



Office use only:	
Application Date:	
UT No.:	
EA No.:	
Development Title:	
Property Address:	

Application for ENGINEERING APPROVAL - SUBDIVISION OR STAND-ALONE ENGINEERING WORK

The following to be completed by the Project Manager or Applicant funding the project.
Please complete section 1-6 as fully as possible and email this completed form and any supporting documentation to: infrastructureservices@napier.govt.nz OR submit application at Napier City Council Customer Service Centre, 215 Hastings Street, Napier.
Our department will respond within 7 working days.

Development Title:	
Location / Stage:	
Resource Consent No.	

SECTION 1: DEVELOPER TO APPOINT THE FOLLOWING [REFERENCE A7.3.2]			
Developer's Representative Name:			
Email:			
Postal address:			Postcode:
Phone:			Mobile:
Signature Of Acceptance:			

Design Co-ordinator Name:			
Email:			
Postal address:			Postcode:
Phone:			Mobile:
Signature of Acceptance:			

Construction Co-ordinator Name:			
Email:			
Postal address:			Postcode:
Phone:		Mobile:	
Signature of Acceptance:			

Invoice Payment Details - Please provide details of company/individual to pay invoice

Company & Contact Names			
Individual Name (If applicable)			
Postal address:			Postcode:
Email:		Phone:	
Signature of Acceptance: <i>Confirms the above company or person will make payment</i>			
'AS BUILT' INFORMATION. If you require 'as built' plan information from our City Services Department, please provide your postal address.			
Postal address:			Postcode:

Section 2: CHECKLIST - Engineering Documentation and Drawings	APPLICANT SUBMISSION	OFFICE USE ONLY
Tick all that apply		
1. One digital set of Engineering drawings, specifications and calculations	<input checked="" type="radio"/>	<input type="radio"/>
a. Contract Specifications	<input checked="" type="radio"/>	<input type="radio"/>
b. Design Calculations	<input checked="" type="radio"/>	<input type="radio"/>
2. Resource Consent associated with the project	<input checked="" type="radio"/>	<input type="radio"/>
3. Geotechnical Reports	<input checked="" type="radio"/>	<input type="radio"/>
4. Design Drawings [Ref. A7.3.4.1] to include, but not limited to:		
a. Road plans and long sections showing detailed horizontal geometrics and road levels, typical cross-sections, road marking and signals, signs, and location of permanent survey marks.	<input checked="" type="radio"/>	<input type="radio"/>
b. Plans and longitudinal sections showing wastewater and stormwater drainage.	<input checked="" type="radio"/>	<input type="radio"/>
c. Plans showing water supply reticulation layout.	<input checked="" type="radio"/>	<input type="radio"/>
d. Plans showing telephone lines, optic fibre, and power.	<input checked="" type="radio"/>	<input type="radio"/>
e. Plans showing street lighting layout.	<input checked="" type="radio"/>	<input type="radio"/>
f. Plans showing gas and communication cable layouts where these services are to be provided.	<input checked="" type="radio"/>	<input type="radio"/>
g. Plans and tree list showing tree layout and species and landscape plan.	<input checked="" type="radio"/>	<input type="radio"/>

Section 2: CHECKLIST - Engineering Documentation and Drawings	APPLICANT SUBMISSION	OFFICE USE ONLY
Tick all that apply		
5. DRAWING STANDARDS [A7.3.4.2] <i>Tick all that apply</i>		
a. A1 sheets only, original size	<input checked="" type="checkbox"/>	<input type="checkbox"/>
b. Standard scales (1:500 or 1:250)	<input checked="" type="checkbox"/>	<input type="checkbox"/>
c. Details scaled (1:10, 1:20, 1:50, 1:100)	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Section 3: UTILITY SERVICES NOT CONTROLLED BY COUNCIL [A7.3.4.3]	APPLICANT SUBMISSION	OFFICE USE ONLY
Services shall be designed and submitted to Council as part of design documentation. Tick all that apply		
a. Telecommunications	<input checked="" type="checkbox"/>	<input type="checkbox"/>
b. Electricity	<input checked="" type="checkbox"/>	<input type="checkbox"/>
c. Gas	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Section 4: CONSENT APPLICATIONS	APPLICANT SUBMISSION	OFFICE USE ONLY
Attached documents show connections to:		
a. Water	<input checked="" type="checkbox"/>	<input type="checkbox"/>
b. Stormwater	<input checked="" type="checkbox"/>	<input type="checkbox"/>
c. Sewer	<input checked="" type="checkbox"/>	<input type="checkbox"/>
d. Trench Opening Notices (Please note: all work within the road reserve requires a TMP)	<input checked="" type="checkbox"/>	<input type="checkbox"/>
e. Heritage site (Please note: Heritage NZ must be notified of all work within heritage sites)	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Section 5:	
Signature of Owner or Authorised Agent:	
Date	

