

Application for a permitted boundary activity

Resource Management Act 1991 – Form 9A

Submit this form online at: onlineservices.ccc.govt.nz; or

Email to: resourceconsentapplications@ccc.govt.nz; or

Deliver to: Resource Consents Unit, Christchurch City Council, 53 Hereford Street, Christchurch; or

Send to: Resource Consents Unit, Christchurch City Council, PO Box 73014, Christchurch Mail Centre, Christchurch, 8154

For enquiries phone: (03) 941 8999 or email DutyPlanner@ccc.govt.nz

About this form

This form is for an application for a permitted boundary activity under section 87BA of the Resource Management Act 1991.

A permitted boundary activity is an exemption from resource consent for a proposal that meets all of the following requirements:

- ☐ The only District Plan rules infringed are boundary rules
- ☐ None of the infringed boundaries is a public boundary (i.e. road, railway, river, reserve or other publicly owned land)
- ☐ Written approval has been obtained from the owners of all adjoining properties with infringed boundaries.

A boundary rule is “a rule relating to the distance between a structure and one or more boundaries of an allotment, or the dimensions of a structure in relation to its distance from one or more boundaries of an allotment.”

Boundary rules in the Christchurch District Plan include built form standards on daylight recession planes, some internal boundary setbacks, and rules controlling the length of a building relative to the boundary. (Note: Setbacks from zone boundaries, rail corridors and other publicly owned land are not boundary rules.)

Information requirements

The application must be accompanied by a description of the proposed activity and plans that show the boundary rule infringements and include sufficient information to confirm that no other District Plan rules are breached. A written approval form and signed plans from all owners of allotments with infringed boundaries must also be provided.

There is no ability for the Council to put this type of application on hold for further information, so if any of the necessary information is missing the application will be returned to you. It would then need to be resubmitted with all of the required information before a written notice permitting your activity can be provided.

Written confirmation that the proposal is a permitted boundary activity will be issued within 10 working days of a complete application being submitted and the fee paid.

Fees

A deposit is required to be paid before processing will commence (refer Resource Management [Fee Schedule](#)). An invoice will be issued when the application has been received.

Other approvals

A permitted boundary activity does not require resource consent under the District Plan. However if the activity is occurring on land that may be contaminated (HAIL land), resource consent may still be required under the National Environment Standard for Assessing and Managing Contaminants in Soil to Protect Human Health.

You are also likely to require a building consent under the Building Act 2004. This must be applied for separately. Depending on the nature of your proposed activity, additional consents or licences may also be required under other legislation.

1. Pre-application discussions

Have you had a pre-application meeting or discussions with any Council staff about this proposal?

☐ Yes

☐ No

If yes, what was the name of the planner or other staff member(s)?

Date of pre-application meeting (if applicable):

Meeting reference number:

2. Application site

Street address:

Legal description:

☐ I have provided a Record of Title less than 3 months old, including a copy of any consent notice, covenant or other encumbrance to which the Council is a party. Note: These can be obtained from Land Information New Zealand:
<https://www.linz.govt.nz/land/land-records/order-copy-land-record/land-record-order-form>

OR

☐ I request that the Council obtain a copy of the Record of Title and any relevant encumbrances from Land Information New Zealand.

3. Owners of the application site

Full name and address of all owners of the application site:

4. Applicant details

Please note that the applicant is responsible for the fees associated with this application, unless specified otherwise in Section 6. Where there is an agent, it is the Council's practice to communicate with the both the agent and the applicant.

Full name (including middle name):

OR

Registered Company / Trust /

Organisation name:

Contact person / Trustee names:

Landline:

Mobile :

Email:

Postal Address:

The applicant is the: ☐ Owner ☐ Occupier ☐ Lessee ☐ Prospective purchaser of the application site

☐ Other (please specify):

5. Agent details

Name of Agent:

Name of firm:

Landline:

Mobile :

Email:

Postal Address:

6. Invoicing details

All consent-related invoices are to be made out to:

☐ Applicant *(Their full details must be provided in section 4 above)*

☐ Agent

☐ Existing 'on-account' customer

Account customer name:

☐ Other (specify below)

Name:

Email:

Postal Address:

Note: Any refunds will be paid to the receipted name.

7. Description and plans of the proposed activity

(a) Describe the proposed activity to be carried out on the site (e.g. to build a new dwelling with attached garage).

(b) List the boundary rule(s) in the Christchurch District Plan that is/are infringed by the proposed activity.

Note: The definition of "boundary rule" is included on page 1. Where the infringement occurs at the corner of a site, every boundary that intersects with that point of the corner is an infringed boundary. If the boundary forms part of a private way, the infringed boundary is the boundary on the opposite side of the private way.

(c) Plans and other supporting information

☐ I have attached the following information:

- A site plan, elevation drawings and floor plan of all structures to be built or altered, identifying the boundary rule infringements and showing compliance with all other relevant built form rules in the District Plan.
- Any information necessary to confirm compliance with other relevant rules in the District Plan.

Note: The information must be in sufficient detail for the Council to be satisfied that the proposed activity is a boundary activity that it complies with all other rules in the District Plan. The plans must also be sufficiently clear and detailed to ensure that the neighbour(s) providing written approval know what they are agreeing to. All plans must be drawn to scale.

8. Written approval from owners of properties with an infringed boundary

List the name and address of all owners of properties with an infringed boundary.

Address of property:

Full name and address of owners (including joint owners):

☒ I have attached a written approval form and signed plans from all of the above owners.

Note: If the applicant is the owner of an adjoining property with an infringed boundary, please state this and include a written approval form and plans signed by the applicant.

9. Other Applications

Have you applied for a Project Information Memorandum (PIM) or a building consent for this project?

☐ Yes

☐ No

If yes, what is the project number (BCN number)?

