

Request for District Plan Certificate: Non-heritage fabric

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

About this form

This form is used to request certification that fabric is not heritage fabric, under Rule 9.3.4.1.1 and Appendix 9.3.7.6 of the Christchurch District Plan.

Important information:

- The rules in Section 9.3 Historic heritage of the District Plan include restrictions on what may be done with heritage fabric. A non-heritage fabric certificate confirms that particular fabric is not heritage fabric, and is therefore not subject to those rules/standards.
- This form must be accompanied by documentation prepared by a **Heritage Professional**, in accordance with Clauses 1-4 of Appendix 9.3.7.6 (refer page 3 of this form).
- The terms “*Heritage fabric*” and “*Heritage Professional*” are defined in Chapter 2 of the District Plan.
- The required deposit (refer Resource Management [Fee Schedule](#)) must be paid before your request will be processed. An invoice for the deposit will be issued when this form is received.

1. Heritage item

Name of heritage item:

District Plan heritage Item number:

Site address:

Legal description of the site(s):

2. Proposed work

Description of work:

☐ I have attached documentation prepared by a Heritage Professional confirming that fabric affected by the proposed works is not heritage fabric, in accordance with Appendix 9.3.7.6.

3. Applicant details

Full name (including middle name):

Registered Company / Trust / Organisation name:

Contact person / Trustee names:

Landline:

Mobile:			
Email:			
Postal Address:			
Signature of Applicant: (or person authorised to sign on behalf of applicant)			
Date:		Name:	

4. Agent (if applicable)

Name of Agent:			
Name of firm:			
Landline:		Mobile :	
Email:			
Postal Address:			

5. Invoicing details

Invoices relating to this certificate are to be made out to:

☐ Applicant	☐ Agent
☐ Existing 'on-account' customer	Name of account customer:
☐ Other (specify below)	
Name:	
Email:	
Postal Address:	

If the cost of processing exceeds the deposit paid a further invoice will be issued when processing is completed. Alternatively, if the cost of processing is less than the deposit a refund will be issued. Any refund will be paid to the receipted name.

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.

6. Privacy information

The information on this form is required for the Council to process your request. All information submitted 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 sensitive information in your request please let us know.

The Council is subject to the Privacy Act 1993. 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.

EXCERPTS FROM CHRISTCHURCH DISTRICT PLAN

Appendix 9.3.7.6 – Certificate of Non-Heritage Fabric

1. Principles

An assessment to confirm fabric is not heritage fabric shall be undertaken in accordance with the following principles:

- 1.1. An understanding of the heritage significance of the fabric including within the context of the significance of the heritage item as a whole, shall be established before assessing and identifying non-heritage fabric.
- 1.2. Identification of non-heritage fabric shall be informed by relevant and recent documentation and thorough visual inspections.
- 1.3. The purpose of the documentation and visual inspections is to assist in determining factors such as: evidence of age of the fabric; context; and other relevant information about the item and fabric.
- 1.4. Statutory and non-statutory documentary sources include (but are not limited to): conservation plans, conservation reports, detailed heritage assessment reports, resource consent history, building or planning files, architectural plans, photographs, the Heritage Statement of Significance of the heritage item.

2. Preparation and documentation to confirm non-heritage fabric

The documentation required to prepare and confirm non-heritage fabric shall include the following:

- 2.1. Statutory and non-statutory documentary sources consulted and relied upon. As a minimum these shall include any relevant conservation plan (where this is available), Council's Heritage files and the relevant Heritage Statement of Significance accessed from Appendix 9.3.7.2. The assessment shall reference the value attributed to the subject fabric in the conservation plan (that is whether the fabric has been assessed as "neutral", "non-contributory", "intrusive", or equivalent depending on the terminology used and defined in the conservation plan). Where a conservation plan has not been prepared, the assessment shall identify its value using conservation plan methodology and justification for that ascribed value.
- 2.2. The dates of site visit(s) undertaken, (which must include a visit in the period subsequent to any previous modifications of the fabric or area being assessed).
- 2.3. A record of any second opinion that has been obtained from a heritage professional.
- 2.4. Confirmation that in the heritage professional's opinion, and having regard to Clauses 1 and 2 above, the fabric does not make any contribution to the overall significance of the heritage item. This shall include an explanation of how this opinion has been formed with reference to the heritage fabric definition in the Plan.

3. Confirmation

- 3.1 The confirmation application for a Certificate of Non-Heritage Fabric shall be prepared and signed by a Heritage Professional.

4. Definitions

- 4.1 For the purposes of Clause 3, a Heritage Professional is defined in Chapter 2 Definitions.

5. Certification

- 5.1 The Council shall certify that the documentation confirming non-heritage fabric is accordance with Clauses 1 - 4 above.

Definition of "Heritage professional" (Chapter 2 Definitions)

in relation to Rule 9.3.4 Historic heritage, Appendix 9.3.7.5 Heritage works plan and Appendix 9.3.7.6 Certification of non-heritage fabric, means a person who has been certified by Council as having:

- a. a degree or a recognised post-graduate qualification in a field related to heritage conservation or management, and
- b. at least five years of experience working in heritage conservation or management, and
- c. experience on at least three projects where they have acted as the heritage advisor for conservation works involving a heritage place listed by Heritage New Zealand Pouhere Taonga and/or scheduled in a district plan, or of documented district level or higher significance, where the works have aligned with the principles of the ICOMOS New Zealand Charter 2010, and
- d. membership of an organisation for heritage professionals such as ICOMOS New Zealand, New Zealand Archaeological Association, or Pū Manaaki Kahurangi New Zealand Conservators of Cultural Materials.