



CODE OF PRACTICE FOR SUBDIVISION AND DEVELOPMENT

**Appendix A
Procedures**

CONTENTS

1.0 PURPOSE 2

1.1 Defined Goals for the Procedures 2

2.0 SCOPE 2

3.0 RESPONSIBILITY FOR THESE PROCEDURES 2

3.1 Planning Manager 2

3.2 Chief Executive Officer (CEO) 3

3.3 Thames-Coromandel District Council (The Council) 3

3.4 Applicants 3

4.0 REFERENCES 3

5.0 DEFINITIONS 3

6.0 ACTIONS 4

6.1 Review 4

6.2 Request for Changes 5

6.3 Consideration of Request for Change of Standards 5

6.4 Decision Review 6

6.5 Request Approval for change of Level of Service 7

6.6 Implementation of Approved Amendments 8

6.7 Manual Management 8

6.8 Manual Purchase 9

7.0 DOCUMENTATION 9



1.0 PURPOSE

This procedure describes the method of review and process employed for changes to the Code of Practice for Subdivision and Development (Engineering Standards) Manual.

1.1 Defined Goals for the Procedures

- a. The purpose of this document is to define the process for requests for changes to the manual.
- b. To define the mechanisms for the review of the manual.

2.0 SCOPE

This procedure applies to all processes and standards written for the Code of Practice for Subdivisions and Development (Engineering Standards) for the Thames-Coromandel District Council (TCDC).

3.0 RESPONSIBILITY FOR THESE PROCEDURES

3.1 Planning Manager

The Planning Manager shall be responsible for:

- a. Reviewing the effectiveness of this procedure at 12-monthly intervals. The results of each review shall be documented and reported to the Chief Executive Officer (CEO).
- b. Advising holders of the Code of Practice Manual of all changes to these procedures.
- c. Reviewing the Code of Practices at 12-monthly intervals. The results of each review shall be documented and reported to the CEO.
- d. Receive and consider any requests for changes to the Code of Practice in liaison with the appropriate Council Manager.



CODE OF PRACTICE FOR SUBDIVISION AND DEVELOPMENT

Appendix A Procedures

- e. Ensuring any proposed amendments and / or alterations to the Code of Practice are considered as per section 6.
- f. Implement any approved amendments and / or alterations.
- g. Advising and circulating holders of the Code of Practice manual of all approved amendments.

3.2 Chief Executive Officer (CEO)

The CEO shall be responsible:

- a. To consider and make a decision on any disputed decision made by the Planning Manager by an applicant on their requested amendment or alteration.

3.3 Thames-Coromandel District Council (The Council)

The Council is responsible for:

- a. Approving Following consultations with Community Boards ward specific levels of service.

3.4 Applicants

All applicants shall be responsible for complying with the requirements of this procedure.

4.0 REFERENCES

- a. Amendments Request Form
- b. Code of Practice manual.

5.0 DEFINITIONS

Definitions for this procedure are as follows:



CODE OF PRACTICE FOR SUBDIVISION AND DEVELOPMENT

Appendix A Procedures

- a. **Flowchart** - A flowchart is a pictorial representation showing all the steps of a process.
- b. **Applicant** - A person wishing to have either an amendment or addition made to the Code of Practice for Subdivision (Engineering Standards). This includes staff and or members of the public.
- c. **Amendment Request Form** - The form that all Applicants are required to complete and submit their requested amendment or alteration.

6.0 ACTIONS

6.1 Review

The Planning Manager shall under take annual review of the Code of Practice Manual and these Procedures, as follows:

- a. The reviews will be undertaken in November of each year (unless there is a significant reason to bring the review forward).
- b. The scope of the review will involve:
 - i. Ascertaining compliance for the Code of Practice with any new relevant legislation and or Council Policies.
 - ii. Review in liaison with appropriate Council Managers, any new materials and or practices that may be more appropriate than those specified in the Code of Practice.
 - iii. Review of applications received in the previous 12 months for amendments / alterations that have been declined, to ascertain if the reasons for declining remain valid.
 - iv. Review these procedures and implement any approved changes.
- c. A report on the outcome of the review shall be compiled and presented to the Chief Executive Officer within one month after the review date.

	CODE OF PRACTICE FOR SUBDIVISION AND DEVELOPMENT
	Appendix A Procedures

- d. Any proposed amendments and or alterations arising from the review shall be processed in accordance with these stated procedures. The Planning Manager shall be responsible for initiating such requests.

6.2 Request for Changes

Applications for changes to the Code of Practice are required to be undertaken in accordance with the following:

- a. All applications are required to be submitted on the "*Amendment Request Form*", as no other method will be considered.
- b. The *Amendment Request Form* is required to be completed in full, with any supporting information attached.
 - i. *Section:* The section and subsection number of the requested change to the Code of Practice Manual is required to be stated.
 - ii. *Amendment Requested:* The requested change / addition is required to be written in clear and concise English to convey the exact intent. A separate paragraph, if deemed necessary by the Applicant, shall be included providing the basis for the requested change.
 - iii. *Applicant's Detail:* Details of the Applicant is required to be completed to enable the application to be processed and the Applicant kept informed.