10. Development Contributions

The following information is required for assessment of levies under the Council's [Development Contributions Policy](#).

Gross floor area means the total internal floor area of a building, measured from the exterior faces of the exterior walls, or from the centre line of a shared wall separating two buildings or tenancies, including mezzanine floors and internal balconies, plus garaging and potentially habitable accessory buildings.

Impervious surface area means the area of a lot that is covered by a hard surface that does not allow water to penetrate to ground and therefore must have drainage to allow water to be removed from the site. This includes all areas of impervious surfaces as defined in the Christchurch District Plan, and also includes roof area and any areas that are or will be compacted gravel.

Residential development

The use of land or buildings for living accommodation purposes including residential units, serviced apartments and unit/strata development, and short-term visitor accommodation in a residential unit, but excluding retirement villages and travellers' accommodation such as hotels, motels and hostels.

Existing number of residential units:

Number of existing residential units to be demolished or removed:

Demolition / removal date:

Number of proposed residential units:

Gross floor area (m²) of each proposed residential unit:

Will there be two or more attached residential units on the site?

☐ Yes

☐ No

If Yes, what is the proposed impervious surface area (m²), including the area of roofs and hard surfaces:

 m²

Non-residential development

The use of land or buildings for commercial premises/offices, shopping centres, supermarkets, service stations, market, bulk goods / home improvement stores, retail facilities, manufacturing industries, restaurants, warehouse/storage, retirement villages, commercial travellers' accommodation.

Existing:

Gross floor area (GFA) for each existing land use activity:

Land use:	GFA:
	m ²
	m ²
	m ²
	m ²
	m ²

Existing impervious surface area:*

 m²

Proposed:

Gross floor area (GFA) for each proposed land use activity:

Land use:	GFA:
	m ²
	m ²
	m ²
	m ²
	m ²

Proposed impervious surface area:

 m²

11. Declaration

I have completed all relevant sections of this form and I understand that my application may be returned as incomplete if it does not include all of the relevant information.

I understand that the fees paid on lodgement are a deposit only, and that the Council will invoice all costs actually and reasonably incurred in processing this application.

All of the information provided with this application is, to the best of my knowledge, true and correct. I understand that all information submitted as part of an application is required to be kept available for public record, therefore the public (including business organisations, media and other units of the Council) may view this application, once submitted. It may also be made available to the public on the Council's website. If there is commercially sensitive information in your application please let us know. If you would like to request access to, or correction of, your details, please contact the Council.

Signature of Applicant (or person authorised to sign on behalf of applicant):

Date Name

If you are signing this application on behalf of a company/trust/other entity (the applicant), you are declaring that you are duly authorised to sign on behalf of the applicant to make such an application. Please also ensure the applicant is aware that their personal information is being provided to the Council as part of this application.

Privacy information

The Council is subject to the Privacy Act 2020. For a full privacy statement see: <https://ccc.govt.nz/the-council/how-the-council-works/privacy-statement/>. If you would like to request access to, or correction of, your details, please contact us.

12. Fee information

The required deposit must be paid before processing of the application will start. A further invoice will be issued when processing has been completed if the cost of processing exceeds the deposit paid. If the processing cost is less than the deposit a refund will be issued to the person who paid the fee.

Where the application fee is to be charged to an account holder no deposit is required. Instead the actual fees will be invoiced on completion of processing.

The costs incurred in receiving and checking incomplete applications are invoiced to the applicant. To avoid delays and cost please ensure that you submit a complete application.

The Resource Management Fees Schedule can be viewed at: <https://ccc.govt.nz/consents-and-licences/resource-consents/resource-management-fees/>

DEBT RECOVERY – Where an invoiced amount has not been paid by the stated due date, the Council may commence debt recovery action. The Council reserves the right to charge interest, payable from the date the debt became due, and recover costs incurred in pursuing recovery to the debt.

DEVELOPMENT CONTRIBUTIONS – Your development, if granted, may also incur development contributions under the Local Government Act 2002 in accordance with the Council's Development Contributions Policy. Any development contributions payable will be invoiced to the applicant.

13. Checksheet for plan content

This checksheet has been produced to assist you in the preparation and lodgement of your application. The provision of correct and accurate information will ensure that delays are kept to a minimum. Please complete all sections using Y where the information is provided, or N where the information is not relevant to your proposal.

Note: This checksheet is general in nature and does not cover all rules in the District Plan. Please check with a planner at the Council if you are unsure of the information requirements for your particular application.

☐	a. Site Plan (1:200) showing (where relevant)
☐	Location and use of all existing and proposed buildings in relation to legal and internal boundaries;
☐	Location of any waterway and dimensions from its banks to any new buildings and/or earthworks;
☐	Vehicle access, manoeuvring, car parks and driveway gradients;
☐	Outdoor living, service and storage space;
☐	Landscape plan showing location, species and height of all existing and proposed plants (if required to demonstrate compliance with landscaping or tree planting rules);
☐	Location of protected trees on the site or adjoining sites;
☐	Location and height of street trees on road reserve adjoining the application site;
☐	Areas and volumes of proposed filling or excavation, retaining walls, existing and proposed ground levels;
☐	Building coverage (proposed and existing) in square meters; and
☐	Surveyed ground and floor levels (especially at critical points) to show compliance or extent of non-compliance with recession plane rules.
☐	b. Floor Plans (1:100 / 1:50) showing (where relevant)
☐	Proposed uses;
☐	Gross floor areas for each use;
☐	Location of all/any kitchen facilities;
☐	Doors and windows; and
☐	Overall dimensions of all buildings.
☐	c. Elevations (1:100 / 1:50) showing (where relevant)
☐	Recession planes from accurate levels;
☐	Maximum height; and
☐	Doors and windows.