



Horowhenua 
DISTRICT COUNCIL

The Streamlined Housing Process

PART A

Application Guide Aratohu Tono Mai

December 2022



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About this guide

This document provides information and guidance on how to go about making an application for a resource consent under the Horowhenua District Council's Streamlined Housing Process (SHP) initiative. It presents a step-by-step process and the matters to consider and information to produce under each step.

This guide is additional to the SHP Application Form and the conventional Form 9 Application for Resource Consent that both need to be filled in and provided with any application under the SHP initiative.

Note: This process covers resource consent applications to get planning approval to undertake the proposal. There is a separate process for building consents as specified by the Building Act 2004.

Background

Like many parts of New Zealand, the Horowhenua District is experiencing a shortage of houses, making housing increasingly unaffordable.

At the same time, household sizes are getting smaller, resulting in under-utilised larger dwellings. The opportunities to trade down or enter the market at the lower end are limited, leaving little or no pathway for many in the community. The provision of social housing, while welcomed, will not be of a significant scale to help with affordability in the short term.

Streamlined Housing Process

To address this situation, the Horowhenua District Council (Council) has launched the SHP initiative. The initiative aims to minimise costs and uncertainties of the resource consent process, by enabling a streamlined process for moderate to medium density infill housing, consisting of mostly single and double-storey dwellings. This is based on the following key urban design principles:

- » **SHP aims to create residential developments that seamlessly fit into the existing streetscape, which features mostly single-storey dwellings with spacious front yards, through minimum setback distances, stepped height controls and active frontage requirements.**
- » **SHP aims to create attractive and functional residential environments with an appropriate neighbour interface through height limits, minimum setback distances and building height in relation to boundary controls.**
- » **SHP aims to create homes with good indoor and outdoor amenity, through provisions for the sizes and locations of outdoor courts and minimum building separation distances.**



The SHP initiative also assists with housing affordability by providing a series of preferred 'Design Approaches', pre-prepared engineering solutions and a draft Assessments of Environmental Effects that enable a streamlined pathway through a number of density rules. Through addressing minimum lot sizes, the SHP initiative also promotes the development of smaller dwellings. Although Council cannot guarantee a successful outcome, it assumes it will be able to support a non-notified consent process for controlled and restricted discretionary activity applications that comply with the SHP Design Approaches because

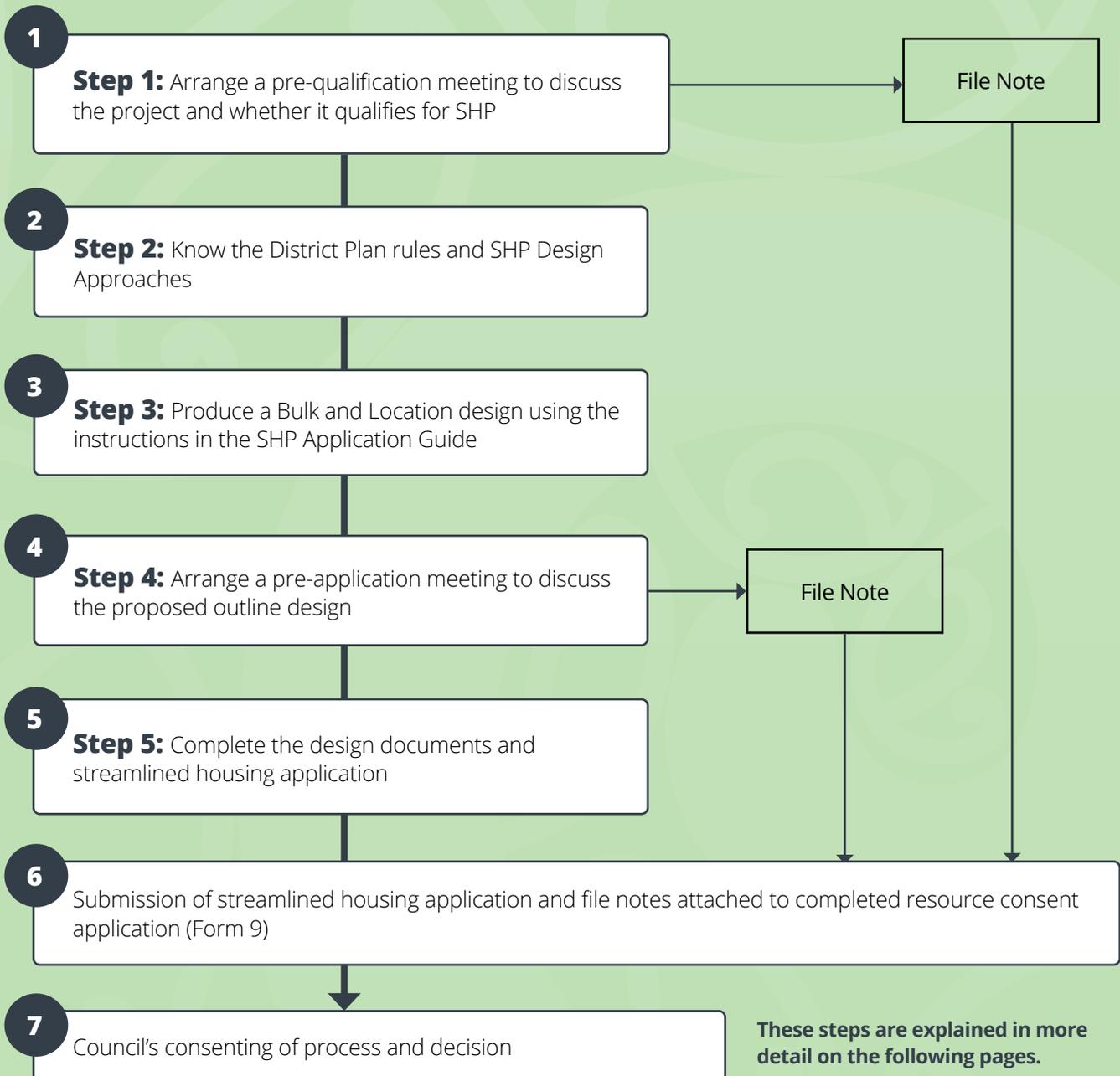
the effects will be less than minor. While the SHP is available to non-complying activities, the applicant will need to provide additional assessment against the relevant objectives and policies of the District Plan and a notification decision for these applications will be carefully considered.

By identifying some standard engineering solutions for stormwater etc. this process also aims to streamline the design process and cut down the discussions with Council officers on engineering matters for these types of developments.

The SHP will initially be a pilot process and used to test the provisions included in the SHP and the outcomes delivered. Learnings from this initiative will be taken into account during the development of future plan changes. At a future stage, the process may be expanded to include high-density areas, especially

those associated with the town centre and the walkable catchment around the Levin railway station. Council reserves the right to revoke the pilot process if it considers the SHP is not achieving the desired outcomes or would be better served by a formal change to the District Plan.

How the SHP works



Note: The pre-qualification meeting may be an in-person meeting, take place by phone or be an online meeting. Once the resource consent application is submitted, it will be allocated to a Council planning officer for processing. The approximate processing timeframe for SHP-compliant resource consent applications is 20 working days where all the necessary information is provided and it does not require notification. However, depending on the scale and complexity of the application, the actual processing time may vary.

1

Arrange a pre-qualification meeting

Te whakarite hui tōmua hei tiroiro i ngā paerewa tono



How to request a pre-qualification meeting

Contact Council via:

✉ enquiries@horowhenua.govt.nz

☎ 06 366 0999

The pre-qualification meeting

The applicant will meet or will have a phone conversation, or online meeting with a Council officer to discuss their proposal, prior to undertaking the design work. The purpose of the pre-qualification meeting is to, at the earliest stage, provide the applicant clarity regarding the eligibility of their proposal. This is to avoid any misunderstanding and enable specific guidance on the next steps to be provided. If the proposal is eligible, the pre-qualification meeting will likely take between 30 and 60 minutes.

Pre-qualification criteria

The following pre-qualification criteria apply:

- The application site can be up to 2000sqm. (For sites larger than 2000sqm consider the Integrated Residential Development provisions in the District Plan.)
- The site must be located in the Residential Zone in Levin, Foxton, Foxton Beach, or Shannon, including the Medium Density overlay in Levin and Foxton Beach (refer to Figure 1-1, Figure 1-2, Figure 1-3, Figure 1-4 below).
- The site must be located outside the Levin Town Centre Pedestrian Overlay (A) and the future railway station precinct (B) (refer to the areas marked on Figure 1-1 below) for which higher-density development is anticipated.
- In Shannon, the site must be located on the south-eastern side of the railway line, as the area on the north-western side (refer to the areas marked on Figure 1-4 below) has a much larger minimum lot size.
- The application must be either a land use or a combined land use and subdivision consent application. It cannot be an application for subdivision only.
- The application must result in a net increase of dwellings on the subject site.
- The application must be for new build dwellings only (including new yard built), with the exception of an existing dwelling on the site that may be repurposed as part of the proposal.
- The application must be a residential development with no non-residential component (e.g. retail, commercial, industrial).
- The site must not accommodate any listed Historic Heritage building or structure, or archaeological item or feature.
- The site must not be subject to the following overlay or control in the District Plan:
 - Low-density residential area
 - Land subject to possible subsidence
 - Coastal natural character and hazard area
 - Flood hazard area
 - Any designation where the requiring authority has not given written approval for the proposal.

The site's proximity to a public park or reserve provides additional support for a site's intensification, as this open space would complement the likely smaller, private open spaces on the site.

Pre-qualification meeting file note

After the meeting, a file note will be prepared, and signed by a Council officer. The file note will be sent to the applicant for signing and this note will need to be appended to the application by the applicant.

An example of the pre-qualification meeting file note can be found at the appendix to this guide.

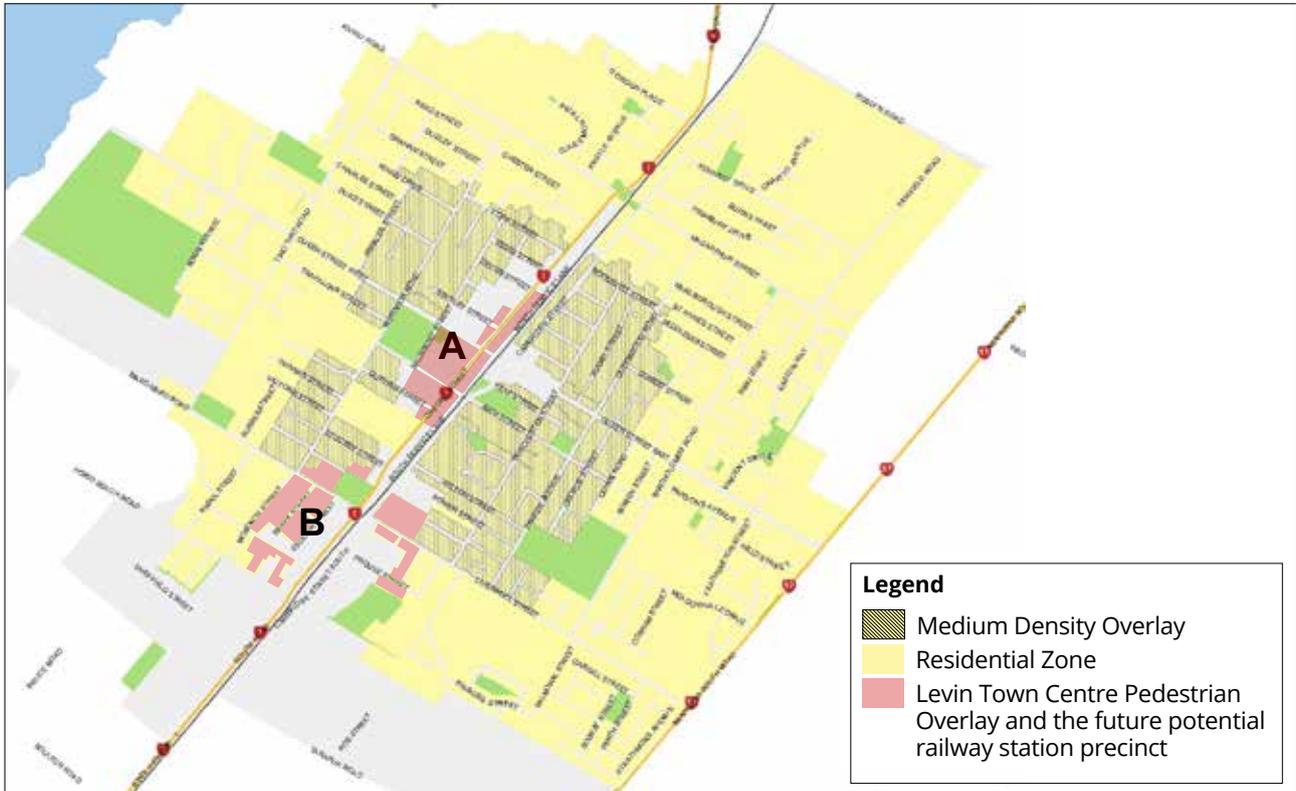


Figure 1-1. In Levin the SHP initiative applies in the Residential Zone and Medium Density Overlay, but not the Town Centre Pedestrian Overlay (A) and the future potential railway station precinct (B).



Figure 1-2. In Foxton Beach the SHP initiative applies in the Residential Zone and Medium Density Overlay.

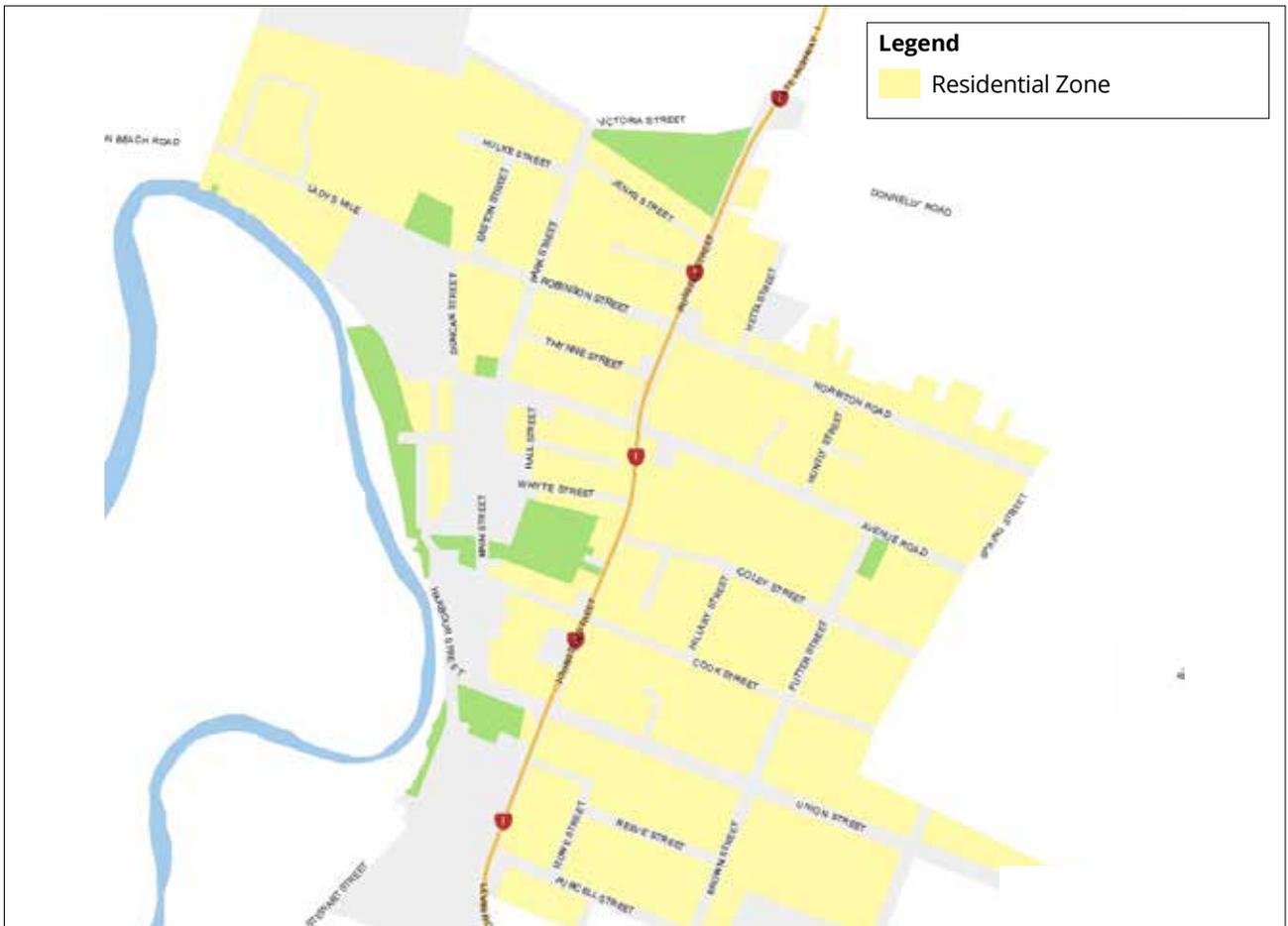


Figure 1-3. In Foxton the SHP initiative applies in the Residential Zone.



