

## **Regulatory Performance Committee**

### **AGENDA**

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#### **Notice of Meeting:**

An ordinary meeting of the Regulatory Performance Committee will be held on:

**Date:** Friday 28 August 2020  
**Time:** 10am  
**Venue:** Council Chamber, Level 2, Civic Offices,  
53 Hereford Street, Christchurch

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#### **Membership**

Chairperson	Councillor Tim Scandrett
Deputy Chairperson	Councillor Aaron Keown
Members	Councillor Catherine Chu
	Councillor Melanie Coker
	Councillor Anne Galloway

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**20 August 2020**

#### **Principal Advisor**

Leonie Rae  
General Manager Compliance and  
Corporate Services  
Tel: 941 8345

Liz Ryley  
Committee and Hearings Advisor  
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Note: The reports contained within this agenda are for consideration and should not be construed as Council policy unless and until adopted. If you require further information relating to any reports, please contact the person named on the report.

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## Ōtautahi-Christchurch is a city of opportunity for all

Open to new ideas, new people and new ways of doing things – a city where anything is possible

### Principles

Being open, transparent and democratically accountable  Promoting equity, valuing diversity and fostering inclusion	Taking an inter-generational approach to sustainable development, prioritising the social, economic and cultural wellbeing of people and communities and the quality of the environment, now and into the future	Building on the relationship with Te Rūnanga o Ngāi Tahu and the Te Hononga-Council Papatipu Rūnanga partnership, reflecting mutual understanding and respect	Actively collaborating and co-operating with other local, regional and national organisations  Ensuring the diversity and interests of our communities across the city and the district are reflected in decision-making
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### Community Outcomes

<b>Resilient communities</b> Strong sense of community Active participation in civic life Safe and healthy communities Celebration of our identity through arts, culture, heritage, sport and recreation Valuing the voices of all cultures and ages (including children)	<b>Liveable city</b> Vibrant and thriving city centre Sustainable suburban and rural centres A well connected and accessible city promoting active and public transport Sufficient supply of, and access to, a range of housing 21st century garden city we are proud to live in	<b>Healthy environment</b> Healthy water bodies High quality drinking water Unique landscapes and indigenous biodiversity are valued and stewardship exercised Sustainable use of resources and minimising waste	<b>Prosperous economy</b> Great place for people, business and investment An inclusive, equitable economy with broad-based prosperity for all A productive, adaptive and resilient economic base Modern and robust city infrastructure and community facilities
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### Strategic Priorities

<b>Enabling active and connected communities to own their future</b>	<b>Meeting the challenge of climate change through every means available</b>	<b>Ensuring a high quality drinking water supply that is safe and sustainable</b>	<b>Accelerating the momentum the city needs</b>	<b>Ensuring rates are affordable and sustainable</b>
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### Ensuring we get core business done while delivering on our Strategic Priorities and achieving our Community Outcomes

Engagement with the community and partners	Strategies, Plans and Partnerships	Long Term Plan and Annual Plan	Our service delivery approach	Monitoring and reporting on our progress
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**REGULATORY PERFORMANCE COMMITTEE - TERMS OF REFERENCE / NGĀ ĀRAHINA MAHINGA**

<b>Chair</b>	Councillor Scandrett
<b>Deputy Chair</b>	Councillor Keown
<b>Membership</b>	Councillor Chu Councillor Coker Councillor Galloway
<b>Quorum</b>	Half of the members if the number of members (including vacancies) is even, or a majority of members if the number of members (including vacancies) is odd.
<b>Meeting Cycle</b>	Bimonthly
<b>Reports To</b>	Council

**Area of Focus**

The Regulatory Performance Committee considers and reports to Council on the following matters:

- Monitor the Council's regulatory and compliance functions
- Monitor the Council's regulatory and compliance functions under:
  - Resource Management Act 1991 and related legislation
  - Building Act 2004 and the New Zealand Building Code
  - Dog Control Act 1996
  - Sale and Supply of Alcohol Act 2012
  - Local Government Act 1974 and Local Government Act 2002
  - District Plan
  - Bylaws
  - Other regulatory matters

*(For the avoidance of doubt, these powers relate specifically to the Council's regulatory and compliance functions. This Committee does not have the authority to adopt new bylaws, amendments to bylaws, amendments to the District Plan, or a Local Alcohol Policy.)*
- Provide recommendations to Council on the Council's list of hearings commissioners under the Resource Management Act 1991.

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Part A	Matters Requiring a Council Decision
Part B	Reports for Information
Part C	Decisions Under Delegation

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## **1. Apologies / Ngā Whakapāha**

At the close of the agenda no apologies had been received.

## **2. Declarations of Interest / Ngā Whakapuaki Aronga**

Members are reminded of the need to be vigilant and to stand aside from decision making when a conflict arises between their role as an elected representative and any private or other external interest they might have.

## **3. Confirmation of Previous Minutes / Te Whakaāe o te hui o mua**

That the minutes of the Regulatory Performance Committee meeting held on [Friday, 14 February 2020](#) be confirmed (refer page 6).

## **4. Public Forum / Te Huinga Whānui**

A period of up to 30 minutes may be available for people to speak for up to five minutes on any issue that is not the subject of a separate hearings process. It is intended that the public forum session will be held at approximately 10am.

## **5. Deputations by Appointment / Ngā Huinga Whakaritenga**

There were no deputations by appointment at the time the agenda was prepared.

## **6. Petitions / Ngā Pākikitanga**

There were no petitions received at the time the agenda was prepared.

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## Regulatory Performance Committee OPEN MINUTES

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**Date:** Friday 14 February 2020  
**Time:** 9.30am  
**Venue:** Committee Room 1, Level 2, Civic Offices,  
53 Hereford Street, Christchurch

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**Present**

Chairperson	Councillor Tim Scandrett
Deputy Chairperson	Councillor Aaron Keown
Members	Councillor Catherine Chu
	Councillor Melanie Coker
	Councillor Anne Galloway

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13 February 2020

**Principal Advisor**

Carolyn Gallagher  
Acting General Manager Consenting  
and Compliance  
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Committee and Hearings Advisor  
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**Part A Matters Requiring a Council Decision**

**Part B Reports for Information**

**Part C Decisions Under Delegation**

1.

The agenda was dealt with in the following order.

**1. Apologies / Ngā Whakapāha**

There were no apologies recorded as all members were present.

**2. Declarations of Interest / Ngā Whakapuaki Aronga**

**Part B**

There were no declarations of interest recorded.

**3. Confirmation of Previous Minutes / Te Whakaāe o te hui o mua**

**Part C**

**Committee Resolved RPCM/2020/00001**

That the minutes of the Regulatory Performance Committee meeting held on Wednesday, 4 December 2019 be confirmed.

Councillor Coker/Councillor Keown

Carried

**4. Public Forum / Te Huinga Whānui**

**Part B**

There were no public forum presentations.

**5. Deputations by Appointment / Ngā Huinga Whakaritenga**

**Part B**

There were no deputations by appointment.

**6. Presentation of Petitions / Ngā Pākikitanga**

**Part B**

There was no presentation of petitions.

## **7. Consenting and Compliance Highlights Report - November and December 2019**

### **Committee Comment**

1. Staff will provide information to the Committee about the timing for prohibiting dogs to areas across the city, as per the Dog Control Bylaw 2016.

