

PURPOSE

To provide clear guidelines to customers of Rodney District Council on what information is required for a Project Information Memorandum (PIM) at time of lodgement and to allow processing of the application to commence.

The information submitted with the application needs to be sufficiently clear so that,

1. The plans and drawings are legible, easily followed.
2. The Rodney District Council is required to keep records of buildings built in this district. This is primarily for future owners of the property.

Items that we require	Customer	Complementary information	RDC
1. APPLICATION FORM (1 ORIGINAL AND 1 COPY)	<input type="checkbox"/>	<p>Completed application form signed by the owner or owner’s agent.</p> <p>Note: The definition of owner includes a person who has agreed, in writing, to purchase or lease the land. In this case a copy of the written agreement to purchase or lease must be included in the application.</p> <p>(All parts of the application form must be completed in full)</p>	<input type="checkbox"/>
2. CERTIFICATE OF TITLE WITH A COPY OF ENCUMBRANCES OR CONSENT NOTICES (2 COPIES)	<input type="checkbox"/>	<p>Recent Certificate of Title with plan or diagram of site attached (no older than 1 month) together with encumbrances or consent notices if any.</p> <p>If there is no certificate of title for a new lot recently subdivided from a larger lot, the applicant must supply the following:</p> <ul style="list-style-type: none"> • A recent Certificate of Title for the larger (parent) lot together with encumbrances and or consent notices if any. • A copy of the subdivision resource consent together with the conditions. • A 224c certificate certifying that all of the services constructed for Council as part of the subdivision have been accepted by Council. <p>The 224c certificate may not be necessary if the subdivision consent allows the development to proceed prior to the issue of the 224c certificate. Proof of such approval must be provided with the resource consent application.</p>	<input type="checkbox"/>

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3. RESOURCE CONSENTS (IF ANY - 1 COPY)	<input type="checkbox"/>	Provide details of application, application number and conditions if applicable for any current or granted resource consent.	<input type="checkbox"/>
4. SITE SUITABILITY ASSESSMENT (2 COPIES)	<input type="checkbox"/>	<p>The applicant is requested to advise Council of any known hazards that may affect the proposed building project such as</p> <ul style="list-style-type: none"> ▪ Ground instability ▪ Flooding ▪ Contamination <p>While the PIM is designed to provide information about these issues known to council, the current owner may have information that may be important in the site suitability assessment and for Council records.</p> <p>Note: If the site is affected by one or more natural hazards a specialist report will be required such as a geotechnical assessment or a flooding/inundation assessment <u>at the building consent stage</u>.</p>	<input type="checkbox"/>
5. QUALITY OF PLANS (2 COPIES)	<input type="checkbox"/>	<ul style="list-style-type: none"> • All drawings should be drawn to an accurate scale: Example 1:50, 1:100, 1:200 and 1:500 • All drawings should be named, dated and uniquely numbered. • The plans should contain the project name, location, the designer's name, contact details and the name of the owner. • Text Clear and readable (recommended minimum size 2mm) • The drawing lines are to be drawn in black ink or printed • No free hand drawings are acceptable. • For scanning purposes only yellow highlighter allowed. • Revised/amended plans dated and clearly identified on drawings. • Minimum paper size is A3 	<input type="checkbox"/>

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**6. SITE PLAN
(2 COPIES)**

Site Plan Showing scale 1:100 or 1:200 minimum, text and drawings clear and readable (recommended minimum size 2mm)

- Show boundaries, legal description, dimensions and North point.
- Show building floor areas, site coverage, impervious areas, gross business areas and total area of site.
- Existing and proposed public drainage system showing depth, drains, manholes, etc.
- Show vehicle access from the street and ROW including gradients
- Vehicular manoeuvring diagram (turning circles)
- Show ground and floor levels.
- Show topographical information, contour lines and spot levels at building corner and along boundaries by surveyor.
- All existing and proposed buildings including their use and other structures such as decks, water tanks and BBQ chimney etc.
- Show location of all retaining walls.
- Earthworks design and cut and fill volumes
- Natural features, including trees, indigenous vegetation, water courses and open drains.
- Show proposed landscaping and fencing around the proposed pool and location of gates in compliance with Fencing of Swimming Pools Act 1987.

Trees and Vegetation

- Show and name all the native vegetation/trees and exotic trees in two groups:
 - trees between 3 and 6 metres.
 - trees taller than 6 metres.
- Include trees on adjoining properties that overhang the site.

**7. FLOOR PLANS
(2 COPIES)**

Floor plans Scale 1:50 OR 1:100 minimum, text and drawings clear and readable (recommended minimum size 2mm)

- Whole floor must be showing the uses of the existing and proposed parts of the building, including basements, parking, decks, storage and services.
- Existing and proposed walls to be shown and no single line drawings will be accepted.
- Dimensions to be shown
- Location of appliances. i.e. Chimneys and solid fuel heaters
- Show pool areas
- Show pool fencing (windows, doors complying if used as part of the pool fence)
- Floor Levels

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**8. ELEVATION PLAN
(2 COPIES)**

Elevation Plans Scale 1:100 OR 1:50 minimum, text and drawings clear and readable (recommended minimum size 2mm)

- At least four elevations showing the height in relation to boundaries (if the works are carried out within 8mt of the boundaries)
- If the wall of a house forms part of the pool fence, provide an elevation of this wall showing all windows and doors. The direction and manner in which, these doors open. (i.e. sliding, folding or hinged)
- Show the natural, existing and finished ground levels.
- External decks, stairs, balustrades and retaining walls.
- Chimney flue, skylights and other openings through walls and roof.
- Wall and roof cladding materials

Application fees are required at time of lodgement.

Office use only: to be completed by officer
Name of officer:
PIM number:
Street address:
Date:

Postal Address: Rodney District Council, Private Bag 500, Orewa, **Phone:** 0800 426 5169, **Website:** www.rodney.govt.nz

Orewa Office
50 Centreway Road
Orewa

Helensville Service Centre
Commercial Street
Helensville

Huapai Service Centre
State Highway 16
Huapai

Warkworth Service Centre
Baxter Street
Warkworth