Figure 1-4. In Shannon the SHP initiative applies in the Residential Zone, exception for the indicated area to the northwest of the railway for which a much larger minimum lot size applies.

2

Know the rules

Me mōhio ki ngā ture



Approach

The SHP initiative is aimed at delivering affordable homes where residents can live with dignity, and experience appropriate amenity in the form of:

- Well-functioning homes with suitably sized and organised spaces
- Optimum solar access to key rooms and outdoor spaces
- Appropriate private outdoor amenity with indoor-outdoor flow
- Adequate vehicle access and parking

To streamline the planning and development process and encourage uptake, the following approach applies:

Greater flexibility in relation to provisions – to achieve affordability

For an SHP proposal, Council considers less weight needs to be applied to the following matters of discretion: [Note: Further consideration is required for those proposals that would be deemed to be a non-complying activity under current rule framework]

- More dwellings per site, smaller sites, and more coverage.
- Three-storey buildings that comply with the existing height in relation to boundary control will be assessed with neighbours' consent.
- Smaller minimum spaces between buildings.
- More compact outdoor spaces.

Key provisions to comply with – to respect the neighbours

The following controls are retained and must be complied with:

- Height in relation to boundary controls.
- Boundary setbacks.
- Front yards.
- Parking requirements.

More restrictive provisions – to complement the street

Most existing residential streets comprise single-storey buildings set further back than the front yard requirement, being 4m. The resultant streetscape is spacious and typified by the large private front yards with a mixture of planting and fences.

While new double-storey buildings that are located at 4m from the street boundary are currently permissible, the SHP seeks to moderate the intrusion of new buildings to ensure any change of character is not discordant, especially as new development may be denser (due to the breach of several onsite provisions), in sporadic locations and not contiguous. The approach is:

- For new double-storey buildings to be stepping back from the street further, and three-storey development even further.
- To maintain front yard conditions, which prohibit structures but allow for some parking in this area in a controlled manner.

Agreed technical solutions – to simplify the process

The SHP initiative includes the provision of standard technical solutions for typical SHP projects. These relate to:

- Access way and lighting.
- Vehicle manoeuvring.
- Stormwater and wastewater.
- Water and fire services.

The SHP approach to Assessments of Environmental Effects (AEEs)

As required by clause 6 and clause 7 of Schedule 4 of the Resource Management Act 1991 (RMA), the resource consent application must include an assessment of environmental effects (AEE).

To assist applicants with the resource consent application, each SHP Design Approach offers draft AEE wording, which may be used by the applicant. These AEE inserts are formulated on the basis that the application conforms to all the SHP Design

Approaches. The AEE has been developed for controlled or restricted discretionary activities. Any applications for non-complying activities will require additional assessment, and assessment against the objectives and policies of the District Plan.

SHP design approaches

An application must comply with the full set of SHP Design Approaches to be able to qualify for the SHP application process. The following parts (A to I) are those Design Approaches.

A Lot and site sizes

A1. Number of residential dwelling units and family flats

There is no maximum number of dwelling units and/or family flats per site.

Commentary

The design approach is for the maximum number of dwellings that may be built on a site to be determined by the key amenity-related requirements resulting in:

- Less than minor effects on the neighbours.
- Appropriate living conditions on the site, including for outdoor spaces, solar access, parking, and vehicle manoeuvring.
- Sufficient separation between dwellings.
- No more than minor adverse impacts on the character of the street.

Existing District Plan rule reference

15.6.1 Number of residential dwelling units and family flats

- Up to two dwelling units per site, or
- One dwelling unit, and one family flat of up to 50m² plus a covered verandah up to 10m².

A2. Subdivision

For this process subdivision is only permissible in conjunction with a Land Use Consent.

A3. Minimum lot sizes

There is no minimum lot size.

B Bulk and Location

The following diagrams (Figures B1 and B2) illustrate the design approaches for SHP's single as well as double (or multiple) lots; and they bring together:

1. Maximum building height.
2. Building height in relation to side and rear boundaries.
3. Building height in relation to the street boundary.
4. Building setbacks from side and rear boundaries.

B1. Maximum building coverage

There is no maximum building coverage requirement or limit on hardstand areas.

Commentary

The boundary and street setbacks, open space requirements and minimum accessway dimensions will naturally determine the building coverage or footprint. Stormwater requirements will appropriately manage runoff resulting from building coverage and hardstand areas.

Existing District Plan rule reference

15.6.7 Maximum building coverage

- Sites greater than 500m²: maximum 35% building coverage.
- Sites smaller than 500m²: maximum 40% building coverage.
- No limit on hardstand.

15.8.7.(b)(viii) Medium density overlay Maximum 50% building coverage.

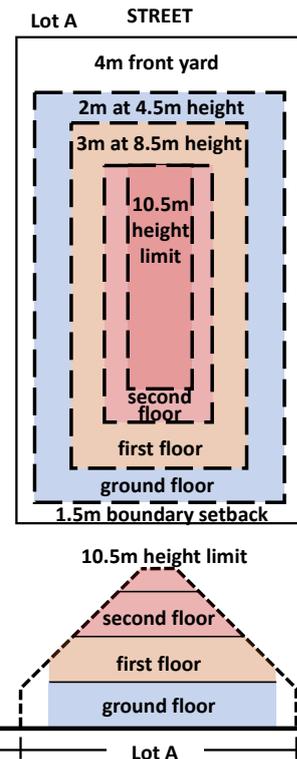


Figure B1. Typical single lot bulk and location constraints.

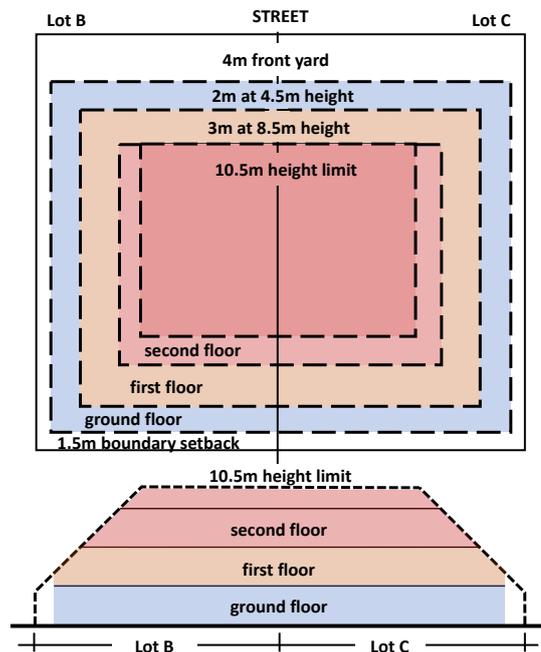


Figure B2. Typical double (or multiple) lot bulk and location constraints.



B2. Maximum building height

One- or two-storey buildings shall not exceed 8.5m in height. Three-storey buildings shall not exceed 10.5m in height, while written approval is required from all adjacent neighbours. The consent form can be found here: horowhenua.govt.nz/AffectedPartyForms

Commentary

8.5m is the current double-storey height limit. While 10.5m height will enable three-storey residential developments, this will rarely occur. For SHP redevelopment of typical single residential lots these requirements will generally limit outcomes to two storeys. Where two or more typical residential lots are combined, the Design Approach will enable three storeys only in the centre of the lot. This is due to the:

- 'Building height in relation to side and rear boundaries' approach which maintains the 45° recession plane away from adjoining sites.
- 'Building height in relation to street boundary' approach which prevents three-storey development within 9m from the street boundary.

Compliance with this approach will ensure less than minor effects on neighbours, and no more than minor adverse effects on the character of the street.

Existing District Plan rule reference

15.6.2 Maximum building height

- 8.5m for dwelling.
- 4.5m for accessory buildings.



B3. Building height in relation to side and rear boundaries

The current 2.7m + 45° (side and rear boundaries) rule shall apply.

Commentary

This recession plane results in a 6m building (assuming a flat site) to be located at least 3.3m from the boundary, a 9m building to be located at least 6.3m from the boundary and a 10.5m building to be located at least 7.8m from the boundary, albeit that roof shapes will, to a limited degree, influence these distances.

Existing District Plan rule reference

15.6.3 Daylight Setback Envelope

- 2.7m + 45° (side and rear boundaries).

B4. Building height in relation to street boundary

Any residential building within 6m from the street boundary shall be no higher than 4.5m. Any residential building within 9m from the street boundary shall be no higher than 8.5m. Beyond the 9m setback the maximum building height limit shall apply.

Commentary

This approach will achieve the following:

- Ensure visual effects from new double-storey developments are no more than minor as new dwellings are unlikely to be forward of the general location of existing dwellings (see diagram above), without loss of dwelling numbers.
- Compensate for having no minimum lot size.
- Set up parameters to appropriately manage visual effects from three-storey development.

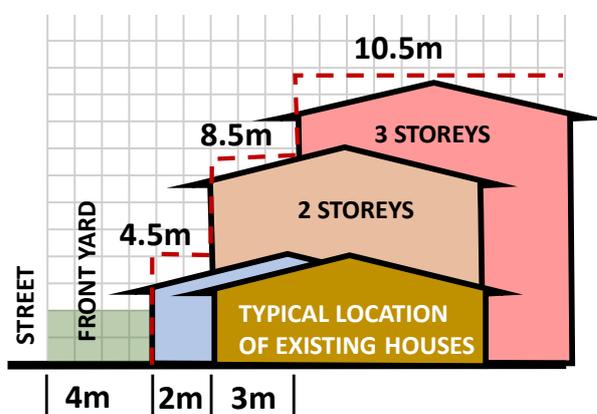


Figure B4. Building height in relation to street boundary.

B5. Building setbacks from side and rear boundaries

Any building shall be set back from side and rear boundaries by at least 1.5m.

Commentary

This applies to all side and rear boundaries. The choice of one boundary (as in the Medium Density overlay) can be seen as arbitrary and a consistent approach to all boundaries will address this.

This Design Approach is the same regardless of whether a building is a primary building or an accessory building and will ensure effects on adjoining neighbours are less than minor

Existing District Plan rule reference

15.6.4 Building Setback From Boundaries

- 1.5m for all other boundaries
- 1m for accessory buildings

15.8.7(b)(iii) (in the Medium Density Overlay only)
No closer than 3m on one external side (or rear) boundary and 1.5m on all other boundaries.

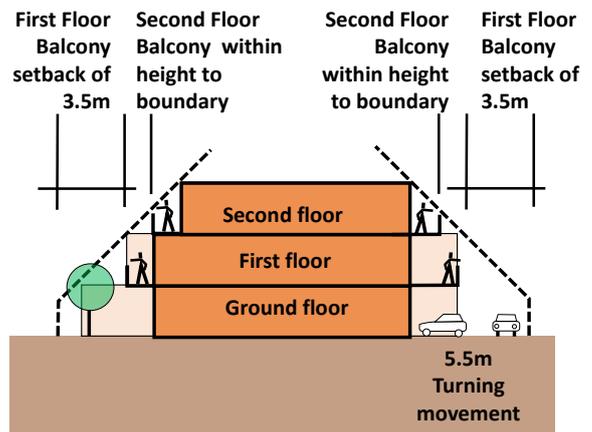


Figure B6. Balcony setbacks from side and rear boundaries..

B6. Balcony setbacks from side and rear boundaries

1. First-floor balconies shall be set back from side and rear boundaries by at least 3.5m.
2. Second-floor boundaries shall be within the height in relation to boundary setback specified in District Plan rule 15.6.3 Daylight Setback Envelope ($2.7m + 45^\circ$).

Commentary

A balcony setback maintains residential privacy and amenity for both the neighbours and dwellings on the site, resulting in less than minor effects on neighbouring properties.

In combination with other bulk and location standards, this SHP Design Approach mitigates the effects of increased building height on neighbouring properties, in particular in relation to privacy and outlook.

B7. Building setback from front boundary

Any building shall be set back from the front or street boundary by at least 4m.

Commentary

This front yard dimension is accompanied with a new height limit of 4.5m for the first 2m beyond the front yard. Therefore, multi-storey buildings will be permissible at least 6m from the street boundary. The stepped front yard will maintain the existing streetscape character, sense of community and pedestrian amenity.

Existing District Plan rule reference

15.6.4(a) Building Setback From Boundaries

- 4m front yard



B8. Separation distance between detached residential dwelling units on the same site

The following minimum separation distances apply between residential dwelling units on the same site:

1. To avoid confusion, attached dwellings are permissible (A and B in the diagram below).
2. A minimum distance of 2m shall be provided between two dwellings on the site in the situation that this space is evenly divided (1m each) between the two lots on either side (B and C).
3. A minimum distance of 1.2m shall be provided between two dwellings on the site in the situation that this space belongs to only one of the lots (C and D).
4. A minimum distance of 2.0m shall be provided between two dwellings on the site in the situation that this space belongs to only one of either lots and the only window of a living space or primary bedroom faces this separation space (D and E).

Existing District Plan rule reference

15.6.5 Separation Distance Between Detached Residential Dwelling Units

- Minimum distance of 3m.

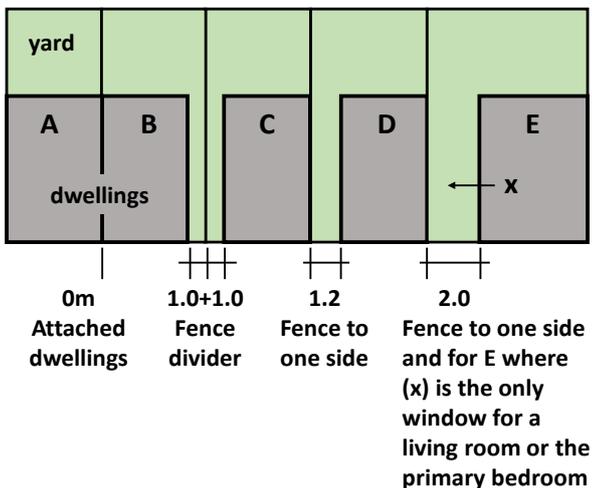


Figure B8. Separation distance between detached residential dwelling units on the same site.

B9. Accessory building size

The current rule 15.6.8 related to accessory buildings shall apply.

Existing District Plan rule reference

15.6.8 Accessory Buildings

- Sites less than 710m²: maximum 60m².
- Sites between 710m² and 1000m²: 8.5% of the net site area.
- Sites greater than 1000m²: maximum 85m².
- Accessory buildings shall not project forward of a principal residential dwelling unit on any front or corner site.

Except:

- Where there is no demonstrable area to the side or rear of a principal residential dwelling unit to accommodate an accessory building, maximum 36m² is permitted forward of the principal residential unit.
- On sites less than 330m² the maximum gross floor area of all accessory buildings shall not exceed 36m².

