

Question 12

How Long Does it Take the Council to Process My Application ?

Under Section 115 of the Resource Management Act 1991, Council has 20 working days to process a non-notified subdivision application from the time Council accepts the proposal.

If the application is complicated or further information is required, then Council is permitted under the Act to extend the time frame within certain limits. It may take a further few months for separate titles to be finally issued after Council has given final approval. You should discuss this with your surveyor or solicitor.

Question 13

What Happens When I Get Approval ?

Once a subdivision application has been approved you have five years to get Section 223 approval, that is, approval of the Survey Plan then another three years for the plan to deposit. Please note that the 224 certificate is required before the plan can deposit.

Further Information

If you have any questions or require further information please contact Palmerston North City Council.

Phone: 06 356 8199

Web: www.pncc.govt.nz

Palmerston North City Council

Planning Services

Residential Infill Subdivision Information

Palmerston North City Proposed District Plan



Question 1

What Is Infill Subdivision?

Infill subdivision involves dividing an existing section into two or more sections.

Question 2

Can I Subdivide My Section?

It is possible for anyone to subdivide their section provided the proposed subdivision is permitted under the District Plan. It will also be necessary to make sure the new site can be serviced for water, stormwater and sewer.

The following questions relate to the main requirements for infill subdivision within the Residential Zone of Palmerston North. The standards shown in this brochure are for what is termed a Controlled Activity. An application showing standards differing from those stated here will still be considered. The application would be termed a Discretionary Activity and may cost more to process than a Controlled Activity. Also an application for a Discretionary Activity may be publicly notified and Council has the discretion to grant or decline consent.

Question 11

What Costs are Involved with an Application for Subdivision ?

Council charges a deposit at the time the application for subdivision consent is lodged. Once the decision on the application has been made the applicant will be invoiced for the time spent processing the application. Please refer to the current Planning Services Fees and Charges Schedule.

In addition to the application fees a Development Contribution Levy will be required. What development contribution levy you will pay will depend on the zone in which you are subdividing. Development Contributions are levies paid towards the Council funded infrastructure services that are required as a result of growth in new households and development. Infrastructure services include roading, water, wastewater, stormwater, parks and reserves. This levy will be required prior to the final approval stage of your consent i.e. section 224 approval. Please refer to the current brochure on Introducing Development Contribution levies.

When a Survey Plan is submitted to the Council for signing and sealing (section 223 approval) the Council charges a fee for this service. A further charge of will be made for a section 224 Certificate. The current fees for these approvals are contained in the Planning Services Fees and Charges Schedule.

Note: Other costs are charged by your surveyor, The Land Transfer Office, and your solicitor.

Question 9

What does the Surveyor Do ?

The surveyor submits a plan which shows the proposed subdivision with the size of the site, the access way and existing buildings and their relationships with new boundaries with particular reference to windows of habitable rooms. Other relevant features such as levels, services, the location of a new garage, if necessary, and trees including street trees will be shown also.

If the plan is compatible with the objectives, policies and rules of the District Plan, Council will approve it subject to certain conditions eg. reserve contribution, servicing etc.

Up to five years after approval (depending on the owner's wishes) the surveyor will survey the land placing the pegs on the site to indicate the new boundaries. He/she will then prepare the survey plan which is then submitted to Council for approval under section 223 of the Resource Management Act.

If the survey plan conforms to what was approved originally and any conditions to be satisfied at that stage have been completed to Council's standards, the plan will be sealed and signed by Council.

This process must be completed **no later than five years after the original subdivision consent.**

Question 10

What If there are Conditions Placed on My Subdivision ?

When all the conditions imposed by Council have been fulfilled then a Certificate pursuant to Section 224 of the Resource Management Act 1991 can be applied for and issued by Council, and this certificate is forwarded to your solicitor who will arrange for separate titles to be issued for each site.

Question 3

Is My Section Large Enough?

In Palmerston North you must be able to form a new site of not less than 350m². In Aokautere Parklands Area the minimum (in serviced situations) is a contiguous area of 1300m² developable land. The minimum site area in the Aokautere Development Area is a contiguous area of 400m² of developable land.

There must be enough vacant land on the site to accommodate another house or unit on an area of at least the minimum site size. Look at the bulk and location requirements pamphlets for Palmerston North to check whether a house could be located on the new property. The existing house will also have to meet District Plan bulk and location requirements on its reduced site.

Question 4

Can the Access be Shared, How Wide Should it be and How Far From the House?

- Yes, the access can be shared, although this means it must be wider than a single party access.
- In Palmerston North the driveway must be 3 metres wide for one party and at least 3.5 metres wide for two or three parties.
- There must be an extra 3 metres between the house and the driveway if the wall of the house contains windows to a habitable room which is usually the case. If the wall contains no windows or windows to a service room, ie. kitchen, laundry, bathroom, toilet, then the clearance between the driveway and house need only be 1.5 metres.

Question 5

What if I Can't Achieve these Minimum Site Areas and Widths ?

It is possible to apply for a reduction. Your application would then be classed as a Discretionary Activity. You should, however, think of the possible effects on your house, of such things as amenity values, vehicles passing close to your windows, loss of privacy and saleability. Your neighbours may also be affected by non-compliance with minimum standards and their written consent maybe required.

Question 6

Should I take Plants or Trees on My Section into Consideration?

Yes! some trees are protected in the District Plan .You should contact the Council if you think any of yours may be included in this category.

Existing trees provide important amenity value and care should be taken to protect them if possible. They can also increase the value and saleability of the land.

Question 7

Will I Need to Move Any of My Existing Buildings ?

Possibly, as garages are often located at the end of a driveway. If you are going to use the driveway to serve the new house you will have to find room for a repositioned garage or shed. You should also note that no buildings may cross any of the new boundaries.

Question 8

If I Can Subdivide - What Do I Do Next?

Once you have found that the land is capable of being subdivided you will need to contact a surveyor who will draw up plans and submit a subdivision application to the Council on your behalf.