



Te Kaunihera o
MANUKAU
City Council

Resource Compliance Checklist

223 application received _____

224f application received _____

51g application received _____

224 application received _____

Found associated files _____

Entered into *Reflections* _____

Compliance officer _____

Receipted cheques _____

224c

RCO Vetting Name & Completion Date _____

Allocated to Engineer (date) _____

Engineer Start Date & Name _____

Finish Date _____

Info requested & date _____ Date info rec'd _____

Info requested & date _____ Date info rec'd _____

Info requested & date _____ Date info rec'd _____

Draft invoice requested (date) _____ Update *Reflections* 223 _____

Draft invoice received back (date) _____ Update *Reflections* 224c _____

Legal Documents (Delete if not applicable)

Overland flowpath easement Water main easement Covenants Bond

Instructions sent to Brookfields [date] _____ Draft received, checked and approved [date] _____

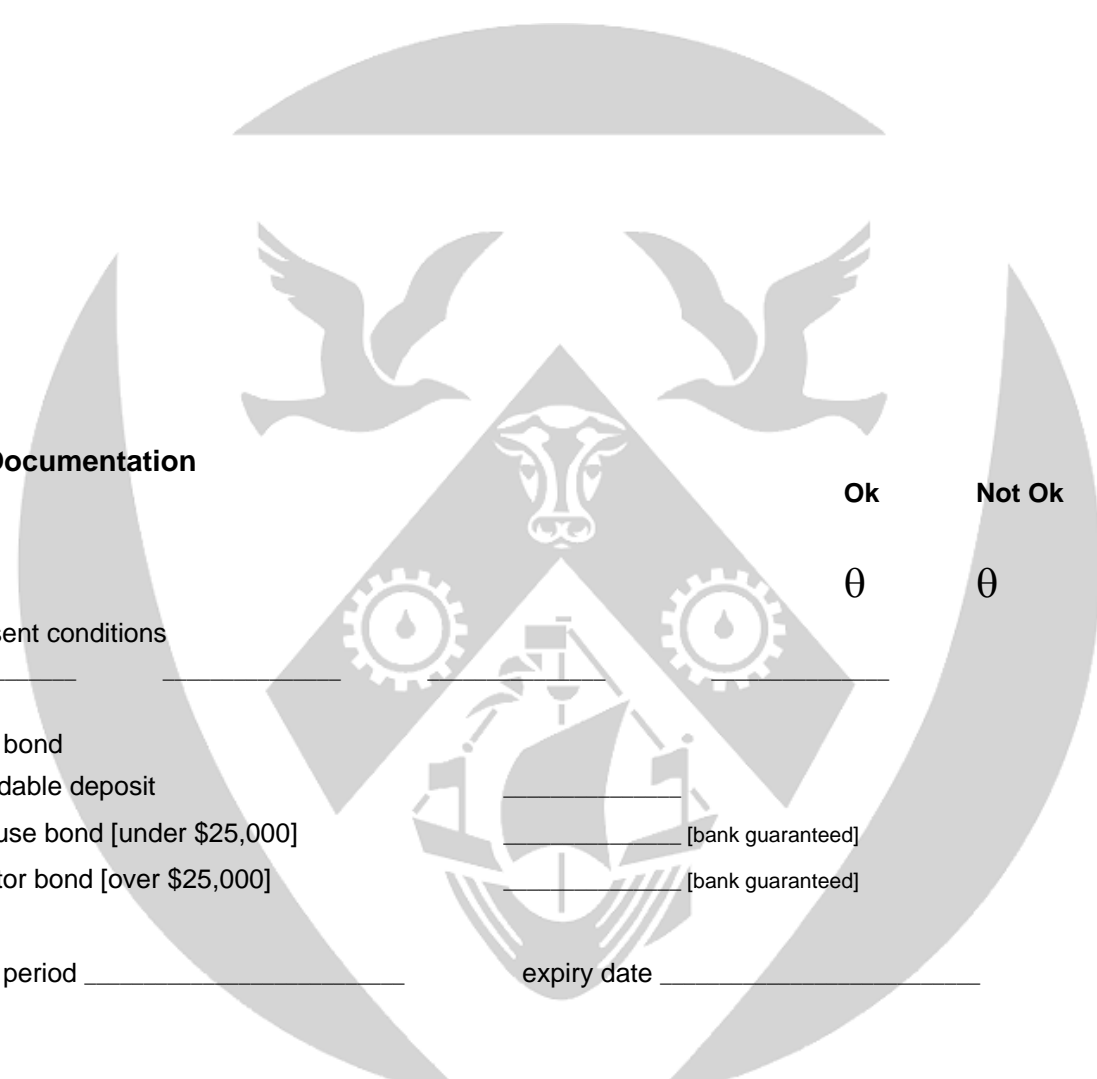
Clearance received from Brookfields [date] _____

