

To: Resource Consent Processing Staff

Re: Resource Consent Application for Whangaroa Village Hall, 574 Whangaroa Road, Whangaroa

I am writing to submit a Resource Consent application for earthworks within 20 meters of a Scheduled Heritage Resource at the Whangaroa Village Hall. This application is in accordance with Form 4 issued with Building Consent EBC-2024-264/0.

Site Details and Consent Requirement:

The site is zoned Commercial under the District Plan. Resource Consent is required due to a breach of the following rule:

Proposed District Plan

Rule HH-R5 Earthworks. PER-1: Any earthworks are to be setback a minimum of 20m from a scheduled Heritage Resource. The breach occurs as earthworks are proposed within 20m of Heritage item Site 223 (Public Hall) as listed in Schedule 2.

Pre-lodgement Meeting

A pre-lodgement meeting was held on Wednesday, 16th October with Trish Routley (Manager-Resource Consents) and Brian Huang (Team Leader – Resource Consents) to discuss the breach and application requirements. The outcome indicated that no planning assessment is required for this application.

Project Background

The Whangaroa Village Hall has been experiencing stormwater encroachment issues on the upper/eastern side, where the floor level is close to ground level. This issue stems from a slip and retaining wall failure on Old Church Road to the south-east, which introduced additional stormwater runoff onto the hall property. An engineer's assessment recommended constructing a retaining wall around the building within the property boundary as the best remediation method. Subsequently, we obtained a Geotechnical assessment and retaining wall design from Haigh Workman (attached).

Additional Information

1. CCTV survey information from Siteworx (attached)
2. Heritage NZ was notified during the building consent process. To date, no matters of interest have been raised by Heritage New Zealand (notification letter attached).
3. Stamped approved Geotechnical assessment, retaining wall design by Haigh Workman Ltd Civil & Structural Engineers (attached)
4. Approved building consent and Form 4 (attached)

We believe this project is essential for preserving the Whangaroa Village Hall and protecting it from further water damage.

Yours Sincerely



Catherine Leaf
Intermediate Project Manager
Far North District Council

Application for resource consent or fast-track resource consent

(Or Associated Consent Pursuant to the Resource Management Act 1991 (RMA)) (If applying for a Resource Consent pursuant to Section 87AAC or 88 of the RMA, this form can be used to satisfy the requirements of Schedule 4). Prior to, and during, completion of this application form, please refer to Resource Consent Guidance Notes and Schedule of Fees and Charges — [both available on the Council's web page](#).

1. Pre-Lodgement Meeting

Have you met with a council Resource Consent representative to discuss this application prior to lodgement? Yes No

2. Type of Consent being applied for

(more than one circle can be ticked):

- Land Use
- Fast Track Land Use*
- Subdivision
- Consent under National Environmental Standard
(e.g. Assessing and Managing Contaminants in Soil)
- Other (please specify) _____
- Discharge
- Change of Consent Notice (s.221(3))
- Extension of time (s.125)

* *The fast track is for simple land use consents and is restricted to consents with a controlled activity status.*

3. Would you like to opt out of the Fast Track Process?

Yes No

4. Consultation

Have you consulted with Iwi/Hapū? Yes No

If yes, which groups have you consulted with?

Who else have you consulted with?

For any questions or information regarding iwi/hapū consultation, please contact Te Hono at Far North District Council tehonosupport@fndc.govt.nz

5. Applicant Details

Name/s:

Far North District Council

Email:

Phone number:

Postal address:

(or alternative method of service under section 352 of the act)

6. Address for Correspondence

Name and address for service and correspondence (if using an Agent write their details here)

Name/s:

Email:

Phone number:

Postal address:

(or alternative method of service under section 352 of the act)

Work	Home
Postcode	

** All correspondence will be sent by email in the first instance. Please advise us if you would prefer an alternative means of communication.*

7. Details of Property Owner/s and Occupier/s

Name and Address of the Owner/Occupiers of the land to which this application relates (where there are multiple owners or occupiers please list on a separate sheet if required)

Name/s:

