

Subdivision Works Clearance Application Form

Agent details (where an agent is applying on behalf of the consent holder)

Agent name:	<input type="text"/>
Agent company:	<input type="text"/>
Postal address:	<input type="text"/>
Telephone:	<input type="text"/>
Email:	<input type="text"/>

Subject Site

Site address:	<input type="text"/>		
Legal description:	<input type="text"/>		
Resource consent number:	<input type="text"/>	Date consent issued:	<input type="text"/>
Stage (if applicable):	<input type="text"/>	No. of lots (excluding roads/reserves):	<input type="text"/>

Clearances required

Certification required: Engineering Landscaping Other (please specify)

Fees and payment

You will be charged for the time spent by staff in preparing for and undertaking engineering works clearance site visits. Refer to Fees and Charges, as set out on our website at www.hamilton.govt.nz for costs.

Payment of fees is due upon invoice which will be issued at s224c subdivision certification stage.

Agent declaration

As a registered professional surveyor/planner, I confirm that:

- I am satisfied that the engineering and landscaping physical works have been completed in accordance with the Resource Consent
- I accept that my application may be returned if there are outstanding agreements relating to development contribution remissions or valuation of land, or if all information required for works clearance is not submitted

Send

Send applications to subdivision@hcc.govt.nz, drop off via the duty planner at the Municipal Building Garden Place, between 8am – 4.45pm, Monday to Friday or post to Planning Guidance Subdivisions, Hamilton City Council, Private Bag 3010, Hamilton 3240.

Documentation to provide:

- The attached checklist
- All required information listed in the checklist

OFFICE USE ONLY

Documentation saved to TRIM

Authority updated

Acknowledgement sent

Planning Guidance

Hamilton City Council
Phone: 07 838 6699

Questions?

For general planning guidance enquiries, contact the duty planner
weekdays 8am – 4.45pm Email: planning.guidance@hcc.govt.nz

Works Clearance Checklist

PART A - QA DOCUMENTATION:

a. General

	Received	Date
Easements required		
Consent notices required		
Power, telecommunication, gas connections certification		
Contractor Certificate		
Producer Statement		

b. Parks

Landscaping Plans Accepted Date:

	Approved by	Date
Final Inspection Checklist		

c. Roading

Engineering Plans Accepted Date:

	Approved by	Date
Subgrade Compaction/Relative Height		
Subbase Compaction/Relative Height		
Basecourse Compaction/Relative Height		
Penetrometer Results		
Clegg Hammer Results		
Benkelman Beam Results		

d. Stormwater

Engineering Plans Accepted Date:

	Approved By	Date
Wetlands and Ponds Management Checklist		
Wetlands and Ponds Inspection Checklist		
Pipe Laying Checklist		
Manhole Checklist		
Trench Backfill Compaction Test		
Catchpit Checklist		
Final Inspection Checklist		
Stormwater device Operations and Maintenance Manual supplied		

e. Wastewater

Engineering Plans Accepted

Date:

	Approved By	Date
Pipe Laying Checklist		
Manhole Checklist		
Trench Backfill Compaction Test		
Final Inspection Pipe Network		
Pumping Station Check Forms		
Pressure Test Results		

f. Water

Engineering Plans Accepted

Date:

Form/Process	Approved By	Date
Pipe Laying Checklist		
Final Inspection Checklist		
Pressure Test Results		
Bacteriological Test Results		

PART B - ASBUILT DATA:

a. Roading

Data	Received	Checked
RAMM data		
Streetlight Data		
Asbuilt Plans		
DXF Files		

b. Stormwater

Data	Received	Checked
Datasheets		
Asbuilt Plans		
DXF Files		

c. Wastewater

Data	Received	Checked
Datasheets		
Asbuilt Plans		
DXF Files		

d. Water

Data	Received	Checked
Datasheets		
Asbuilt Plans		
DXF Files		

e. Parks

Data	Received	Checked
Datasheets		
Asbuilt Plans		
DXF Files		

f. Finance

Data	Received	Checked
GST Values		
Land Values		
Asset Quantities		

PART C – CONDITIONS/BONDS:

Documentation	Received	Checked
Engineering conditions attached and completed		
Bond requested and quote attached		