Release Sign off (Documents not to be released unless signed)

Section 223		Section 224	
RCO Completion Date		RCO Completion Date	
Peer Review & Date		Peer Review & Date	
Team Leader		Team Leader	

Resource Consent	Ok	Not Ok	N/a
Check LT plans against supplied consent plans	θ	θ	θ
Check valuation	θ	θ	θ
Date req _____ Date rcvd _____	θ	θ	θ
Check conditions	θ	θ	θ
Amalgamation & Easements			
Check wording & Check DLR number	θ	θ	θ
Check wording of conditional easement memorandum	θ	θ	θ
Easements in gross checked	θ	θ	θ
Right to drain water easements checked	θ	θ	θ
Engineer _____ initials			
Right to convey water easements checked	θ	θ	θ
Engineer _____ initials			
Notation includes reference to easements and amalgamation	θ	θ	θ
Width of right of way checked against resource consent plan	θ	θ	θ
Titles limited as to parcels			
Checked by senior subdivision officer	θ	θ	θ
Removal of limitations notations	θ	θ	θ
Roads			
Road boundaries checked	θ	θ	θ
Road to vest sent to GIS to plot	θ	θ	θ
Plot received from GIS and filed	θ	θ	θ
Road names approved	θ	θ	θ
Road names ordered	θ	θ	θ
Lot access			
Lot access frontage checked against resource consent plan	θ	θ	θ
Buildings			
224f check - Unit Title Development – Peer review required	θ	θ	θ
date sent to AC Consulting _____			
date received back _____			
Updates			
Copy in file	θ	θ	θ
No conditions imposed — on plan	θ	θ	θ
Details written on file	θ	θ	θ
Reflections updated / WIP Updated	θ	θ	θ
DP number _____			
Completed by _____			

224c Subdivision Release Processing	Ok	Not ok	N/a
• S221 consent notice	θ	θ	θ
• S221 (5) for cancellation or variation of consent notice	θ	θ	θ
• S222 completion certificate [for bonds where works are on private property]	θ	θ	θ
• S321(3) (c) for legal road frontage	θ	θ	θ
• S243 for surrendering easements in part or whole	θ	θ	θ
• S241 for cancelling amalgamation conditions	θ	θ	θ
• S108 for cancellation of a covenant	θ	θ	θ
• discharge of encumbrance or caveat in whole or part	θ	θ	θ
• Form 18 for esplanade strips [not reserves]	θ	θ	θ
Bonds			
Bond document [under \$25,000 in house]	θ	θ	θ
in house minor bond	θ	θ	θ
in house formal bond	θ	θ	θ
Bond document [over \$25,000 legal Brookfields]	θ	θ	θ
Memos			
Memo to LIR with notations to be removed or added [pink and blue]	θ	θ	θ
attach all relevant supporting documentation	θ	θ	θ
memo to buildings [yellow]	θ	θ	θ
attach copy of notations on LIR memo	θ	θ	θ
attach copy of LT plan and survey sheet	θ	θ	θ
Barter tax invoice	θ	θ	θ
Asset register updated	θ	θ	θ
Memo to Roadnet	θ	θ	θ
attach RAMMS information	θ	θ	θ
attached copy of LT plan	θ	θ	θ
road name plan	θ	θ	θ
Memo to Parks and Waste Management	θ	θ	θ
attach copy of LT plan	θ	θ	θ
Memos to other departments	θ	θ	θ



