the council website at <http://www.northshorecity.govt.nz/> for the latest consent fees.

How long will a Resource Consent last?

Once your resource consent is approved, you have a specific time within which to build or establish what has been approved. In most cases the council will specify an exact period in response to the nature of likely effects. Where the council does not specify a period, the RMA 1991 specifies a period of five years. The council may grant extensions to the time period in certain circumstances upon application.

How is a decision made?

All resource consent applications are evaluated by the staff. A recommendation is made by a council officer on two things: whether the application should be notified; and if not, whether the application should be granted. This is presented to the relevant decision-makers to determine whether they agree with the recommendation. Once a decision is made, you will be notified in writing. If you disagree with the decision, you have the right of objection and/or appeal, and these options are detailed in the decision letter.

What if I have more questions?

Please contact the Environmental Services' planning information officer if you have further questions on the details discussed in this pamphlet.

AN IMPORTANT NOTE

Environmental Services is the division responsible for building and resource consent applications, property information and environmental protection activities.

Environmental Services is located at 1 The Strand, Takapuna with information services available to the public from 8am to 5pm, Monday to Friday Applications for Resource Consents may be lodged via post or hand delivered to the Council.

Postal Lodgements shall be addressed to:

***Resource Consents Lodgement Officer
North Shore City Council
Private Bag 93500
Takapuna
NORTH SHORE CITY 0740***

How applications are processed in accordance with the Resource Management Act 1991.

(Days = Working days Section 2)

