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Subdivision Procedures

Step One – Pre-resource consent application

- Preliminary feasibility study for subdivision
- Topographical plan survey
- Preliminary subdivision scheme plan for your approval
- Concept new house plans are required if the section net area or shape can not meet specific requirements, otherwise you can create a vacant section without the house plans required.
- Engineering works design including stormwater & sanitary sewer, water supply, power & telecom, drive way etc.

Step Two – Resource consent application

Subdivision consent lodgement with local Council for approval, it will take Council about 4 weeks minimum to process the application. The length of the consent will depend on the complexity of the consent and the workload of the Council.

If the section is undersized, it is required to have land use consent with new house plans, and then subdivision consent can be approved. Or if the new house is intended to be built during the subdivision (before title issued), it is suggested that land use consent be done together with subdivision (namely combined land use & subdivision consent).

After the land use & subdivision consent have been lodged with Council for processing, building consent for new house could be lodged. In Manukau City, if the new section is undersized, the new house must be built before the subdivision can proceed

Step Three – Post resource consent approval

- Construction of the building can commence after the building consent & resource consent approval
- The above engineering works can be commenced
- Land transfer survey (peg the boundaries and prepare land transfer plan)
- 223 certificate can be lodged with Council for approval after subdivision consent approval
- After the engineering works and other conditions imposed by the resource consent have been fulfilled, 224c application can be applied for.
- Before the 224c being released, you will have to pay all the fees including development contribution as set out in the resource consent.

Step Four – Title application

After the 224c being issued and Land Transfer Plans approved by Land Information New Zealand, the new Certificate of Titles can be applied by your solicitor.

The above are the main procedures for subdivision, it will take about 8 months from the start of site plan survey to the finish of title issued for the typical two lot subdivision.