

# Approvals Guide

## Does this apply to your business project?

This is provided as a guide and does not contain a full list of activities that may require approval from New Plymouth District Council.

	Tick box	Building Consent	Land Use Resource Consent	Vehicle Crossing	Water Connection*	Stormwater Connection	Sewer Connection	Craneage Permit	Liquor Licence	Food Premises Registration	Health Permit	Trade Waste	Street Encroachment Licence	Parking Hood Hire	Traffic Management Plan	District Tree Policy
Legislation		Building Act 2004	Resource Management Act 1991	NPDC Bylaw: Part 5 Public Places	NPDC Bylaw: Part 15 Water Supply	NPDC Bylaw: Part 14 Wastewater	NPDC Bylaw: Part 14 Wastewater	NPDC Bylaw: Part 5 Public Places	Sale and Supply of Alcohol Act 2012	Food Act 1981	Health Act 1956	NPDC Bylaw: Part 11 Trade Waste	NPDC Bylaw: Part 5 Public Places	NPDC Bylaw Part 13 Traffic	NPDC Bylaw Part 13 Traffic	
Council timeframe for processing applications (in working days)		20	20****	10	10	10	10	10	30 – 40	20	20	20	20	1	10	20
Will your business occupy an existing building?		✓	✓		✓							✓				
Will your business occupy an established property that will require alterations or additions?		✓	✓	✓	✓					✓**		✓				
Do you intend to erect a new building or relocate a building for your business?		✓	✓	✓	✓	✓	✓					✓				
Will you be using signs to promote your business?			✓													
Will you need to temporarily block off a footpath or portion of the road during construction (for heavy equipment, ladders, etc)?								✓						✓	✓	
Will you need parking spaces to be reserved during construction?														✓		
Will you need to remove a tree from a street to create a vehicle crossing?																✓
Is your construction close to a protected tree?			✓													
Sale and Supply of alcohol to be consumed on the licence premises					✓				✓	✓			✓			
Sale and Supply of alcohol to be consumed off the licensed premises									✓							
Sale of food at the premises					✓					✓			✓			
Use of a footpath for wining and dining			✓						✓	✓			✓			
Preparation of food to be sold to the public					✓					✓		✓				
Hairdressing					✓						✓					
Skin piercing and tattooing					✓						✓					
Activity considered to be an offensive trade***					✓						✓	✓				
Public use of spa or swimming pool		✓			✓							✓				
Operation of a camping ground					✓						✓	✓				
Operation of a funeral parlour					✓						✓					
Receiving and dispatching deliveries			✓													
Receiving customers at business premises			✓													
Use of machinery			✓													

\* Depending on the type of business, backflow prevention may be required.

\*\* Food premises registration will be required only if the building work will affect the food serving and eating areas.

\*\*\* Offensive trades include blood or offal treating, collection and storage of used bottles for sale, fell mongering, fish cleaning, fish curing, flax pulping, flock manufacturing or teasing of textile materials for any purpose, nightsoil collection and disposal, refuse collection and disposal, septic tank cleaning and disposal of sludge, slaughtering of animals for any purpose other than human consumption, tanning, wood pulping, wool scouring and others.

\*\*\*\* The majority of resource consents are processed within 20 working days. A few require public notification. This extends the processing timeframe to between 50 – 70 working days.