



SUBDIVISIONS SIMPLIFIED

Your Guide to Subdivision

**NICKLIN CE RPC LAND SURVEYORS LIMITED
WAIKATO REGION**



www.rpc.co.nz



WHY CHOOSE NICKLIN CE RPC LAND SURVEYORS?

NICKLIN CE RPC are the Waikato division of RPC Land Surveyors, who have offices in Auckland and Mount Maunganui.

We have been providing Surveying, Resource Management, and Engineering services for over 50 years. When it comes to Subdividing a property, people tend to underestimate the complexities of the subdivision process. In particular, the management and coordination of the number of people involved. Subdividing involves input from many different professionals such as Arborists, Civil & Geotechnical Engineers, Drainlayers and Builders to name a few, as well as other consultants who may need to address specific matters.

Nicklin CE RPC can save you time and money as over the years we have built relationships with these consultants, local Councils and utility providers ensuring a streamlined project from start to finish.

SUPPORTING YOUR SUCCESS BY TRANSFORMING YOUR VISION INTO REALITY

“RPC has proved to be an invaluable asset for us on this project. They stand out because of their efficiency, practical approach, and top-notch communication skills. Their attention to detail benefits our project significantly, making our tasks much easier.”

– Jesse Beetham,
Tonkin + Taylor

SUBDIVISION AT A GLANCE

What is Subdivision?

Where Do I Begin?

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WHAT IS SUBDIVISION?

Subdivision is the process of legally dividing land into separate titles so they can be sold or transferred to separate owners.

The three most common forms of subdivisions are:

FEE SIMPLE/FREEHOLD

A fee simple/freehold title is the most common form of ownership in NZ. It is where you have absolute ownership to the land.

CROSS-LEASE

A cross-lease title is where you co-own the land with other parties and a lease is created over the dwelling. Exclusive and common use areas may exist. Cross lease titles are a legacy from the 1970's-80s and an upgrade from Cross-lease to Fee Simple will need to be undertaken before subdividing can take place.

UNIT TITLE

A unit title creates individual titles to units, apartments, or semi-detached dwellings over an existing fee simple parcel of land. The units usually have a share in the common property such as vehicle access, manoeuvring area, lifts, stairs, and gardens. A body corporate must be formed to manage the common facilities, insurance, and maintenance.

Subdividing your property can serve various purposes. You may want to sell off extra land to fund specific financial goals, like funding a retirement or helping your children onto the property ladder. You may now be permitted to subdivide where previously subdivision was restricted.

In the Waikato region, rapid population growth has led to increased demand for both urban and rural properties. However, there are limitations on further development in certain areas. Fortunately, despite these constraints, there's good news. Our expertise lies in understanding the regulations and requirements that govern property development in the Waikato region. We know how to navigate the often-complex landscape of zoning laws, environmental regulations, and local planning policies. This means that even in areas where development might seem challenging, we have the knowledge and experience to find solutions and facilitate property subdivision projects effectively.

WHERE DO I BEGIN?

The first step is to undertake a feasibility assessment. This is essential to assess how many dwellings or lots you can create, if your subdivision can be serviced and investigate if there are any barriers to your development. Nicklin CE RPC can provide a feasibility assessment detailing the estimated costs to complete a subdivision.

WHAT IS A RESOURCE CONSENT?

A resource consent is a document issued by Council giving you as the developer the right to carry out specific work in accordance with various legislation and regulations.

All subdivisions are a type of resource consent. A subdivision consent allows you to create a new title(s) on a piece of land. A subdivision may also require another type of resource consent, called a land use consent. A Land Use Consent authorises you to use or modify land in a manner that does not meet the rules of the local district plan.

You need to obtain resource consent and other applicable consents before any development starts on your property.

WHAT IS REQUIRED TO APPLY FOR A RESOURCE CONSENT?

For a typical subdivision, you generally submit the following information to Council:

- **Resource consent Application form**
The Council application form online.
- **Deposit fee**
The Council's deposit fee for processing, must be paid at the time of application.
- **Record of title**
The legal document identifying the owner(s) of the property.
- **Topographical Survey**
A survey of the features (buildings, trees, utilities etc) as well as the ground levels.
- **Design Plans**
Architectural plans of the new dwellings (if applicable).
- **Subdivision Scheme Plan**
A plan that depicts the new lots and easements including any legal information.
- **Infrastructure Report**
A report assessing the capacity of the existing services (stormwater, wastewater, water supply and utilities) and includes the conceptual engineering plan for servicing and accessing i.e., driveways.
- **Assessment of Environmental Effects**
A report that assesses the effects of the subdivision on the environment.

