

PROJECT DELIVERY UNIT

Engineering Approval Application Form

Section A

Applicant's details

RC No: _____

First Name: _____

Surname: _____

If applying on behalf of a company, full company name: _____

Street address: _____

Suburb: _____ Town/City: _____

Postal address (if different from above): _____

Phone (Business): _____ Phone (Home): _____ Mobile: _____

Email: _____ Fax: _____

Agent's details (if applicable - will receive all correspondence on behalf of the applicant)

Company: _____

Contact person (must have a New Zealand address): _____

Street address: _____

Suburb: _____ Town/City: _____

Postal address (if different from above): _____

Phone (Business): _____ Phone (Home): _____ Mobile: _____

Email: _____ Fax: _____

Site description (one site per form)

Address: _____

Legal description (as shown on certificate of title or rates notice, if any): _____

Section B

Advice note: Please list relevant Resource Consent number(s), Condition numbers, supporting documents and relevant pages.
Note that a Design Report is almost always required for subdivisional works, so as to show compliance with ECOP.

Approval sought (attach additional sheets if necessary)

Condition No.	File name/Title of information provided
Example	Example

Elements that are not in accordance with the Waimakariri District Council's ECoP			Explanation provided
Condition No.	Description	Supporting File	Yes/No (Dropdown)
Example	Example	Example	Example

Information required to be submitted (attach information required to this form)

The information requirements detailed in the attached checksheet should be addressed.

All applications to be lodged to subdivisioneng@wmk.govt.nz

Section C

Application and Declaration

The Council relies on the information contained in this application being complete and accurate. The applicant must take all reasonable steps to ensure that this is complete and accurate and accepts responsibility for information in this application being so.

Select one of the following:

If lodging this application as the Applicant:

I/we hereby represent and warrant that I am/we are aware of all of my/our obligations arising under this application including, in particular but without limitation, my/our obligation to pay all fees and administrative charges (including debt recovery and legal expenses) payable under this application.

If lodging this application as the authorised Agent of the Applicant:

I/we hereby represent and warrant that I am/we are authorised to act as Agent of the Applicant in respect of the completion and lodging of this application and that the Applicant is aware of all of their obligations arising under this application, including, in particular but without limitation, their obligation to pay all fees and administrative charges (including debt recovery and legal expenses) payable under this application.

Signed (by or as authorised agent of the Applicant): _____

Full name of person lodging this form: _____

Date: _____

Conditions

1. The Council reserves the right to reject incomplete applications.

PROJECT DELIVERY UNIT

Engineering Approval Checklist

The following information is required for each application for Review and Acceptance. Please complete this form and attach to the application and all applications shall be sent to subdivisioneng@wmk.govt.nz

Note that not all applications will require all information. It is the responsibility of the applicant to ensure a complete application is provided by using this checklist. Any information not considered applicable shall be noted as such.

Waimakariri District Council's Engineering Code of Practice (WDC ECoP) provides detailed guidance on the information that shall be provided. The below schedule is a minimum requirement to be addressed by all applications. Further information shall be supplied on request from WDC.

Note: Acceptance of incomplete or erroneous information in support of consent conditions does not absolve the applicant of the responsibilities it is subjected under resource consent conditions.

Section D

Refer to Part 3 (Quality Assurance) of the Engineering Code of Practice for further guidance.

	Service		Information Requirements	Supplied	Signed off by
A	General	1	Completed application form.		
		2	The resource consent conditions for which engineering approval is being requested have been identified and all supporting documents have been referenced. <u>Refer to Section B.</u>		
		3	Confirmation that all elements have been designed in accordance with the Waimakariri District Council's Engineering Code of Practice.		
		4	Elements that are not in accordance with the Waimakariri District Council's Engineering Code of Practice shall be listed separately with a brief description of each and an explanation of why it is considered appropriate. <u>Refer to Section B.</u>		
		5	A Producer Statement/s – Design (QP-C812-AC, Issue 1) has been provided for each individual discipline (eg civil, structural, etc).		
		6	Design, construction and/or assessment documentation including drawings, specifications and calculations have been reviewed by a Suitably Qualified and Experienced Person (SQEP), and/or as per consent conditions.		
		7	Copies of any expert assessments (ie traffic/geotechnical/ flood) completed and/or submitted in support of the original consent application and explanation of how the report's finding/ recommendations have been addressed as part of the detailed engineering design and form part of the Design Report.		
		8	A list of assets that are proposed to be vested with Council (where possible these should be shown on the plan), when applicable.		

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	Service		Information Requirements	Supplied	Signed off by
		9	A Schedule of Quantities and land valuations, when appropriate (eg if a link strip agreement is being proposed).		
		10	Demonstrate compliance with the relevant resource conditions or where deviated from, provide detailed justifications/explanations outlining alternate solution and efficiency. (Note: variation to resource consent may be required for deviations.)		
		11	Plans and Specifications		
		12	Stages Development Plan		
		13	Location of intended benchmarks		
		14	Include design report		
B	Flood Hazard	1	Flood assessment/report (e.g. the location of existing surface drainage pathways, including secondary flow paths, and impact of proposed works).		
		2	Flood modelling.		
C	Earthworks	1	Identification of special features. The location of archaeological and historical features, where present. Protected trees, other significant trees and vegetation, ecologically sensitive sites and any other features to be protected, retained or further assessed.		
		2	Stability assessment. Cut/fill areas.		
		3	Detail and engineering drawings where specific engineering design is required (eg retaining walls). Cross sections to adjacent boundaries.		
		4	Representative existing and post-development cross-sections.		
		5	A Producer Statement/s – Design (QP-C812-AC, Issue 1).		
		6	Dewatering/discharge ECan consents.		
		7	Work to be undertaken on third party land (Borrow pits and stockpiles).		
D	Geotechnical	1	Geotechnical investigations such as groundwater levels, profiles, soil types, infiltration testing, effects on the environment and geological or water quality assessments.		
		2	Geotechnical assessment and/or recommendations.		
		3	Liquefaction assessment and/or recommendations, including land stability.		
		4	A Producer Statement/s – Design (QP-C812-AC, Issue 1).		
E	Environmental	1	Erosion and Sediment Control Plan.		
		2	Site Management Plan (SMP).		
		3	A Producer Statement/s – Design (QP-C812-AC, Issue 1).		
F	Contamination	1	Preliminary Site Investigation (PSI).		
		2	Detailed Site Investigation (DSI).		
		3	Remedial Action Plan (RAP).		
		4	Site plan identifying location(s) and nature of contaminants.		
		5	Contract Management Plan (CMP).		

