

The following information is to be provided when submitting subdivision plans for assessment. It is important to note that doing so will assist in the efficient and effective processing of the application. The turnaround time for all is twenty (20) working days.

**Note: The requirements listed below must be lodged at The Department of Town and Country Planning or the respective Local Authority.**

REQUIREMENTS: To be submitted but not limited to:		No. of Copies
1	Coloured copy of the Scheme Plan drawn to Scale	2
2	Locality Plan – must include names of roads, landmarks & features	2
3	Contact – Provide, postal address, email, phone contact of applicant/ agents	1
4	Submission where applicable	2
5	Traffic Impact Assessment Report from a Traffic Engineer were applicable	2
6	Soft copy of Application	1
7	Provide copy of Survey Plans for the lots subdivided	2
8	<p>Information to be provided in the submission/scheme plan:</p> <p>a) <b>Abuttals:</b> Show abuttals for all adjoining lots. Show adjoining details such as vehicular crossings for any lots affected.</p> <p>b) <b>Legal Description:</b> Provide legal description for the site. Copy of the Approved Survey Plan for the site to be also provided.</p> <p>c) <b>Land tenure:</b> State Type of Land Surveyed (State, I-taukei or Freehold).</p> <p>d) <b>Zoning:</b> Provide current zoning for site. If the site has been rezoned, then provide rezoning plan with conditions of approval.</p> <p>e) <b>Road Reserve:</b> State the Width of Road being proposed/existing</p> <ul style="list-style-type: none"> <li>• 9m accepted at present will increase to a min of 12m in residential areas</li> <li>• 16m in industrial and feeder roads</li> <li>• 20m for arterials</li> <li>• Cul- de- sac to be designed as per FRA Standards 2019.</li> </ul> <p>f) <b>Drainage:</b> Show Drainage Provisions (in relation to road). Site to be drained into a legal drainage easement.</p> <p>g) <b>Services:</b> Show location of services such as sewer line, water mains, telecom cables, EFL power lines / power poles / pillars / cables, fuel lines, tramlines, etc. When located on the road reserve.</p> <p>h) <b>Contours:</b> Provide contours at one (1) meter, spot height.</p> <p>i) <b>Road Asset:</b> Show all road assets such as drainage, streetlights, footpath, carriageway, road reserve, etc.</p>	<b>FOR OFFICIAL USE ONLY</b>

