

THE SUBDIVISION PROCESS

Thinking of subdividing?

We want to help you understand the procedure and have divided subdivision into a three step process.



Subdividing means dividing land or buildings into separate parts enabling them to be split into separate ownerships.

To enable subdivision on your property you must meet requirements of your local Council's district plan, and will involve consent applications, surveying and expert advice.

To understand the process we have broken it down into 3 steps:

1 RESOURCE CONSENT

2 ENGINEERING

3 BOUNDARIES & TITLES



1 OBTAINING THE RESOURCE CONSENT

- A surveyor undertakes the initial topographical site survey, confirms the location of existing services, boundaries, and any buildings or structures that will need to be noted on the plan. The surveyor then prepares the site plan.
- Callidus Architects liaises with planner and surveyor and in conjunction prepare concept plans for the new dwellings. Depending on the complexity of the application planners may arrange and attend a pre-application meeting with the Council regarding the proposed development. Anyone else involved in the process is welcome to be at this meeting. Based on the feedback we receive from Council, we will then liaise with yourself and planner and surveyor to ensure the development address any concerns Council may have raised. This is when we can discuss whether there are likely to be any affected parties (i.e. requiring written approval from neighbours) and whether Council is generally supportive of the proposal.
- The surveyor uses the concept plans to develop the subdivision scheme plan and initial engineering plans for the proposal. The engineering plans generally includes the location of services from the boundary of each new allotment to the street and/or Council mains. They also include any new vehicle crossings located within the Council road reserve that might be required for driveways.
- Callidus and the planning team then assembles the resource consent plans and any other documentation or reports, prepares the resource consent application for the proposal (including any design guide assessments) and submits the application to Council.
- Council then has 20 working days to process the application (if it is processed on a non-notified basis). The 20 working days starts once the client has paid the deposit fee to Council. If the Council make a request for further information, the clock stops until they are satisfied that they have received all of the requested information.

NOTE: the clock continues from the number of days when it was stopped, it does not restart from day 0.

2 ENGINEERING DESIGN

- The surveyor then prepares the final engineering plans to be submitted to Council.
- Once the surveyor obtains engineering approval, works can get underway on site to undertake the construction of the physical works to comply with the subdivision conditions of consent (these can include works such as roading, water supply, earthworks and drainage. They may also include any works where existing services need to be relocated, i.e. moving overhead power lines underground. Often these works are tendered out by the surveyor and/or Callidus. Please check and confirm this is the case.

NOTE: *You have 5 years to complete or 'give effect to' these works once the subdivision consent has been granted.*

3 PEGGING BOUNDARIES AND TITLES

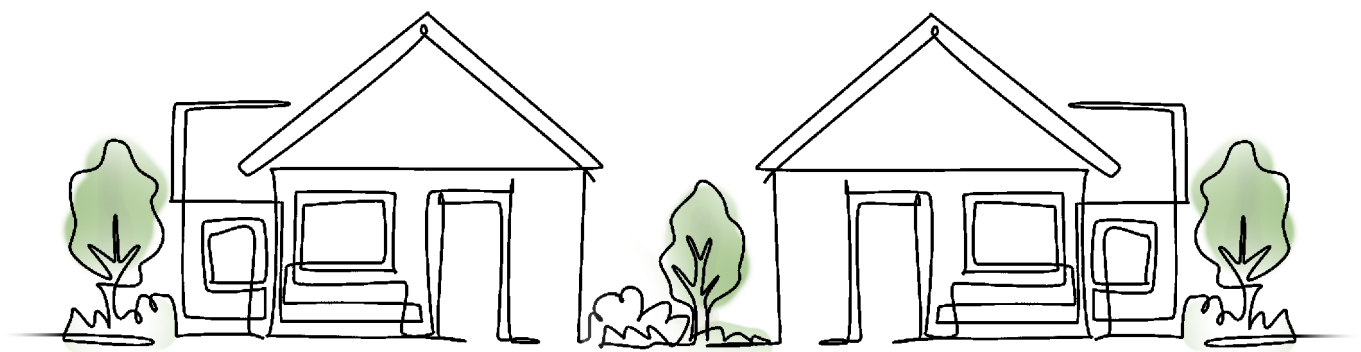
- The surveyor then surveys the site, marks the new lot boundaries, calculates and prepares the survey plan to be submitted to Council.
- Council has 10 working days to approve or decline the plan under section 223 of the Resource Management Act. If the Council is satisfied that the survey plan is consistent with the approved subdivision consent and the correct easements are shown, then Council must approve the survey plan and issue the s223 certificate.

- Once the services have been installed, the surveyor/Callidus will apply to certification under Section 224(c) of the Resource Management Act. This application shows how the conditions of the resource consent (including the installation of services) have been met to council's satisfaction. If all of these conditions are not met, then Council must make note on the s224 certificate that one or more of the following actions have been undertaken:
 - a. A completion certificate has been issued stating that the owner has entered into a bond binding the owner to carry out the work or make the financial contribution; and/or
 - b. A consent notice has been issued, whereby a condition of consent must be complied with on an ongoing basis by the current owner and any subsequent owners.
- The surveyor and your solicitor submits the documents to Land Information New Zealand (LINZ) for processing and approval.
- LINZ cancels the existing certificates of title and new titles for the lots are then issued.

NOTE: *You have three years to obtain a section 224(c) certification, following Council approval of the survey plan (Section 223 approval).*

For a three lot subdivision, we would allow for the above process to take between 9 and 12 months.

Explanation of the subdivision process generously provided by Urban Edge Planners.



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