### **Committee Resolved RPCM/2020/00002**

#### **Part C**

That the Regulatory Performance Committee:

1. Receive the information in the Consenting and Compliance Highlights Report – November and December 2019.

Councillor Chu/Councillor Galloway

Carried

## **8. Building Consenting Six Monthly Report July to December 2019**

### **Committee Resolved RPCM/2020/00003**

#### **Part C**

That the Regulatory Performance Committee:

1. Receive the information in the Building Consenting Six Monthly Report – July to December 2019.

Councillor Scandrett/Councillor Coker

Carried

**Meeting concluded at 10.32pm.**

**CONFIRMED THIS 1ST DAY OF APRIL 2020**

**COUNCILLOR TIM SCANDRETT  
CHAIRPERSON**



## 7. Consenting and Compliance Highlights Report - Financial Year 2019/2020

Reference / Te Tohutoro: 20/955857

Report of / Te Pou  
Matua:

John Higgins Head of Resource Consents  
Robert Wright Head of Building Consenting  
Tracey Weston Head of Regulatory Compliance  
Susan Rolton Acting Head of Business Solutions  
Aaron Haymes Head of Strategic Partnerships

General Manager /  
Pouwhakarae:

Leonie Rae – General Manager Consenting and Compliance

### 1. Brief Summary

- 1.1 The purpose of this report is to provide an update to the Regulatory Performance Committee with respect to the delivery of functions performed within the Consenting and Compliance Group for Financial Year (FY) 2019/2020.

### 2. Officer Recommendations / Ngā Tūtohu

That the Regulatory Performance Committee:

- a. Receive the information in the Consenting and Compliance Highlights Report for Financial Year 2019/2020.

### 3. Resource Consents Unit

#### 3.1 Key Statistics:

	FY Ending 30 June 2020
Non-notified applications processed within statutory timeframes (Target is 99%)	99%
Notified applications processed within statutory timeframes (Target is 99%)	100%
Customer satisfaction survey results (Pulse surveys) – Target is 70%	90%

- 3.2 In FY 2019/2020 2388 applications were processed, slightly above the 2317 processed in FY 2018/2019.
- 3.3 Interestingly, application numbers are yet to be affected by COVID-19. However, there is volatility in numbers from week to week.
- 3.4 Applicant satisfaction with the process remains relatively high month on month at 90% satisfaction for the FY ending 2020.
- 3.5 However, there continues to be a high interest from local communities in applications for intensification and social housing. This is resulting in significant amounts of staff time responding to queries.
- 3.6 Attachment A includes a list of key applications outlining applications of interest for the period of May to July 2020.

## 4. Building Consents Unit

### 4.1 Key Statistics 2019/20 FY:

Building consents processed within 19 working days (target is 95%)	95.7%
Code compliance certificate decisions made within 19 working days (target is 95%)	98.4%
Inspections booked within three working days of requested date (target is 98%)	100%
Customer satisfaction survey results (target is 75%)	82%
Number of building warrant of fitness audits	351

### 4.2 Earthquake Prone Buildings

There are currently 707 earthquake prone buildings on the MBIE register. Of these, 177 are priority buildings and will require strengthening or demolition in the next 7.5 years (105 of these will be due for this work by 2025, and 72 by 2026-2028). The remaining 530 non priority buildings have up to 15 years for strengthening or demolition.

In total, there were originally 7,219 buildings in Christchurch requiring earthquake prone assessment. This number has now reduced to 3,400. Assessment of these buildings will be completed by the deadline of 1 July 2022.

During the 2019/2020 financial year, 144 buildings were removed from the register due to strengthening or demolition work completion. Of the 144 buildings, seven were demolished and seven were reassessed as being no longer earthquake prone (by full detailed seismic assessment (DSA)) and 130 were strengthened to new building standard (NBS; above 34%, some of which were assessed as being up to 100%).

### 4.3 Eco Design Service

Over the past year the Building Consenting Unit have provided a high quality eco design service, with the eco-designer conducting 334 individual consultations and numerous public / stakeholder engagements. The reason there were less consultations in the 2019/2020 financial year than in previous years is due to the Covid-19 lockdown period.

### 4.4 Significant Building Consent Applications (1 January 2020 to 31 July 2020)

Date	Value of Work	Property Address	Consent Details
Jan	6,700,000	147 Lyttelton Street West Spreydon Primary School	Construction of blocks A and B, alterations to block 1, demolition of blocks 2, 4 and 9. Includes structural strengthening of block 1 to 67% NBS.
Jan	9,500,000	78 Fendalton Road	Construction of dwelling with attached garage and swimming pool.
Feb	20,000,000	171 Prestons Road Burlington Lodge	Construction of retirement accommodation building with indoor swimming pool and two detached carports.
Mar	20,000,000	33 Kilmore Street	Construction of a 32 unit apartment building.

Mar	6,000,000	1/108 Park Terrace	Construction of apartment building.
Mar	5,150,000	1/64 Kilmore Street	Construction of hotel/apartment building.
Mar	5,000,000	1/356 Brougham Street	Construction of 28 social housing units (Community 3).
Apr	8,970,000	10 Alpine View Lane	Construction of retirement centre.
May	6,167,900	7 Gallagher Drive Warehouse	Construction of Warehouse.
May	5,500,000	91 Sparks Road Hoon Hay Primary School	Construction of block A, refurbishment including structural strengthening to 65%NBS of blocks 1-5 and 6, demolition of blocks 5, 8, and 14-16.
May	5,000,000	1/356 Brougham Street	Construction of 32 social housing units (Community 2).
Jun	5,000,000	1/356 Brougham Street Dwelling	Construction of 30 social housing units (Community 1).
Jun	5,000,000	254 Barbadoes Street	Construction of motel.
Jun	10,000,000	150 Tuam Street	Construction of apartment building with car parking and commercial tenancies on ground floor.
Jun	5,400,000	7 Gallagher Drive	Construction of warehouse with attached office.

## 5. Business Solutions Unit

### 5.1 Key Statistics 2019-2020 FY:

Issue Building Act Exemptions within 19 days (target 95%)	96.7%
Issue Certificate of Acceptance certificates within 19 working days (target 99%)	100%
Process land information memoranda applications within statutory timeframes (target 99% within 10 days)	100%
Provide customers with access to property files (target 99% in 5 days – not scanned) (target 99% in 2 days – previously scanned)	94% 96%
Process project information memoranda applications within statutory timeframes. (target 99% within 20 days)	99%

5.2 We processed 2,655 Exemptions from Building Consent in the 2019-2020 financial year. Of these, we did not Accept 566, Approved 2,032, and Declined 57. Of those decisions 96.7% were completed within the 19 day LOS target, with 89.4% completed in five days or less. While Building Consents have seen a decline in earthquake related work, exemptions are continuing to see around 20% of the applications coming in still relating to earthquake repairs.

5.3 We processed 170 COA's within the last financial year, 100% of which were processed within the 19 working day target. We have seen a decline in COA's over the last year which is consistent with the decline in building consents.