YOU MAY ALSO REQUIRE THE FOLLOWING:

- **Geotechnical Report**
May be required if your site is steep or the land is unstable. A Geotechnical report assesses the stability of the land and its suitability for building.
- **Flood Report**
May be required if your site has an overland flow path. A flood report assesses the nature and extent of any flooding or overland flow paths.
- **Stormwater Report**
May be required if your site has stormwater constraints, includes conceptual engineering designs for mitigation.
- **Contamination Report**
May be required if your site has been previously used for horticultural or other soil contaminating uses.
- **Ecological Assessment**
May be required if your site has a stream or bush within or nearby.
- **Wetland Delineation and Assessment**
May be required if your site has wetlands within or nearby.
- **Erosion and Sediment Control Plan**
May be required if significant earthworks are required.
- **Iwi Consultation**
May be required, generally in larger rural lots.
- **Archaeological Report**
May be required if an archaeological site has been identified by Heritage New Zealand on or close to the site.
- **Urban Design Assessment, Arborist Report, Landscape Assessment, NZTA Approval.**
- **Soil Scientist Assessment**
To determine the soils productive capability.
- **Rural Productivity reports**
An assessment of the rural production capacity of the rural block following subdivision or change in land use.

MY RESOURCE CONSENT IS APPROVED WHAT HAPPENS NOW?

There are still a number of consents that are required before you start construction.

Engineering Approval

Is a written approval from Council detailing engineering design for public infrastructure assets. An engineering approval (EPA) is required for new stormwater, wastewater, water connections roads and shared driveways.

Building Consent

Is a written approval from Council that building works meet the requirements of the New Zealand Building Act, Building Regulations, and the Building Code. Building Consent is generally lodged by your architectural designer.

Service Connection Approval

Is a written approval from the Council to connect to their assets.

Once you have received the above consents, you can start construction. Nicklin CE RPC will remain involved during construction process. We have existing relationships with local contractors and will assist with obtaining quotes for drainage and new services such as water meters, phone and power. Saving you time and money as well as the headache of coordinating everyone involved. We will set out the position of the dwellings, monitor construction and survey what has been constructed confirming to Council that this infrastructure has been built in accordance with the relevant approvals.

YOU WILL ALSO REQUIRE THE FOLLOWING:

Land Transfer Plan

The Land Transfer Survey involves investigating old survey plans and performing various calculations to define the existing and new boundary positions. These boundary positions are marked with boundary pegs on site, and a new Title Plan is prepared.

The new Title Plan, along with other reports, plans and calculations form the Cadastral Survey Data-set which is lodged with Land Information New Zealand (LINZ). Only Licensed Cadastral Surveyors can undertake this work.

Section 223 and 224(c) Approval

We apply to Council for a section 223 certificate. A section 223 certifies that the new Title Plan conforms to the subdivision consent.

We also apply for a 224(c) certificate, which is issued to certify that all physical/legal work conditions of your subdivision consent have been satisfactorily completed. Both 223/224(c) certificates need to be issued before a solicitor can apply to LINZ to issue the new titles.



WHAT IS THE SUBDIVISION PROCESS, TIMEFRAMES & COSTS?

The time and costs to complete a subdivision can vary widely. Essentially, the more complicated the project, the more costly the development. Engaging with Nicklin CE RPC Land Surveyors from the start can ensure the process is streamlined, saving you time and money.

The average timeframe and costs for a typical 2 – 3 lot subdivision (not including house build costs) are:

STAGE	AVERAGE TIMELINE	DETAILS
Resource Consent	24 – 32 weeks	<ul style="list-style-type: none"> Preliminary designs for client approval and undertake feasibility investigations. Topographical Survey Resource consent preparation Resource consent processing and approval by Council
Engineering Approvals/ Building Consents	4 – 6 weeks	Building consent and engineering plan approval, processing, and approval by Council
Construction	12 – 20 weeks	Completion of site works (e.g earthworks, construction, driveways, drainage and utilities) and construction monitoring, supervision and certification
Survey	6 weeks	Undertake surveying field work and prepare new Survey Plans to submit to LINZ and Section 223 to Council
Certification	6 – 12 weeks	Apply to Council for Section 224(c) approval and for Solicitor lodge new titles to LINZ

Subdivision Completed: 15 – 19 months

APPROX. COST (2 or 3 lot subdivision)	INCLUDES
\$90,000 – \$120,000 + GST*	<ul style="list-style-type: none"> Application and processing fees (Council) Land Information New Zealand fees Solicitor fees Professional services: <ul style="list-style-type: none"> Surveying Engineering Planning Other specialist Development Contribution & Infrastructure Growth Charges (Council and Watercare)

*Each project is different and the scale of the development will have an impact on costs.



CONTACT US!

Nicklin CE RPC Land Surveyors can save you time and money, ensuring a streamlined project from start to finish.

NICKLIN CE RPC CAMBRIDGE

07 827 4945 • office@nicklince.co.nz

www.rpc.co.nz

6 Wilson Street, Cambridge