Far North District Council

**Property Address/
Location:**

5 Memorial Avenue

Kaikohe

Postcode

0405

8. Application Site Details

Location and/or property street address of the proposed activity:

Name/s:

**Site Address/
Location:**

Postcode

Legal Description:

Val Number:

Certificate of title:

Please remember to attach a copy of your Certificate of Title to the application, along with relevant consent notices and/or easements and encumbrances (search copy must be less than 6 months old)

Site visit requirements:

Is there a locked gate or security system restricting access by Council staff? Yes No

Is there a dog on the property? Yes No

Please provide details of any other entry restrictions that Council staff should be aware of, e.g. health and safety, caretaker's details. This is important to avoid a wasted trip and having to re-arrange a second visit.

9. Description of the Proposal:

Please enter a brief description of the proposal here. Please refer to Chapter 4 of the District Plan, and Guidance Notes, for further details of information requirements.

If this is an application for a Change or Cancellation of Consent Notice conditions (s.221(3)), please quote relevant existing Resource Consents and Consent Notice identifiers and provide details of the change(s), with reasons for requesting them.

10. Would you like to request Public Notification?

Yes No

11. Other Consent required/being applied for under different legislation

(more than one circle can be ticked):

- Building Consent
- Regional Council Consent (ref # if known)
- National Environmental Standard consent
- Other (please specify)

12. National Environmental Standard for Assessing and Managing Contaminants in Soil to Protect Human Health:

The site and proposal may be subject to the above NES. In order to determine whether regard needs to be had to the NES please answer the following:

Is the piece of land currently being used or has it historically ever been used for an activity or industry on the Hazardous Industries and Activities List (HAIL) Yes No Don't know

Is the proposed activity an activity covered by the NES? Please tick if any of the following apply to your proposal, as the NESCS may apply as a result. Yes No Don't know

- Subdividing land
- Changing the use of a piece of land
- Disturbing, removing or sampling soil
- Removing or replacing a fuel storage system

13. Assessment of Environmental Effects:

Every application for resource consent must be accompanied by an Assessment of Environmental Effects (AEE). This is a requirement of Schedule 4 of the Resource Management Act 1991 and an application can be rejected if an adequate AEE is not provided. The information in an AEE must be specified in sufficient detail to satisfy the purpose for which it is required. Your AEE may include additional information such as Written Approvals from adjoining property owners, or affected parties.

Your AEE is attached to this application Yes

13. Draft Conditions:

Do you wish to see the draft conditions prior to the release of the resource consent decision? Yes No

If yes, do you agree to extend the processing timeframe pursuant to Section 37 of the Resource Management Act by 5 working days? Yes No

14. Billing Details:

This identifies the person or entity that will be responsible for paying any invoices or receiving any refunds associated with processing this resource consent. Please also refer to Council's Fees and Charges Schedule.

Name/s: (please write in full)

Far North District Council

Email:

Phone number:

Postal address:

(or alternative method of service under section 352 of the act)

Fees Information

An instalment fee for processing this application is payable at the time of lodgement and must accompany your application in order for it to be lodged. Please note that if the instalment fee is insufficient to cover the actual and reasonable costs of work undertaken to process the application you will be required to pay any additional costs. Invoiced amounts are payable by the 20th of the month following invoice date. You may also be required to make additional payments if your application requires notification.

Declaration concerning Payment of Fees

I/we understand that the Council may charge me/us for all costs actually and reasonably incurred in processing this application. Subject to my/our rights under Sections 357B and 358 of the RMA, to object to any costs, I/we undertake to pay all and future processing costs incurred by the Council. Without limiting the Far North District Council's legal rights if any steps (including the use of debt collection agencies) are necessary to recover unpaid processing costs I/we agree to pay all costs of recovering those processing costs. If this application is made on behalf of a trust (private or family), a society (incorporated or unincorporated) or a company in signing this application I/we are binding the trust, society or company to pay all the above costs and guaranteeing to pay all the above costs in my/our personal capacity.

Name: (please write in full)

Far North District Council

Signature:

(signature of bill payer)

Date 01-Nov-2024

MANDATORY

15. Important Information:

Note to applicant

You must include all information required by this form. The information must be specified in sufficient detail to satisfy the purpose for which it is required.