- 5.4 We processed 10,316 LIMs in the 2019-2020 financial year, 100% of which were completed within the 10 working day statutory timeframe. With 98% processed within six or less working days. COVID-19 saw a dramatic decrease in applications for LIMs during lockdown, however this quickly returned to normal when the property market restarted.
- 5.5 Business Solutions obtained the operational aspects of Property Files over various periods of this previous financial year. Accurate reporting was created in November 2019 which showed that targets were not being achieved as previously believed. Along with process changes, a drop in target has been requested and accepted into the 2020-2021 Annual Plan which will bring targets to an achievable 90%. This does not impact statutory timeframes.
- 5.6 We processed 667 PIM's in the 2019-2020 financial year. 99% of these were processed within 20 days with an average of 6 working days.

## 6. Strategic Partnerships

### 6.1 Key Statistics LTP/AP 2019

#### **LTP/AP19: 9.1.15.2 Provide Case Management Services**

Customer satisfaction, based on survey questions in relation to whether customers would recommend the service to others was consistently 100%. Customers who were asked if they could attribute time and cost savings to the case managed service agreed 100% against a target of 90%

#### **LTP/AP19: 9.1.18 Ensure % satisfaction with building consenting pre- application service**

Customer satisfaction, based on survey questions in relation to whether customers would recommend the service to others was 83% against a target of 80%

#### **LTP/AP19: 9.3.1 Building Consent Authority status is maintained**

The Council's status as an Accredited Building Consent Authority was successfully confirmed in November 2019 following an IANZ assessment of the Building Consent Authority earlier in the year.

### 6.2 Quality Assurance – Building Consent Authority (BCA) Accreditation

The next IANZ assessment of the BCA occurs in March 2021.

The Quality Assurance team has been focusing on completing internal audits and refining processes to ensure that the BCA is in the best possible position ahead of the 2021 assessment.

The BCA's internal auditing regime is a requirement of the Accreditation regulations.

Internal auditing results are also an indicator of the BCA's fitness and provide confidence ahead of the future IANZ assessment.

A backlog of internal audits existed prior to the COVID-19 lockdown due to staff and structural changes.

Sufficient time is required ahead of the 2021 IANZ assessment to complete audits, make any improvements to process and execution resulting from audit findings, and then test any improvements to ensure they are effective.

An external consultant with specialist expertise in matters of BCA accreditation is assisting with clearance of the audit backlog and at this point in time it is expected that the necessary work will be on track for completion ahead of the IANZ assessment in 2021.

A strategic review of the BCA is required annually to ensure that systems and processes are effective in terms of the requirements of the BCA accreditation regulations. This review has recently been undertaken, with a written report on the review currently in progress. No significant issues were identified as a result of the review.

### 6.3 Case Management

The case management service has been provided continuously throughout the year with four Case Managers holding portfolios that include in excess of 100 projects.

Portfolios include the most significant development projects in the Central City, including Te Pae Convention Centre, Metro Sports, Christchurch Hospital Acute Services Building and a range of private sector projects.

During the COVID 19 event the case management service continued with minimal disruption and a focus on supporting customers to ensure that business continuity was maintained within the development community.

Case management workloads are steady with a good number of new projects continuing to land with the team.

## 7. Regulatory Compliance Initiatives

- 7.1 Attachment B outlines the Unit's Levels of Service performance for the past 10 month period 01 September 2019 to 30 June 2020.

### 7.2 Compliance Strategy

The Regulatory Compliance Unit developed a Compliance Strategy, in July 2019, Attachment C, which sets out a high-level approach to regulatory compliance activities undertaken by the Unit.

This Strategy contains guides to aid compliance officers and managers in applying the VADE compliance model (voluntary, assisted, directed or enforced) in their investigations and decision-making in regard to the range of compliance and enforcement tools available to the Unit and also supports decision making in relation to initiating proceedings for offences under legislation in accordance with the Solicitor-General's Prosecution Guidelines.

Enacting this Strategy will enable the Unit to approach compliance activities strategically, targeting resources and interventions in accordance with a range of risk based factors to achieve the best possible outcomes for the community and the environment.

Our intention is that this will be a public document and a commitment to the community as to how regulatory compliance activities are conducted.

### 7.3 Freedom Camping

During the 2019/2020 Freedom Camping Season (01 December 2019 – 22 March 2020) monitoring of our district, which includes Banks Peninsula, occurred twice a day with a focus on both education and enforcement when necessary. There were 41 infringement notices issued during this period, which is a notable decrease on previous years. The reduction in infringements is believed to be a direct correlation of the multi-faceted approach taken this year in educating visitors to our district.

An extensive campaign was delivered for this year's Freedom Camping Season, which included proactive monitoring/education, as well as marketing. Educational material was

produced and provided to car rental companies for distribution, webpages were updated, and signage was displayed at the airport educating visitors to the City the camping options that are available, including the offer of reduced rates at Council camping grounds if overcrowding was experienced.

In response to concerns over safety and public access, Council determined it appropriate to close the North Beach Car Park temporarily to freedom camping during weekends. The closure applied from 27 February 2020 until the COVID-19 lockdown and will apply again from Labour weekend until New Year's Eve.

#### 7.4 Work with CDHB – COVID-19

Environmental Health Officers were able to assist the Public Health Unit of the Christchurch District Health Board in early stages of the COVID-19 response. The officers contributed to both data management and contact tracing.

Team members from Environmental Health are experienced in engaging with the public and are qualified in Public Health, so are well suited to supporting in such roles.

Officers have recently completed updated online training so are well placed to provide further assistance if that is required in the future.

#### 7.5 Noise Complaints

For the past reporting year, 93% of afterhours noise complaints were attended within 60 minutes, which exceeded the KPI requirement of 90%. This is a good result, especially considering the previous year's figure of 87%.

This was achieved by staff working closely with the contractor on a variety of issues including; officer training, regular feedback on performance levels, and operational meetings. Afterhours complaints received this year have risen by 11%.

By utilising its afterhours contractor, who had a comprehensive Health and Safety Plan, this Council was the only Metropolitan Council to deliver noise control services through all levels of the lockdown.

During the lockdown period there was a rise in overall figures with a notable increase in complaints during the day, due to residents being at home more than usual.

## Attachments / Ngā Tāpirihanga

No.	Title	Page
A <a href="#">↓</a>	Resource Consent Key Applications - May, June, July 2020	16
B <a href="#">↓</a>	Regulatory Compliance Performance Dashboard – 1 September 2019 to 30 June 2020	23
C <a href="#">↓</a>	Compliance Strategy	25

In addition to the attached documents, the following background information is available:

Document Name	Location / File Link
Not applicable	

## Confirmation of Statutory Compliance / Te Whakatūturutanga ā-Ture

Compliance with Statutory Decision-making Requirements (ss 76 - 81 Local Government Act 2002).

(a) This report contains:

- (i) sufficient information about all reasonably practicable options identified and assessed in terms of their advantages and disadvantages; and
- (ii) adequate consideration of the views and preferences of affected and interested persons bearing in mind any proposed or previous community engagement.

(b) The information reflects the level of significance of the matters covered by the report, as determined in accordance with the Council's significance and engagement policy.