B10. Outdoor courts

Dwellings with living rooms (lounge, dining, or kitchen) at ground level shall have an outdoor court that meets the following requirements:

1. At least 17m² in area, containing a 3.5m diameter circle and with a minimum dimension of 1.5m.
2. Located to the north, west or east of the dwelling. One in four outdoor courts may be exempt from this.
3. Must be more than 1.5m away from the southern façade of the neighbouring building.
4. Accessed directly from a living room.
5. Kept free of access to other units and dedicated utility space.

Existing District Plan rule reference

15.6.6 Private Outdoor Living Area

Sites 330m² or greater shall have a private outdoor living area which is at least 40m² in area and capable of containing a circle 4m in diameter that is oriented to the east, west, or north of the unit and directly connects to a main living area.

Sites smaller than 330m² shall have a private outdoor living area which is at least 20m² in area, and capable of containing a circle with a 2.5m diameter that is oriented to the east, west or north of the unit and directly connects to a main living area.

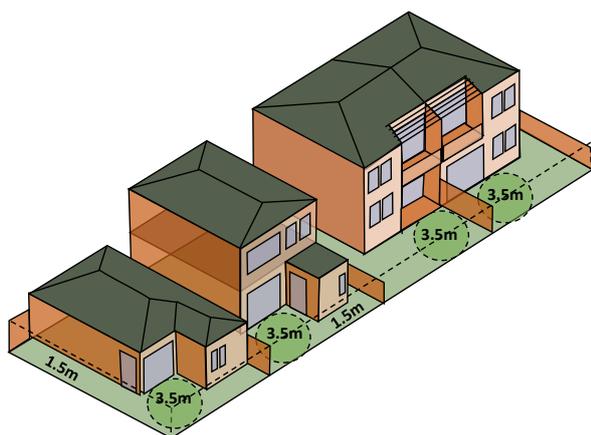


Figure B10. Outdoor court requirements.

Medium density overlay:

- Ground floor units: minimum 20m² containing a 2.5m diameter circle.
- Directly accessible from the main living area of the residential unit.
- Kept free of access to other units and dedicated utility space.

B11. Balcony size, location and design

Dwellings with living rooms (lounge, kitchen or dining) at first or second floor level shall have a balcony that meets the following requirements:

1. For studio and one-bedroom dwellings: at least 5m² and containing a 1.2m minimum dimension.
2. For dwellings with two or more bedrooms: at least 7m² and containing a 1.6m minimum dimension.
3. Located to the north, west or east of the dwelling. One in four balconies may be exempt from this rule.
4. Accessed directly from a living room.
5. Have visually impermeable balustrades or screens to prevent being looked through.
6. Are separated from adjacent balconies by visually impermeable screens to provide privacy between balconies or neighbouring rooms.

Existing District Plan rule reference

15.6.6 Private Outdoor Living Area

Sites 330m² or greater shall have a private outdoor living area which is at least 40m² in area and capable of containing a circle 4m in diameter that is oriented to the east, west, or north of the unit and directly connects to a main living area.

Sites smaller than 330m² shall have a private outdoor living area which is at least 20m² in area, and capable of containing a 2.5m diameter circle, that is oriented to the east, west or north of the unit and directly connects to a main living area.

Medium density overlay:

- Above ground units minimum 15m², containing a 2.5m diameter circle.
- Directly accessible from the main living area of the residential unit.
- Kept free of access to other units and dedicated utility space.

C Dwelling design

C1. Living room windows facing the street

Proposed dwellings shall accommodate at least one living room (lounge, dining or kitchen) window facing the street. The window shall be at least 1.5m² and have a sill height of no more than 1.2m from the floor level.

Commentary

The purpose of this design approach is to ensure that a visual connection with the street is established, which will provide security through passive surveillance, greater community cohesion through a sense of being connected with the neighbourhood, and a more attractive streetscape due to the presence of attractive street elevations that feature an appropriate balance between solid and void.

D Outdoor elements

D1. Fences and walls

1. Fences, walls or hedges located between the street boundary and the dwelling(s) located closest to the street, whether on a side boundary (A in the diagram below) or on a front boundary (B), shall be no higher than 1.2m. This rule does not apply to the following:
 - a. Pre-existing legally established fences, walls and hedges.
 - b. In the case the existing dwelling located on the street side is retained and its main private open space cannot be located to the rear or side, a fence, wall or hedge located between the house and the street can be up to 1.5m in height and no more than 4m long, measured along the street boundary. It shall also be set back from the street boundary by at least 1m.
2. Fences or walls located behind the front of the dwelling(s) closest to the street shall be no taller than 1.8m, whether located between two lots on the site (C) or between the site and its neighbour (D). This rule does not apply to legally established pre-existing fences and walls on the site.

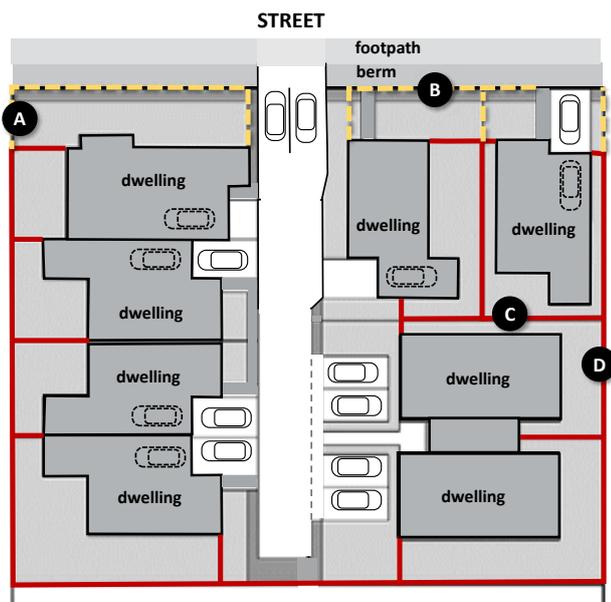


Figure D1. Height requirement for fences and walls.

Commentary

This design approach ensures that a visual connection with the street is established, which will provide greater community cohesion through a sense of being connected with the neighbourhood, security through passive surveillance, and a more attractive streetscape not dominated by tall walls and fences. Exception (1b) ensures that the front house can be re-purposed and an appropriate balance between open space privacy and passive surveillance be struck.

Existing District Plan rule reference

15.6.9 Fencing

Front boundary:

The maximum height of a fence or wall sited on the boundary or within 1m from the boundary shall be either 1.5m or 2m where at least the upper 0.5m of the fence is at least 50% transparent.

Other boundaries:

The maximum height of a fence or wall sited on the boundary or within 1m from the boundary shall not exceed 2m.

D2. Rubbish collection

An area set aside for rubbish collection of sufficient size (0.6m x 0.6m for each dwelling unit) and located in or near the road reserve shall be indicated on the application plans.

All dwellings shall have a screened storage area for rubbish bins.

Existing District Plan rule reference

15.6.21 Wastes Disposal

All wastes (including sewage, effluent, and refuse) that are generated or stored on any site shall be collected, treated, and disposed of in a manner that avoids any significant adverse effects or nuisance for adjoining properties.

D3. Letterboxes

An area for letterboxes that is of sufficient size and located near the entry of the site shall be indicated on the application plans.

E Access and other movement

E1. Maximum private accessway (or driveway) length and minimum width

An accessway shall be no longer than 50m and serve 12 dwellings or less. The minimum widths shall be as follows:

1. For up to 6 dwellings a 3.5m legal width, with 3m formed and sealed, accessway shall be provided (see A on Figure E1A).
2. Where an existing house is retained, the accessway shall have a minimum legal, formed and sealed width of 2.7m (see D on Figure E1B) measured from the eaves, including gutter, provided:
 - a. It is only for the length of the house, whereafter it reverts to 3.5m legal width (as A).
 - b. No doorways open onto the accessway.
3. For more than 6 and up to 12 dwellings:
 - a. For up to 6 dwellings furthest from the street, a 3.5m legal width, with 3m formed and sealed, accessway shall be provided (see A on Figure E1A).
 - b. For between 7 and 12 dwellings closest to the street, a 5.5m legal width, with 4.5m formed and sealed, accessway shall be provided (see B on Figure E1A).
 - c. For the first 8m, measured from the back of the public footpath, a 6m legal width, with 5m formed and sealed, accessway shall be provided (see C on Figure E1A).

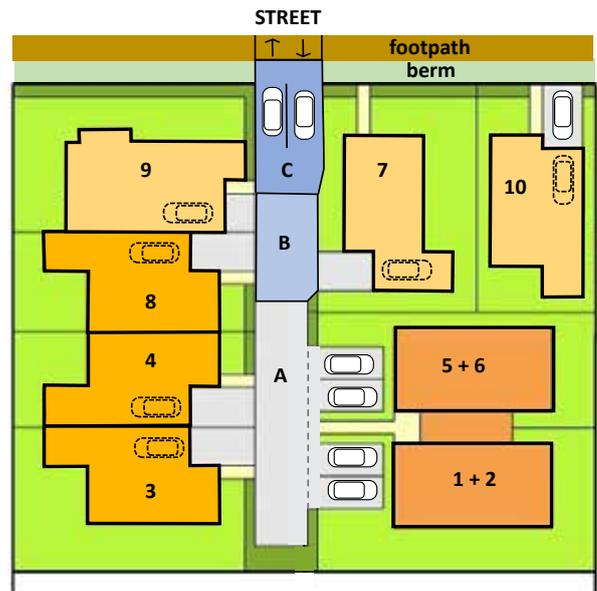


Figure E1A. Maximum accessway length and minimum width.

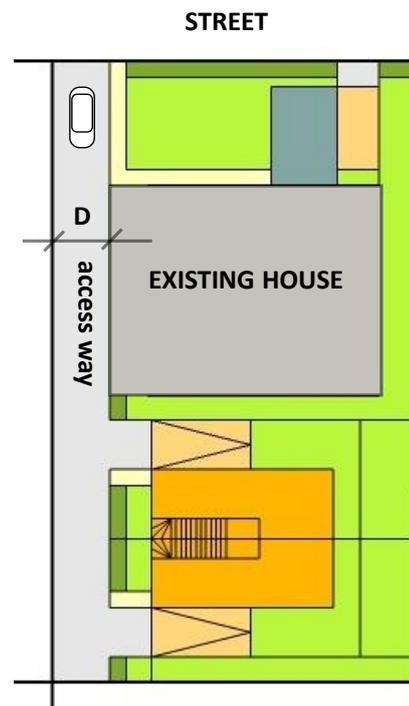
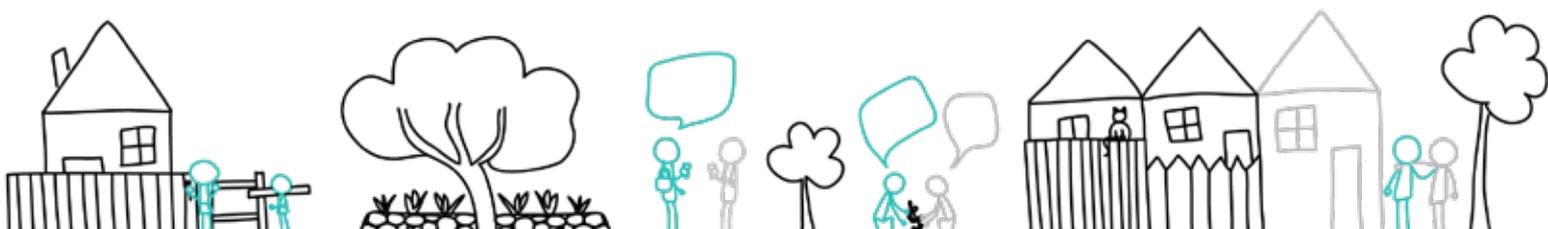


Figure E1B. Minimum accessway width when the existing house is retained.



Existing District Plan rule reference

21.1.7(b) Alignment of Roads

- 3m legal (2.5m formed and sealed) for 1 lot.
- 3.5m legal (3m formed and sealed) for up to 3 lots.
- 5m legal (4m formed and sealed) for 4 or more lots.
- Maximum length 50m.

Also used (based on Council SDPR and Eng. Appendix; NZs4404; NZs2890):

- 3m legal (2.5m formed and sealed) for 1 lot.
- 3.6m legal (3m formed and sealed) for up to 6 lots.
- 6m legal (5m formed and sealed) for 7-12 lots.
- Maximum length 50m.

E2. Vehicle manoeuvring

All vehicle manoeuvring shall comply with Table and Figure E2 below.

Car parking angle (°)	Width of parking space (m)	Depth of parking space		Manoeuvring space behind carpark (3)	Total
		From wall (1)	From kerb (2)		
90°	2.4	5.0	4.0	7.1	12.1
	2.5			6.7	11.7
	2.6			6.3	11.3
	2.7			5.9	10.9
75°	2.5	5.2	4.2	6.3	9.3
	2.6			5.2	8.7
	2.7			4.2	8.5
60°	2.5	5.2	4.2	4.1	9.3
	2.6			3.5	8.7
	2.7			3.3	8.5
45°	2.5	5.0	4.2	3.0	8.0
	2.6			3.0	8.0
	2.7			3.0	8.0
30°	2.5	4.0	3.4	2.8	6.8
	2.6			2.8	6.8
	2.7			2.8	6.8
0° (parallel) (4)	6.0	2.4	2.1	3.7	-

Notes:

All dimensions (other than angles) are in metres.

(1) Where a parking space adjoins a wall or high kerb that does not allow vehicles to overhang.

(2) Kerb overhang. Applies where a vehicle may overhang the end of a space, provided that the first 1m immediately behind the space is unobstructed and does not form part of another parking or loading space or is not required as part of pedestrian walkway or footpath. Wheel stops are required where a parking space would otherwise overhang onto a pedestrian walkway or footpath.

(3) One-way traffic is assumed for all angled parking spaces, excluding car parking at a 90-degree angle.

(4) Where a parallel end space has direct access through the end of the space, the depth of space can be reduced to 5.4m.

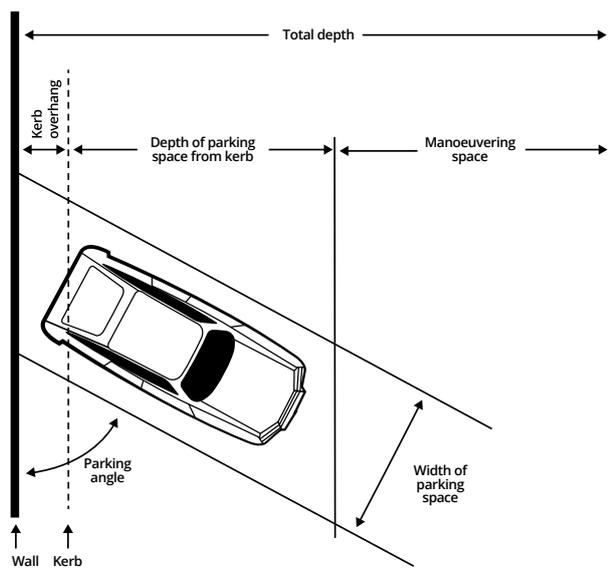


Figure E2. Minimum parking space and manoeuvring dimensions.

Existing District Plan rule reference

21.1.9.(f) Design of Vehicle Parking Spaces

Each required parking space shall be of usable shape and have a minimum dimension to accommodate a 90-percentile car tracking curve with manoeuvring space in accordance with AS/NZS 2890.1:2004 Parking facilities-Off street car parking and AS/NZS 2890.6:2009 for off street parking for people with disabilities.

E3. Vehicle access onto corner lots

A vehicle crossing providing access onto a corner lot shall be located no closer than 12m from the kerb of the intersecting street (refer to Figure E3).

E4. Service and emergency vehicles access

Emergency vehicles must be able to access each of the dwellings on site. Providing access for emergency vehicles and delivery vehicles without on-site turning is permitted, resulting in these vehicles backing into the site or backing out of the site.