	Service		Information Requirements	Supplied	Signed off by
G	Roading	1	A design report providing a clear description of the proposed works including transport infrastructure & service issues, streetscape & amenity features, road drainage control & edge treatments, pavement design methodologies, signage and road markings.		
		2	Traffic assessment/report. Traffic-loading, traffic modelling and volume data and projections used and calculations.		
		3	Traffic safety audit / road safety audit.		
		4	Roading layout plan (to include formation details, landscape & drainage provisions, and all road markings & signage) and pedestrian/cycle links.		
		5	Internal access, maneuvering & parking areas (including any pedestrian and cycle links).		
		6	Cross sections including typical location of all services and separation (horizontal and vertical).		
		7	Long sections - 20m drainage intervals (Detailed plans) etc.		
		8	Sight distance plan and/or analysis.		
		9	Structural design.		
		10	Swept path analysis should be provided for the full range of vehicles that intend to use the proposed road, car park, thoroughfare (CBD development that has a through road) etc. This could range from large vehicles such as trucks, rubbish vehicles and buses down to cars of various sizes).		
		11	New Zealand Transport Agency (NZTA) approval.		
		12	A Producer Statement/s – Design (QP-C812-AC, Issue 1).		
H	Stormwater	1	A catchment plan (to include Manning's coefficient(s), slope of ground and percentage impervious surfaces, where applicable).		
		2	Design report and philosophy including allowance for upstream catchments, impact on downstream catchments, Annual Exceedance Probability (AEP) and an allowance for Climate Change.		
		3	Overland flow path(s) plan, modelling and/or assessment.		
		4	Secondary overland flow path(s) plan, modelling and/or assessment.		
		5	Include in Detail and Engineering drawings where specific engineering design is required (eg culvert, Stormwater Management Area (SMA), reticulation). Including plans, longsections and separation distances to other utilities.		
		6	Landscape plan and a review of the suitability of the proposed plant species.		
		7	Environment Canterbury (ECan) discharge consents (for SMA to vest to Council).		
		8	A Producer Statement/s – Design (QP-C812-AC, Issue 1).		
		9	Pre- and post- development assessment of the impact of the proposed development on the receiving environment		

	Service		Information Requirements	Supplied	Signed off by
I	Wastewater	1	Catchment plan.		
		2	Design report and philosophy (reticulation, pumping, treatment, disposal).		
		3	If required grades are not achieved, a flow assessment demonstrating self-cleansing velocity or a proposal for how the system is to be flushed (this may be a temporary measure if part of a staged development).		
		4	Pump Station Details (Including Control methodology).		
		5	Surge and/or fatigue analysis, where applicable.		
		6	Plans and long sections, including separation distances to other utilities.		
		7	Standard details including proposed materials and trenching, where applicable.		
		8	A Producer Statement/s – Design (QP-C812-AC, Issue 1).		
J	Water	1	Modelling, where required/conditioned.		
		2	Design report and philosophy, surge and/or fatigue analysis.		
		3	Plans including details at all tees and crosses, anchoring and thrust restraint. Fire hydrant locations and valves.		
		4	Standard details including proposed materials and trenching, where applicable.		
		5	A Producer Statement/s – Design (QP-C812-AC, Issue 1).		
K	Utilities (Gas, telecom, power, fibre)	1	Plans and long sections showing separation distances at points of potential conflict between proposed/existing reticulation and proposed/existing utilities.		
L	Landscape	2	Landscaping plan, including all landscaping within green space reserves, road reserves and Stormwater Management Areas (SMAs).		
		3	Design report philosophy.		
		4	Irrigation plan that includes control and irrigation fittings.		
		5	A Producer Statement/s – Design (QP-C812-AC, Issue 1).		
M	Lighting	1	Lighting layout plan and isolux plot lines, where appropriate.		
		2	A Producer Statement/s – Design (QP-C812-AC, Issue 1).		
N	Health & Safety	1	All plans and design reports are to be reviewed and signed off by a suitably qualified and experienced person (or by a professional as specified in the conditions of the relevant consent) prior to being submitted to Council.		
		2	Plans and designs are to address community health and safety through adherence to core principles of Crime Prevention through Environmental Design (CPTED).		
		3	Health & Safety Plan if working on Council land and Safety in Design report.		
		4	Site Safety Plan		
O	Monitoring	1	Standard of Engineering monitoring proposed.		

Notes: All plans are to be submitted as enabled PDF's (searchable documents not scanned copies, except signature pages). All plans are to be scaled (preferred scales are 1:100, 1:200 and 1:500).