You may apply for 2 or more resource consents that are needed for the same activity on the same form. You must pay the charge payable to the consent authority for the resource consent application under the Resource Management Act 1991.

Fast-track application

Under the fast-track resource consent process, notice of the decision must be given within 10 working days after the date the application was first lodged with the authority, unless the applicant opts out of that process at the time of lodgement. A fast-track application may cease to be a fast-track application under section 87AAC(2) of the RMA.

Privacy Information:

Once this application is lodged with the Council it becomes public information. Please advise Council if there is sensitive information in the proposal. The information you have provided on this form is required so that your application for consent pursuant to the Resource Management Act 1991 can be processed under that Act. The information will be stored on a public register and held by the Far North District Council. The details of your application may also be made available to the public on the Council's website, www.fndc.govt.nz. These details are collected to inform the general public and community groups about all consents which have been issued through the Far North District Council.

15. Important information continued...

Declaration

The information I have supplied with this application is true and complete to the best of my knowledge.

Name: (please write in full)

Signature:

Date

A signature is not required if the application is made by electronic means

Checklist (please tick if information is provided)

- Payment (cheques payable to Far North District Council)
- A current Certificate of Title (Search Copy not more than 6 months old)
- Details of your consultation with Iwi and hapū
- Copies of any listed encumbrances, easements and/or consent notices relevant to the application
- Applicant / Agent / Property Owner / Bill Payer details provided
- Location of property and description of proposal
- Assessment of Environmental Effects
- Written Approvals / correspondence from consulted parties
- Reports from technical experts (if required)
- Copies of other relevant consents associated with this application
- Location and Site plans (land use) AND/OR
- Location and Scheme Plan (subdivision)
- Elevations / Floor plans
- Topographical / contour plans

Please refer to Chapter 4 of the District Plan for details of the information that must be provided with an application. Please also refer to the RC Checklist available on the Council's website. This contains more helpful hints as to what information needs to be shown on plans.