Existing District Plan rule reference

21.1.10(b) Vehicle Loading Conditions Vehicle Access to be Provided

Each required loading space shall be provided with practical vehicular access from a public road. Loading spaces and access aisles are to remain clear. The space that is dedicated on any site for loading and

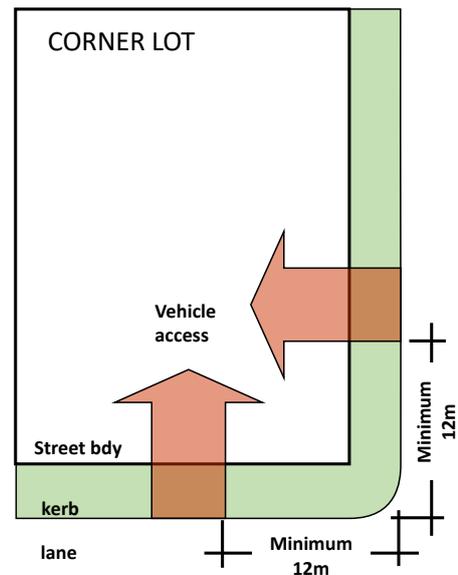


Figure E3. Vehicle crossing requirement for corner lots.

unloading of vehicles shall remain unobstructed by other activities and shall not be diminished by the storage of goods or erection of any structure. Sufficient manoeuvring space shall be provided to enable vehicles to enter and leave the site in a forward direction in the following situations:

1. Where the site gains access from a State Highway; or
2. The vehicle parking area contains more than three (3) parking spaces; or
3. Any of the parking spaces is located further than 30m from the road; or
4. Where the site is a rear site with access by way of an access leg or driveway onto an Arterial or Collector road.

21.1.10(d) Design of Loading Spaces

Each required loading space shall be of usable shape and have a minimum length of 8.5m, minimum width of 3.5m, and minimum clear height of 4.5m. Sufficient manoeuvring space shall be provided to accommodate an 8m rigid two-axle truck using a 12.5m radius tracking curve as per NZTA's RTS 18, New Zealand on-road tracking curves for heavy motor vehicles. Additional information regarding design can be obtained from AS 2890.2:2002 Parking Facilities-Off street commercial vehicle facilities. On industrial and commercial sites, where articulated vehicles are likely to be used, the layout shall be designed to accommodate such vehicles.

E5. Onsite parking

1. Applicants may provide onsite car parking for each dwelling or family flat.
2. One carpark may be provided in the front yard under the following conditions:
 - a. The carpark is located adjacent to a side boundary.
 - b. The carpark is no wider than 3m.
 - c. Any carpark gate is no higher than 1.2m.
3. Two carparks may be provided in the front yard under the following conditions:
 - a. An existing dwelling is subdivided into two units and the associated parking cannot be provided to the rear or the side of the existing dwelling.
 - b. The carparks are located adjacent to each other and adjacent to a side boundary.
 - c. Each carpark is no wider than 3m.
 - d. Any carpark gates are no higher than 1.2m.
4. Except for the carpark or carparks above, no parking shall be provided between the street boundary and the dwelling(s) closest to the street.

Commentary

Continuing to provide one onsite car park per dwelling will avoid excess demand for parking on the public road. Visitors will park on the street.

Existing District Plan rule reference

Rule 21.1.9 (h) Table 21-4 Vehicle Parking Space Ratios

Residential Activities:

- 1 space per residential dwelling unit.
- 1 space per family flat.
- 1 space per residential dwelling unit within a Medium Density Development.

E6. Accessway lighting

Any accessway shared by two units or more shall contain communal lighting. This shall be triggered by a motion sensor and illuminate the shared accessway and any common onsite carpark(s).

Commentary

Lighting plan details are to be covered in Building Consent stage.

F General engineering

F1. Lateral services

The lateral services to each dwelling unit shall be treated under the Building Act and Specific SHP Engineering Design Approaches so that the ability to minimise construction costs, without compromising engineering infrastructure outcomes, is achieved. The details of these Design Approaches are included in Sections G (Stormwater), H (Wastewater), and I (Water Supply).

Commentary

This approach will assist the minimisation of construction costs, without compromising engineering infrastructure outcomes.

G Stormwater

G1. Soakage calculations

Design soakage rates for the sizing of soak pits associated with infill developments of up to 12 units, for a site within Levin, may be determined from Figure G1 'Soakage Rate Zone' map.

The design soakage rate for the sizing of soak pits associated with infill developments greater than 12 units within Levin, and for any developments for sites within Shannon, Foxton or Foxton Beach, shall be based on specific onsite test results for a soakage test carried out at the site. The test procedure shall be in accordance with Clause 9.0.2 of Section E1 – Surface Water of the New Zealand Building Code. The test procedure shall also record any presence of groundwater in the test hole.

Commentary

This application will use prescribed soakage rates for the design of the stormwater solution for developments up to 12 dwellings within the Levin area because the design rates are based on site testing carried out across the Levin residential area. This approach is a more efficient use of known soakage data and will avoid the need for repetitive testing. However, test results from a specific soakage test carried out on a site may also be used. The sizing of the soak pits for developments greater than 12 dwellings within Levin can also use the design approach once the site-specific soakage rate has been determined from a soakage test for that site. Where the soakage rate has been determined from a site-specific soakage test, the maximum design soakage rate shall not exceed 200mm/hr.

As there is known to be poor soakage conditions and high ground water in some parts of Shannon, Foxton and Foxton Beach, a specific design for stormwater disposal from developments in these three towns, complying with Section E1 of the Building Code, is required.



Figure G1. Design soakage rates for stormwater soak pits associated with infill developments up to 12 units in Levin.

G2. Stormwater soak pits

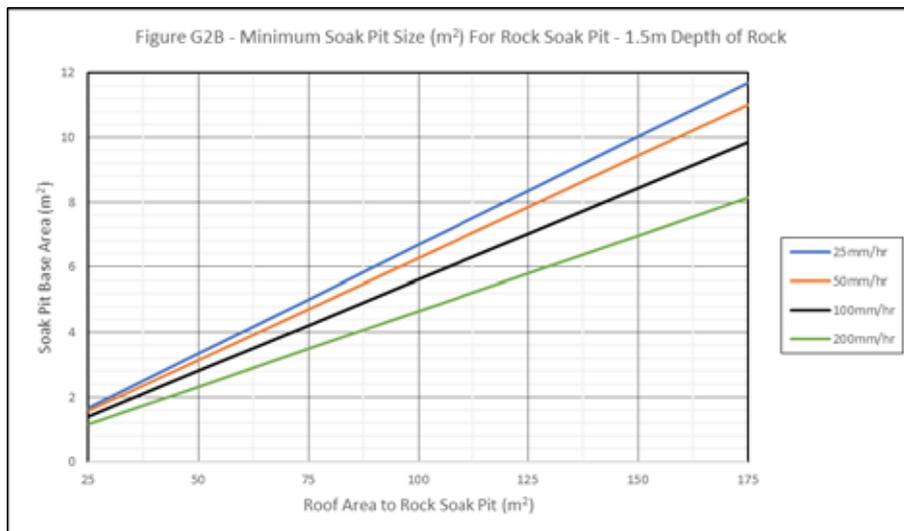
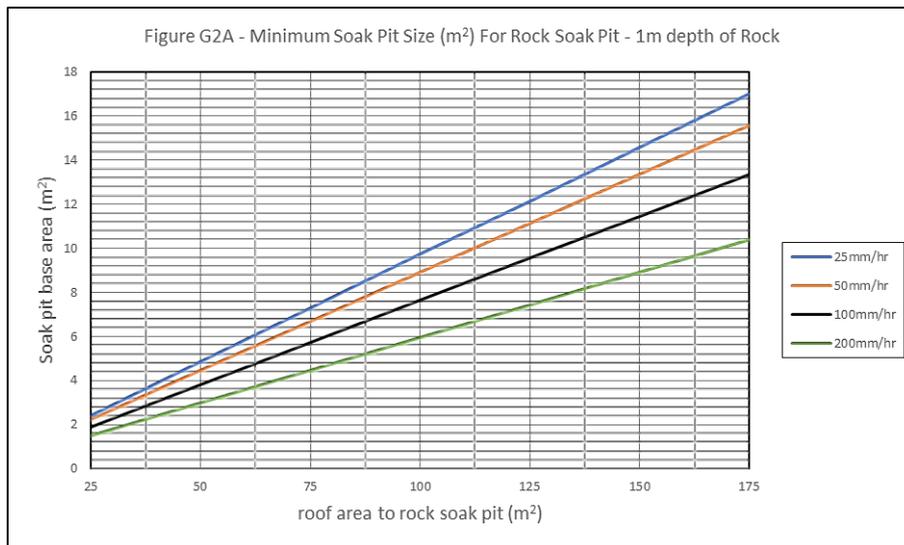
Stormwater from impervious areas (such as roof and paving areas) shall be discharged to a soak pit, which is consistent with Building Code E1 (i.e. the Design Approach uses a 10% AEP rainfall design event with a one-hour duration in conjunction with the specified design soakage rate and use of storage and soakage volume to deal with the runoff volume).

The following limits will apply to the catchment areas (including all impervious areas such as roof and paving areas) and for a single standard rock soak pit 350m², single pipe type soak pits 600m² and single basket soak pit 1200m², and remain subject to the soakage rates to ensure the scale of the soak pit is appropriate. A second soak pit can be used where the total catchment is greater than the specified limits.

Single dwellings

A soak pit servicing a single dwelling may be a rock soak pit if the pit is not sited within an accessway area. For a rock soak pit, determine the soak pit base size for either a 1m or a 1.5m depth of rock, using Figures G2A and G2B, based on the roof catchment areas and the soakage rate determined by the Soakage Rate Figure G1 or the site-specific soakage test result if it falls within the rates covered by Figures G2A and G2B.

Standard details for a rock soak pit shown in Figure G2C shall be used.



Figures G2A and G2B. Minimum soak pit sizes for a rock soak pit.

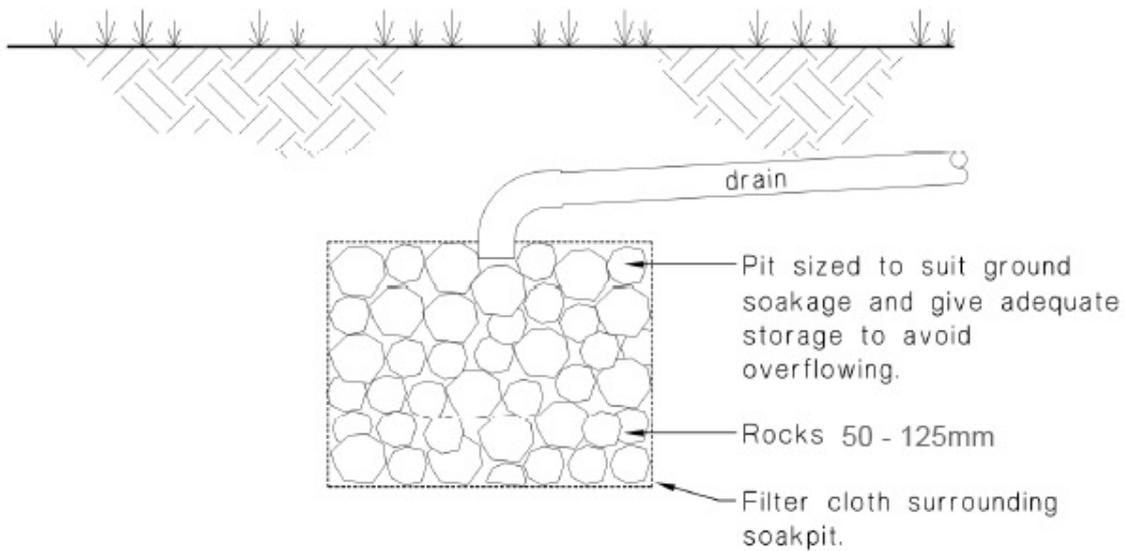
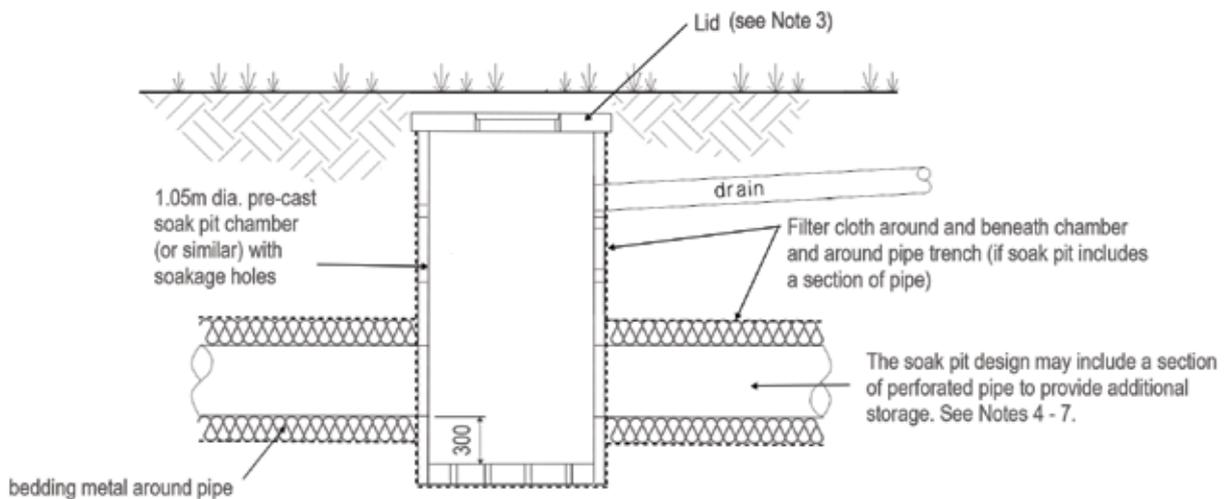


Figure G2C. Rock soak pit.

Multiple dwellings

If the proposed soak pit services the roof areas of more than one dwelling or is sited within the accessway area, it shall be either a 'chamber soak pit', as shown by Figure G2D, or a 'basket soak pit', as shown by Figure G2I.



Notes:

1. A rock soak pit is acceptable for a single house/dwelling only. It shall not be used for combined dwelling roof areas or for driveways servicing more than a single dwelling
2. Driveway areas, combined roof areas and/or combined roof and driveway areas discharged to a soak pit must use a chamber soak pit.
3. If chamber soak pit used and the chamber is located within a driveway area, chamber lid must be at the surface and must be capable of supporting traffic loading from vehicles on driveway
4. The size and length of pipe incorporated into a chamber soak pit (if a section of pipe is needed) will depend on the catchment area discharged to the chamber soak pit and the soakage rate for that location. Use Figures G2E - G2H to determine pipe dimensions.
5. The length of the pipe determined from Figures G2E - G2H shall be installed in a trench with a minimum width of 1.5m and minimum depth of metal surround of 1m.
6. The section of pipe incorporated into a chamber soak pit may extend out either way or, alternatively both ways from the access manhole.
7. If the chamber soak pit incorporates horizontal pipes for additional storage, the pipes shall have two rows of 20mm dia. holes at 300mm centres in the bottom half of the pipe to allow some distribution into the pipe bedding metal.

