

# A Simple Guide to Subdividing your Section

## What is a subdivision?

A subdivision is a legal process to convert one land title into two or more titles. Subdivision applications have strict requirements for a registered survey, therefore it is strongly recommended that you consult a registered surveyor for advice. We have put together some questions for you to consider before ringing a surveyor.

***I own the property at 11 Example Street. Can it be subdivided?***

Perhaps but first you need to consider the questions below:

Questions:	Yes/No
Is there a house in the middle of the section?	
If you split the property into 2 or more sections, will a building be in the way?	
Is your property under approx 950m <sup>2</sup> ?	
Will the subdivision proposal affect your neighbours?	
Is your section narrow or an irregular shape?	
Do you think the garage might be in the way?	

If you have answered no to most of the questions you should be able to subdivide. If you have answered yes to some, you may still be able to subdivide once certain conditions have been met.



Christchurch City Plan Map of 11 Example Street

## How much land do I need if I want to subdivide?

That depends on the residential zone you live in and the size of your property. You can find out your residential zone from the planning maps in the City Plan. The City Plan is available online as well as at Council Offices and Libraries. An easy way to find out the size of your property is to look at your rates bill.

***If I decide to subdivide, what size do the lots have to be?***

The minimum sizes you can subdivide your property into are normally based on rectangular shaped sections.

Christchurch	Minimum Lot Size (net area) excluding access strip to rear sections	* Shape Factor (shape of your property) -vacant lots only	Width of Access strip (driveway) to rear sections
Living 1	450m <sup>2</sup>	16x18m	** Driveway: 1-3 sections 3m width metalled and drained Driveway: 4-8 units 4m width sealed and drained area with vehicle passing and turning bay
Living 2	330m <sup>2</sup>	13x16m	
<b>Banks Peninsula</b>			
Proposed Banks Peninsula District Plan (PBPDP) Residential Zone	400m <sup>2</sup> (except within the Diamond Harbour Overlay Area = 600m <sup>2</sup> )	n/a	* 1-3 sections, 3m legal width with a formed width of 2.7m

\* The above shape factors are rules in the City Plan. If you cannot meet these rules, Council will consider a reduction as long as a suitable building site plan is achievable within the proposed new section.

\*\* If you live on a corner section you may not have to worry about an access strip (driveway) if your sections have immediate street access.

***My property doesn't meet the basic requirements. Can I still subdivide?***

Yes but a different assessment process is used: the issues will be identified and you will be advised of the outcome.

# Subdividing your land is a staged process

## First Stage: Investigation

*I have enough land, what should I do now?*

Contact a couple of registered professional surveyors. Ask them for a quotation and an idea on how long your subdivision process will take. The surveyor will look up your zone in the City Plan.

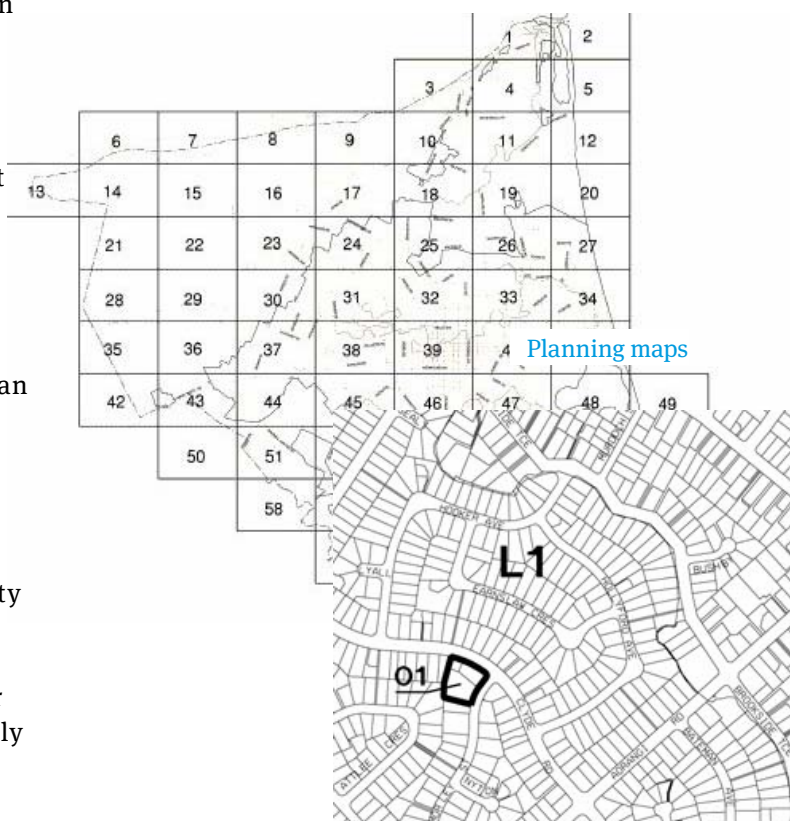
Note: The final legal plans for any subdivision must be prepared by a registered surveyor so involving one from the start makes sense and could save you time and money.