Legal Documentation

Ok Not Ok N/A

Bond

θ θ θ

For consent conditions

Value of bond

refundable deposit

in house bond [under \$25,000]

[bank guaranteed]

solicitor bond [over \$25,000]

[bank guaranteed]

bond period _____

expiry date _____

Section 222 [completion certificate for engineering works on private property]

Required for lots

Prepared

θ θ θ

Contributions

Reserve Contribution (copy to Doc release Memo)

θ θ θ

Financial Contribution (copy to Doc release Memo)

Were the contributions set more than 12 months ago?

θ θ θ

If yes, is there condition of consent allowing for them to be increased?

θ θ θ

Development Contribution (copy to Doc release Memo)

θ θ θ

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Section 224c application and release of subdivision

Ok

Not Ok

N/A

Engineering vetting

Check the file for the following documents:

Foundation Completion Report [four copies] copy sent to Building [date] _____	θ	θ	θ
QAM documentation	θ	θ	θ
wastewater	θ	θ	θ
stormwater	θ	θ	θ
water reticulation	θ	θ	θ
reserves	θ	θ	θ
As-builts	θ	θ	θ
wastewater	θ	θ	θ
stormwater	θ	θ	θ
water reticulation	θ	θ	θ
overland flow path	θ	θ	θ
ALC forms	θ	θ	θ
wastewater	θ	θ	θ
stormwater	θ	θ	θ
water reticulation	θ	θ	θ
RAMMS forms	θ	θ	θ
Completion Certificate	θ	θ	θ
Barter Tax	θ	θ	θ
Telecommunication Certificates	θ	θ	θ
Power Certificates	θ	θ	θ
Information requested	θ	θ	θ

_____	date _____	received [date] _____
_____	date _____	received [date] _____
_____	date _____	received [date] _____
_____	date _____	received [date] _____

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Earthworks

There is a separate checklist for the Foundation Completion Report

Right of entry clearances granted	θ	θ	θ
Copy of foundation completion statement received	θ	θ	θ
Copy of FCR given to building consents co-ordinator [stamped with disclaimer stamp] date _____	θ	θ	θ
Copy of FCR checked for:			
	Ok	Not Ok	N/a
coverage of all areas shown on LT [including reserves to vest]	θ	θ	θ
coverage of any matters identified during construction	θ	θ	θ
further Geotech advice needed	θ	θ	θ
copy to _____ for comment date _____			
clearance memo received _____ for comment date _____			
FCR checklist form filed in QAM folder [Section 5]	θ	θ	θ
Distribute FCR [after annotation and checking]:			
one copy to file	θ	θ	θ
one copy to Building	θ	θ	θ
one copy for LIR [relevant sections annotated]	θ	θ	θ

Waste water [sanitary sewer drainage]

QAM inspection form completed and signed off	θ	θ	θ
uncompleted items quantified	θ	θ	θ
Agreement for connection to proceed [ALC forms]	θ	θ	θ
Agreement for new connections to be installed	θ	θ	θ
Certified copy of as-builts and plans for sanitary sewers	θ	θ	θ
Right of entry clearance granted	θ	θ	θ
Floor level restriction plan	θ	θ	θ
received	θ	θ	θ
benchmark provided	θ	θ	θ
accepted	θ	θ	θ

