

Guide to Subdivision

Subdividing involves dividing land or buildings into separate parts to enable them to be sold or split into separate ownership. This requires a 'subdivision consent' from the Council. A subdivision consent is also required to alter a boundary between two properties. Subdivision consent is a type of resource consent.

Example: You own a residential property that has a total area of 1012m². You want to separate the backyard from the house and sell it. You will require a subdivision consent to do this.

The Horowhenua District Plan contains rules controlling how sites can be subdivided (for example, minimum site size). The purpose of these rules is to ensure that sites created through subdivision can be developed (i.e. have a house built on them) and to control any negative environmental effects arising from subdivision.

For further information go to the [Resource Consent Process page](#).

Information requirements for a subdivision application

Information requirements for a subdivision application will vary depending on the scale and complexity of the application (for example, how many new sites are proposed and whether there are any natural hazards affecting the site). However, all applications require the following information:

- Site description
- Description of the proposal
- Certificate of title
- Subdivision plan (plan drawn to scale, showing proposed boundaries and site sizes, existing buildings, existing and proposed services (e.g. water and sewer), and how the sites will be accessed from the road).
- Assessment of Environmental Effects

In some cases, expert reports may be required. Examples include geotechnical report, landscape assessment, or urban design assessment.

We recommend you seek assistance from an expert (e.g. surveyor or planner) when preparing your application.

Assessment of Environmental Effects

All subdivision consent applications must include an Assessment of Environmental Effects (AEE). An AEE is a written statement that outlines possible effects arising from your activity. It should also identify ways of reducing any adverse effects from your proposal. It identifies whom you should consult and, if required, from whom you should obtain written approval. It is used as the basis for the council's decision on whether to notify and grant an application, and, if granted, whether to impose any conditions to address any outstanding effects.

If you think your subdivision will have a negative effect on your neighbour, we recommend you approach them for written approval before applying to Council.

Find out more about applying for [resource consent](#).

The subdivision process

Subdivision requires three stages of approvals from the Council.

Stage 1: Subdivision Consent

Within 20 working days of receiving your application, Council decide whether any people/parties need to be notified of your proposal (this will be required if your proposal will have a negative impact on any person or the wider environment). If notification is not required, Council will decide whether your subdivision can proceed at this time (i.e. within 20 working days of receiving the application).

Your subdivision consent will often include conditions that you must comply with before Certificates of Title for the new lots can be issued. Common conditions include a requirement to connect to water and sewer services, or install a vehicle crossing and form a right of way (shared driveway).

If Council decides to notify your application, a more complex process applies. You can find more information about the process for applying to notified resource consent applications on the [Notified Resource Consents Page](#) .

Stage 2: Section 223 approval

This process requires confirmation that the survey plan is consistent with the subdivision plan. The survey plan shows the legal boundaries of properties, including any easements to protect cross boundary services (for example, an easement that allows a water supply pipe to cross one property in order to serve another).

A Licensed Cadastral Surveyor must prepare the survey plan. Council will confirm the survey plan is consistent with the subdivision plan by signing a s223 certificate.

You must obtain s223 certificate within 5 years of the consent decision.

Stage 3: Section 224 approval

This process requires completion of any physical works required by conditions on your subdivision consent (for example, such as installing new water and sewer connections). You must complete these works to the satisfaction Council's Development Engineer. Council will confirm this has occurred by signing a s224 certificate.

You must obtain s224 certificate within 3 years of obtaining s223 certificate.

The final step is for you to request new Certificates of Title from Land Information New Zealand (LINZ). Your lawyer or surveyor will advise you on this part of the process.

Cost of Subdivision

The costs will depend on the size and complexity of your proposal. Council fees are one part of the total cost. Council [Planning fees and charges](#) are available here. In addition, you will need to account for surveying costs and the costs of completing the physical works. You should seek quotes from these parties prior to beginning your project.

Questions?

If you have further questions about subdivision, or other development proposals check the [Resource Consent section](#) on our website. Alternatively, you can speak directly with a Council Planner during offices hours by calling (06) 366 0999 and asking to speak to the Duty Planner.