

Purpose

You can help make the planning check faster with clear and complete applications. You need to ensure your plans have fully considered all relevant planning rules for your site. Applications and projects can be delayed because the proposal (building plans) has not fully accounted for the planning requirements.

The Dunedin City District Plan divides the city into zones and places controls on what can and can't be done in each zone. When you design your building project, you need to be mindful of what the zone rules allow you to do. If you do intend to breach the District Plan rules, you will need to apply for a resource consent to allow you to do this. About half of all building consent applications are checked by a planner for compliance with the District Plan rules and other relevant regulations.

The planner assessing the building consent for compliance with the District Plan will advise you if your building project needs a resource consent. However, you can get ahead of the game by checking if a resource consent is required and applying for this at the same time as (or earlier than) your building consent. If you do need a resource consent this must be obtained before the building work can start. Resource consents should be retained on site with the building consent so that your builder and other contractors can easily check and comply with any conditions of consent.

What steps can you take?

Good preparation at the start will help avoid delays during the consenting process. This information is a general guide to assist you when lodging an application for a building consent.

Key questions to consider

- Does the proposal comply with the District Plan and relevant regulations, or is resource consent needed?
- Do the building plans clearly show the compliances or non-compliances with the District Plan?
- Do the building plans match exactly any plans provided with a resource consent for the same project?
- Does the certificate of title have a consent notice, covenant, etc to be recognised?

What to check

- Be familiar with the District Plan rules and check them when developing plans. You can find it on line at <http://www.dunedin.govt.nz/your-council/district-plan>. Volume 1 contains the rules and volume 2 the maps.
- Ensure you are looking at the current District Plan and not the 2GP (the 2GP will be used when decisions are released in late 2017).
- What should you look for in the District Plan?
 - Find the zone for the property; see the maps in volume 2.
 - See if the intended work is permitted as of right (e.g. Rule 8.7.1 if in Residential 1 zone).
 - Consider each of the permitted conditions (e.g. Rule 8.7.2 for the Residential 1 zone; note you may be directed to other sections of the plan, such as section 20 (Transportation) for driveway and parking requirements, or to section 17 for earthworks, etc.).
 - Check the general rules of section 8.6 if the development is in the residential zone.
 - Be aware of precincts and scheduled buildings because a resource consent may be needed.

- Check the certificate of title to see if it has a restriction you need to take account of e.g. a covenant that may restrict a building location etc, or a consent notice that requires something to be done. You will need the full title to see if there is a restriction.
- Check to see if there is resource consent you need to consider and comply with.
- The duty planner may be able to assist you in locating some of this information.

What to provide

- Your building plans should clearly show compliance, or not, with all the relevant permitted conditions. In the residential zone, the key information to show is all the yards, height plane for each side, height, site size and site coverage, outdoor amenity area, vehicle requirements. These should be included on clearly dimensioned and scaled plans. All this will make the most difference to how fast a planner can assess your application for compliance with the District Plan.
- One of the essential drawings is a plan view that clearly sets out the development on the site, including all existing buildings as well as the proposed building work. A partial plan showing an addition only will rarely be acceptable, as the determination of planning compliance requires information about the overall site usage and structures.
- If the building work is occurring in the Residential 3 zone you should ensure you take account of the total number of habitable rooms resulting from the building work – refer Rule 8.9.1(i). The definition of habitable room is located in section 3: Definitions of the District Plan
- If the site development involves any excavating or placement of fill on the property you need to be aware of the earthworks rules in section 17 of the District Plan.

Earthworks

- Assessing earthworks can be tricky. Having clear plans of the proposed site works really helps to avoid delays with the building work. The plans should include;
 - The area of excavation and/or fill,
 - The depths of the cut and/or fill,
 - Be clear about whether cutting or filling will occur
 - Distance from boundary
 - Existing ground level,
 - The volume of the earthworks
 - Any remaining structures
 - Any watercourses or Council services such as water pipes or sewerage lines
 - Ideally the site contours, but not essential for smaller scale work if all other detail is included

Clearly showing three dimensional work can be tricky and you may need assistance to prepare the plans. Some example of suitable plans are set out below.
- The rules can be viewed at this web site address http://www.dunedin.govt.nz/_data/assets/pdf_file/0006/149541/Section-17-Hazards,-Hazardous-Substances-and-Earthworks-September-2013.pdf. Go to section 17.7 on page 17.
- Where resource consent is required it will often be subject to conditions designed to ensure careful site management.