## Signatories / Ngā Kaiwaitohu

<b>Authors</b>	John Higgins - Head of Resource Consents Robert Wright - Head of Building Consenting Aaron Haymes - Head of Strategic Partnerships Tracey Weston - Head of Regulatory Compliance
<b>Approved By</b>	Leonie Rae - General Manager Consenting & Compliance and Corporate Services Groups

JULY 2020

APPEALS

No appeals were lodged

RECEIVED

Address	Description	Applicant	Received Date	Ward	Status of application
135 Office Road Merivale	Construct residential units, expansion of an existing retail shopping centre and an associated car parking building	TEL Property Nominees Limited	16/07/2020	Fendalton	Processing
Bridle Path Road, Tunnel to Bridle Path	Earthworks to abandon the Lyttelton to Woolston pipeline	Mobil Oil New Zealand	17/07/2020	Heathcote	Processing complete
500 Sawyers Arms Road Harewood	To establish and operate a contractors yard	RJ Civil Construction Limited	6/07/2020	Harewood	On hold - processing suspended by applicant
122 Heaton Street Merivale	To construct a new health care facility	Douglas George Spencer	2/07/2020	Fendalton	On hold - processing suspended by applicant
552 McLeans Island Road Harewood	Establishment of a temporary storage and works site in the Rural Quarry Zone	Christ Church Cathedral Reinstatement Limited	1/07/2020	Harewood	Processing complete
33 London Street Lyttelton	Construct & operate Lyttelton Museum	Lyttelton Historical Museum Society Incorporated	24/07/2020	Banks Peninsula	Processing
392 Dalglishs Road Le Bons Bay	To establish a plantation forestry	RS and LS Holloway Farming Partnership Limited	6/07/2020	Banks Peninsula	Processing
11 Tensing Place Upper Riccarton	Construct six social housing units	Kainga Ora - Homes and Communities	31/07/2020	Riccarton	Processing
95 Edinburgh Street Spreydon	Construct six social housing units and associated earthworks	Kainga Ora - Homes and Communities	31/07/2020	Spreydon	Processing
57 Edinburgh Street Spreydon	To establish a social housing complex consisting of five new units with associated parking, manoeuvring and landscaped areas		31/07/2020	Spreydon	Received
16 Holland Street Avonside	Construct six social housing units and associated earthworks	Kainga Ora - Homes and Communities	30/07/2020	Linwood	Processing
1 Bramwell Street Dallington	Construct six social housing units	Kainga Ora - Homes and Communities	29/07/2020	Burwood	Processing
2 Westcott Street Dallington	To construct six social housing units	Kainga Ora - Homes and Communities	29/07/2020	Burwood	Processing
18 Vicki Street Upper Riccarton	To construct five social housing units	Kainga Ora - Homes and Communities	24/07/2020	Riccarton	Processing
304 Clyde Road Bryndwr	Social housing complex, consisting of three two-bedroom units.	RAZL Projects Limited	24/07/2020	Fendalton	Processing
19 Dunarnan Street Avonside	To establish a social housing complex of five units and one existing unit.	Kainga Ora - Homes and Communities	10/07/2020	Linwood	Processing
9 Huia Street Riccarton	To construct three social housing units with associated earthworks	Kainga Ora - Homes and Communities	9/07/2020	Riccarton	On hold - waiting for response from applicant
2 Chedworth Avenue Bishopdale	Conversion of older persons housing units into a six unit social housing complex.	Limited Edition Homes Limited	21/07/2020	Harewood	Processing
63A St Martins Road St Martins	To construct six dwellings in a social housing complex	Miami Developments Limited	3/07/2020	Cashmere	On hold - waiting for response from applicant
35 Percy Street Linwood	To establish six townhouses with remote parking	T Projects Limited	27/07/2020	Central	Processing
4 Gambia Street Papanui	To construct three attached units	Mark Robert Cohen	27/07/2020	Papanui	Awaiting payment
3 Sewell Street North Linwood	Construct six residential units	Kainga Ora - Homes and Communities	24/07/2020	Linwood	Processing
67 Wharenui Road Riccarton	Construct eight residential units	Kainga Ora - Homes and Communities	24/07/2020	Riccarton	Processing
205 Gloucester Street Central City	Six music events over a 12 month period for three years	Multi Events Limited	24/07/2020	Central	Processing
108 Edgeware Road St Albans	Construct six residential units and associated earthworks	Ronald Van Der Busse	21/07/2020	Innes	Processing
18 Hume Street Sydenham	To build four residential units with associated car parking	Wolfbrook Residential Limited	21/07/2020	Heathcote	Processing
128 Bishop Street St Albans	Construct six new dwellings		20/07/2020	Innes	Processing



97 Farrington Avenue Bishopdale	Construct four dwellings with associated earthworks	AK Group Limited	20/07/2020	Harewood	Processing
70 Matipo Street Riccarton	Construction of four dwellings with attached garages	Goldstone Construction Limited	3/07/2020	Riccarton	On hold - waiting for response from applicant
27 Springfield Road St Albans	Five units with attached garages	Jet Developments Limited	17/07/2020	Central	Awaiting payment
678 Worcester Street North Linwood	Establish three residential dwellings	AK Group Limited	3/07/2020	Linwood	Processing complete
212 Cashel Street Central City	Development of 10 residential units	Fletcher Living	13/07/2020	Central	Processing

ISSUED

Address	Description	Applicant	Application type	Received date	Issued date	Outcome	Ward
269 Hereford Street Central City	To construct a food bank facility, cafe and short term accommodation.	Christchurch City Mission	Land use consent	2/03/2020	9/07/2020	Granted	Central
219 Opawa Road Opawa	Upgrade an authorised telecommunication facility	Spark New Zealand Trading Limited	Land use consent	25/06/2020	6/07/2020	Granted	Heathcote
Bridle Path Road, Tunnel to Bridle Path	Earthworks to abandon the Lyttelton to Woolston pipeline	Mobil Oil New Zealand	Land use consent	17/07/2020	31/07/2020	Granted	Heathcote
552 McLeans Island Road Harewood	Establishment of a temporary storage and works site in the Rural Quarry Zone	Christ Church Cathedral Reinstatement Limited	Land use consent	1/07/2020	29/07/2020	Granted	Harewood
157 Moorhouse Avenue Central City	Establish & operate temporary car parking facility with 134 spaces, for 12 months	Wilson Parking New Zealand Limited	Land use consent	2/12/2019	16/07/2020	Granted	Central
40 Brittan Terrace Lyttelton	To construct a multi-level dwelling (replacement application for a smaller dwelling than the proposal which was declined last year).	Laura Elizabeth Jones, Matthew Beaven	Land use consent	19/05/2020	3/08/2020	Granted	Banks Peninsula
27 Gresford Street St Albans	Establish a community housing complex consisting of 14 residential units	Kainga Ora - Homes and Communities	Land use consent	18/06/2020	24/07/2020	Granted	Central
15 Tika Street Riccarton	Construction of 10 social housing units	Kainga Ora - Homes and Communities	Land use consent	4/06/2020	30/07/2020	Granted	Riccarton
23 Barrington Street Spreydon	Construct two new six bedroom buildings for sheltered housing	Hohepa Homes Trust Board	Land use consent	3/06/2020	23/07/2020	Granted	Cashmere
157 Fitzgerald Avenue Central City	To construct three townhouses	SAS Enterprises Limited	Land use consent	24/04/2020	6/07/2020	Granted	Central
556 Main North Road Belfast	To construct 27 units	Jet Building Limited	Land use consent	17/06/2020	31/07/2020	Granted	Innes
189 Palmers Road New Brighton	Establish a social housing complex consisting of 12 new residential units and 3 existing buildings - totalling 19 residential units	Otautahi Community Housing Trust	Land use consent	22/04/2020	8/07/2020	Granted	Coastal
112 Purchas Street St Albans	Establish six residential units	Duo Group Limited	Land use consent	7/04/2020	23/07/2020	Granted	Central
31 Webb Street St Albans	Proposed development on two separate sites, each including a four-unit multi-unit residential complex.	Williams Corporation Limited	Land use consent	25/05/2020	31/07/2020	Granted	Fendalton
35 Buffon Street Waltham	To construct 12 units with remote carparking	Moreover Holdings Limited	Land use consent	22/04/2020	13/07/2020	Granted	Heathcote
65 Rahera Street Spreydon	Proposed multi-unit development - Five residential dwellings	Wolfbrook Residential Limited	Land use consent	16/06/2020	28/07/2020	Granted	Spreydon
278 Worcester Street Central City	Three townhouse dwelling units with three bay carport and associated earthworks	SAS Enterprises Limited	Land use consent	15/04/2020	6/07/2020	Granted	Central
17 Manhire Street Spreydon	To construct three single storey residential units	Andrew Robert MacDonald, Kirsty Maree MacDonald	Land use consent	11/06/2020	7/07/2020	Granted	Spreydon
35 Gracefield Avenue Central City	Construct eight residential units	WHC Enterprises Trust	Land use consent	9/06/2020	14/07/2020	Granted	Central
21 Quinns Road Shirley	Change the use of three EPH units to multi-residential complex	Cassowary Limited	Land use consent	26/06/2020	24/07/2020	Granted	Innes
15 Rawhiti Avenue New Brighton	To establish six residential units	New Brighton Rugby Football Club Incorporated	Land use consent	20/01/2020	16/07/2020	Granted	Coastal
38 Kilmarnock Street Riccarton	To construct four units	John Creighton Builder Limited	Land use consent	26/02/2020	28/07/2020	Granted	Riccarton

