



## RESOURCE CONSENTS UPDATE 29 MARCH 2018

### Change of process for Section 88 incomplete applications

We're changing the way we handle incomplete applications returned under section 88, so they follow the same process as other new applications.

Currently we allow a 15 working day grace period to supply the missing information, then we transfer any remaining deposit across to the new application. This was a transitional approach introduced after section 88 was amended in 2015, however the transfer of fees and merging of application documents involves more administration (and hence more cost).

From 1 May all incomplete applications will need to be resubmitted in full via the [resourceconsentapplications@ccc.govt.nz](mailto:resourceconsentapplications@ccc.govt.nz) mailbox or [Online Services](#), and a new deposit will be invoiced. Any remaining balance of the first application deposit will be refunded separately.

### Which plans you need to provide with your application

There's no need to submit full sets of building consent plans as part of your resource consent application.

Typically, we need elevations, floor plans and site plans with sufficient detail to understand the application. The plans should generally contain levels (ground and finished floor), as well as key site features such as landscaping, trees, waterways and setback distances etc.

It is fine to lodge the same site, floor and elevation plans for resource and building consent applications.

For a resource consent we don't need plumbing, electrical, roof, bracing, building sectional plans etc. When we get these it takes us longer to download and locate the relevant plans.

### Making draft conditions available

In many cases, it can be useful for an applicant to review draft consent conditions prior to a decision being made about their consent, particularly for more complex applications and subdivisions.

While there is no formal process under the RMA for this, we think it's a good idea and we're keen to continue sending out draft conditions as long as statutory timeframes can still be met. This usually means the application needs to be placed on hold while you review and respond to the conditions.

If you want to review draft conditions, could you make this clear in your application.

If, after reviewing draft conditions, there are matters you wish to discuss, we would appreciate it if you could let us know in your written response whether you would like the application to remain on hold in order to work through the matters. Otherwise we will need to proceed with decision-making in order to meet the statutory timeframe.

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