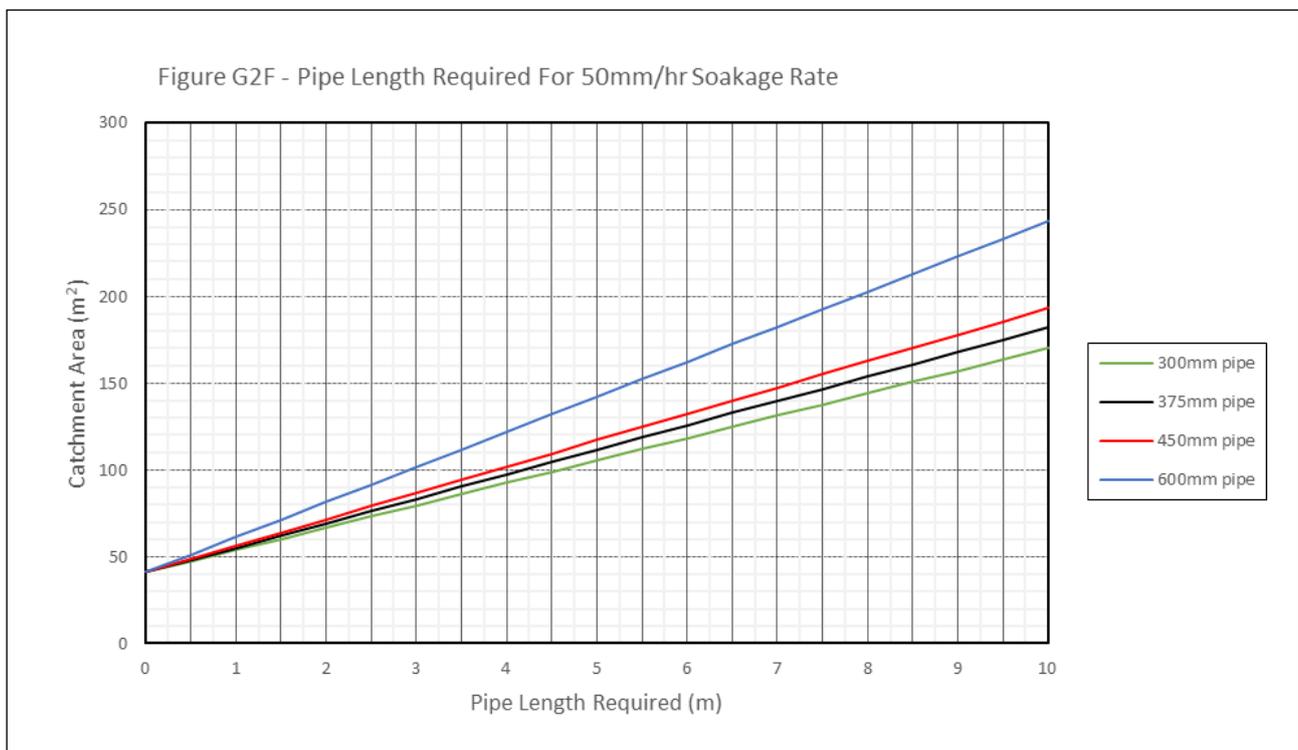
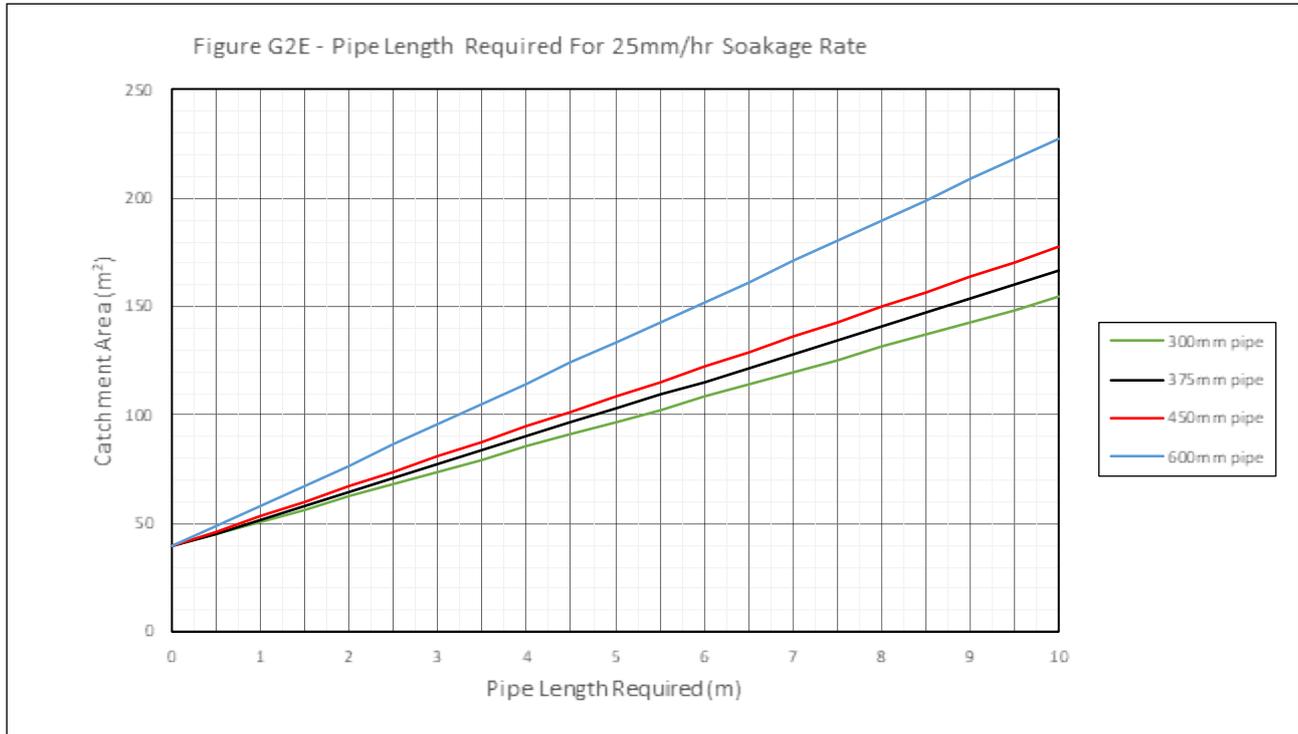
Figure G2D. Chamber soak pit.

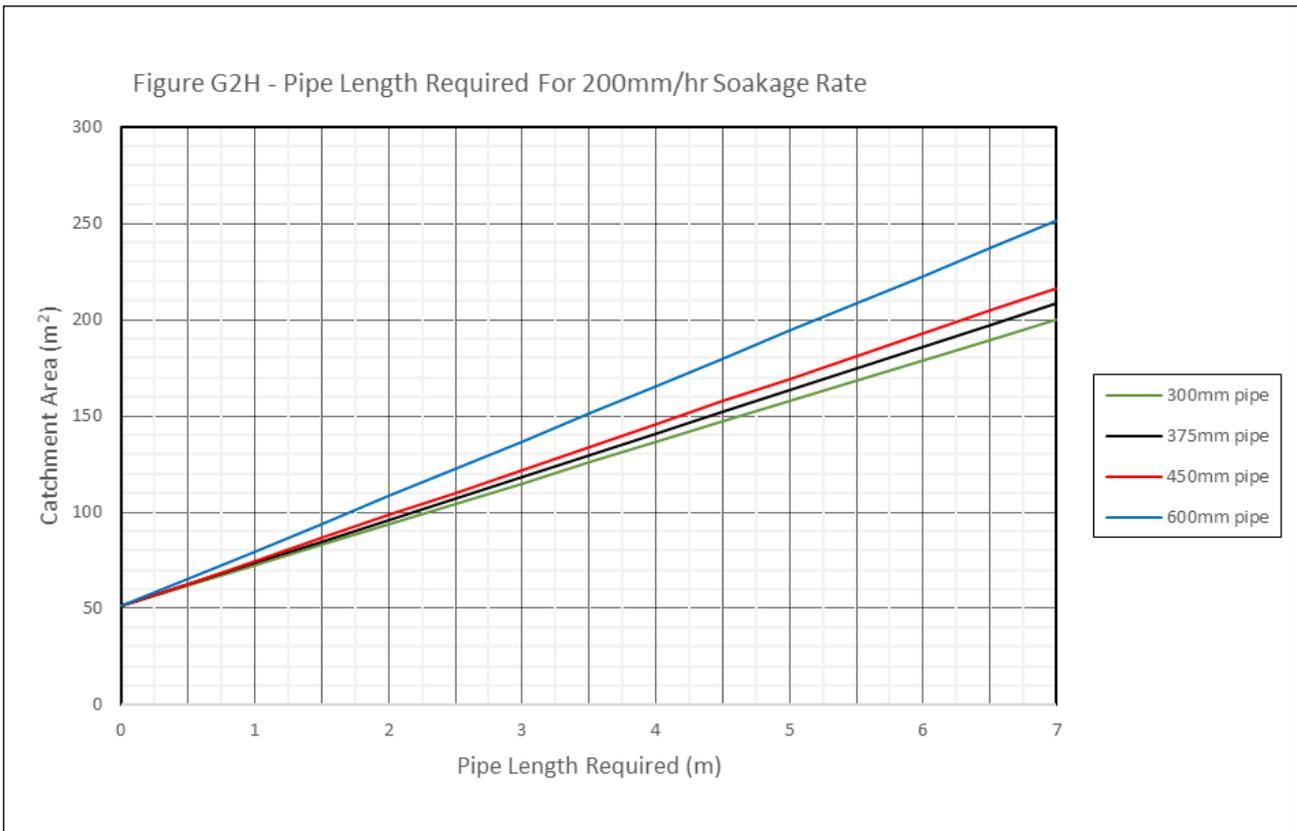
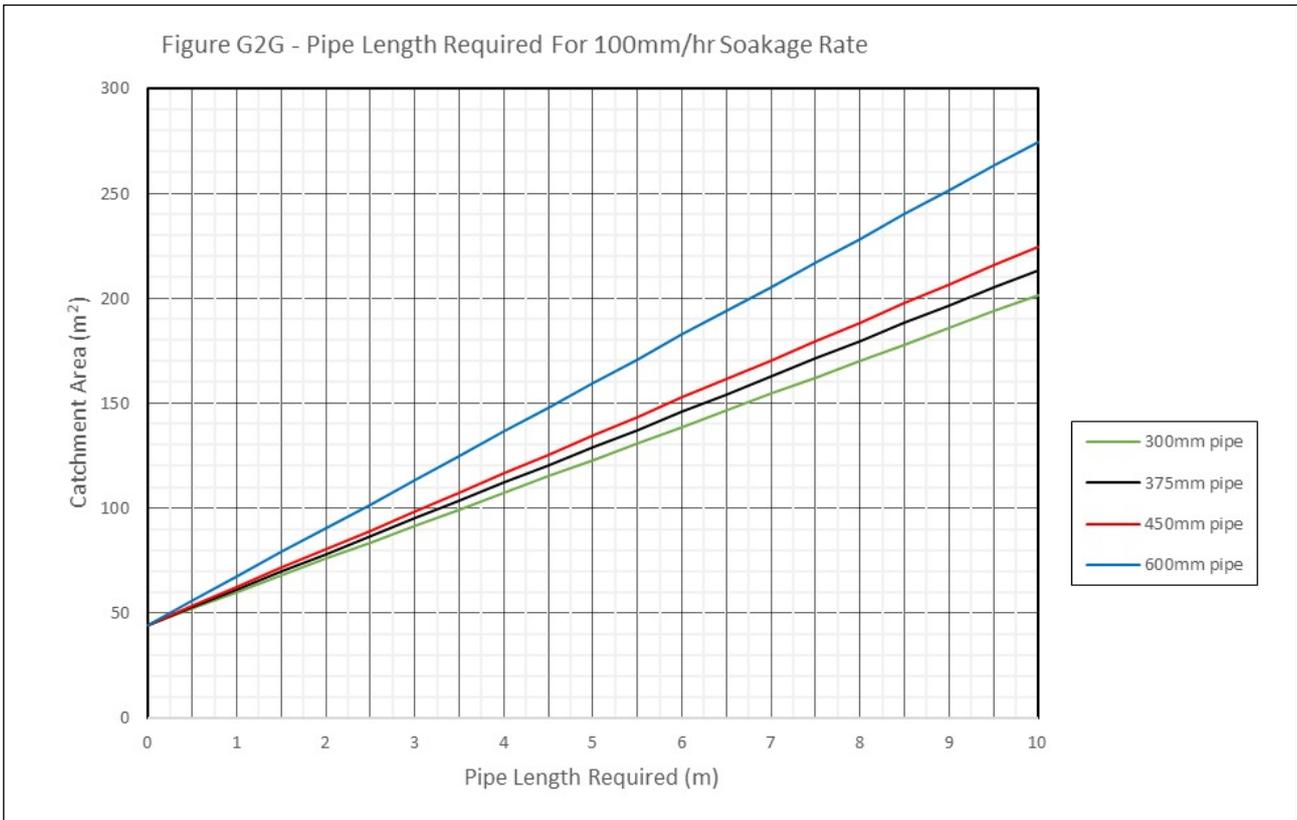
If the chamber Soak Pit is located within an accessway area, the lid must be at the surface of the accessway, as per Note 3 in Figure G2D.

If the combined roof area catchment exceeds approximately 50m², it is likely that the chamber soak pit will require a section of pipe extending horizontally from the access chamber to provide

additional stormwater storage. The size and length of pipe required for a soakage rate of 25mm/hr, 50mm/hr, 100mm/hr and 200mm/hr, for a chamber soak pit are shown in Figures G2E to G2H.

These figures may also be used for sizing a chamber soak pit in Shannon, Foxton and Foxton Beach if the specific soakage test results fall into the range covered by the figures.

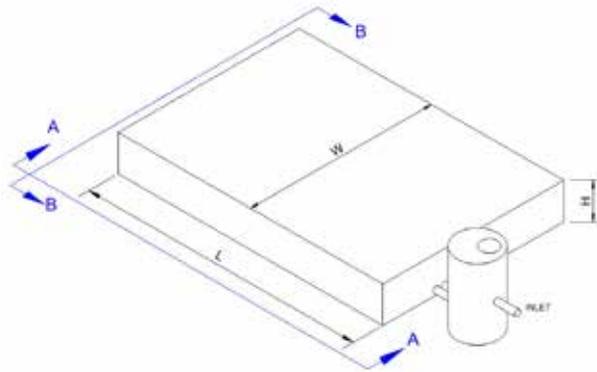




Figures G2E to G2H. Pipe lengths required.

A basket soak pit may be used for individual dwellings and the discharge from combined dwellings. A basket soak pit may be located in lawn/garden areas and in accessway areas.