40 Kilmarnock Street Riccarton	Multi-unit development - Comprising of four, two-storey units	John Creighton Builder Limited	Land use consent	26/02/2020	28/07/2020	Granted	Riccarton
678 Worcester Street North Linwood	Establish three residential dwellings	AK Group Limited	Land use consent	3/07/2020	22/07/2020	Granted	Linwood
32 Devonport Lane St Albans	To construct three residential units	Home Trends Builders Limited	Land use consent	18/05/2020	7/07/2020	Granted	Fendalton
95 Salisbury Street Central City	To construct a new 17 studio apartment complex	Latimer Trustees 2009 Limited, Michael James Ruscoe	Land use consent	9/11/2017	29/07/2020	Granted	Central
533 Manchester Street St Albans	To construct four townhouses	Silver Star Developments Limited	Land use consent	21/05/2020	1/07/2020	Granted	Innes
1/8 New Brighton Road Dallington	Proposed 37 residential units with 32 remote carparks	Moreover Holdings Limited	Land use consent	29/05/2020	6/07/2020	Granted	Burwood
19 Main South Road Upper Riccarton	To utilise existing buildings on site for a range of living accommodation options.	Shane Joseph Kennedy	Land use consent	15/01/2020	9/07/2020	Granted	Riccarton
1278 St Albans Street St Albans	To construct four residential units and associated earthworks	LG Projects Limited	Land use consent	25/06/2020	10/07/2020	Granted	Fendalton

**JUNE 2020**

**APPEALS**

No appeals were lodged

**RECEIVED**

Address	Description	Applicant	Received Date	Ward	Status of application
38 Oxford Terrace Central City	To construct a eight storey building with associated parking	Huadu International Construction Group NZ Co Ltd	16/06/2020	Central	On hold - waiting for response from applicant
301 Halswell Road Halswell	Construct new Rugby League Clubrooms, and floodlighting of	Halswell Rugby League Football Club Incorporated	11/06/2020	Halswell	On hold - waiting for response from applicant
445 Hagley Avenue Central City	Construction management plan - Hagley Oval lighting upgrade	Canterbury Cricket Trust	15/06/2020	Central	Processing
111 Hereford Street Central City	Construct a two-storey commercial building	Hilburn Holdings Ltd	24/06/2020	Central	On hold - waiting for response from applicant
219 Opawa Road Opawa	Upgrade an authorised telecommunication facility	Spark New Zealand Trading Limited	25/06/2020	Heathcote	Processing
709 Colombo Street Central City	Establish a temporary public car parking facility for a period of	Wilson Parking New Zealand Limited	4/06/2020	Central	Processing complete
40 Norwich Quay Lyttelton	Mitre Hotel demolition including earthworks	Mitre Hotel Holdings Limited	26/06/2020	Banks Peninsula	Awaiting payment
51 Wharenui Road Riccarton	To establish a social housing complex consisting of three, one-bedroom	Kainga Ora - Homes and Communities	30/06/2020	Riccarton	Processing
26 Newbridge Place Ilam	To construct five units with associated earthworks	Wolfbrook Property Group Limited	28/06/2020	Riccarton	Processing
21 Quinns Road Shirley	Change the use of three EPH units to multi-residential complex	Cassowary Limited	26/06/2020	Innes	Processing
66 Innes Road St Albans	Undertake multi-unit residential complex	My New Start Equities Limited	26/06/2020	Fendalton	Processing
65 Geraldine Street St Albans	To construct four dwellings with attached garages	Kathryn Anne Graveston	25/06/2020	Central	On hold - processing suspended by applicant
57 Woodville Street St Albans	Construct and establish four (4) two storey residential dwellings.	Brookfield Living Limited	24/06/2020	Innes	Awaiting payment
23 Carlton Mill Road Merivale	Construct 39 residential units with associated parking & landscaping	COMO Christchurch Limited	19/06/2020	Fendalton	Processing
27 Gresford Street St Albans	Establish a community housing complex consisting of 14 residential units	Kainga Ora - Homes and Communities	18/06/2020	Central	Processing
556 Main North Road Belfast	To construct twenty-seven units	Jet Building Limited	17/06/2020	Innes	Processing
65 Rahera Street Spreydon	Proposed multi-unit development - Five residential dwellings	Wolfbrook Residential Limited	16/06/2020	Spreydon	Awaiting payment
14 Cleveland Street St Albans	To construct four dwellings	AK Group Limited	12/06/2020	Innes	Processing complete
21 Siddal Place Richmond	Construction of 10 two storey attached residential dwellings.	MP Property Investments Limited	12/06/2020	Central	On hold - waiting for response from applicant

183 Weston Road St Albans	Construct 3 new townhouses on rear site, retain existing house	Buildfirst Limited	11/06/2020	Papanui	On hold - waiting for response from applicant
17 Manhire Street Spreydon	To construct 3 single storey residential units	Andrew Robert MacDonald, Kirsty Maree MacDonald	11/06/2020	Spreydon	On hold - waiting for response from applicant
35 Gracefield Avenue Central City	Construct eight residential units	WHC Enterprises Trust	9/06/2020	Central	Processing
44 Hereford Street Central City	Operate a temporary parking lot for a period of two years	Ngai Tahu Property Limited	9/06/2020	Central	Processing
511 Madras Street St Albans	To construct four two-storey residential units		4/06/2020	Central	On hold - waiting for response from applicant
15 Tika Street Riccarton	Construction of 10 social housing units	Kainga Ora - Homes and Communities	4/06/2020	Riccarton	On hold - waiting for response from applicant
23 Barrington Street Spreydon	Construct two new six-bedroom buildings for sheltered housing as part of the Hohepa Campus	Hohepa Homes Trust Board	3/06/2020	Cashmere	On hold - waiting for response from applicant

