

Appendix 7

Scheme Plan and other subdivision requirements

Any application for subdivision consent must be accompanied by a Scheme Plan that contains the information set out in this Appendix.

Size

All plans should be on standard metric sheets.

Format

The Scheme Plan must be capable of being photocopied or printed in black and white, except for supplementary plans utilising aerial photography.

Scale

Every plan should be drawn at a scale to clearly illustrate the proposal. A minimum scale of 1:500 is preferred for urban subdivision proposals.

It is preferred that all Scheme Plans be orientated to north and show a north point and a NZTM (at centroid of largest parcel being created).

Information

The following particulars must be shown on the Scheme Plan:

1. Legal description.
2. Computer Freehold Register reference (noted 'Limited' where applicable).
3. Local authority districts and their boundaries where applicable.
4. The scale of the Scheme Plan and any other relevant diagrams.
5. Registered owner's name.
6. The area of each allotment (inclusive and exclusive of access) and the total area of all of the allotments combined.
7. Name of surveyor or registered survey firm.
8. Any covenants affecting the land.
9. Unique reference or identification number used by the applicant.
10. Zone boundaries, designations, roads and service lanes and the proposed status of all land to be vested.

11. A locality diagram to assist in identifying any rural property, and in other cases, where additional locational cues are necessary.
12. In the case of any subdivision which requires an amalgamation condition to be included in its approval, this must be shown on the Scheme Plan along with an indication which provision in Section 220(1)(b) of the RMA will apply to those circumstances. Full legal descriptions must be provided.

Site details to be provided

The following site details must be shown on, or with, the Scheme Plan:

1. The position of all proposed new boundaries.
2. Every allotment must be given a lot number and must show its area in metric units.
3. New roads should be shown as 'road to vest'. Proposals to have roads to be dedicated and transferred must be supported by sound reasons. New road names are not to be shown on any Scheme Plan unless it is a natural extension of a road already named or approval for the name has already been provided.
4. Service lanes and accessways must be shown simply as 'service lane to vest' or (pedestrian) 'accessway to vest' as the case may be. The nominal width of all roads, service lanes and accessways must be shown.
5. A status comment on the position of any existing and proposed road formation in relation to boundaries must be provided.
6. The proposed purpose of every new reserve to vest must be shown on the Scheme Plan, being one of the categories specified in Sections 17 to 23 of the Reserves Act 1977. In the case of a Government Purpose Reserve or Local Purpose Reserve, the specific purpose must be shown, e.g.; 'Local Purpose (Esplanade) Reserve'. All land below Mean High Water Springs and the beds of rivers and lakes required to vest in the Crown must be clearly identified.
7. Where known, easements existing or easements to be created must be shown on the Scheme Plan with the purpose nominated. Document numbers must be provided.
8. Adequate contour or height information to illustrate the existence on each allotment of a suitable building site (if required), drainage, waste disposal and access and to enable the gradients proposed for roads, rights of way and accessways to be assessed. For two or three allotment subdivisions, the Council may accept spot levels in terms of a recognised local datum.
9. Landscape works proposed on road reserves, [other land to vest as reserve, and esplanade strips](#).
10. The proposed location and type of power and telephone services.
11. Details of any Limited Access Road.

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Other relevant site details

The following details must be included on, or with, the Scheme Plan, where applicable:

1. Contours or spot heights, where possible in terms of a recognised local datum; if that is not practicable, then an assumed datum should be used.

2. The location of existing buildings or structures.
3. An activity description of existing buildings.
4. Vegetation covering the land, particularly any significant vegetation or notable trees.
5. The position of MHWS, and any rivers, lakes or wetlands.
6. Natural drainage and stormwater features, including flowpaths.
7. Existing drains, piped or open.
8. Areas subject to flooding or inundation, including by the sea.
9. Unstable areas, including geological fault lines.
10. Where necessary, a suitable building site.
11. Details of sewage disposal (including the position of any existing treatment unit or land application area).
12. Details of stormwater management, including any treatment.
13. Details of quantity and quality of the water supply.
14. Details of electricity/telecommunications reticulation.
15. Details of proposed access location (including distance from adjacent and opposite accesses and intersections) and design (including width, gradient, formation).
16. Areas, buildings, objects, sites or natural features of significant value identified in the Marlborough Environment Plan.
17. Any other physical feature of the land which is or may be relevant to the subdivision or approval conditions.
18. Any known site of spiritual or cultural significance to Marlborough's tangata whenua iwi.
19. Building platform shape factors and other circles required by Rule 24.3.1.2.
20. Existing Building Line Restrictions with document number.
21. Any site contamination from site inspections, owner's knowledge or from Council records.
22. Engineering drawings detailing the following earthworks proposals:
 - (a) Original and final contours;
 - (b) Areas of cut and fill;
 - (c) Subsoil drainage;
 - (d) Sediment control.
23. Details of the location of any high voltage transmission lines (110kV or greater).

Topographical Detail for Urban Subdivisions

Generally topographical detail need only be shown on that part of the land where new building sites (including access to the sites), and allotment boundaries are proposed or the degree of subdivision is intense (approaching minimum allotment sizes). It does not need to be shown over large allotments which are balance areas, unless it is necessary to be shown as the basis for possible future extensions to the subdivision or unless in specific cases the Council requests it.

Topographical Detail for Rural Subdivisions

The topographical detail shown on a rural Scheme Plan does not need to be as detailed as that required for an urban subdivision. Sufficient data of the same nature as that set out in "Other relevant site details" should be shown for the indicative building site and any proposed access. Topographical detail may also be relevant to the task of identifying proposed boundaries on the ground or establishing any necessary conditions of approval.

