



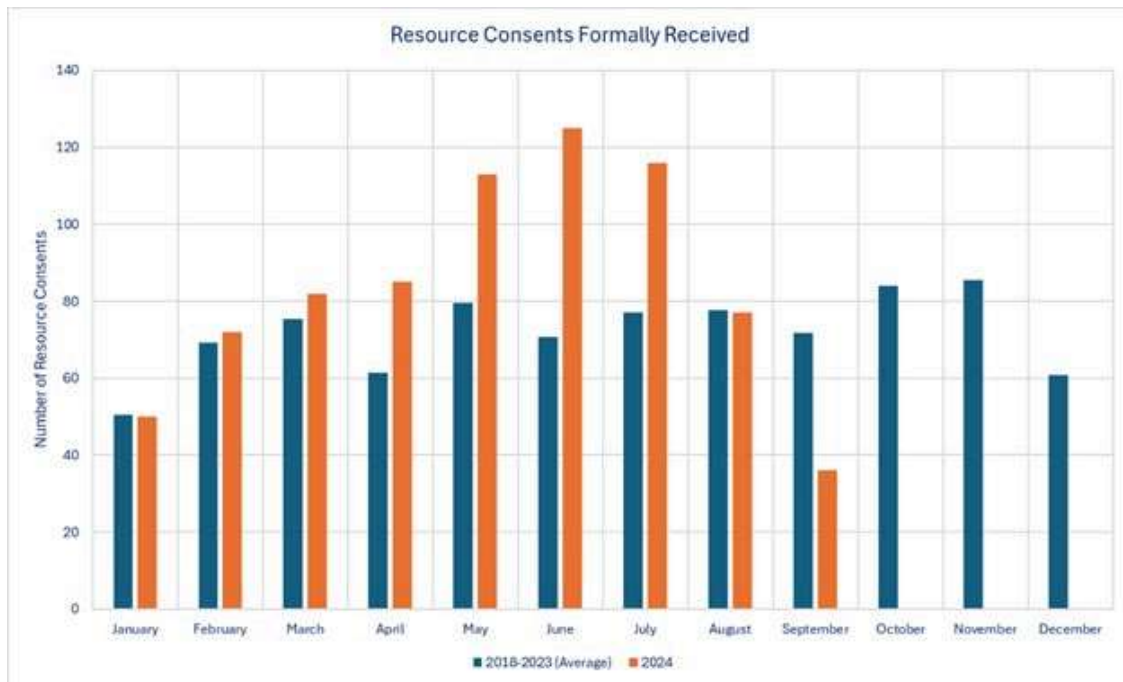
Introduction

Welcome to the first edition of In the Zone, a quarterly newsletter keeping you up to date with key issues relating to the Planning and Development Engineering Teams at Selwyn District Council. This edition focuses on our high workload and the initiatives we are putting in place to improve our service.

Timeframes

From April to July this year, we received significantly more resource consent applications than the previous five-year average. Combined with the complexities of working with two District Plans, it is fair to say we have had significant challenges in maintaining statutory time frame compliance. For 2024 we are sitting at 76% compliance and average working days are at approximately 35 for the last six months.

We are implementing a number of system and process changes (some of which are detailed in this newsletter), employing new staff and increasing our communication with our customers to keep you informed as we address these issues.



Rico

The Resource Consents team have recently implemented Rico, a web-application used by our planners to audit applications and draft decision reports faster, with better quality and consistency.

What does this mean for you?

From a customer perspective, the biggest difference we expect is a saving in time, both for time frames and in hours charged. You will notice a planning approval software fee of up to \$200 on invoices, however we expect to save at least that in time using this application and we are monitoring this closely to ensure we are delivering savings. Greater consistency and accuracy is also of benefit to customers in ensuring all potential issues are identified early in the process.

New Five Waters Servicing Certificate

For activities that involve the development of four or more allotments or multi-unit structures, connected to water, wastewater, stormwater or adjacent to water races or the land drainage network, we now have an option for you to obtain a '5 Waters Infrastructure Servicing Certificate'. This can be used to inform the infrastructure assessment included in your subdivision and/or land use consent application to demonstrate that there is adequate servicing capacity for your proposal. The certificate will be valid for 6 months from the time of issue to submission of your consent.

This process will provide:

- Formal servicing advice as part of due diligence stage of a project
- Early identification of servicing constraints (you won't need to wait for RC RFI process)
- Approval of multiple Points of Discharge per premises in relation to Council Bylaws
- Streamlined Resource Consent process in terms of 5 Waters servicing assessment

You can read more about this process and apply on our [website](#).

Multi- Units and Minor Residential Units - new process and guidelines

We acknowledge that applicants seeking to develop more than one unit on a site in urban areas have had issues navigating our process. We apologise for the confusion and have made changes to make things simpler and clearer.

The key change is that for urban multi-unit development and minor residential units where there is no more than three residential units per lot, you will be required to seek Engineering Acceptance (formerly Engineering Approval) first, before lodging your building consent and/or resource consent applications.

You can read more about this on our [website](#).

We have provided some guidance for navigating multi-unit development in MRZ [here](#).

Helpful Hints For Building Consent Compliance Checks

Here are some helpful tips from the Planning Technicians who assess your plans for compliance against the District Plan provisions. The goal of providing these tips is to get as much information from you as possible upfront, in order to ensure a more efficient application process for both yourselves and the Planning Technicians. They're here to help, so have a read below and make sure to include the below information where applicable

- For MRZ multi-unit development, clearly show on your site plan an access way Legal/clear width and carriageway/formed with.

- Clearly mark the scale on every drawing (and it's always helpful to provide a measurement for us to confirm that our scaling has worked and is accurate).
- Show the roof line dotted on the site plan (to outside of gutters) – this is especially helpful when checking setbacks in the MRZ zone.
- Show your areas for glazing and façades on the elevations - this is really helpful for accurate measuring of presentation to street. It's even better if you can provide the ceiling line on the elevations too.
- Show your recession planes on elevations.
- Provide an earthworks plan with your application– make sure areas and depths are shown so we can clearly see compliance with the EW rule.
- If you're showing fencing on your plans, please make sure you show the height of the fence.
- If there are any consent notice requirements listed on your Record of Title, where applicable please clearly show this on your set of plans.
- Make sure to provide a North point on your site plan.
- If you're submitting an application for a garage/ shed / accessory building, please make sure you always provide a site plan and let us know what the building will be used for.
- All site plans should always show any existing buildings (includes areas too if possible) as well as the proposed new buildings.

Residential Development Design Guidelines and Summary Document

We would like to introduce our adopted Urban Design Guidelines and Summary Document to the wider building and development community.

The guidelines provide options and best-practice examples on residential Urban Design matters both for designers and Council staff when applying or reviewing resource consent applications.

The guidelines are a joint effort using feedback from across teams, disciplines, and industry experts. Emphasis has been given to provide background information and context, consciously applying a Selwyn 'lens' overall examples.

These are online documents that we can amend as changes (to legislation) occur with the aim of promoting Selwyn specific best practice outcomes.

Look out for further events and promotion of the Guidelines in the coming months.

Please contact urban.design@selwyn.govt.nz for any further questions.

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