Potential HAIL sites

Some sites may have been used for an activity that has the potential to contaminate the site and affect human health. The risk of contamination can influence how your proposed work is managed. The types of activities we are looking for include, manufacture and use of pesticides (i.e. market gardens, orchards, glasshouses), the production of gas and coal products, storage and use of petroleum products (i.e. service stations), drycleaners, mechanics, panel beaters and spray painters, timber treatment (i.e. sawmill) and sheep dipping etc. For a full list of Hazardous Activities and Industries (HAIL) you need to check for go to <http://www.mfe.govt.nz/land/hazardous-activities-and-industries-list-hail#hail-web>. If your site has had a use identified in the HAIL then your proposed works may trigger the following regulation and require resource consent: <http://www.mfe.govt.nz/land/nes-assessing-and-managing-contaminants-soil-protect-human-health/about-nes>.

Final check

- Before lodging your building consent check your plans to see if you need a resource consent. You will need one if you can't comply with all of the permitted rules and regulations. The necessary forms can be found at <http://www.dunedin.govt.nz/services/planning/forms-and-guides>.
- If you need a resource consent you need to anticipate a maximum of 20 working days for processing it. If you need the neighbour's written approval and you cannot obtain this, or your proposal results in significant adverse effects on the environment, then these timeframes can lengthen significantly.
- Use this final check list as guide;
 - Checked the District Plan; is a resource consent required or not and whether resource consent has been applied for or issued
 - Properly dimensioned plans showing relevant District Plan permitted conditions
 - A full site plan showing all buildings and structures on the site
 - All earthworks are clearly shown
 - Is it a HAIL site
 - Checked the certificate of title (including any consent notices, easements, etc)
 - Full certificate of title lodged with building consent application.

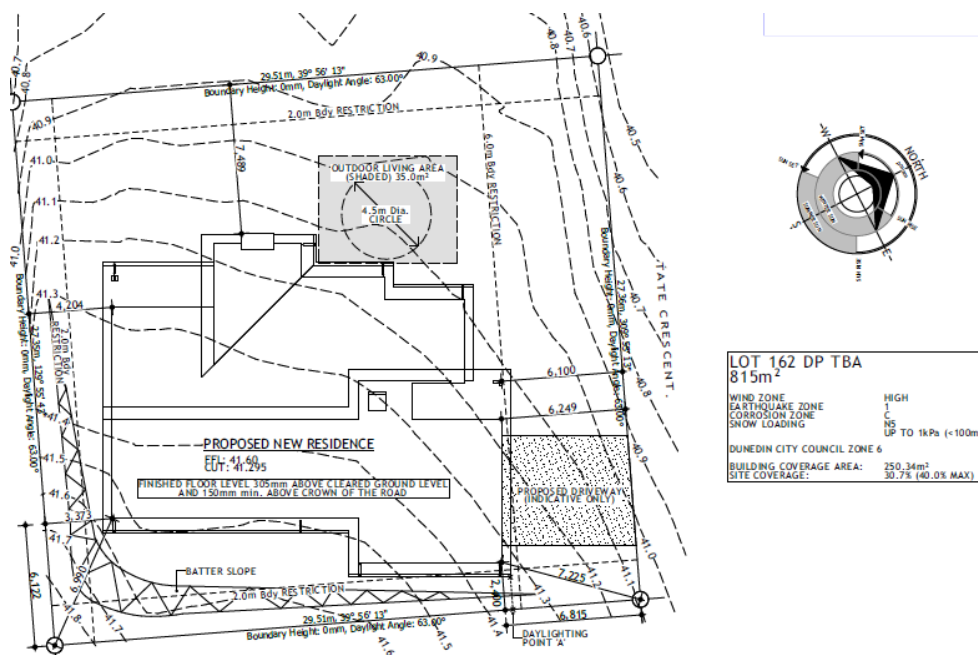
If you have checked and accounted for all relevant matters your application for a building consent should go smoothly through the planner's assessment. If not, your application may go on hold for further information, or it may get issued with a Form 4, which means a resource consent is needed before work can start. Good preparation at the start will help avoid delays during the consenting process.

Examples of appropriate plans

Below are some examples of how you should set out your plans to enable the planning check of your application to run more smoothly.

