



## SUBDIVISION PROCESS

If you are considering subdividing your property then the process below will give you an idea of what is involved and Hampson & Associates Ltd's role as the surveyor.

The first step is for one of our surveyors to research your property to confirm what zoning you are in which will determine the Council controls that will apply when designing the subdivision and making the application. We will also research what Council assets are available with regard to stormwater and sewer connections. You need to be aware that most Councils now charge development levies on top of their application fees and in some cases these can be considerable. It would pay to have a clear idea of what you will be charged before making any application.

Prior to the above I am happy to make an initial site visit to determine that how you wish to subdivide is possible and agree to the new boundary positions. This initial site visit is without obligation on your part and there will be no charge if you do not then engage our services. We will also give you an estimate as to costs and our fee.

Once we have been engaged we will come on site to do the site survey (topo survey) to locate the physical features buildings, vegetation, contours, relevant services etc. From this survey we can determine gradients, the ability to connect into the service network, design the new boundary layout and check any existing dwellings compliance to the new boundaries. Once you are satisfied with the design we will be in a position to lodge the plan with Council for subdivision approval under Section 104 of the Resource Management Act (RMA). In order for the Local Authority to process the application we may require other specialist reports to accompany our application these may include:

- Engineering design for new stormwater & sewer infrastructure.
- Engineering design for any new driveways/roads and services.
- Arboriculture report for any proposed works within the root zones of protected trees or tree removal.
- Geotechnical Engineer's report.
- Traffic Engineer's report.

Depending on the development/location and Local Authority we will be able to advise you on what additional reports you will require. We have an association with the appropriate professional companies or we can work with consultants of your choice. There will also be an application form and Council fee that we will need from you to lodge the dataset.

**Land Surveying & Development Consultants**

Consulting Surveyor & Director: Rogan Hampson MNZIS

Once Council have approved your subdivision they will issue you a list of conditions that have to be met before they will sign off the completion certificate issued under Section 224(c) of the RMA. The subdivision consent is a guarantee from the Council that the subdivision is possible providing all their conditions are met. A Section 224(c) certification is like gaining a Code of Compliance Certificate for a house although in some ways more important as without this your solicitor cannot apply for the new certificates of title.

Once subdivision approval has been gained the approved engineering works can be carried out along with any other works to satisfy the conditions of consent. We can also peg the new boundaries and lodge the legal plan with Council for approval under Section 223 of the RMA at which time the dataset will be lodged with LINZ. If the plan is in agreement with what was approved under Section 104 and all easements have been shown correctly, then this signoff is a formality unless some of the subdivision conditions have been tagged to the 223 certification rather than the 224(c).

Once the plans are approved by Council with the 223 signoff the survey dataset (dataset is the plans and accompanying documentation requirement under the Land Transfer Act and the Survey Regulations) will be prepared and lodged with LINZ (Land Information New Zealand) who take 10 working days to approve the dataset as to survey. Hampson & Associates Limited employs an independent checker and all our datasets are sent to them prior to lodgement with LINZ as part of our quality control process. All digital lodgements are also pre-validated by Landonline prior to submission. Plan copies will also be sent to your solicitor.

Please note that in the Auckland Region the Territorial Authority "sign offs" are able to be done digitally into the LINZ (Landonline) system.

Once all conditions of subdivision consent have been met we will make application to the Local (Terrestrial) Authority for the issue of the Section 224(c) certificate. We supply all the relevant information to allow the Council to process the application, such as asbuilt plans for any public drainage works, and where applicable, copies of encumbrances prepared by your solicitor. Most Local Authorities have a standard application form and fee. Once issued the Section 224(c) certificate is forwarded to your solicitor to lodge with their documentation in order to have our approved plan deposited and for the new certificates of title to issue in terms of the approved plans.

Note: The Section 224(c) certificates can now also be issued digitally and become part of the digital lodgement process.

Please note that this document provides a brief overview of the Subdivision process & can be subject to change depending on the specifics of each development. It is also subject to any local body or government regulation changes. Hampson & Associates Ltd are not responsible for Council or LINZ processing times as these change between various Councils depending on their workload. We do however put considerable effort into ensuring that information we supply to both Council and LINZ is to the highest standard to cut down on processing times as much as possible.

We hope that this has been beneficial to your understanding of the Subdivision process. If you have any more questions please contact us directly and talk to me or one of our surveyors. We will make an initial site visit and advise without obligation. If we are not employed we will not charge for this visit.