



CHRISTCHURCH CITY COUNCIL
Environmental Policy and Approvals Unit
SUBDIVISION BULLETIN NO 18
Updates and Incorporates SB7, SB13 and SB17
(April 2008)

SB18

Policy and Procedure for the Construction of Property Access (Rights of Way, Common Property and Access Lots)

1. Background

In order to provide a faster “end to end” subdivision consent process involving the creation of rights of way and private access, new procedures were put in place to speed up the “engineering approval” and 224c clearance processes in February 2006.

These procedures required consent holders to engage a suitably qualified person to certify the design and construction of the property access and to provide to Council construction records and test results that proved compliance with now the draft IDS and consent conditions.

The intention is that this will reduce the time spent by Council engineering staff “checking” designs and will reduce costs to applicants in terms of delays in getting approvals and clearances. It is also implicit in this process that the emphasis on certification means that the designers and “constructors” will be taking greater responsibility for their work.

A suitably qualified person is defined as a person with the professional qualifications and experience in the industry to undertake the design and supervision of the works. The attached engineers certificate sets out the level of expertise required. Professional indemnity insurance is also required commensurate with the levels recommended by IPENZ, ACENZ, TNZ and INGENIUM.

A final site audit of the works by a Council officer is still to be carried out. Council’s involvement in Benkelman beam tests have ceased, though it will be a requirement that complying beam test results are needed to be submitted as a condition of consent.

2. Where Does it Apply?

This process applies to all private ways, access legs, and vehicular access on cross or company lease or unit titles, as defined in the City Plan, Chapter 14 Clause 5.2.2, and applies to all accesses required to be sealed and drained as set out in the table included in Clause 5.2.2, i.e. all private vehicular access serving four or more allotments, units or flats, all access in the Living Hills Zones where the gradient is steeper than 1:10, all Business Zones access and all Rural Zone access.

3. Subdivision Conditions

Design Condition

Prior to construction the consent holder is to submit to Council the following documentation:

- (a) A Design Certificate from Appendix IV of the Christchurch Infrastructure Design Standard Part 3 signed by a suitably qualified person stating that the access and all services have been designed in accordance with the consent conditions.
- (b) A design report and plans in sufficient detail for the access construction and confirmation that connections and outfalls for water supply, stormwater and sanitary sewerage are achievable in accordance with consent conditions.

Physical works are not to commence until this information has been received and accepted.

Completion Condition

Prior to certification pursuant to section 224c of the Act the consent holder shall submit the following:

- (a) An Engineer's Completion Certificate from Appendix VII of the Christchurch Infrastructure Design Standard Part 3 signed by a suitably qualified person stating that the access and all services have been constructed in accordance with the consent conditions.
- (b) A set of as-built drawings.
- (c) Benkelman Beam Test results.
- (d) Photographic evidence that:
 - A vehicle crossing exists or has been constructed in accordance with CSS standard details.
 - The pavement construction has been completed.

Conditions relating to minimum standards for access applying to subdivision of 3 lots or less to which the sealed and drained requirements of the table in clause 5.2.2 Part 14 City Plan do not apply, and existing formation standard assessments will continue to be applied when applicable.

4. Engineering Certificates for Design and Construction

The certificates to be used are those attached to this Bulletin.

These are the **only** certificates Council will accept.

5. Process

3.1 Engineering plans are subject to a two stage process:

- (a) When received, an 'Engineering Plan Critical Errors' checklist will be applied and if necessary, a message sent to the consultant that the plans are not suitable.
- (b) The plans will be assessed against subdivision consent conditions to ensure that all conditions have been met.

Note that plans are no longer 'approved' as this implies that a full design check has been undertaken. Instead, the Council response will be that the plans are in accordance with the consent and construction may commence.

6. Final Clearance Procedure

All information requirements set out in the consent conditions will need to be submitted with the 224(c) request before a final site audit will be made. We will be monitoring all applications for completeness of information.

In making the request for the 224(c) we expect that the consultant is fully aware that the access construction has been completed to a satisfactory standard. It should only be necessary for the engineering officer to undertake **one** site audit. However, if on inspection the construction is not completed, the consultant will be advised that a new request will be required when the consultants is satisfied that construction can be 'signed off'.

If only minor issues are outstanding, a list of these will be provided, and on advice by the consultant that these matters have been dealt with, a clearance will be provided in readiness for the preparation of the 224(c).

We are endeavouring to keep this process as simple and expedient as possible. For this to be achieved we require the collective co-operation of consultants, contractors and applicants in meeting their obligations pursuant to their subdivision consent.