

VETTING SHEET

Allocate to Processing Planner	
Date formally received	
Senior Planner	
Vetting Planner	

APPLICATION DETAILS

RM number	
Applicant name	
Company name registered?	
Site Address	
Legal description provided?	
Have both owners & occupiers of site been identified?	
Application Form complete? (Form 9 or 10)	
Description of Proposal/ Activity	
Main Zone/Sub Zone	

Application Fee			
Receipt #		Date of bank statement	

REPORTS REQUIRED

Engineering		Urban Design	
Landscape		Ecological Review	
Environmental Health			

OUTSTANDING MATTERS (include date)

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NOTES FOR PLANNER

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INFORMATION REQUIRED FOR ALL APPLICATIONS		
Computer Freehold Register	Not older than 3 months	
	Includes covenants	
	Includes consent notices	
Assessment of Environmental Effects	Site description (including legal description & District Plan zoning)	
	Description of proposal / activity <i>(including other activities related to proposal which may need permissions or licensing outside of RMA)</i>	
	Any other consents required	
	Identification of District Plan rules	
	Assessment of Objectives and Policies	
	Assessment against Part 2 RMA	
	NES (contaminated soils)	
	Regional Policy Statements / Plans <i>(rules, objectives or policies)</i>	
	National Policy Statements / Plans <i>(rules, objectives or policies)</i>	
Clause 6: Information required in AEE	Other relevant regulations / documents	
	Alternative locations / methods for activities resulting in significant adverse effects	
	Assessment of actual or potential effects <i>(ensure detail as corresponds with the scale and significance of effects)</i>	
	Hazardous substances – risks	
	Mitigation measures	
	Identification of affected persons	
	Information on consultation and response to views of persons consulted	
	Monitoring requirements	
	Effects on a protected customary right – possible alternative locations or methods	
Clause 7: Matters that must be addressed by AEE	Effects on neighbourhood and wider community <i>(including social, economic, cultural effects)</i>	
	Physical effects on locality <i>(including landscape and visual effects)</i>	
	Effects on ecosystems <i>(including effects on plants or animals and any physical disturbance of habitats)</i>	
	Effects on natural and physical resources <i>(those with aesthetic, recreational, scientific, historical, spiritual, cultural or other special value)</i>	
	Discharge of contaminants <i>(including noise, and options for treatment and disposal)</i>	
	Risks through natural hazards, hazardous substances or hazardous installations	
ADDITIONAL INFORMATION REQUIRED IN <u>SOME</u> APPLICATIONS		
Permitted activities	Description of any permitted activity	
	Demonstrate compliance as permitted activity	
Existing resource consents	Assessment of value of investment of existing consent holder <i>[s.124: Exercise of resource consent when applying for new consent]</i>	
	<i>[s.165ZH: Processing applications for existing permit holders]</i>	

PLANS		
ALL PLANS	Scale	
	North Point	
	Boundaries	
	Easements proposed and existing	
	Building outlines (<i>existing and proposed</i>)	
	Residential building platforms (<i>existing and proposed</i>)	
	Ground Level (<i>contours</i>)	
	Access (<i>vehicle & pedestrian</i>)	
	Car parking	
	Water supply / connections	
	Effluent disposal	
	Existing vegetation	
	Protected Features	
SUBDIVISION PLANS	Boundaries (<i>existing and proposed</i>)	
	Areas of all new allotments (<i>other than cross-lease, company lease or unit plan</i>)	
	Locations / areas of reserves (<i>existing and proposed</i>)	
	Locations / areas of river bed or lake bed to be vested under s.237A	
	Locations / areas of land to be set aside as new roads	
ELEVATIONS	Original ground level (datum)	
	Existing ground level	
	Proposed ground level	
	Relationship of proposed building to height plane	
FLOOR PLAN	Includes GFA for applications with residential flat or commercial use.	
LANDSCAPE PLAN	Species, locations and quantities of proposed plants	
PROFILE POLES	Erected for all Rural zones	
EARTHWORKS - Any earthworks proposed?		
Volume (m ³)		Cross section plans
Area (m ²)		Details of retaining structures
Depth of cuts		Proposed finished ground level
Height of fill		Geotech / Engineer report
Distance from boundaries		Site management plan
OTHER INFORMATION REQUIREMENTS		
Relocates	Photographs provided?	
Engineering Matters	Confirmation of power supply (<i>subdivisions</i>)	
	Confirmation of telecom supply (<i>subdivisions</i>)	
	Services report (<i>subdivisions, comprehensive developments, new residential building platforms and dwellings in rural areas</i>)	