**RECORD OF TITLE
UNDER LAND TRANSFER ACT 2017
FREEHOLD
Search Copy**



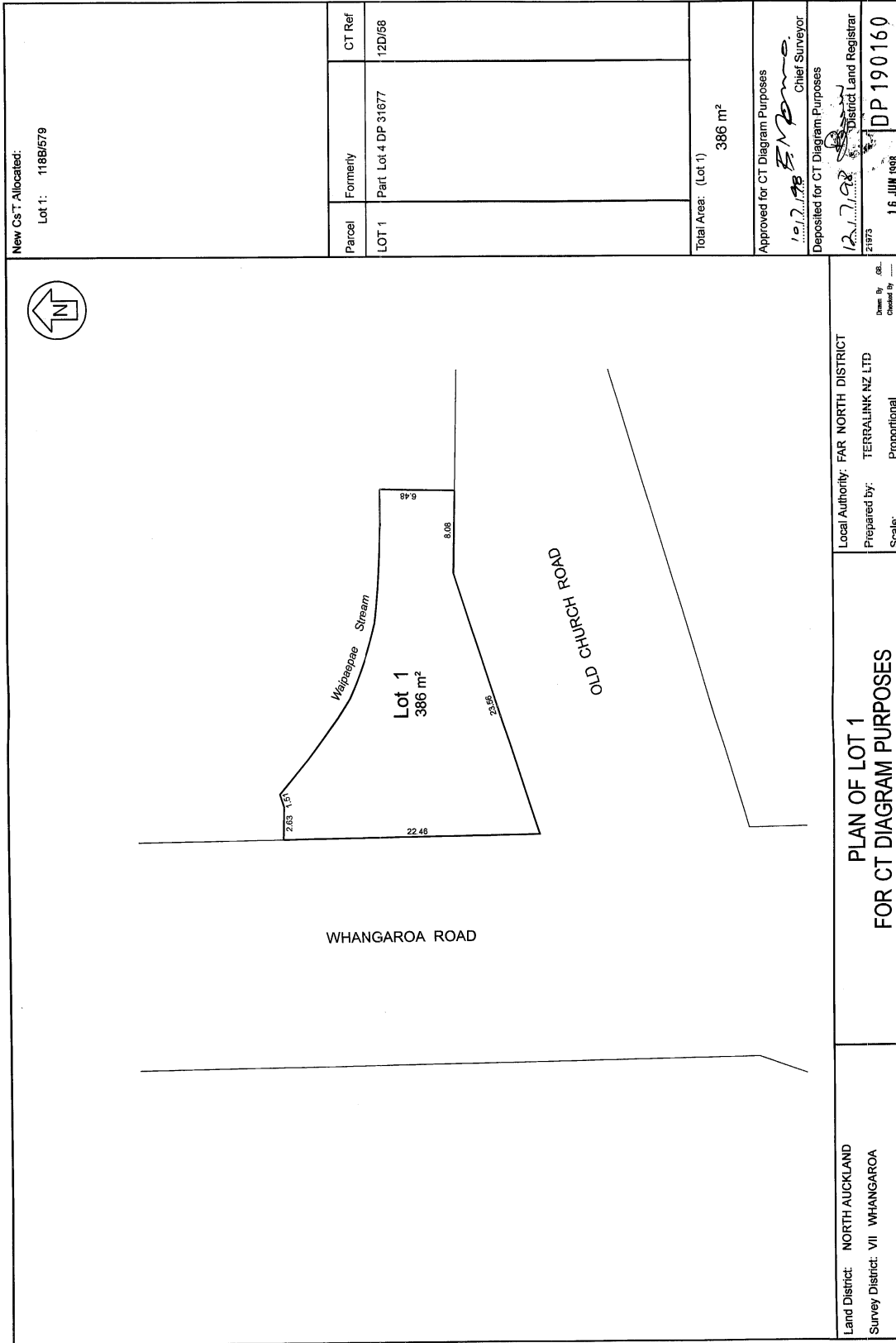

R. W. Muir
Registrar-General
of Land

Identifier **NA118B/579**
Land Registration District **North Auckland**
Date Issued 22 May 1998

Prior References
NA12D/58

Estate Fee Simple
Area 386 square metres more or less
Legal Description Lot 1 Deposited Plan 190160
Purpose Site for a public hall
Registered Owners
Far North District Council

Interests
SUBJECT TO THE RESERVES ACT 1977



1 October 2024

Far North District Council
Private Bag 752
Kaikohe 0440

Reference Number: EBC-2025-264/0
Property Address: 574 Whangaroa Road, Kaeo 0478
Property ID # 3310333
Description: Retaining Wall

Dear Sir / Madam,

Issue of Building Consent

We are pleased to advise that your application has been approved and the Building Consent has been issued. The approved plans and specifications are Attached.

To assist you further in the Building Consent process, the following points should be noted: -

- **Building Consent Documents**

It is your responsibility to ensure:

- **A printed copy of the issued Building Consent documentation is on site at every inspection. Failure to do so could result in a failed inspection.**
- Plans must be printed in colour and be at least A3 size. Specifications may be printed in black and white.
- Ensure all Documentation is kept in order and filed safe free from damage for your inspector to view at each inspection throughout the build.
- Ensure any emailed inspection summaries are available for the next inspection either via electronic or printed copy.

- **Building Consent conditions**

It is important you understand the conditions of the consent and seek any additional information required before you start building (e.g., you may require the help of other professional services such as an engineer). If you do not understand the conditions, have your consent number handy and contact the building team for assistance.