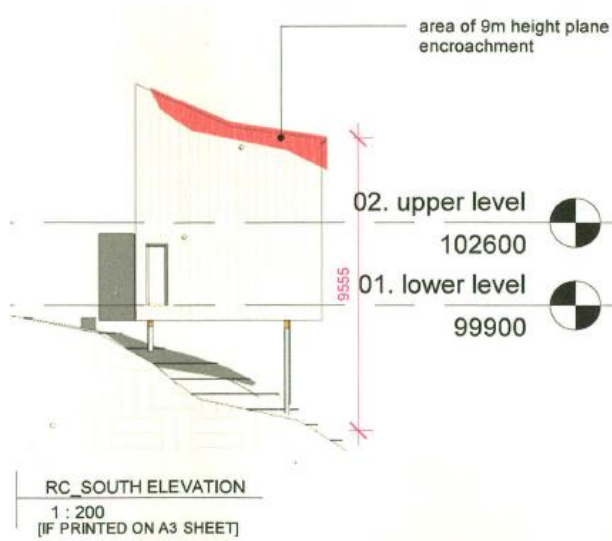
Site coverage and yards

Clearly shows (scaled and specified measurement) all yards and yard breaches, required outdoor amenity area, site coverage, site contours, driveway.

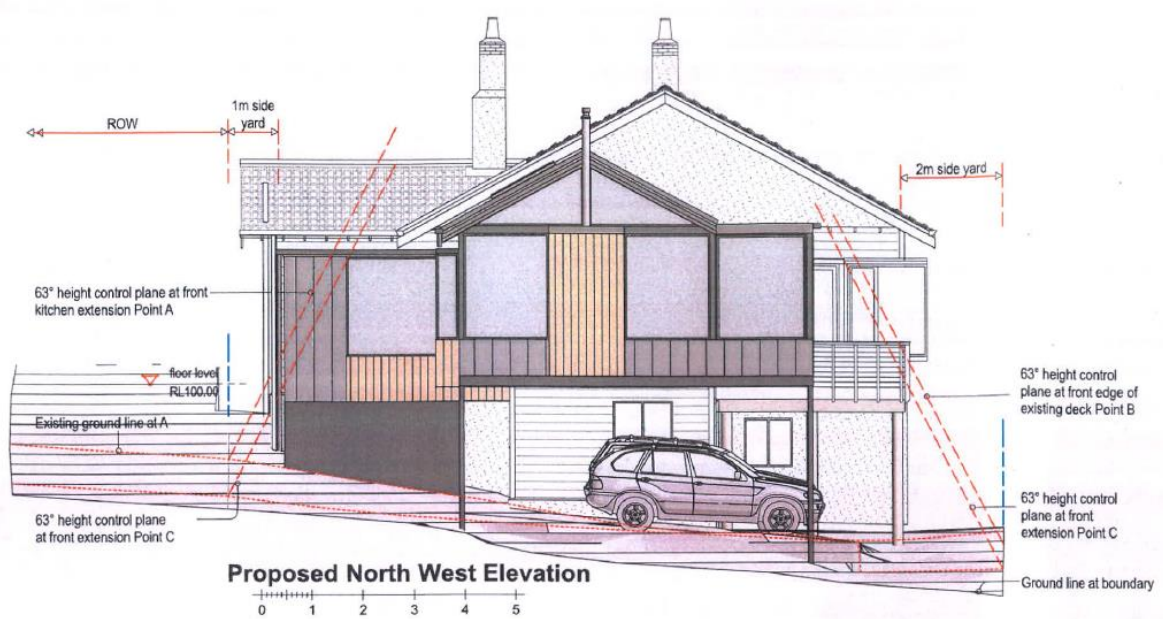


Maximum height

Clearly shows breach of maximum height (scaled and specified measurement)