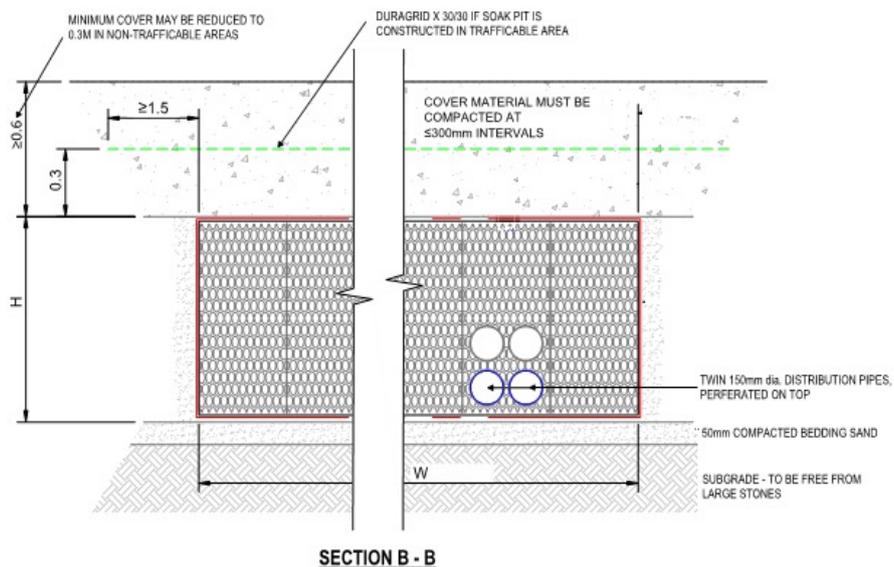
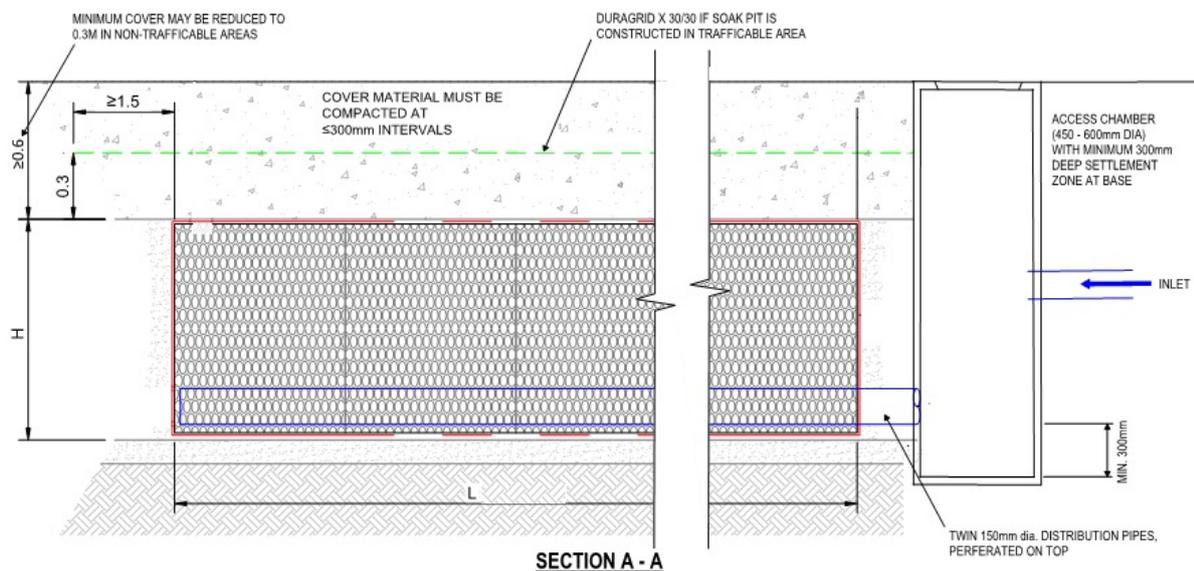
A basket soak pit shall be constructed in accordance with Figure G2I.



Dimensions - Depth H shall be approximately 0.85m. Length L and width W to be in accordance with Figure G2J.

The soak pit shall be wrapped with a single layer of AS410 geotextile.

There shall be an access chamber at the inlet end to facilitate maintenance cleaning.



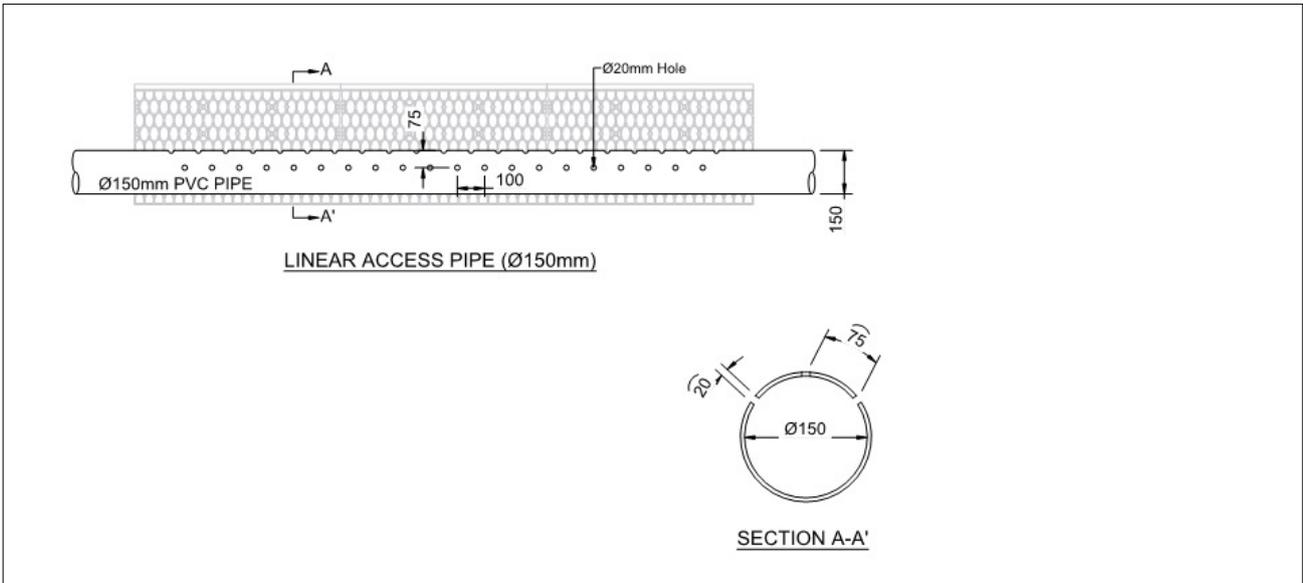


Figure G2I. Details of basket soak pit.

For a basket soak pit, the soak pit base size for a 0.85m depth of basket media shall be determined by using Figure G2J, based on the roof catchment area and the design soakage rate determined by the Soakage Rate Figure G1 or the design soakage rate determined from testing at Shannon, Foxton and Foxton Beach, as appropriate.

Existing District Plan rule reference

Chapter 24 (24.1.5 and 24.2.4 and 15.6.22 Surface water Disposal)

(a) All activities shall make provision for the management of stormwater as means of dealing with water quantity and water quality to avoid significant adverse effects or nuisance.

This method adopts the method set out in E1 of the Building Code for sizing soak pits.

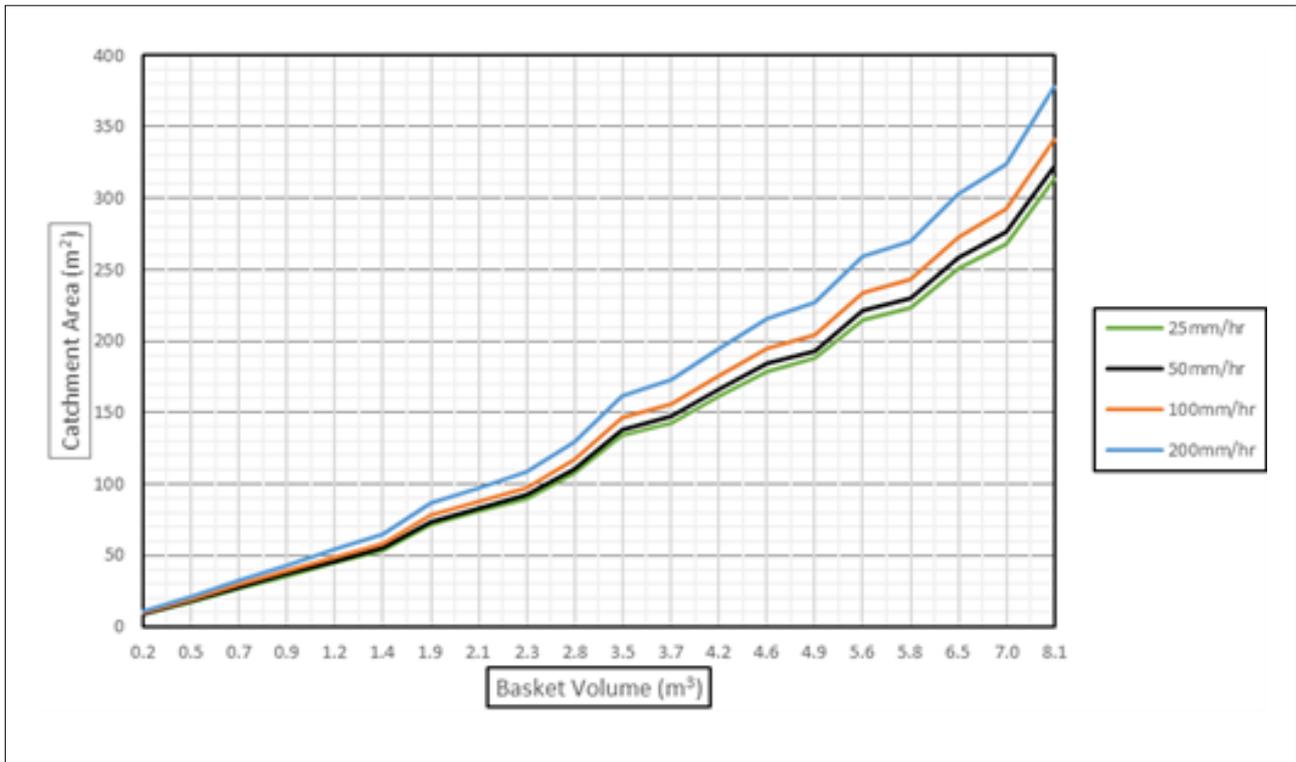


Figure G2J. Minimum basket volume required for basket type soak pit (0.85m thickness of basket).

G3. Accessway stormwater

Stormwater from accessways shall be discharged to either chamber soak pits or basket soak pits. If the slope of the site is better suited to more than one soak pit, then multiple chamber or basket soak pits shall be acceptable. A chamber soak pit shall be constructed in accordance with Figure G2D. A basket soak pit shall be constructed in accordance with Figure G2I.

The accessway system shall incorporate a stormwater collection system comprising appropriate combinations of kerbs, channels, dish channels, slot drains, sumps and piped sections to ensure that the runoff from the accessway is collected and discharged to one or more chamber or basket soak pits. The section of accessway system within the site that drains towards the public road shall have a stormwater sump within the site, within sufficient proximity of the road so the overflow runoff reaches the road, and such that it does not impair the use of the accessway. The section of accessway system within the site that drains away from the public road and to the back area of the site, shall have a secondary flow path either onto adjacent property, or to the road. These areas shall be below the proposed floor level of the new dwellings, complying with Section E1 of the Building Code.

A chamber soak pit for an accessway may be sited beneath a formed and sealed accessway if it complies with Figure G2D. The chamber soak pit shall:

- Include a manhole to allow access for maintenance; and
- Have the minimum length of horizontal pipe(s) shown in Figures G2E to G2H, depending on the soakage rate for the site as required for the catchment area draining to the chamber soak pit.

A basket soak pit for an accessway may be sited beneath a formed and sealed accessway if it complies with Figures G2I and G2J.

G4. Rainwater collection

Rainwater tanks are encouraged, but not required.

Commentary

The use of a rainwater tank will have a two-fold positive effect. It will decrease the total volume of stormwater run-off, reducing the stormwater effects of the SHP proposal, and will reduce overall demand on reticulated water supply.



H Wastewater

H1. Sewer laterals

If the existing house remains in use and in its original location, the existing sewer lateral between the boundary and the public main may be used if a CCTV camera inspection confirms the drain is in a good condition.

All new dwellings shall be connected to a new sewer lateral connected to the public sewer main. The pipe connection to the public main, at the point of discharge, shall comply with Figure 9 in Section 2.4 of the HDC Wastewater Bylaw and shall include a Lamp Hole Cleaning Eye (LHCE) or similar access chamber at the end of the common sewer within the property for rodding purposes, as shown by Figure H1.

A common private 100mm diameter sewer may be used for up to 4 dwellings at a grade of 1 in 60. This maximum of 4 dwellings shall be reduced to 3 dwelling units for a gradient flatter than 1 in 100. The minimum gradient allowable for a 100mm diameter sewer shall be 1 in 120.

Existing District Plan rule reference

Chapter 24 (24.1.4 and 24.2.3)

Relaxation of 100mm dia. main to be at a grade flatter than 1 in 60, to a minimum grade of 1 in 120 is a balance between G13 Building Code (minimum grade as an acceptable solution) and engineering calculation as a Specific Design exercise.

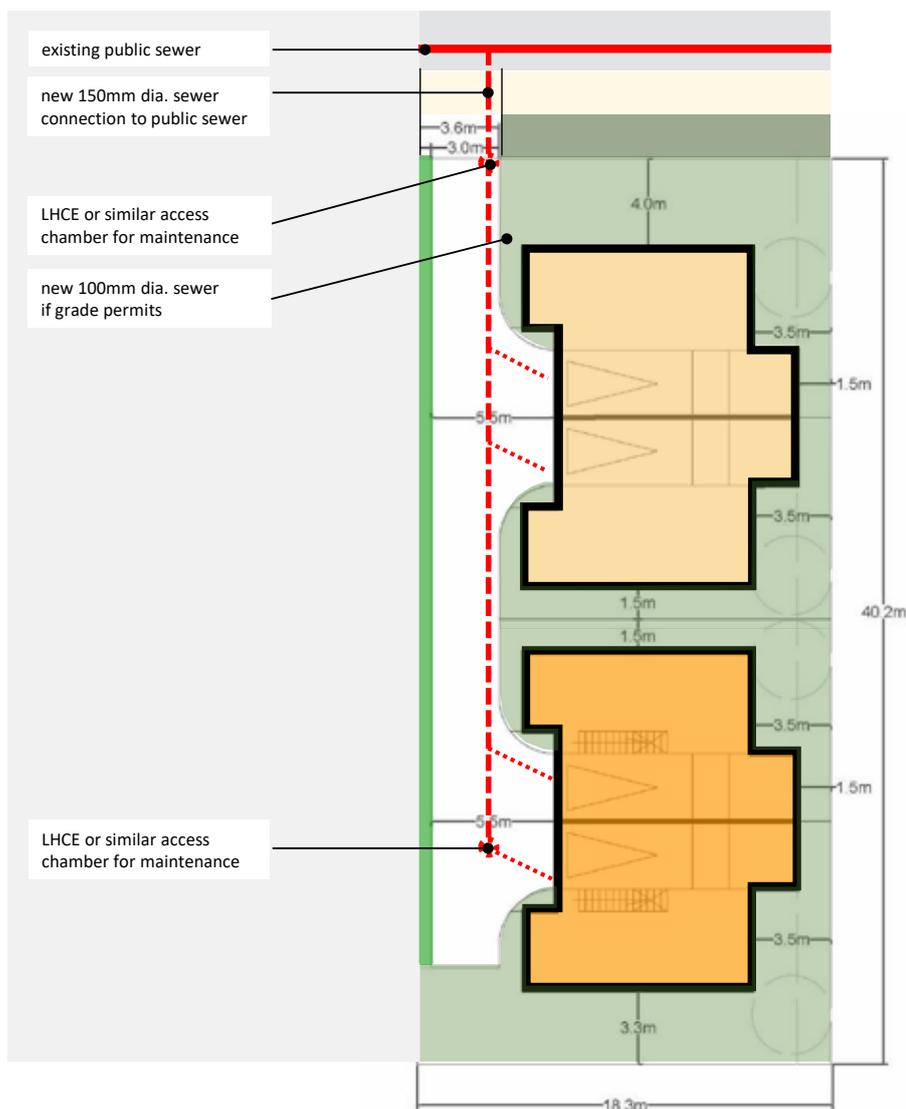


Figure H1. Wastewater connection for a typical site.

H2. Gravity connections

A 100mm diameter gravity connection shall have a gradient no flatter than 1 in 120 and a 150mm diameter gravity connection shall have a gradient no flatter than 1 in 150.

Existing District Plan rule reference

Chapter 24 (24.1.4 and 24.2.3)

Relaxation of 100mm dia. main to be at a grade flatter than 1 in 60, to a minimum grade of 1 in 120 is a balance between G13 Building Code (minimum grade as an acceptable solution) and engineering calculation as a Specific Design exercise.

H3. Preparatory pumped products

Pumping of wastewater from the new dwellings to a new main from the boundary to the public sewer in the road will be permitted if there is insufficient gravity fall. A typical sewer drain arrangement for a site requiring some of the new dwellings to be pumped is shown in Figure H3.

The preparatory pumping facility used in the dwellings shall meet the HDC engineering standards.

Existing District Plan rule reference

Chapter 24 (24.1.4 and 24.2.3)

These pumps are not covered by any standards.

