



How to use this checklist

Generally, building consent applications can be lodged only once the new computer freehold register has been issued. Accepting building consent applications prior to this stage is problematic because infrastructure (such as water supply and waste disposal), earthworks, ground conditions and other requirements have not yet been finalised or conditions on subdivision consents have not been met.

If you really want to start building, the Council may accept a building consent application for land where the computer freehold register has not yet been issued, providing certain information requirements are met.

- ✔ All items on this checklist must be ticked to show that they are provided (P).

OFFICE USE

Applicant use

P - Information provided

INFORMATION REQUIRED FOR BUILDING CONSENT APPLICATIONS ON LAND THAT IS SUBJECT TO SUBDIVISION

One category only will apply to your circumstances. Please tick the category and record alongside that you have provided the required information.

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1. Boundary adjustments

Where building work is proposed on land that is in the process of boundary adjustment under a subdivision application and lots are owned by different owners, building consent applications will be accepted for processing only when the plan deposit notice is provided with the building consent application.

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2. New lots being created

Where building work is proposed on land that is in the process of being subdivided, building consent applications will be accepted for processing only when the S224 certificate under the Resource Management Act 1991 is issued by the Council, and sewer, water and stormwater services are not bonded, and the following documents are provided with the building consent application:

- Copy of S224 and S234 certificates.
- Copy of the land transfer plan.
- The site plan is based on the land transfer plan, instead of the parent property.
- Copy of relevant portion of sale and purchase agreement (the page where the name of the seller and buyer and the site that was sold are stated).
- Copy of the consent notice that may have been imposed on the subdivision as an ongoing condition, where applicable.

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3. Council discretion in certain circumstances

If a subdivision has not yet received an S224 certificate under the Resource Management Act 1991, an application for a building consent may be accepted for processing only if the following documents are provided:

- Certificate from a licensed surveyor or suitably qualified engineer stating the subdivision has progressed to the point that all geotechnical requirements (including earthworks), infrastructure requirements (including sewage, water and stormwater), and roading and traffic requirements that are conditions of subdivision are known, and solutions have been incorporated into the building consent application.
- A report from a suitably qualified person on the suitability of the ground.
- Copy of the land transfer plan.
- Copy of the S223 certificate.
- The site plan is based on the land transfer plan, instead of the parent property.
- A copy of the relevant portion of sale and purchase agreement (the page where the name of the seller and buyer and the site that was sold are stated).

Note: acceptance at time of S223 is subject to Council discretion in all cases.

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Indemnity

The owner/applicant accepts that the issue of a building consent as requested by an application does not provide any assurance or representation by New Plymouth District Council that legal title to the land is now or will ever become available, and the owner/applicant should take legal advice before commencing any construction work.

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Exemptions

1. Project information memorandum (PIM) applications may be lodged at any time.
2. If your building project is limited to any of the following projects, building consent applications may be lodged at any time.
 - a. Plumbing and drainage only.
 - b. Internal alterations.
 - c. Demolition.
 - d. Removal.
 - e. Conversion of an existing dwelling into flats.
 - f. Accessory and minor farm buildings.
 - g. Retaining walls.

Payment**Tick method of payment**

- Cash/cheque/efpos Pre-approved account customer.

OFFICE USE ONLY

Further information required?

 Yes No

Application accepted?

 Yes No

Date of acceptance

Officer