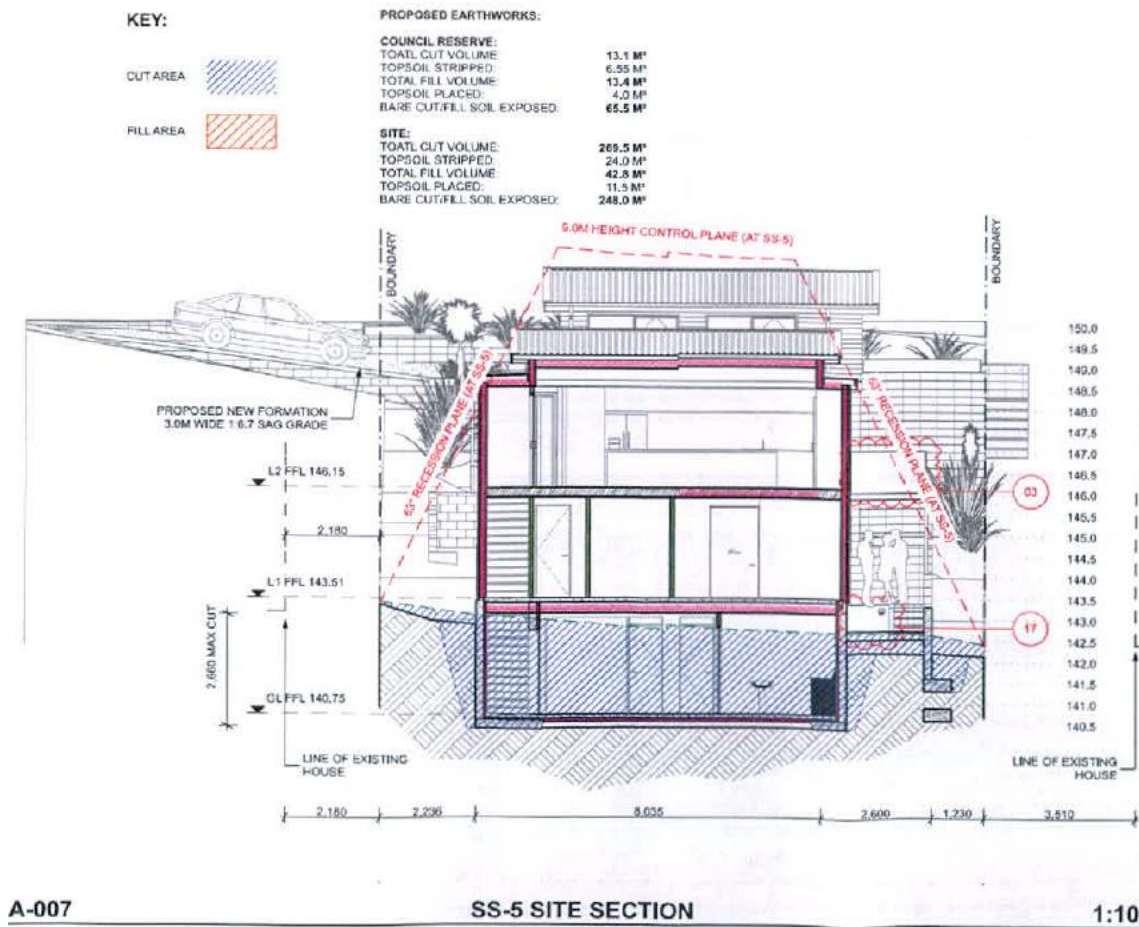
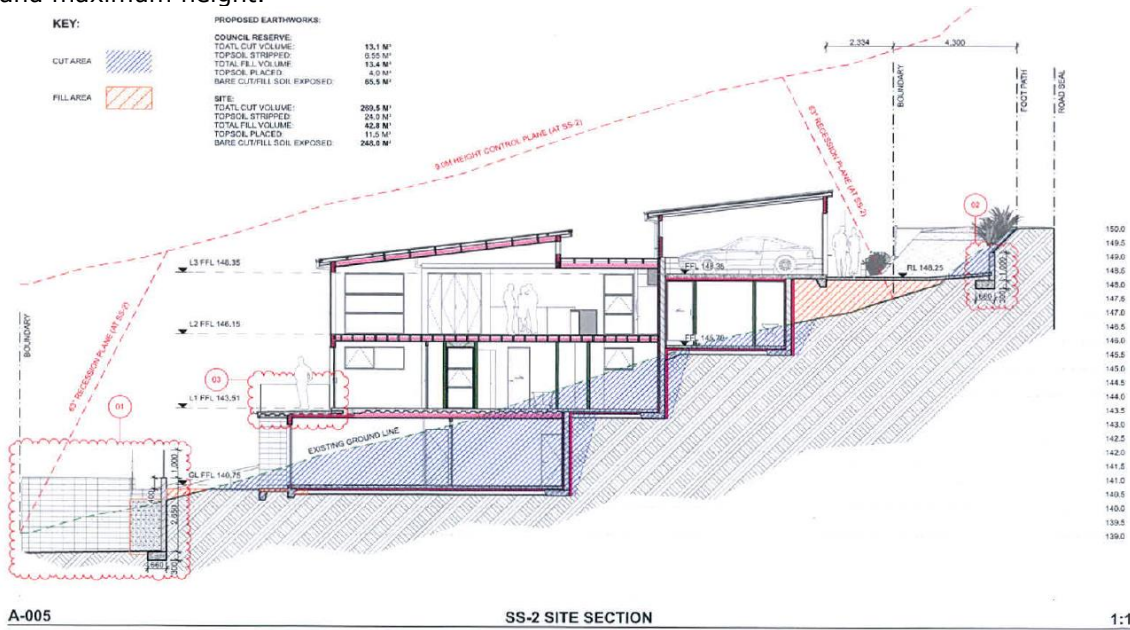