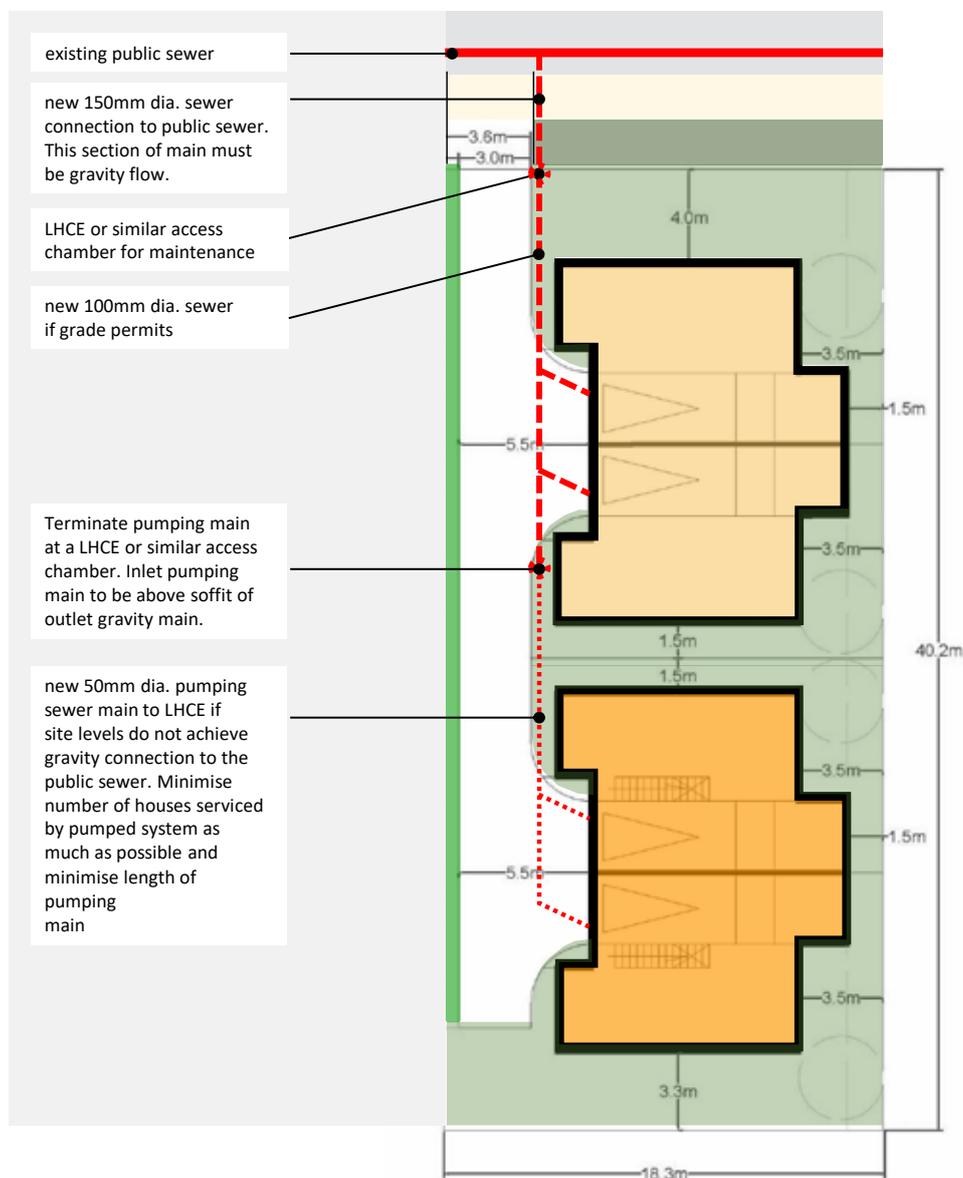


Figure H3. Pumped wastewater connection for a typical site.

I Water Supply

11. Water connections

For each dwelling, one connection to the public water main, with one toby per dwelling, must be established. Multiple tobies can be sited in a common toby junction chamber, with tobies labelled for each dwelling.

The water connection from the toby to the dwelling shall be a 20mm diameter pipe if the distance between the toby and the dwelling is less than 20m. If the distance is more than 20m, then a 25mm diameter pipe connection to the dwelling shall be used.

Existing District Plan rule reference

Chapter 24 (24.1.3 and 24.2.2 and 15.6.20 Water Supply)

(a) All sites shall be provided with a water supply to meet the capacity and quality requirements of the activities undertaken on the site in accordance with Chapter 24.

12. Firefighting standards

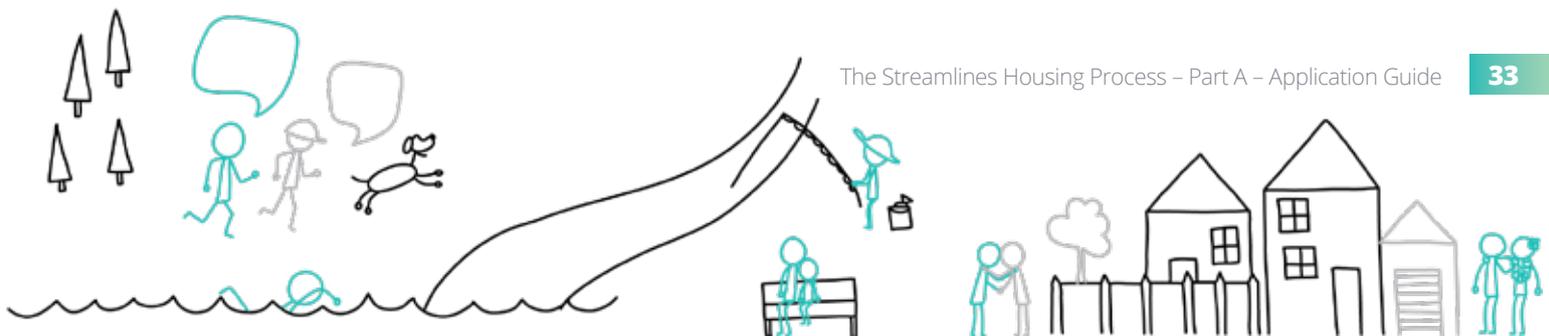
The maximum distance from the nearest existing fire hydrant to the furthest corner or wall of a dwelling shall not exceed 135m, measured along the road and most convenient access for fire hose deployment such as up the accessway.

If the distance from the nearest existing hydrant to the furthest new dwelling exceeds 135m, a new hydrant shall be installed on the public water main at the location directed by Council, in consultation with FENZ.

Existing District Plan rule reference

Chapter 24 (24.1.3 and 24.2.2 and 15.6.20 Water Supply)

(a) All sites shall be provided with a water supply to meet the capacity and quality requirements of the activities undertaken on the site in accordance with Chapter 24. and NZ fire standards.



3

Produce a bulk and location design

Te whakaputa hoahoa tauwāhi tukupū

To ensure the efficiency of the process and avoid delays and misunderstandings, the SHP approach requires the applicant to produce a bulk and location design early on for discussion with Council at a pre-application meeting. Before commencing the design scheme, the constraints and attributes of the site and the neighbourhood must be fully understood.



A step-by-step design approach

The design work should commence by determining clarity on:

- The target market - who are you building for?
- The existing dwelling - will it be removed, retained, or relocated on the site?

Once these questions are answered, the following steps should be taken (note: these are not always sequential, and the process will be iterative):

- Site planning - how to arrange access, the dwellings, and private open spaces?
- Dwelling design - which dwelling types to pursue and how to lay out these dwellings?
- Combining site layout and dwellings - how to combine the site plan with the dwelling designs?

This is explained in more detail below.

Target market

Undertake research into the demand for dwellings in the proposed area. Consider whether the development is aimed at smaller or larger families, the elderly, the disabled, first-time buyers, two singles etc. This will have consequences for the dwellings to be developed, their number, their sizes, single or double storey, their type (standalone, semi-detached, terraced, or apartments). If developing a mixture of types and sizes, consider their compatibility and potential conflicts.

The existing dwelling

An important early decision is whether to remove, retain or relocate the existing dwelling on the site. If it is retained or relocated within the site, early consideration of parking and private open space for this dwelling is crucial, given the reduced space on the site. Consider this in conjunction with the internal layout of the existing dwelling.

Another option is to subdivide the existing dwellings into two smaller, independent units, one of which could be a family flat, as shown in Figure 3-1.

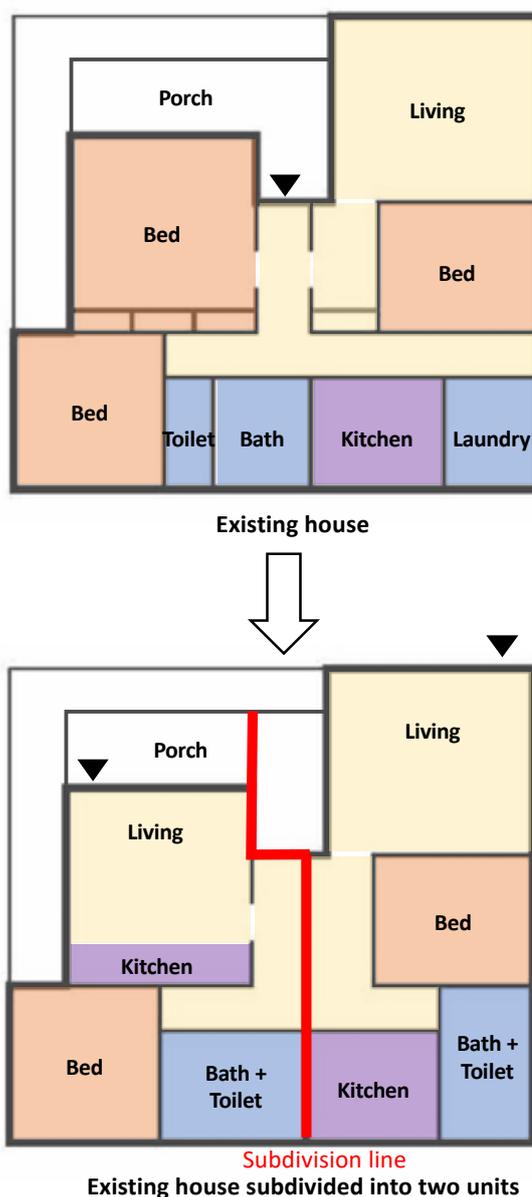


Figure 3-1. Example of a typical floorplan of an existing house subdivided into two units.

Site planning

Key site layout decisions

The appropriate location of accessways and outdoor courts are critical to a good outcome. Ideally outdoor courts should be on the sunny side and the accessway on the opposite side, as illustrated by Figure 3-1 (A) and (B).

However sometimes, where the existing dwelling and/or vehicle access is retained, access may not be possible on the optimum side as illustrated by Figure 3-2 (C) and (D). A more complex response is required, however the SHP approach allows for one outdoor court to be located to the southern side as part of the trade-off towards affordability.

Site elements

After organising building massing and unbuilt space for key elements, locate smaller, but other important functions, such as:

- Carparks, in case no private garages are provided.
- Pedestrian access.
- Space for rubbish collection and letterboxes.
- Lighting.
- Corridors for underground services.
- Stormwater soakage pits.

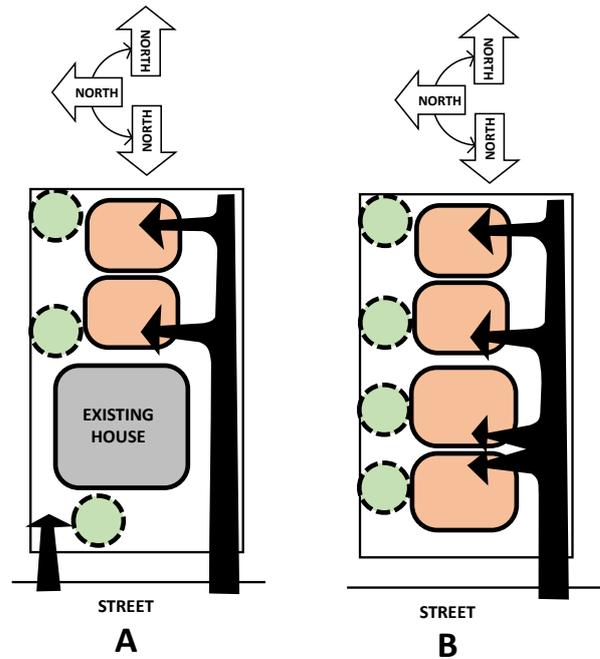


Figure 3-2. Possible ways to organise dwellings and private open spaces on a site.

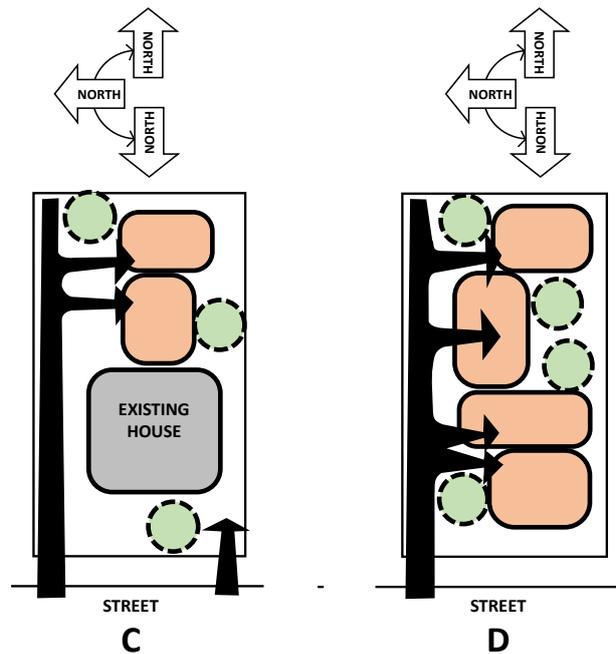


Figure 3-2. Possible ways to organise dwellings and private open spaces on a site where access on the optimum side is not possible.

Dwelling design

The attributes of good homes

Consider what makes a good home:

- Well-laid out floor plans with appropriately sized and organised spaces.
- Good private outdoor amenity with indoor-outdoor flow.
- Good solar access to key rooms and outdoor spaces.
- Adequate vehicle access and parking.

The ingredients of good homes

Produce floor plans, considering room sizes and relationships between rooms:

- Entry lobby - typically 1.2m wide and leading into the living room, dining room, or kitchen.
- Living room - typical dimensions of 3.5 to 4m and connecting to the dining room and/or kitchen and to the outdoor court.
- Kitchen - typical dimensions of 2.4 to 3m and connecting to the living room and/or dining room.
- Dining room - typical width of 2.4m and connecting to the kitchen, living room and/or the outdoor court.
- Bedroom - typical dimensions of 3 to 3.5m and connecting to the hallway and bathroom.
- Bathroom - typical dimensions of 1.8 to 2.4m.
- Toilet - typical dimensions of 1.2m wide by 2m deep and at least one located on each floor.
- Laundry - could be located separately or in a bathroom, cupboard, or garage.
- Storage - typically 0.6m deep and located in the form in bedrooms, hallways and garages.
- Garage - typical dimensions of 2.8 to 3m wide by 6m deep, with adequate space to manoeuvre in and out of it.

Universal Access

Homes for elderly and the disabled should meet Universal Access requirements, which should be considered early, as these have consequences for layouts and room sizes. The typical dimensions stated above may not be sufficient to meet these requirements.

Dwelling types

The dwelling types in Figures 3-3 to 3-8 are examples of how the above room requirements could be combined into floor plans. A distinction is made between:

- One-bedroom or two-bedroom dwellings which could be standalone or attached and are typically single-storey homes:

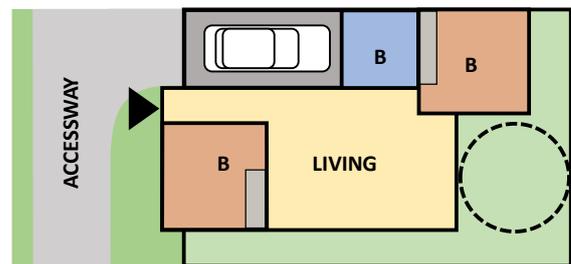


Figure 3-3. Example of a single-storey, two-bedroom dwelling with a garage.

