

Once all other legal matters have been attended to, such as consent notices, easements, mortgagee's consents, etc, your solicitor will send the Section 224(c) Certificate and other documentation to the District Land Registrar. If complete, the survey plan will be deposited and the Certificates of Titles will be issued for the subdivided lots. Your subdivision will then be complete.

How much will it cost?

The costs associated with subdivision vary from property to property.

Information Guides are also available on:

- Building Consents
- Feedback on Regulatory Services
- Development Contributions
- Dogs
- Land Information Memorandum (LIM)
- Liquor Licensing
- Property Information Memorandum (PIM)
- Resource Consents (Land Use)
- Height in Relation to Boundary
- Swimming Pool Fencing
- Treated Timber.

This leaflet is intended as a guide only.

For further advice and information, please contact Regulatory Services.



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A GUIDE TO Resource Consents (Subdivisions)



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Can I subdivide my property?

The subdivision of your property requires a Resource Consent under the Council's District Plan. This is because a subdivision is recognised under Section 11 of the Resource Management Act 1991 (RMA) as an activity/process distinct from a land use activity.

You should contact the Council at the start of your subdivision process to find out about any District Plan rules that may apply to your property and to determine the type of application and information that will be required.

What is a Freehold Subdivision?

A freehold subdivision is the most common type of subdivision and is one where each site is independent from other sites, has legal frontage to a road and its own Certificate of Title.

What is a Cross-Lease Subdivision?

A cross-lease subdivision creates two legal estates, with multiple owners owning the freehold land undivided in common with each other and leasing the buildings on it.

Covenants in the lease agreement typically give each owner exclusive use of buildings and a defined area of the land. Some common area may also be defined.

What is a Unit Title Subdivision?

A unit title subdivision is one where buildings, or parts of buildings, have individual unit titles, while the remainder of the site is owned in common.

There is a body corporate to maintain the common land or buildings and to arrange replacement insurance and parking arrangements on site. This type of subdivision is often used for multi-dwelling, multi-level townhouses, apartments or industrial developments.

What should I do first?

After you've met with the Council's duty planner, you should employ a representative (generally a registered surveyor), to advise you on how to subdivide your property and to draw up a proposed subdivision scheme plan.

This plan, and accompanying report, must be submitted to the Council as part of your application for subdivision consent. The Council then determines whether your application needs to be publicly notified.

The public has an opportunity to make submissions on the proposed subdivision. Council staff will advise you of any further requirements, such as geotechnical reports, traffic impact or flood hazard assessments.

As well as your Subdivision Resource Consent, you may also require a Land Use Resource Consent, for example, your proposal may include earthworks or the removal of significant vegetation.

How long will my application take?

Processing a Resource Consent application is generally simpler and faster if you have already had a pre-application meeting with the Council.

Processing time varies, depending on the level of impact the works will have on the environment, the nature of the application, whether you have provided us with sufficient information and whether your application needs to be publicly notified.

How long does a Subdivision Consent remain valid?

A subdivision consent is valid for five years. It is granted subject to certain conditions, which may include a reserves contribution, other financial contributions, specific engineering conditions and/or hazard avoidance / mitigation measures.

What is a section 223 Certificate?

A section 223 Certificate certifies that the plan of the subdivision, and any easements or covenants, is approved by Council.

Once subdivision consent has been granted, you have two years to have the section 223 certificate on the survey plan signed by Council. The survey plan, which must be legally prepared by a registered surveyor, finalises the areas and dimensions of the proposed lots.

When do I have to complete the conditions of my consent?

You have three years from the date of section 223 certification to get the survey plan deposited with the District Land Registrar before the subdivision lapses. During this three year period, you need to complete the conditions of your subdivision consent.

When do I receive a Section 224(c) Certificate and Issue of Title?

You will need to comply with all the conditions of your subdivision consent. This may include any bonds or consent notices. When this is complete, your consultant may request that Council issue the Section 224(c) Certificate. This certifies that all conditions have been met to the Council's satisfaction.