Land drainage

QAM inspection form completed and signed off	0	0	0
uncompleted items quantified	0	0	0
Right of entry clearances granted	0	0	0
Agreement for hook up to proceed and new connections to proceed	0	0	0
Certified copy of as-builts for stormwater sewers	0	0	0
Floor level restriction plan	0	0	0
received	0	0	0
benchmark provided	0	0	0
accepted	0	0	0
Overland flowpaths	0	0	0
as-built plan	0	0	0
check levels against design [if not ok then forward to consent engineer for validation]	0	0	0
	Ok	Not Ok	N/A
benchmark provided	0	0	0
check floor levels	0	0	0
Easements	0	0	0
alignment of LT to as-built	0	0	0
alignment of as-built to approved plans	0	0	0
copy of AB for easement – signed, stamped and dated	0	0	0
final inspection completed [date] _____			

Private drainage

as-built plan received and CCC issued for redirection	0	0	0
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Water reticulation

QAM inspection form completed and signed off	0	0	0
uncompleted items quantified	0	0	0
Agreement for hook up to proceed	0	0	0
Agreement for meters to be relocated and installed	0	0	0
Certified copy of as-builts for water mains	0	0	0

Certified copy of as-builts for water mains	θ	θ	θ
Water main duct boundary dimensions [islands or median strips]	θ	θ	θ
Check water main meter installed if applicable [islands or median strips]	θ	θ	θ

Roading

QAM inspection forms completed and signed off	θ	θ	θ
Final inspection held	θ	θ	θ
Beam test compliance confirmed	θ	θ	θ
Uncompleted items quantified	θ	θ	θ
Lots with access constraints to go to LIR identified and plan provided	θ	θ	θ
Completed RAMMS forms [x2]	θ	θ	θ
Roading details	θ	θ	θ
check forms complete for each road	θ	θ	θ
sealing details	θ	θ	θ
street lighting	θ	θ	θ
Copy of all RAMM forms and approved roading plans assembled for Roadnet	θ	θ	θ

See attached sheet [*Memo to Transportation re road asset update*]

Street planting	Ok	Not Ok	N/A
As built certification from consultant	θ	θ	θ
Validation of locations	θ	θ	θ
Confirmation of species and planting by Parks	θ	θ	θ
request issued [date] _____	θ	θ	θ
confirmation received [date] _____	θ	θ	θ
Street planting water meter arranged [where isolated by roads]	θ	θ	θ

Reserves

QAM inspection forms completed and signed off	θ	θ	θ
Final inspection held	θ	θ	θ
Uncompleted items identified	θ	θ	θ
Alignment to LTs confirmed	θ	θ	θ
Foreshore reserve clearance	θ	θ	θ
FCR coverage checked and confirmed	θ	θ	θ

Bonded items	θ	θ	θ
Final release			
Scheme plan engineering conditions checked and confirmed for coverage	θ	θ	θ
QAM inspection forms completed and signed off	θ	θ	θ
If common access way only [no roading] inspection completed	θ	θ	θ
Engineering completion certificate	θ	θ	θ
check certificate for common access way	θ	θ	θ
Breakdown of assets to be vested	θ	θ	θ
Collate uncompleted items for bonding	θ	θ	θ
Bonding arrangements in place:			
refundable deposit	θ	θ	θ
in house bond	θ	θ	θ
formal bond	θ	θ	θ
bond figure and condition numbers confirmed to RCO	θ	θ	θ
Section 222 completion certificate lots _____	θ	θ	θ
Duration of bond _____			
Detailed list of bonded items in file	θ	θ	θ
Resource consent conditions covered by bond	θ	θ	θ
Condition numbers _____			
Lots placed on LIR noted on release			
foundations	θ	θ	θ
overland flow	θ	θ	θ
limited SW servicing	θ	θ	θ
limited SS servicing	θ	θ	θ
restricted access	θ	θ	θ
scheme plan advice note	θ	θ	θ

New Consent Notices



New LIR notations

Existing LIR notation

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