Aerial photographs, where available, may be used to supplement topographical data, provided they are of sufficient scale and clarity to be readily interpreted and must have the boundaries of the proposed subdivision clearly indicated thereon.

The circumstances of each case will determine the extent and the detail of topographical information which should be shown but the Council may ask for more information where it is necessary to assist the processing of any application.

Additional information

The following additional information must be supplied with the Scheme Plan:

1. Copies of Computer Register(s) no older than one month from the date of application.
2. Copies of all consent notices and any other relevant interests registered.
3. Where relevant, details of jointly owned access allotments and details of the proposed shared ownership.

Suitable Building Site

All applications to subdivide land are required to demonstrate that subdivision and subsequent activities are not likely to accelerate, worsen, or result in material damage to that land, other land or structure, by erosion, falling debris, subsidence, slippage or inundation from any source.

Where proposed allotments might reasonably be expected to accommodate a future dwelling or dwellings, and any land is likely to be subject to material damage by erosion, falling debris, subsidence, slippage or inundation, the application must demonstrate that each allotment has within it a suitable building site. Each such suitable building site must be shown on the Scheme Plan and the application must be supported by an appropriate professional report as follows:

Where land instability is likely, the application must be supported by a geotechnical report prepared by a suitably qualified Chartered Professional Engineer for the purpose of supplying opinions as to the stability of land. The Council provides the format for the preparation of such reports.

Where inundation is likely, the application must be supported by a catchment analysis prepared by a Chartered Professional Engineer experienced in flood hydraulics to demonstrate that each allotment has a flood-free building platform. For the purposes of the catchment analysis, a 1 in 50 year return period must be used.

Information on servicing

Water Supply

The developer must make provision for the supply of water adequate for reasonably expected domestic, stock, commercial or industrial consumption.

All urban subdivisions are required to be connected to the reticulated water supply system where connection is available. The provision of reticulated water supply is addressed by Rules 24.1.1 to 24.1.3.

Where the allotments are proposed to be supplied through other means, the developer must provide details of proposed water supply to serve all allotments, including balance land. Both the quantity and quality of the supply should be addressed. The provision of water supply in rural areas is also addressed by Rule 24.1.14.

Sewerage

The developer must provide means for the satisfactory disposal of sewage wastes from all allotments and from all buildings where such wastes are to be generated.

Unless unreasonable in the circumstances, the sewerage system must be designed to serve the expected load for any further subdivision or development from the upstream catchment area.

All urban subdivisions are required to be connected to the reticulated services where they exist. The provision of reticulated sewerage is addressed by Rules 24.1.1 to 24.1.3.

Where the allotments are proposed to be serviced by on-site methods, the allotments are to be subject to investigation to confirm that on-site management is the best practicable option, and that sewage will be effectively treated and contained on-site. The investigation may require an on-site assessment of the site conditions and constraints, particularly soil properties [and the suitability of existing systems proposed to be retained](#). The results of any on-site assessment must be documented in a Site and Soil Evaluation Report prepared by a professional who has established credentials with the Council.

Any subdivision of land in the Coastal Living Zone or any subdivision of land below controlled activity allotment sizes in the Coastal Environment Zone must involve an on-site assessment of the site conditions and constraints, [including an assessment of existing systems to be retained on allotments being reduced in size](#).

The sizing of the land application area [for allotments without an existing dwelling](#) must be based on the loading from at least a four bedroom dwelling (occupied full time).

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Parts of the proposed allotment appropriate to be used as land application areas should be shown on the Scheme Plan.

Stormwater Drainage

The developer must provide a satisfactory system for the collection, treatment and disposal of stormwater from all allotments, roads, accessways and private roads. The system must provide for the collection and control of all stormwater within the land being subdivided together with the potential drainage for the catchment upstream of the subdivision.

All urban subdivisions are required to be connected to the reticulated services where they exist. The provision of reticulated stormwater is addressed by Rules 24.1.1 to 24.1.3.

Where the allotments are proposed to be serviced by either new stormwater infrastructure or through on-site methods, the developer must demonstrate that the method of management will effectively service the proposed subdivision.

Information on Site Management

A Site Management Strategy must be provided with the Scheme Plan in any of the following circumstances:

1. Where a road is to be formed.
2. Where a right of way is to be formed or upgraded that serves other properties or serves more properties than provided for by a rule in the Marlborough Environment Plan.
3. Where trenching associated with the installation of services will involve dewatering.
4. Where extensive excavation/filling is to occur as part of the development of the subdivision.

The Site Management Strategy must address the following matters, in order:

1. A commentary on the proposed construction management infrastructure and how and by whom the project's impact will be effectively supervised and controlled to manage and monitor potential detrimental effect.
2. A detailed commentary on proposed site works.
3. A time line programme showing key target dates and highlighting the occurrence of activities with particular potential threat to the environment.
4. Methods for managing nuisance effects of construction including construction noise, the generation of dust and the deposition of mud or construction materials on roads.
5. Methods for managing the potential for stormwater to become contaminated during construction of the subdivision (including where the subdivision construction is staged).
6. Where necessary, methods for managing the potential adverse effects of dewatering.
7. A time table for periodic review of progress and changes to the anticipated outcome to ascertain whether there is a need for consequent changes to the supervision/monitoring regime.
8. Detail on the scale of water supply, discharge and waste disposal needs (solid and liquid) for the construction of the subdivision.
9. Identification of site access points and projected frequency of use.

The size and scope of the Site Management Strategy will directly reflect the size of the project and its potential impact.