NOTE: Additional charges may apply for further meetings beyond the engineering approval initial pre-meeting and formal application meeting (at Council's discretion).

ACCEPTANCE OF PROJECT FOR ENGINEERING APPROVAL

Applications for Engineering Approval will not be accepted unless they meet the minimum standards that will enable the application to be processed.

The attached copy of the relevant sections extracted from Part A of the Code of Practice for Subdivision and Land Development show the overall requirements for applications for Engineering Approval. This information has been prepared to cover a wide range of projects and the appropriate documentation that is included with the application will differ depending on the size and extent of the project.

There is however, a minimum amount of information that is required to enable Council to process and approve an application and if Council is to meet its responsibilities in respect to processing an application it is essential that the minimum information is provided at the time of application. Hence, any application that doesn't meet the minimum standard will be returned to the applicant until such time as the information meets the required standard.

Minimum information required includes:

- A copy of the Scheme Plan approval and the approved Resource Consent conditions that apply to the development.
- An Application for Engineering Approval form is to be completed in full and submitted with the application. Note:- All the people related to the project must be named on the application form and they need to sign their acceptance of their position as indicated on the form.

The position of Construction Co-ordinator is of particular importance as he/she will need to take full responsibility for the prosecution of the project and the on-going liability for the performance of the project following vesting in Council.

As the Construction Co-ordinator is the person who is the legal interface between the development and Council, then Council cannot accept an application for approval that doesn't have a nominated Construction Co-ordinator.

One set of digital A1 plans providing full details of the project to the standards and scales as set out in the Code of Practice for Subdivision and Land Development. Minimum details required on the plans include:

- Separate plans for each service, water, wastewater, stormwater and roads.
- Plan views and long sections as appropriate.
- Detail drawings of all joints, valves, bends and Tee's as appropriate for the service.
- All conflicts between new and existing services need to be established prior to making application and these conflicts and methods of mitigating the conflicts must be shown clearly on the drawings. This may mean that existing services are pot-holed and located prior to making the application.
- A complete set of calculations as appropriate to confirm that the proposed project is achievable.
- One copy of the specification for the project.
- Applications for connections to Council services where a new service needs to be connected to a Council main.

PART A OF THE CODE OF PRACTICE FOR SUBDIVISION AND LAND DEVELOPMENT

7.2.3 Minimum Engineering Documentation

Full engineering documentation shall be prepared and submitted to Council. No work shall commence until these documents have been approved in writing by the Council. Engineering documentation shall be prepared by the Design Co-ordinator at the cost of the Developer and shall incorporate the following:

7.2.3.1 All resource consents required and/or obtained for the project.

7.2.3.2 Geotechnical reports covering the suitability of the land for earthworks and geotechnical design information including any predesign investigations and recommendations (along with justification) on batter slopes, fill requirements and compaction standards, subsoil drainage, suitable foundation types, and any other relevant design matters. The reports shall cover the whole development site.

Geotechnical reports covering at least those circumstances set out in Part C5.5 will be required unless approved otherwise by the Council.

NOTE: Information on geotechnical reports may be found in Part E1.3.

7.2.3.3 Calculations to support the design and show its compliance with standards set by the Code.

7.2.3.4 Design drawings of adequate detail to enable easy assessment of the project's impact, to show that its technical standards satisfy the requirements of this Code and to ensure accurate construction.

7.2.3.5 Contract specifications to ensure that construction details satisfy the standards required by the design and the Code.

7.2.3.6 Other background reports as appropriate to the nature and complexity of the project.

7.2.4 Drawings

All levels on all drawings shall be in terms of the "Level Datum".

