



COMPLETING YOUR SUBDIVISION

WHAT DO I NEED SO I CAN GET MY CERTIFICATE OF TITLE?

Once you have received your subdivision approval from Council, there are two main steps you need to complete.

1. SECTION 223 (SURVEY PLAN) APPROVAL

You will need to have the new lots surveyed and plotted by a surveyor, who will then lodge a plan for Council to approve (this allows Council to verify that the plan being signed is the same as the one that was originally approved as part of the resource consent application).

Once Council has approved the plan, it is returned to the surveyor for lodgement with Land Information New Zealand.

There is a Council fee for approving the plan (refer to schedule of fees and charges), and the plan is usually issued by Council 10 working days after receipt of the plan from the surveyor

2. SECTION 224 (COMPLETION CERTIFICATE) APPROVAL

Once the survey plan has been approved, you will need to complete all the conditions listed on the consent. This usually involves matters such as payment of contributions, provision of sewerage, storm water, and water services, and formation of access.

You will need to complete the attached form in order to apply for your completion certificate, and any other certification you may require. In most cases your surveyor or solicitor is able to undertake this matter on your behalf.

It is important that the form is filled out correctly, with all the supporting evidence necessary to illustrate that the conditions have been met included. This evidence will usually be by way of engineering certification, valuers or drain layers reports, and/or payments receipt.

In cases where a Section 221 Consent Notice is required, you have the option of asking Council to prepare this for you. This request should be made as part of the application.

All fees are to be lodged with the application (refer to schedule of fees and charges).

IF YOU HAVE ANY QUERIES, PLEASE CONTACT THE COUNCILS PLANNING DEPARTMENT USING OUR NORMAL CONTACT DETAILS



**Application For Section 224 Certificate
PURSUANT TO THE RESOURCE MANAGEMENT ACT 1991**

I /We _____ (owner/agent) hereby apply for a Section 224(c) Certificate for _____ (consent holder name)

Located at: _____ (property location) being application

NO: RC _____ (Council reference as the following have been carried out to satisfy the conditions of my subdivision consent.

(Condition number should be shown corresponding evidence of completion of each condition) _____

I request Council inspect compliance with the conditions where necessary and, if to their satisfaction, issue the Section 224(c) certificate. The new DP number issued by the Land Title Office is _____ Other certificates required:

<u>Contributions / Payments</u>	<u>Reserves Contribution</u>	_____	\$ _____
(please attach valuation report for	Road upgrading	_____	\$ _____
Reserves contribution payments)	Stormwater	_____	\$ _____
	Other	_____	\$ _____
	Total:	_____	\$ _____

Assets to be vested	Roading	_____	\$ _____
Transferred to Council	Reticulated Services	_____	\$ _____
	Other	_____	\$ _____

NAME AND ADDRESS FOR SERVICE: _____

Phone: Bus: _____ Fax: _____ Home: _____

Signed: _____ Date: _____

NAME AND ADDRESS FOR ACCOUNTS/REFUNDS: _____

Phone: Bus: _____ Fax: _____ Home: _____