6.3 Consideration of Request for Change of Standards

Upon receipt of an *Amendment Request Form*, the Planning Manager shall:

- a. Forward a letter acknowledgement of receipt to the Applicants, within 10 working days of its receipt.
- b. Shall circulate the requested change to the appropriate Council Managers for their consideration and comments. Responses from Council Managers are



CODE OF PRACTICE FOR SUBDIVISION AND DEVELOPMENT

Appendix A Procedures

required to be forwarded to the Planning Manager within 20 working days. The Council Manager may get comment from Focus Group members.

- c. Upon receipt of the responses received from the Council Managers, the Planning Manager shall make a decision on the request. This decision is required to be made within 10 working days of receipt of the responses. In the case of amendments to levels of service the decision is limited to declining or recommending to Council - refer section 6.5.
- d. A letter is to be forwarded to the Applicant of the decision, within 5 working days of reaching the decision. If the Request is declined then the reasons for this decision is to be included in the letter of advice to the Applicant.
- e. If the requested change relating to Engineering standards is approved, then:
 - i. The Planning Manager will file the amendment to be incorporated with changes arising from the annual review.
 - ii. The amendment will be incorporated within any other amendments at the next review in revising the specific clauses to the Code of Practice manual.
- f. All *Amendment Request Form's* and associated correspondence shall be filed under the Corporate Filing system under the Subject File.

6.4 Decision Review

If the Applicant or a Council Manager is not satisfied with the decision made by the Planning Manager in respect to a Request, then the following process is to be implemented:

- a. The Appellant is to make a written request to the Planning Manager to have the decision reviewed.
- b. The Planning Manager shall forward a letter of acknowledgment to the Appellant, within 10 working days of receipt of the request.\



CODE OF PRACTICE FOR SUBDIVISION AND DEVELOPMENT

Appendix A Procedures

- c. The Planning Manager shall forward the Request for a Review of the decision to the CEO, inclusive of all the material relating to the original Amendment Request. This information shall be forwarded to the CEO within 20 working days of receipt of the letter of appeal.
- d. The CEO shall consider the appeal and make a decision within 10 working days of receipt of the information. The CEO may get comment from the Technical Review Committee.
- e. The Appellant shall be advised in writing of the Chief Executive Officer's decision on their appeal, within 5 working days of reaching a decision.
- f. All associated correspondence shall be filed under the Corporate Filing system under the Subject File.

6.5 Request Approval for change of Level of Service

If, an *Amendment Request* has been approved by the Planning Manager, then the following process is to be implemented.

- a. If the requested change relates to levels of service then:
 - i. The Planning Manager will take the proposed amendments and recommendation to the approved Community Board / Boards for comment and then Council for final approval or decline (changes of Level of Service will be considered in October / November when considering next years Annual Plan Levels of Service).
- b. Then:
 - i. The Planning Manager will advise the originator of the amendment in writing of Council's decision.
 - ii. A copy of the order paper item and Council minutes shall be filed under the Corporate Filing system under the subject file.

	CODE OF PRACTICE FOR SUBDIVISION AND DEVELOPMENT
	Appendix A Procedures

6.6 Implementation of Approved Amendments

The Planning Manager shall:

- a. Undertake the approved revisions to the Code of Practice Manual in conjunction with the annual review, at which time, the approved amendments will become operative.
- b. Existing holders of the Manual will be advised in writing of the amendments. Registered Public holders of the Manual will also be advised of the costs for the revised sections.
- c. The revised sections of the Manual will be circulated to all Council registered holders of the Manual. Copies will be forwarded to Registered Public holders of the Manual, on receipt of their order. An invoice will be forwarded by Council.
- d. All approved amendments, shall be recorded on the Revision Status Form by the Planning Manager.

6.7 Manual Management

The Code of Practice for Subdivision and Development (Engineering Standards) Manual is a controlled document and as such all holders of the manual will be registered to enable notification of any subsequent updates and revisions.

The responsibility for controlling the release of the Manual, maintenance of the register and management of subsequent updates and amendments is the Planning Manager. The Planning Manager shall at all times maintain the following:

- a. Register of Manual Holders
- b. Revision Status Form



6.8 Manual Purchase

All inquiries relating to the purchase of the Manual shall be directed to the Planning Manager, who will respond to all such requests.

For Public copies of the Manual, there will be a charge. This charge shall cover the cost of document publication only. Payment for the Manual is required in advance, and upon receipt of payment, the Manual shall be forwarded within 5 working days.

7.0 DOCUMENTATION

All forms required for these procedures are as follows:

- a. Form A - Flowchart
- b. Form B - Amendment Request Form
- c. Form C - Record of Amendments.