Height plane angle

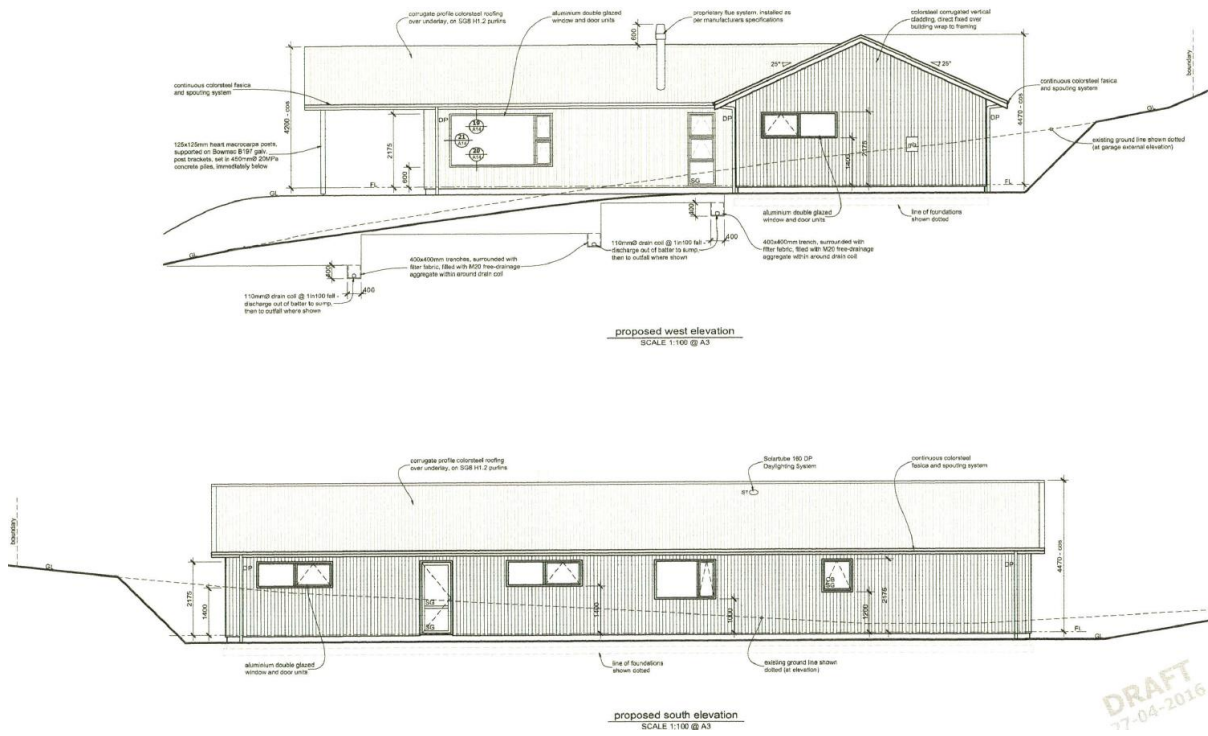


Earthworks

The plans identify areas of cut and fill, the volume of each, existing and proposed ground level, views from front and side to clearly show scale. The plans also clearly show height plane angles and maximum height.



Two of four profile drawings showing area of cut and fill. Volumes should also be recorded on the plan.



Plan of a right of way. The scope of the work is shown by the use of profiles along the driveway.

