

THE SUBDIVISION PROCESS

APPLICANT / SURVEYOR RESPONSIBILITY

COUNCIL RESPONSIBILITY

Subdivision Consent Application Preparation & Lodgement
 An application for subdivision consent is prepared and then lodged with Council, including payment of the appropriate deposit.

Subdivision Consent Application Processing
 A Council Planner processes the application. Non-notified applications are processed within 20 working days on receipt of all required information. If the environmental effects are significant, or neighbours are adversely affected, then the application may be assessed as Limited or Publicly Notified. These applications may take 3 or more months to be processed (including hearings).

Subdivision Consent Decision
 A decision is issued on the consent. If approved, conditions are imposed on the consent. If declined, you have the right to object in writing and the consent would then go to a Council hearing.

Approval of Survey Plan – S.223 RMA Certificate
 A more detailed survey plan is submitted to Council.

NB. The S.223 Certificate must be signed within 5 years from the date of issue of the subdivision consent.

Approval of Survey Plan – S.223 RMA Certificate
 Council will check the plan within 10 working days of receipt. Council will approve the plan under S.223 RMA where subdivision consent has been obtained and the plan conforms to what was approved in the subdivision consent. Council will decline the plan if it does not meet such criteria.

Compliance with Subdivision Consent Conditions
 Work must be undertaken to comply with conditions of consent, and may include:

- Engineering works to form right of ways and entrances;
- Services installation and connections for water, wastewater, stormwater, power and telephone;
- Payment of relevant development contributions, levies and planning fees; and
- Council being instructed to engage solicitors to prepare legal documents such as consent notices and bonds.

S.224 RMA Certificate application
 Once all the consent conditions have been met, you must apply for a S.224 certificate as confirmation.

NB, The S.224 Certificate must be lodged with LINZ within 3 years from approval of the plan under S.223.

S.224 RMA Certificate issued
 Council Officers check compliance with consent conditions. If works comply with Council requirements the condition(s) will be approved. If works do not comply further works may be required.

 When all conditions have been met and all fees have been paid, Council signs off the S.224 certificate.

Certificates for S.223 & 224 are submitted to LINZ. New Certificate of Titles are issued for the lots.