ISSUED

Address	Description	Applicant	Application type	Received date	Issued date	Outcome	Ward
218 Main South Road Hornby	New swim school facility in the Industrial Heavy zone	Kaiwan Gan	Land use consent	19/12/2019	18/06/2020	Limited notified and granted	Hornby
27 Lunns Road Middleton	Retrospective consent for a shiitake mushroom growing operation within an existing building.	Meadow Mushrooms Ltd	Land use consent	31/03/2020	23/06/2020	Granted	Riccarton
709 Colombo Street Central City	Establish a temporary public car parking facility for a period of one year	Wilson Parking New Zealand Limited	Land use consent	4/06/2020	30/06/2020	Granted	Central
96 Lichfield Street Central City	Alterations to a heritage building	Jenna Elizabeth Martini Dwan	Land use consent	3/04/2020	11/06/2020	Granted	Central
1 Normans Road Papanui	Extend the hours of operation of the existing restaurant and bar	The Elmwood Trading Co	Land use consent	6/09/2019	24/06/2020	Granted	Fendalton
25 Deans Avenue Addington	Establishment of 350 temporary car parks for use by CDHB staff and patients and visitors to Christchurch Hospital	Canterbury District Health Board	Land use consent	1/05/2020	10/06/2020	Granted	Riccarton
670 Main South Road Islington	Industrial development and replacement pub and bottle Store (Islington Tavern)	Jonmer Projects (Bay of Plenty) Ltd	Land use consent	2/10/2019	16/06/2020	Granted	Hornby
200 St Asaph Street Central City	To establish and operate a temporary car park for a period of five years	Wilson Parking New Zealand Limited	Land use consent	6/03/2019	19/06/2020	Granted	Central
108 Stanmore Road Linwood	Temporary use of a site for up to seven tiny shops to be used for retail and/or food and beverage outlets for a period of two years	Christchurch City Council	Land use consent	25/05/2020	9/06/2020	Granted	Central
300 Halswell Junction Road Halswell	63 lot residential subdivision with land use consent for the establishment of dwellings, and construction of an earth bund for noise mitigation.	Carston Developments Limited	Combined subdivision and land use consent	29/07/2019	30/06/2020	Granted	Halswell
399 Lincoln Road Addington	To operate a service station	Gull New Zealand Limited	Land use consent	15/04/2020	10/06/2020	Granted	Spreydon
50 Roberts Road Islington	Cleanfill deposition to form batter slopes for site remediation	Fulton Hogan Limited	Land use consent	2/03/2020	29/06/2020	Granted	Hornby
29 Silvester Street Woolston	Construct of 4 two-bedroom residential units with garages	AJ Developments (2016) Limited	Land use consent	8/04/2020	15/06/2020	Granted	Linwood
32 Heywood Terrace Richmond	Construct eight residential units with associated landscaping, parking and earthworks	Brookfield Living Limited	Land use consent	16/03/2020	9/06/2020	Granted	Central
70 Grants Road Papanui	To construct three units	Brookfield Properties Limited	Land use consent	15/05/2020	16/06/2020	Granted	Papanui
242 Edgeware Road St Albans	To construct four units	Brookfield Properties Limited	Land use consent	28/05/2020	25/06/2020	Granted	Central
409 Selwyn Street Addington	To build 13 residential units on the site, with associated car parking and landscaping	Balance Developments Limited	Land use consent	21/05/2020	22/06/2020	Granted	Spreydon

515 Madras Street St Albans	To construct three units with associated car parking and landscaping.	Sinclair Builders 2010 Limited	Land use consent	19/02/2020	15/06/2020	Granted	Innes
59 Waimairi Road Upper Riccarton	To establish ten residential units	DS Homes Canterbury Limited	Land use consent	12/05/2020	15/06/2020	Granted	Riccarton
64 Brockworth Place Riccarton	Construction of seven residential units and associated car parking	Mike Greer Homes Canterbury Limited	Land use consent	22/04/2020	3/06/2020	Granted	Riccarton
Marshland Road, Prestons to Lower Styx	Installation of a 66kV underground cable between the future Marshland and Belfast Zone Substations.	Orion New Zealand Limited	Certificate of compliance	25/05/2020	3/06/2020	Certificate can be issued	Burwood
44 Torlesse Street Avonside	Construction of a social housing complex	Kainga Ora - Homes and Communities	Land use consent	17/12/2019	30/06/2020	Granted	Linwood
14 Cleveland Street St Albans	To construct four social housing units	AK Group Limited	Land use consent	12/06/2020	24/06/2020	Granted	Innes
24 Percy Street Linwood	To establish 16 terrace houses and associated on site carparking	Cornerstone Property Rentals Limited	Land use consent	23/03/2020	9/06/2020	Granted	Central
69 Elizabeth Street Riccarton	To build six residential units with associated car parking and landscaping.	Blue Land Trading Limited	Land use consent	17/04/2020	10/06/2020	Granted	Riccarton
46 Nursery Road Phillipstown	To establish three new residential units	Handrail Solutions Limited	Land use consent	8/05/2020	26/06/2020	Granted	Linwood

**MAY 2020**

**APPEALS**

No appeals were lodged

**RECEIVED**

Address	Description	Applicant	Received Date	Ward	Status of application
39 Wakefield Avenue Sumner	Redevelop the emergency service facility (Sumner Volunteer Fire Station)	Fire and Emergency New Zealand, Fire and Emergency New Zealand - Christchurch	22/05/2020	Heathcote	Awaiting payment
68 St Asaph Street Central City	Use of the former temporary police station building for an industrial activity with ancillary offices.	St Asaph 68 Limited	22/05/2020	Central	Awaiting payment
31 Erica Street Papanui	Convert rest home to 58 bed boarding house	Erica Lodge Limited	5/05/2020	Papanui	On hold - waiting for response from applicant
108 Stanmore Road Linwood	Temporary use of a site for up to seven tiny shops to be used for retail and/or food and beverage outlets for a period of two years	Christchurch City Council	25/05/2020	Central	Processing
45 Blakes Road Belfast	Proposed Installation of a 66kV underground cable between the future Marshland and Belfast Zone Substations.	Orion New Zealand Limited	25/05/2020	Innes	Processing
40 Brittan Terrace Lyttelton	To construct a new dwelling on site including earthworks while retaining existing dwelling (revised proposal following decline of previous application)	Laura Elizabeth Jones, Matthew Beaven	19/05/2020	Banks Peninsula	Processing
31 Webb Street St Albans	Proposed development on two separate sites, each	Williams Corporation Limited	25/05/2020	Fendalton	Processing
1/8 New Brighton Road Dallington	37 residential units	Moreover Holdings Limited	29/05/2020	Burwood	Received
409 Selwyn Street Addington	To build 13 residential units on the site, with associated car parking and landscaping	Balance Developments Limited	21/05/2020	Spreydon	Processing
59 Waimairi Road Upper Riccarton	To establish ten residential units	DS Homes Canterbury Limited	12/05/2020	Riccarton	On hold - processing suspended by applicant
46 Nursery Road Phillipstown	To establish three new residential units	Handrail Solutions Limited	8/05/2020	Linwood	On hold - processing suspended by applicant
70 Grants Road Papanui	To construct three units	Brookfield Properties Limited	15/05/2020	Papanui	On hold - waiting for response from applicant

