

Below are some of the things you might like to consider before deciding whether or not to subdivide your land.

<p><b>THE FOLLOWING IS A LIST OF INFORMATION THE COUNCIL REQUIRES TO BEGIN PROCESSING YOUR SUBDIVISION APPLICATION:</b></p> <ul style="list-style-type: none"> <li>• A completed and signed application</li> <li>• Payment of the application deposit fee</li> <li>• A Record of Title</li> <li>• A subdivision scheme plan from your surveyor, including easements (new and existing), and lot sizes (inclusive and exclusive of access)</li> <li>• An Assessment of Environmental Effects in accordance with the Fourth Schedule of the Resource Management Act and an assessment of the activity against Part 2 of the Resource Management Act and any relevant Objectives and Policies of the Plan (in accordance with Schedule 4)</li> </ul>	<p><b>INFORMATION THAT IS HELPFUL AND WILL SPEED UP THE PROCESSING OF YOUR APPLICATION:</b></p> <ul style="list-style-type: none"> <li>• An engineer's report indicating that the land is suitable for subdivision and identifying any building sites</li> <li>• Letters from network providers stating that they can connect the subdivision to telecommunications and electricity supply</li> <li>• A location diagram showing the subdivision in context with the surrounding environment</li> <li>• Affected party approvals – these are determined once the application is lodged, however it can speed up the process to get approval prior to lodging your application</li> <li>• Photographs of the land, including features of interest and aerial photographs</li> </ul>
<p><b>GEOTECHNICAL/GROUND CONDITION INFORMATION – ENGINEERS REPORT</b></p> <p>An engineer's report (prepared by a Chartered Professional Engineer (CPEng), indicating that the land is suitable for subdivision/proposed development, should be submitted at the time an application is made to Council. The information submitted should present findings of the site investigation outlining ground conditions and provide recommendations where necessary in regard to building foundations. It is up to the developer to illustrate to Council that the site is suitable for a proposed development. If adequate information is not submitted at the time an application is made, then your application is placed on hold.</p>	<p><b>CONSENT CONDITIONS</b></p> <p>Consent Conditions require you to do a number of things.</p> <p>For example you may be required to provide electricity and telephone connections to the boundary of the new lots, form an accessway and/or carry out planting.</p> <p>It is your responsibility to meet the Conditions of your consent. You will not be issued with a Completion Certificate (s224) for the consent until you have met all of your consent Conditions. You require a s224 Completion Certificate before new Record of Titles can be issued.</p>
<p><b>PROVISION OF OPEN SPACE, PUBLIC RECREATION OR OTHER RESERVES CONTRIBUTION (RESERVE CONTRIBUTION)</b></p> <p>As a Condition of your consent, you will be required to pay a reserve contribution on each new lot you create.</p> <p>The reserve contribution is used to provide new or upgrade existing public recreational facilities and reserves throughout the district, to help meet demand resulting from the extra lots you are creating. The amount of the reserve contribution varies depending on the number and size of the lots you are creating. If the lots are less than 1ha, the reserve contribution will be 7.5% + GST of the land value of each new lot.</p>	<p><b>CONSENT IS NOT GUARANTEED</b></p> <p>Unless your subdivision meets certain set criteria, there is no guarantee that you will be granted consent.</p> <p>When processing your application, the Planner has to consider a number of issues, including the ability of the site to cater for the development you are proposing and the characteristics of the area where the land is situated.</p> <p>If you are granted consent to subdivide, that consent will be subject to a number of Conditions.</p>
<p><b>COSTS TO CONSIDER</b></p> <p>There are numerous costs associated with land subdivision. The list below is indicative only:</p> <ul style="list-style-type: none"> <li>• Surveying costs</li> <li>• Planning consultant costs</li> <li>• Engineer costs</li> <li>• Construction costs</li> <li>• Reserves contributions</li> <li>• Roading and servicing</li> <li>• Legal fees</li> <li>• LINZ fees</li> <li>• Costs of connection to existing infrastructure, and extension of infrastructure where required</li> <li>• Council fees – processing the subdivision application, possible notification, applying for section 223 and 224 certificates and inspection of roads and servicing</li> </ul> <p>The costs involved with subdividing need to be met before the new lot(s) are finalised and able to be sold. Consent fees, monitoring fees, the reserve contribution and the costs involved in meeting the Conditions of your consent all need to be paid before you are issued with a s224 Completion Certificate for the new lot(s).</p> <p>The actual cost will depend on your specific application. Even a 'simple' two lot subdivision can cost over \$10,000.00 to complete. Make sure you can meet these costs before you advertise the new lot(s) for sale.</p> <p>Once Council issue the s224 Completion Certificate, you can provide this to your solicitor to arrange for the plans to be deposited with Land Information NZ and new Record of Titles issued.</p>	

A Duty Planner is available at Council to discuss subdivision and we recommend having a pre-application meeting. Come prepared with a site plan, an idea of what you are wanting from the subdivision and any questions you have about the process. Your first pre-application meeting will be free, so make the most of it. Please book an appointment and provide location details before you come in.

For more information on the resource consent process either call into **Council's Westport office** or phone **(03) 788 9603** and ask to speak to the **Duty Planner**. Alternatively, email [planning@bdc.govt.nz](mailto:planning@bdc.govt.nz) with your proposal and our Duty Planner will respond.