- Most surveying companies have a policy of not taking on any work unless they can see a substantial monetary benefit for their client.
- Ask if your property is suitable to subdivide.
- Ask for an estimate on your Development Contribution Assessment. This can be anything from \$18,000 or more. A definition of this is in the sixth stage of our process.
- The surveyor may advise you to hire a lawyer or an engineer and may give you an idea of their costs.
- To make the new section compliant you may have to perform drainage works e.g. connect new water supplies, which will generally require a Building Consent.
- Some people who subdivide their property find they have a garage in the way. Your surveyor may recommend builders, drainlayers etc. If you need to relocate or demolish a building you will have to apply for a Building Consent.

- If you wish to build a new garage in your front yard, you need a Building Consent and possibly a Resource Consent.
- Ask if your surveyor can project manage your subdivision and deliver one quote for all costs.
- Once you have a good idea what the costs are going to be, decide if it's practical.

### What skills do I need?

None. The surveyor you hire will act as your agent so you do not need to understand all the subdivision jargon and processes.



### Example of a simple subdivision

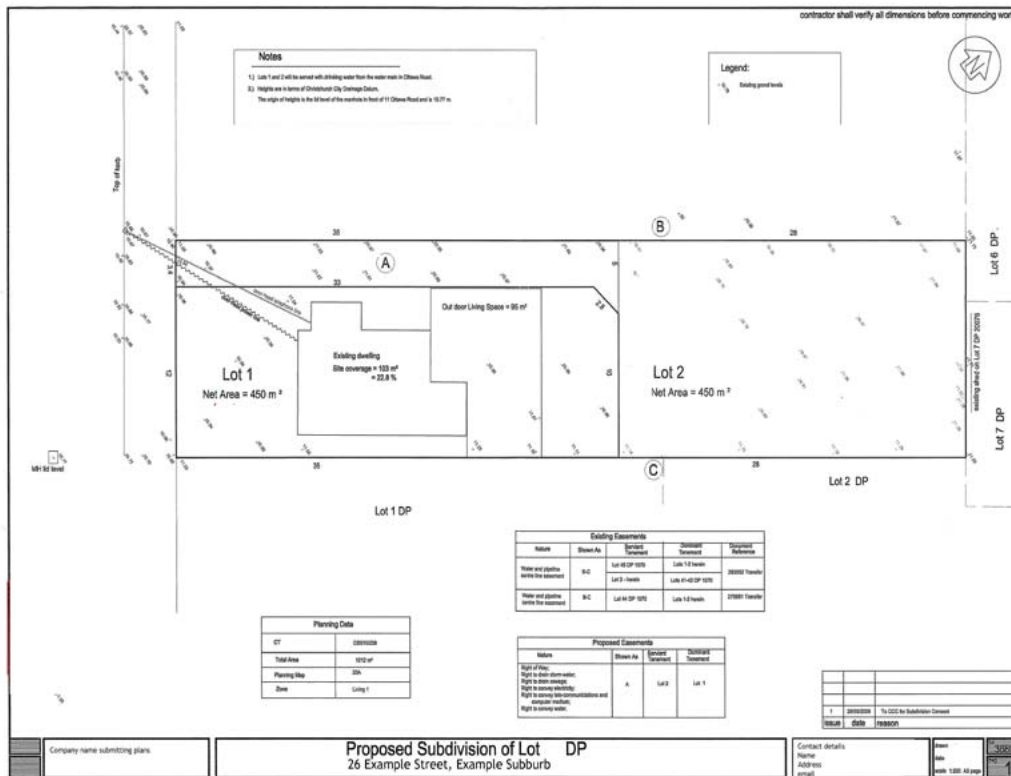


## Second Stage: Measure up and work out the details

Once you have decided to go ahead the surveyor will check the title of your property, have the site measured and prepare your plan. If you have to organise drainage works or apply for any Building and/or Resource Consents, it is at this

stage they are lodged. For your convenience we have listed the fee schedules and forms at the back of this Info Sheet.

It may also be a good idea to think about your future building intentions as boundaries or recession plane rules could dictate the shape and size of any future buildings.



## Third Stage: The Council

**What does the Council do with my application and how long will it take?**

The Council assesses your application against the City Plan where the policies and rules to deal with growth and development of the city are documented. Every single subdivision nationwide has to comply with a City Plan and as your application is considered a development, it will be evaluated against these rules.

When your application is received the Council will make note of any issues. For instance, are there any trees of special significance? If there are, conditions may be placed on these features to protect them.

The Council will process your consent and set conditions or ask for more information from your surveyor. Assuming your application is suitable and providing all things are in order, this will take 20 working days.

## Fourth Stage: Consent is granted

Once all the information required to assess the application has been received, the Council issues the Subdivision Consent. Now the surveyor can put in your new boundary pegs and submit his surveyed title plan to the Council for approval (see Section 223 of the Resource Management Act (RMA)).