219 Geraldine Street St Albans	Convert multi-unit residential complex into four principal residential units	John Nichols Construction Limited	27/05/2020	Innes	Processing
242 Edgeware Road St Albans	To construct four units	Brookfield Properties Limited	28/05/2020	Central	Awaiting payment
533 Manchester Street St Albans	To construct four townhouses	Silver Star Developments Limited	21/05/2020	Innes	Processing
32 Devonport Lane St Albans	To construct three units	Home Trends Builders Limited	18/05/2020	Fendalton	Processing
101 Quinns Road Shirley	Earthworks associated with the establishment of three social housing units	Kainga Ora - Homes and Communities	5/05/2020	Innes	Granted

ISSUED

Address	Description	Applicant	Application type	Received date	Issued date	Outcome	Ward
Ferniehurst Street, Ashgrove to Cashmere	To Construct the Nor West Arc Major Cycleway	Christchurch City Council	Land use consent	25/07/2019	7/05/2020	Granted	Spreydon
Aynsley Terrace, Garlands to Grange	Construct new structures along the bank of the Heathcote River & earthworks	Christchurch City Council	Land use consent	31/01/2020	12/05/2020	Granted	Heathcote
Dyers Pass Road, Summit to Governors Bay	Road safety improvement works along Dyers Pass Road, including associated earthworks	Christchurch City Council	Land use consent	27/02/2020	22/05/2020	Granted	Banks Peninsula
19 Hornsby Street Bishopdale	Operate guest accommodation within existing dwelling	Green Sector Limited	Land use consent	9/04/2020	11/05/2020	Granted	Harewood
21 Hooker Avenue Bryndwr	Fee simple subdivision - Eight lots	Kainga Ora - Homes and Communities	Combined subdivision and land use consent	16/04/2020	21/05/2020	Granted	Fendalton
Avon River, Montreal Street to Harper Avenue 5344	Commercial Punting on the Avon	Christchurch Attractions	Certificate of compliance	23/03/2020	7/05/2020	Certificate can be issued	
103 Coronation Street Spreydon	Temporary accommodation - site office & storage facility	Downer & Co Ltd	Temporary accommodation approval	12/03/2020	1/05/2020	Granted	Spreydon
4 Dickeys Road Belfast	To establish an Indoor and outdoor go cart centre	Supa Karts Indoor Raceway	Land use consent	22/12/2019	28/05/2020	Granted	Innes
22 Riccarton Road Riccarton	To construct a motel	Athanati Limited	Land use consent	2/03/2020	13/05/2020	Granted	Riccarton
14 Beckford Road St Martins	To construct a health care facility and retention of a residential unit.	Beckford Investments Limited	Land use consent	21/02/2020	21/05/2020	Granted (limited notified)	Cashmere
12 Evatt Street Bryndwr	To establish one, 6-bedroom social housing unit	Kainga Ora - Homes and Communities	Land use consent	10/03/2020	12/05/2020	Granted	Fendalton
20 Beanland Avenue Spreydon	To Construct Five Social Housing Units.	Kainga Ora Homes and Communities	Land use consent	24/09/2019	29/05/2020	Granted	Spreydon
39 Riley Crescent Woolston	To establish two social-housing units	Kainga Ora - Homes and Communities	Land use consent	9/04/2020	26/05/2020	Granted	Linwood
268 Knowles Street St Albans	To establish a social housing complex consisting of eight, one-bedroom residential units.	Kainga Ora - Homes and Communities	Land use consent	10/03/2020	4/05/2020	Granted	Innes
9 Balgay Street Upper Riccarton	To construct six social housing units	Kainga Ora - Homes and Communities	Land use consent	16/04/2020	19/05/2020	Granted	Riccarton
12 Rowcliffe Crescent Avonside	Earthworks associated with the establishment of four social housing units	Kainga Ora - Homes and Communities	Land use consent	1/05/2020	21/05/2020	Granted	Linwood
56 Jollie Street Bromley	To construct a social housing complex comprising of five units	Kainga Ora - Homes and Communities	Land use consent	20/04/2020	21/05/2020	Granted	Linwood
101 Quinns Road Shirley	Earthworks associated with the establishment of three social housing units	Kainga Ora - Homes and Communities	Land use consent	5/05/2020	27/05/2020	Granted	Innes
127 Hoon Hay Road Hoon Hay	Remove an existing dwelling and construct three older persons housing units	Gardiner Construction Limited	Land use consent	27/02/2020	12/05/2020	Granted	Spreydon
368 Armagh Street Linwood	Proposed construction of six new residential units	Jumpsuit Properties Limited	Land use consent	23/04/2020	27/05/2020	Granted	Central
68 Port Hills Road Heathcote	To construct a thirty-four multi-unit residential complex and removal of a subdivision protected tree.	Maltworks Terraces Limited	Land use consent	23/04/2020	25/05/2020	Granted	Heathcote
288 Oxford Terrace Central City	Construct 11 residential units, activities associated with spiritual activity and ancillary office	Oxford Terrace Baptist Church	Land use consent	26/02/2020	6/05/2020	Granted	Central
1 McLeod Street Richmond	Construction of six residential units	VVV Group Limited	Land use consent	4/02/2020	6/05/2020	Granted	Central