7.2.4.1 Minimum Drawings to be Provided

The following minimum drawings shall be prepared for land development works involving roads/private ways/access and utility services.

- (a) Earthworks drawings showing cross sections, existing contours, proposed finished contours, batter slopes, and subsoil drainage.
- (b) Road plans and long sections showing detailed horizontal geometrics and road levels, typical cross-sections, road marking and signals, signs, and location of permanent survey marks.
- (c) Plans and longitudinal sections showing wastewater and stormwater drainage.
- (d) Plans showing water supply reticulation layout.
- (e) Plans showing telecommunication, electricity and road lighting layout.
- (f) Plans showing gas and communication cable layouts where these services are to be provided.
- (g) Plans of all reserves and other landscape areas showing all equipment and other fixtures complete with a landscape plan detailing tree, shrub and plant layout.
- (h) Detail drawings or references to NCC standard drawings necessary to ensure clear understanding of the project, its compliance with the Code and its ability to be built accurately.
- i) Plans showing non-public access including levels, grades and typical cross-sections.

7.2.4.2 Drawing Standards

Drawings in support of land development projects shall be submitted on A1 sheets (original size) or electronically as A1 sized Adobe Acrobat files (see section M1.1.1 for pdf requirements)..

Standard scales as detailed below shall be used:-

- Road plans 1:500, 1:250
- Utility service plans 1:500, 1:250
- Reserve Plans 1:500, 1:250
- Road longitudinal sections 1:500 or 1:250 longitudinal with a distortion of 5 or 10 longitudinal to vertical scales
- Service longitudinal sections 1:500 or 1:250 longitudinal with a distortion of 5 or 10 longitudinal to vertical scales
- Road cross-sections 1:100 distorted 5 or 10 urban, 1:100 true scale rural

Detail drawings shall utilise appropriate scales selected from any of the above or at 1:100, 1:50, 1:20, or 1:10. Draughting standards shall comply with NZS/AS 1100.401 (1984), Technical Drawing.

NOTE: Scales of 1:100 and 1:200 may be used for any of the above provided it does not cause the work to be spread to multiple sheets.

Line style and weight together with letter size and density shall be such that good quality prints can be produced and that the plans are suitable for scanning for computer archiving.

7.2.4.3 Utility Services Not Controlled by Council

The Design Co-ordinator shall contact all network utility operators and requiring authorities providing services to the site, to establish their requirements for servicing subdivision and land development projects. Relevant services shall be designed and submitted to Council as part of the design documentation.

7.2.5 Approval of Council

All Engineering Works are controlled by the Council's Engineering Approval Process.

Engineering Approvals are required for all work on Council services and roads, and for new services and roads that are to be vested in Council, following a subdivision or land development activity.

The Engineering Approval process, is summarised below.

7.2.5.1 Applications for Engineering Approval

Applications for Engineering Approval must be submitted on the prescribed form, together with the following minimum documentation:-

- a) A copy of the Scheme plan approval, and approved Resource Consent conditions that apply to the development
- b) A fully completed Engineering Approval Application Form
- c) One set of A1 plans providing full details of the project, comprising separate plans for each service (water, wastewater, stormwater, and roads), including long-sections as appropriate, and details of all joints, valves, bends, and tees, etc. Plans may be supplied in hard-copy, or A1 sized Adobe Acrobat pdf files, which meet the requirements of section M1.1.1.(nb costs incurred by Council for printing from electronic files, will be payable by the applicant)
- d) All conflicts between new and existing services need to be established and detailed, together with the proposed methods for mitigating the conflicts.
- e) All calculations required to confirm that the project is achievable.
- f) One copy of the project specification
- g) Applications to Council for new connections to existing service mains
- h) A copy of the Ownership Transfer Agreement (Appendix A3), signed by the Developer, to acknowledge his responsibilities regarding all assets to be vested in Council.

Note: Applications that do not include all of the above (as applicable to the application), will not be accepted for processing.

For an explanation on how the Engineering Approval process works please see the requirements of **section A7.2.5.2 to 7.2.7.9** in the **Code of Practice for Subdivision and Land Development** document on our website, www.napier.govt.nz.