## Fifth Stage: Contractors start work

You can now arrange for the contractors to start work. They will have to meet the conditions of your consent which may mean relocating your garage, extending a driveway or sorting out the utilities. You may end up with multiple contractors such as drainlayers, electricians, diggers, working on your property.



## Sixth Stage: Contractors have finished

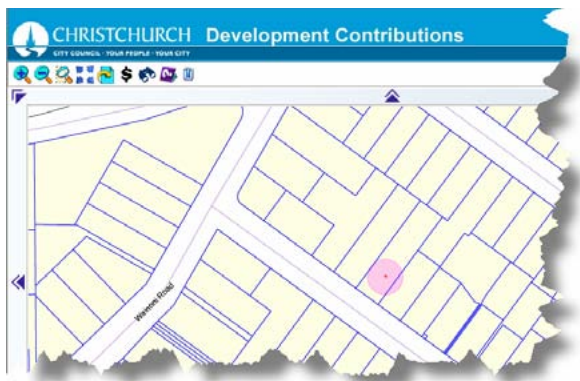
The contractors have completed all the work on your subdivision including fulfilling all consent conditions. Your surveyor will now make an application to the Council for a certificate (see Section 224 of the RMA) that says all conditions of consent have been satisfied.

A Section 224 Completion Certificate will be issued once the work has been certified by the surveyor as completed; approved by the Council, and the Development Contribution paid.

### *What is a Development Contribution?*

A Development Contribution is money paid to the Council for the development of new services or upgrading existing infrastructure. No matter how small a subdivision you want to create, there will be a mandatory Development Contribution payment for each new section.

All people who subdivide will pay a Development Contribution on every new lot created. These Development Contributions range from \$18,000 to over \$32,000 per lot, depending on the location or size. Use the binoculars on this link: [mapsdc.ccc.govt.nz](http://mapsdc.ccc.govt.nz) to find your estimate.



### *What is this Development Contribution money going towards?*

- Local heritage and sports parks
- Water supply infrastructure
- Wastewater collection, treatment and disposal
- Road network and street lighting;
- Public transport
- Libraries
- Cemeteries etc.

## Seventh Stage: Completion

You now have a certificate (224) saying the conditions have been met. This is forwarded to your surveyor or solicitor. Your surveyor/solicitor will lodge the survey plan with Land Information New Zealand (LINZ) and once deposited, new titles will be issued. This means that the new sections can be sold. You can also build on these sections if the necessary consents have been granted.

## Glossary

### *Christchurch City Plan*

It is the District Plan document the Council is required to prepare under the Resource Management Act 1991. We refer to it as the City Plan.

### *Proposed Banks Peninsula District Plan*

Like the City Plan, the Banks Peninsula Proposed District Plan (BPPDP), is in accordance with the Resource Management Act 1991. It sets out the rules, policies and objectives for activities within its district.

- This plan has 14 zone chapters contained in Part V.
- A separate volume of planning maps show the zones.
- Part VI – General provisions, chapter 31 provides subdivision policies, objectives and rules.

To find out your zone in the BPPDP go to the Planning Maps, look up the Index Sheet to work out which map you need to open then open either the Rural or Settlement Maps.



## Resources

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### ***Our website resources:***

Christchurch City Council website  
[www.ccc.govt.nz](http://www.ccc.govt.nz)

Link to rates information for size of initial title/lot  
[www.ratesinfo.ccc.govt.nz](http://www.ratesinfo.ccc.govt.nz)

Development Contribution Estimate  
<http://mapsdc.ccc.govt.nz>

Subdivisions  
[www.ccc.govt.nz/homeliving/buildingplanning/subdivisions](http://www.ccc.govt.nz/homeliving/buildingplanning/subdivisions)

Christchurch City Plan:  
[www.cityplan.ccc.govt.nz](http://www.cityplan.ccc.govt.nz)

Proposed Banks Peninsula District Plan:  
[www.ccc.govt.nz/CityPlan/BanksPeninsulaDistrictPlan](http://www.ccc.govt.nz/CityPlan/BanksPeninsulaDistrictPlan)

### ***Other Online resources are available***

Link to LINZ  
[www.linz.govt.nz](http://www.linz.govt.nz)

Surveyors Institute  
[www.surveyors.co.nz](http://www.surveyors.co.nz)

Yellow pages  
[www.yellow.co.nz](http://www.yellow.co.nz)

### ***Other Council Forms***

- Title Plan Certification Request
- Application for Building Consent Form B-002
- Application for Building Consent (Residential Demolition) Form B-001
- Application for a Resource Consent Form P-001

### ***Further information:***

- Subdivision fees checklist
- Building information and forms
- Demolition Consent form B-001 explained
- Building Consent form B-002 explained
- Subdivisions An information booklet for the Proposed City Plan
- Subdivision Requirements (From the Proposed Christchurch City Plan)
- A guide to the Development Contributions Policy

### ***Fees:***

- Subdivision Consent and Associated Fees
- Resource Management Fees and Charges
- Building Consent Fees and Charges (including demolition fees and charges)

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