- **Building inspections**

- A list of required inspections for this project is enclosed.
- All inspections can be booked with the attached link or scanning the code:
[Book a building inspection online | Far North District Council \(fndc.govt.nz\)](#)

- **Building inspection block**

An inspection block may apply to your project. This means that inspections cannot take place yet. Blocks may be applied if: -

- A Resource Consent, Discharge Consent, or Outline Plan is required. The applicable consent must be issued before the inspection block can be lifted.
- You have not nominated a Licensed Building Practitioner (LBP) to carry out restricted building works. The name(s) of the LBPs to work on your project must be supplied in writing prior to any building works commencing.
- **Additional building inspections**
If additional inspections are required to complete the project, you will be invoiced as per our Fees & Charges Schedule.
- **Final Inspection**
Please make sure your building consent pack is on site and all LBP certificates and statements are available and have been completed in full. If you have not already applied for your CCC please do so and provide your completed application to the inspector at the time of the final inspection.
- **Code Compliance Certificate (CCC)**
When all the nominated inspections have successfully been completed, the owner or their agent/builder can book a Final inspection online or contact our Call Centre on 0800 920029 or 09 4015200.
- **Timeframes**
 - Building work should **start within 12 months** of the Building Consent being issued. Failure to do so may result in your application lapsing and you will need to reapply for a new building application. If the work cannot be completed within this timeframe you can apply for an Extension of Time – a fee will apply.
 - Building work should be **completed within two years** of the Building Consent being granted. Failure to do so may result in your CCC application being refused. If the work cannot be completed within this timeframe you can apply for an Extension of Time – a fee will apply.

We would like to take this opportunity to thank you for choosing to build in the Far North and look forward to working with you towards a compliant building. Please do not hesitate to contact the Building Team on 0800 920029 or 09 401 5200 if you have any questions or need further assistance.

Yours sincerely,



Trent Blakeman
Manager Building Services
Delivery and Operations

24 September 2024

Far North District Council
Private Bag 752
Kaikohe 0440

Reference Number: EBC-2025-264/0
Property Address: 574 Whangaroa Road, Kaeo 0478
Property ID # 3310333
Description: Retaining Wall

Dear Sir / Madam,

Heritage New Zealand Pouhere Taonga Notification

An initial assessment of your application has identified that the Heritage New Zealand Pouhere Taonga may have an interest in your proposal.

Under Section 39 of the Building Act 2004 the Council is required to notify Heritage New Zealand Pouhere Taonga if the project affects an historic area wāhi tapu, or wahi tapu area that has been entered on the New Zealand Heritage List/Rārangi Kōrero.

This letter is to confirm that formal notification has now been made.

After reviewing your application, the HNZ will advise the Council if it has any issues and either the Council or the HNZ will advise you directly of any requirements they may have to remedy any concerns.

A copy of the Council's notification is attached for your information.

If you have any questions, please contact the Building Team on 0800 920 029 or 09 401 5200.

Yours faithfully,



Sam Hawke
Building Team
Delivery and Operations

24 September 2024

Heritage New Zealand Pouhere Taonga
Northland Area Office
PO Box 836
Kerikeri 0245

Dear Sir/Madam,

Heritage New Zealand Pouhere Taonga Review

The Council is currently processing an application in which you may have an interest.

The details of the application are as follows:

Reference number: EBC-2025-264/0
Owner: Far North District Council
Property address: 574 Whangaroa Road, Kaeo 0478
PID#: 3310333
Legal Description: LOT 1 DP 190160 BLK VII WHANGAROA SD-HALL

Could you please review the attached application at your earliest convenience and let Council know if there are any matters of interest that Heritage New Zealand may have and how these may be remedied.

We would welcome your prompt feedback to enable Council to meet its legislative obligations under the Building Act 2004.

If you have any questions, please contact the Building Team on 0800 920 029 or 09 401 5200.

Yours faithfully,



Sam Hawke
Building Team
Delivery and Operations



**FORM 5
BUILDING CONSENT**

Section 51, Building Act 2004

Building Consent Number: EBC-2025-264/0

THE BUILDING

Street Address of Building

574 Whangaroa Road, Kaeo 0478

Building Name:

Level/unit number:

Legal description of land where building is located:

LOT 1 DP 190160 BLK VII WHANGAROA SD-HALL

Location of Building within site / block number:

THE OWNER

Name of Owner:

Far North District Council

Contact Person Name:

Mailing Address:

Private Bag 752

Kaikohe 0440

Street Address / Registered Office:

Phone Number:

Landline:

Mobile:

027 327 5614 or 03 401 4328

Daytime:

After Hours:

Facsimile Number:

Email Address:

Catherine.Leaf@fndc.govt.nz

Website

First point of contact for communications with the building consent authority:

Far North District Council

Private Bag 752

Kaikohe

Ph: 027 327 5614 or 03 401 4328

Catherine.Leaf@fndc.govt.nz

BUILDING WORK

The following building work is authorised by this building consent:

Retaining Wall

This building consent is issued under section 51 of the Building Act 2004. This building consent does not relieve the owner of the building (or proposed building) of any duty or responsibility under any other Act relating to or affecting the building (or proposed building). This building consent also does not permit the construction, alteration, demolition, or removal of the building (or proposed building) if that construction, alteration, demolition, or removal would be in breach of any other Act.

THIS BUILDING CONSENT IS SUBJECT TO THE FOLLOWING CONDITION(S)

Section 90 Inspections by the Building Consent Authority (BCA) and Third Parties

Agents authorised by the BCA (Council) are entitled to inspect, at all times during normal working hours or while building work is being done. Inspection means the taking of all reasonable steps to ensure that building work is being carried out in accordance with this building consent.

Attached to this document are a list of the inspections that Council will undertake (refer attachments for details) and a list of inspections and supporting documentation required by third parties e.g. your engineer or accredited inspection body (refer attachments for details)

ADVICE NOTE:

EXISTING SERVICES

Far North Maps indicates that a public stormwater pipe crosses through the site as shown on the attached site plan (indicative location only). No invert depths are available on Far North Maps however, given the height difference between Old Church Road and the subject site, it is assumed that this stormwater pipe does not follow this alignment, and runs down Old Church Road instead.

However, it is our recommendation that a CCTV survey be carried out for this pipe to ascertain the exact alignment and depth before any excavations or retaining wall pile holes are drilled. If the pipe does cross through the proposed retaining wall, a pipe bridging detail will be required (designed by Haigh Workman).

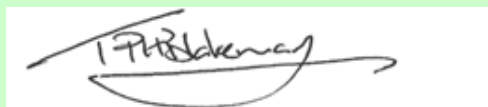
COMPLIANCE SCHEDULE

- A compliance schedule is not required for the building.

ATTACHMENTS

Copies of the following documents are attached to this building consent:

- Project information memorandum
- Development contribution notice
- Notification of requirement to obtain Resource Consent (Form 4)
- Schedule of Inspections required by the BCA and 3rd Parties. These schedules identify certificates and producer statements required during construction. Please ensure you read these documents carefully.



Trent Blakeman
Manager, Building Services, Delivery and Operations
Far North District Council (Building Consent Authority)
10-Oct-2024

Position:

On behalf of:

Date:

Part 1: Schedule of BCA (Council) Inspections required under s.90 of the Building Act

The following inspections are required to confirm compliance during construction. Where construction monitoring or certification is also required, refer to Part 2 for further detail.

209E Pole Retaining Wall Foundation

Retaining wall footings are similar to bored pile footings. A series of holes are drilled, and posts are then placed in the hole before it is filled with concrete. The purpose of this inspection is to check the size and location of the holes. This inspection takes place prior to the concrete being placed. Sub-soil drains can be inspected during this inspection. Sub-soil drains are required at the base of the retaining wall, to drain away any water that gets caught behind the wall.

306G Final Inspection – Retaining Walls

The purpose of this inspection is to ensure all building work is completed. Retaining walls in most cases with have been designed and inspected by an engineer if the design has a PS1 than a PS 4 is required if stated on the PS1. Drainage from behind the wall should be directed to an out fall. If the wall is above 1m in height and has a trafficable above the wall where assess to the edge is Easley attained, then it is likely a barrier to arrest falling will be required. Compliance with F4 will depend on the situation.

Part 2: Schedule of 3rd party inspections and documentation for general construction

The following 3rd party inspections, certificates, producer statements and documents are required to confirm compliance during construction. For information about inspection and documentation for specified systems, refer to Part 3 for further details.

Retaining Wall (PS4) piles pre-pour, retaining wall back boards pre-backfill.

Producer statement construction review (PS4) is to be submitted by the design engineer for the observation and construction of the retaining wall confirming that work complies with the design approved in this building consent.