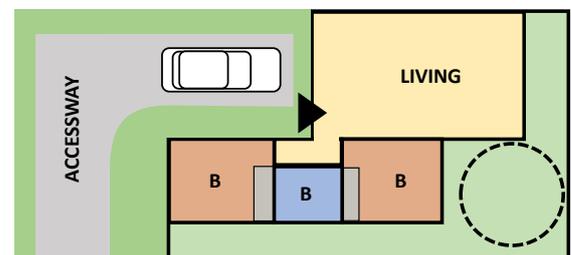


Figure 3-4. Example of a single-storey, two-bedroom dwelling without a garage.



Figure 3-5. Example of a smaller single-storey, two-bedroom dwelling without a garage.

- Two-bedroom or three-bedroom terraces or semi-detached dwellings that are typically two-storey homes (but could have three storeys with first-floor living and a balcony):

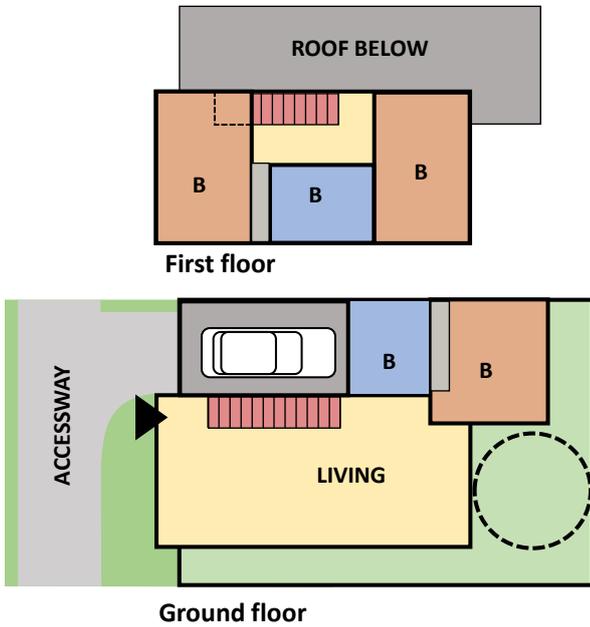


Figure 3-6. Example of a double-storey, three-bedroom dwelling without a garage.

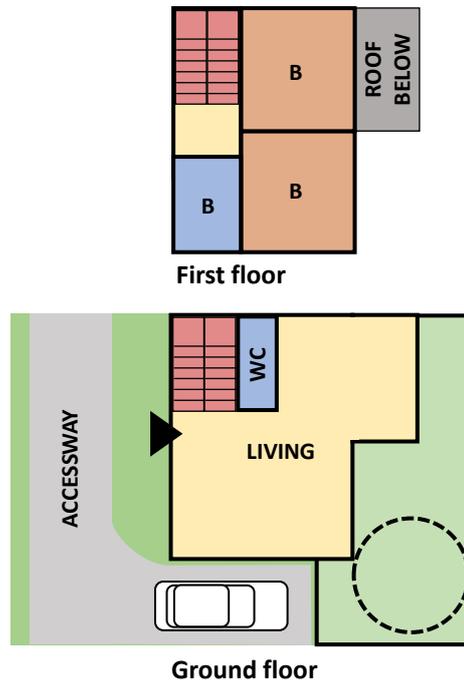


Figure 3-7. Example of a double-storey, two-bedroom dwelling without a garage.

- One-bedroom or two-bedroom walk-up apartments in two-storey or three-storey buildings:

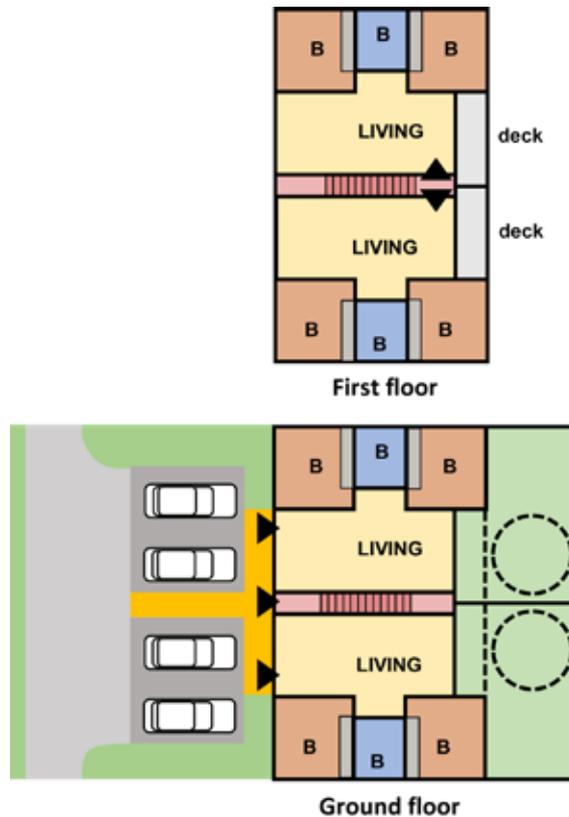


Figure 3-8. Example of two-bedroom walk-up apartments.

Combining site layout and dwellings

When combining the site layout design and dwelling types, ensure the following:

- Dwelling types should fit within the 'development envelope'.
- Outdoor courts should be located on the sunniest side of the dwelling and not be overlooked from windows in adjacent dwellings, whether on the same or a neighbouring site.
- Some indoor living functions should contain windows facing the accessway.
- There should be enough space for pedestrians and cars to safely move and manoeuvre.
- Fences and walls necessary for privacy should not detract from the safety and the security of the development or dominate the visual character along the accessway.

- When repeating a dwelling type multiple times, some variation should be provided through differences in colours and materials.
- Upstairs windows should preferably not be directed towards outdoor courts on other properties, and not be placed directly opposite windows in neighbouring dwellings that are close-by.

Figures 3-9 to 3-13 provide examples of combined site and dwelling layouts for the redevelopment of a typical single site and a typical double site under the SHP initiative.



Figure 3-9. Two single-storey, two-bedroom dwellings behind the existing house.

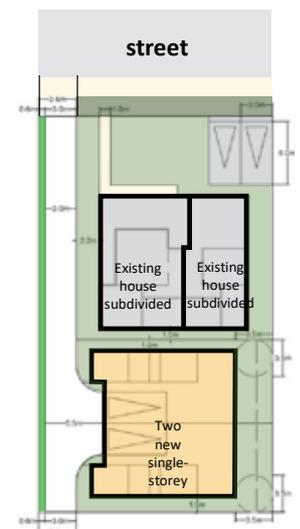


Figure 3-10. Two single-storey, two-bedroom dwellings behind the existing house subdivided into two apartments.

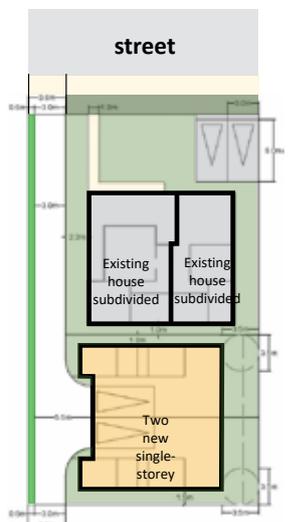




Figure 3-11. Two double-storey, three-bedroom dwellings behind the existing house.

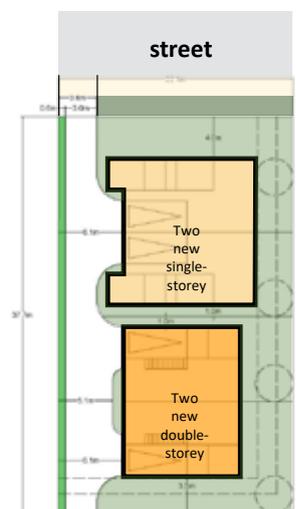


Figure 3-12. Two single-storey, two-bedroom dwellings, and two double-storey, three-bedroom dwellings.



Figure 3-13. Four single-storey, two-bedroom dwellings, two double-storey, three-bedroom dwellings, and four two-bedroom walk-up apartments.

Figure 3-14 shows other site design options to be considered:



Figure 3-14. Site design options.

Pre-application meeting information required

When producing a bulk and location design, be aware of the information required for the next step, a pre-application meeting. At least the following information will be required for that meeting (essential matters only, not for completeness):

- Site constraints analysis
 - Flood risk
 - Easements
 - Designations
 - Above ground or underground infrastructure
- Site and context analysis
 - The site in the context of neighbouring sites and the street
 - Existing property boundaries
 - Existing buildings and structures to remain
 - Existing buildings and structures to be removed
 - Existing contours
 - Existing buildings and structures on neighbouring sites
 - First-floor window locations on neighbouring sites
 - North arrow
 - Scale bar
- Site plan
 - Neighbouring sites and the streetscape adjacent to the site
 - Proposed dwelling footprints with indication of type (see below) and key dimensions
 - Proposed double-storey and single-storey elements
 - Proposed property boundaries
 - Proposed private outdoor living areas and key dimensions
 - Proposed accessway outline and any other common areas
 - Proposed carparks, carports and garages, and their key dimensions
 - Proposed rubbish collection area
 - Key setback and separation distance dimensions
 - Indication of cross section locations
 - North arrow
 - Scale bar
- Cross sections
 - At least two, taken perpendicular with the site boundaries and with each other
 - Building height, daylight setback envelope and height in relation to boundary controls
 - Key setback and separation distance dimensions
 - Scale bar
- Dwelling plans
 - Diagrammatic floor plans with room names
 - Location of front doors and other entrances
 - Location of windows
 - Key building dimensions
 - Areas of each dwelling floor (gross)
 - Areas of hardstand, paving and of roofs (catchment area)
 - Scale bar

4

Arrange a pre-application meeting

Te whakarite hui i mua i te tono mai



How to request a pre-application meeting

Contact Council via:

✉ enquiries@horowhenua.govt.nz
☎ 06 366 0999

The pre-application meeting

After undertaking the initial design work and addressing issues identified in the pre-qualification meeting, the applicant will meet with a Council planning officer again to review the proposed design concept.

The purpose of the pre-application meeting is to provide a preliminary review of the proposal and highlight any issues (such as infringements of the SHP Design Approaches) that should be addressed prior to lodging the application. This will assist the applicant in developing their scheme further and clarify the technical details that are required to be included as part of the application.

The pre-application meeting will take approximately one hour.

Pre-application meeting file note

At the conclusion of the meeting, a file note is prepared and signed by Council planning officer, and sent to the applicant for signing and attaching to the resource consent application (Form 9).

An example of the pre-application meeting file note can be found at the appendix to this guide.

Meeting attendants

The applicant and any of their consultants should attend the meeting. Council will be represented by a consent planner and a development engineer. The possible attendance by any other technical specialists will be confirmed once a pre-application meeting request is submitted and the specific issues relevant to the application are determined.



5

Complete the design documents and application

Te whakaoti i ngā puka hoahoa me te tono



Complete the design

Adjust the design in response to the feedback received during the pre-application meeting. Then refine the design by considering the finer details, such as the architecture of the proposed dwellings, the landscape plans, and the full engineering design.

When completing the design, consider Section 5 of the SHP Application Form, which lists the key plans, sections, elevations, and diagrams required for the application. Also, consider Horowhenua District Plan Appendix 28.2: Information to be supplied with application for Resource Consents and other planning-related applications, for additional information that may be relevant to the application and will need to be supplied.

Complete the SHP application

Once the design is completed, complete the SHP Application Form. The SHP Application Form contains a simple tick-box system for checking compliance with the District Plan provisions. For infringements on some District Plan standards, the alternative (and acceptable) Design Approach can be provided as an option. The SHP application can be completed on Council's website and downloaded for attaching to the resource consent application (Form 9).

Complete and submit the resource consent application (Form 9)

Complete the online resource consent application (Form 9) on Council's website. Attach the SHP Application form, and the pre-qualification meeting and pre-application meeting file notes.

Council's consenting process and decision

The application will be received by Council's processing team and checked for clarity and completeness. The applicant will receive further information requests under Section 92 of the RMA if additional information is required to enable the application to be processed. Once that further information is received by Council, the application will be assessed by Council's processing team.

Following this, the applicant will either receive a non-notified resource consent approval or, where there are adverse effects, advice that the application will require notification (either full or limited). The applicant could then decide to either adjust the application to avoid notification or go through the notification and hearings process.

SHP consent processing fees

Resource consent processing fees are based on a deposit and an hourly rate set out in Council's Planning Fees and Charges. The non-notified fee processing fee for a Streamlined Housing Process is currently capped at \$4,500 (incl. GST), meaning an applicant will pay the actual cost up to but not exceeding \$4,500.

If an application will require notification, the Council Planning Officer will discuss the likely fees with you prior to proceeding with notification.

Appendix

Āpitihanga



APPENDIX 1

Pre-qualification meeting file note (Example)

To be submitted with the SHP application

Streamlined Housing Application Details

Application number: _____

Applicant name and address: _____

Site address: _____

Legal Description of Property: _____

Commitment to the full set of design approaches

Applicants cannot 'pick and mix' the SHP Design Approaches.

Tick to confirm the applicant's commitment to the full set of SHP Design Approaches.

- I understand that the application must comply with the full set of SHP Design Approaches to be able to qualify for the SHP application process.

Pre-qualification criteria

The application must meet the following criteria (tick the boxes to confirm):

- The application site can be up to 2000m². (For sites larger than 2000m² consider the Integrated Residential Development provisions in the District Plan.)
- The site must be located in the Residential Zone in Levin, Foxton, Foxton Beach, or Shannon, including the Medium Density overlay in Levin and Foxton Beach (refer to Figure 1-1, Figure 1-2, Figure 1-3, Figure 1-4 below).
- The site must be located outside the Levin Town Centre Pedestrian Overlay (A) and the future railway station precinct (B) (refer to the areas marked on Figure 1-1 below) for which higher-density development is anticipated.
- In Shannon, the site must be located on the south-eastern side of the railway line, as the area on the north-western side (refer to the areas marked on Figure 1-4 below) has a much larger minimum lot size.
- The application must be either a land use or a combined land use and subdivision consent application. It cannot be an application for subdivision only.
- The application must result in a net increase of dwellings on the subject site.
- The application must be for new build dwellings only (including new yard built), with the exception of an existing dwelling on the site that may be repurposed as part of the proposal.
- The application must be a residential development with no non-residential component (e.g. retail, commercial, industrial).

The site is not subject to the following overlay or control in the District Plan (tick the boxes to confirm):

- The site is not located in a low-density residential area.
- The site is not subject to possible subsidence.
- The site is not in a coastal natural character and hazard area.
- The site is not in a flood hazard area.
- The site is not subject to any notice of requirement or designation unless written consent is obtained from the relevant requiring authority.

List issues in the application that need addressing before submitting the application for lodgement:

Issue 1: _____

Issue 2: _____

Issue 3: _____

Attendance

Application number: _____

Council Representative name: _____

Date: _____

Please attach this file to note to the resource consent application (Form 9).

APPENDIX 2

Pre-qualification meeting file note (Example)

To be submitted with the application

Streamlined Housing Application Details

Application number: _____

Applicant name: _____

Site address: _____

Legal Description of Site: _____

Outstanding issues from the pre-qualification meeting

Tick to confirm:



All the issues from the pre-qualification meeting have been addressed.

List issues in the application that need addressing before submitting the application for lodgement:

Issue 1: _____

Issue 2: _____

Issue 3: _____

Issue 4: _____

Issue 5: _____

Attendance

Application Name: _____

Council Representative Name: _____

Date: _____

Horowhenua

DISTRICT COUNCIL

 enquiries@horowhenua.govt.nz

 www.horowhenua.govt.nz

 HorowhenuaDC

 06 366 0999

 Private Bag 4002, Levin 5540

 126 Oxford St, Levin 5510