Part 3: Schedule of 3rd party inspections and documentation for Specified Systems

The following 3rd party inspections, certificates, producer statements and documents are required to confirm compliance for specified systems during construction.

N/A

26 September 2024

Far North District Council
Private Bag 752
Kaikohe 0440

Dear Sir / Madam,

Building consent number: EBC-2025-264/0
Property ID: 3310333
Address: 574 Whangaroa Road, Kaeo 0478
Description: Retaining Wall

Requirement for Resource Consent

PIM Assessment of your application has highlighted the need for Resource Consent that must be granted prior to any building works or earthworks commencing.

NB: As of 27th July 2022, some rules and standards in the Far North District Council Proposed District Plan took legal effect and compliance with these rules applies to your building consent. Please visit our website to see these rules
[Far North Proposed District Plan \(isoplan.co.nz\)](http://isoplan.co.nz)

The site is zoned **Commercial** under the District Plan and Resource Consent is required for breach of the following:

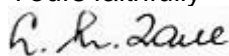
Rule:	Far North Proposed District Plan HH-R5 Earthworks. PER-1 Any earthworks are setback a minimum of 20m from a scheduled Heritage Resource.
Reason:	Heritage item Site 223 as listed in Schedule 2 – Public Hall. Earthworks proposed within 20m of a Scheduled Heritage Resource.

Please note there may be other rule breaches found during the Resource Consent process. It is your responsibility to ensure the Resource Consent approved plans match the Consented approved plans.

The application form can be downloaded from www.fndc.govt.nz and submitted to Council's (Planning Department) with the appropriate documentation and instalment fee.

If you have any queries, please contact the Duty Planner on Duty.Planner@fndc.govt.nz or 0800 920 029.

Yours faithfully



Leeanne Tane
PIM Officer

Delivery and Operations

Emailed to: Catherine.Leaf@fndc.govt.nz

FORM 4
Certificate attached to
PROJECT INFORMATION MEMORANDUM
Section 37, Building Act 2004

Building Consent Number: EBC-2025-264/0

**RESTRICTIONS ON COMMENCING BUILDING WORK UNDER
RESOURCE MANAGEMENT ACT 1991**

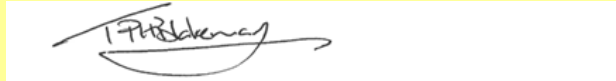
The building work referred to in the attached Project Information Memorandum is also required to have the following **Resource Consent(s)** under the Resource Management Act 1991:

- **Resource Consent – REQUIRED**

As the above Resource Consent(s) will affect the building work to which the Project Information Memorandum relates, until this has been granted no building work may proceed.

Failure to comply with the requirements of this notice may result in legal action being taken against you under the Resource Management Act 1991.

Signature:



Position:

Trent Blakeman
Manager - Building Services


On behalf of:

Far North District Council (Building Consent Authority)

Date:

26 September 2024

RE: Whangaroa CCTV

 Brady McCaughan <Brady@sitework.co.nz>
To: Catherine Leaf, Gabby Taylor

 Reply  Reply All  Forward   Thu 31/10/2024 12:18 pm

 You replied to this message on 31/10/2024 12:59 pm.
[Click here to download pictures.](#) To help protect your privacy, Outlook prevented automatic download of some pictures in this message.

CAUTION: This email originated from outside Far North District Council.
Do not click links or open attachments unless you recognise the sender and know the content is safe.

Hey Catherine,
We were unable to obtain CCTV footage when we went to site due to the access point being behind a locked gate in the Marina yard area.
It was also high tide so the pipe was submerged at the waterfront end.
It can be obtained at low tide, although I don't think it will necessarily give you the info you require.
In my professional opinion, in this instance, you would be better off having a surveyor as-built the pipe at both ends to accurately locate the pipe alignment and depth to determine whether it causes an issue with the wall design.

Cheers

Brady McCaughan | Managing Director
Sitework Northland Limited | P.O. Box 138 Waipapa 0246
PH: 09 407 3184 | MOB: 021 407 620 | www.sitework.co.nz



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