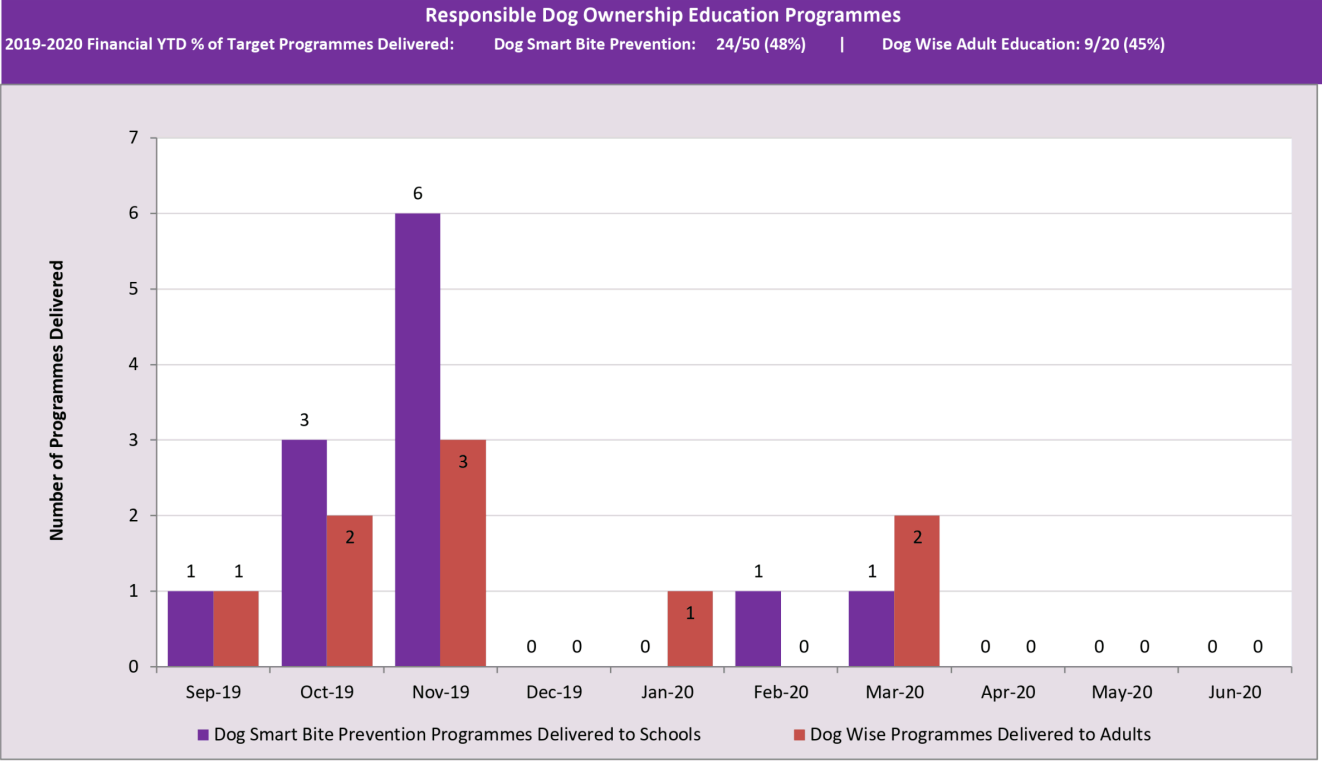
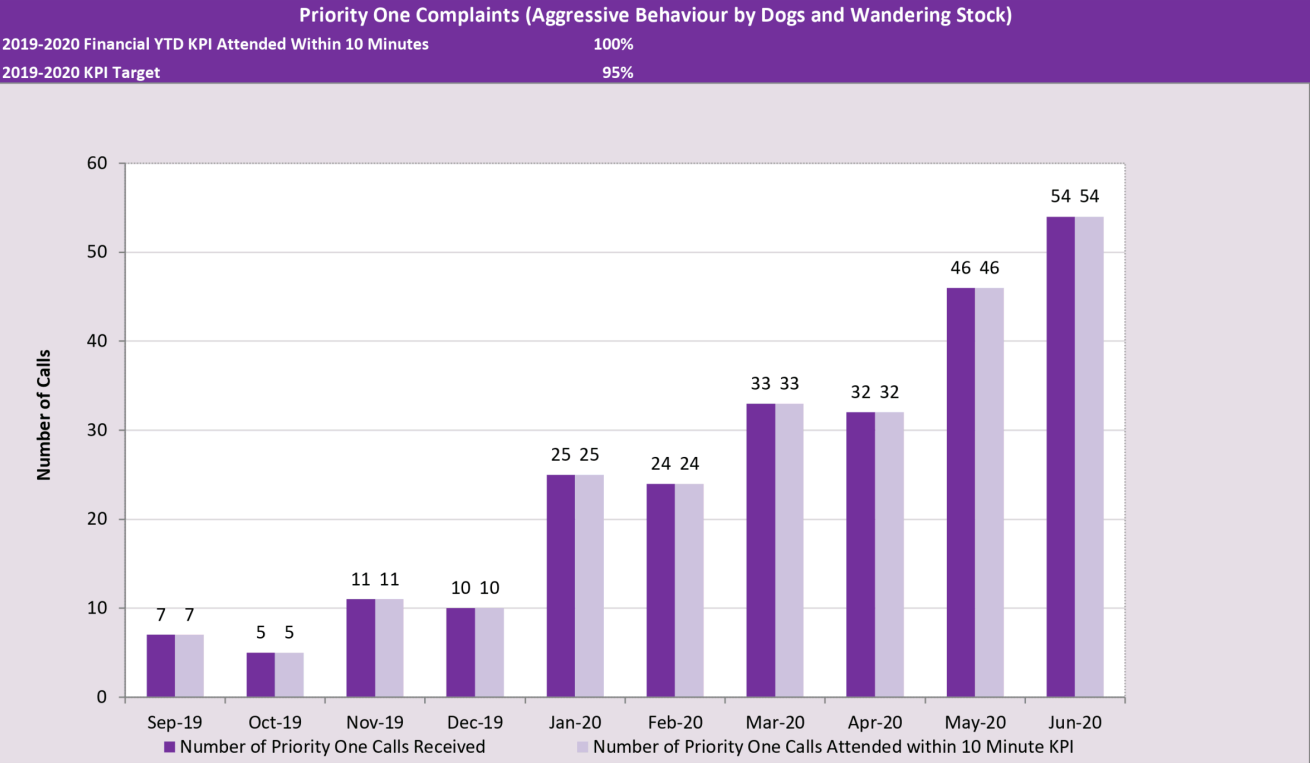
305 Armagh Street Central City	To construct seventeen units with associated landscaping	Williams Corporation Limited	Land use consent	12/12/2019	8/05/2020	Granted	Central
8 Hendon Street St Albans	To construct three, two storey residential dwellings	Brookfield Living Limited	Land use consent	11/03/2020	7/05/2020	Granted	Innes
87 Langdons Road Papanui	Construction of three detached units with attached garages	A2 Design And Build Limited	Land use consent	10/01/2020	8/05/2020	Granted	Papanui
41 Gracefield Avenue Central City	Construct six residential units	Williams Corporation Limited	Land use consent	19/02/2020	13/05/2020	Granted	Central
74 Middleton Road Upper Riccarton	To establish six residential units - Land Use Only	SBAK Limited	Land use consent	18/02/2020	7/05/2020	Granted	Riccarton
133 Merivale Lane Merivale	To construct eighteen units with associated car parking and landscaping	Williams Corporation Limited	Land use consent	4/02/2020	8/05/2020	Granted	Fendalton
62 Elizabeth Street Riccarton	To construct seven residential units with associated car parking and landscaping.	Williams Corporation Limited	Land use consent	19/03/2020	13/05/2020	Granted	Riccarton
18 Derby Street St Albans	Construct 11 residential units with associated car parking	Williams Corporation Limited	Land use consent	1/04/2020	1/05/2020	Granted	Central
210/226 Salisbury Street Central City	Proposed eight residential dwellings with attached garages	Zachary Russell Julian Staples	Land use consent	3/04/2020	8/05/2020	Granted	Central
306 Worcester Street Linwood	Construction of twelve residential units	Matthew Salthouse	Land use consent	5/12/2019	4/05/2020	Granted	Central
243 Cambridge Terrace Central City	Development of 17 attached terrace units, in four blocks with associated car parking.	Cambridge Terrace Limited	Land use consent	21/01/2020	15/05/2020	Granted	Central
119 Sherborne Street St Albans	To construct fourteen units with associated car parking, landscaping and earthworks.	Con Tech Building Limited	Land use consent	21/01/2020	6/05/2020	Granted	Innes
7 Sandy Avenue New Brighton	Fee Simple Subdivision - 35 Lots	Sandy Ave Developments Limited	Combined subdivision and land use consent	5/06/2019	22/05/2020	Granted	Coastal



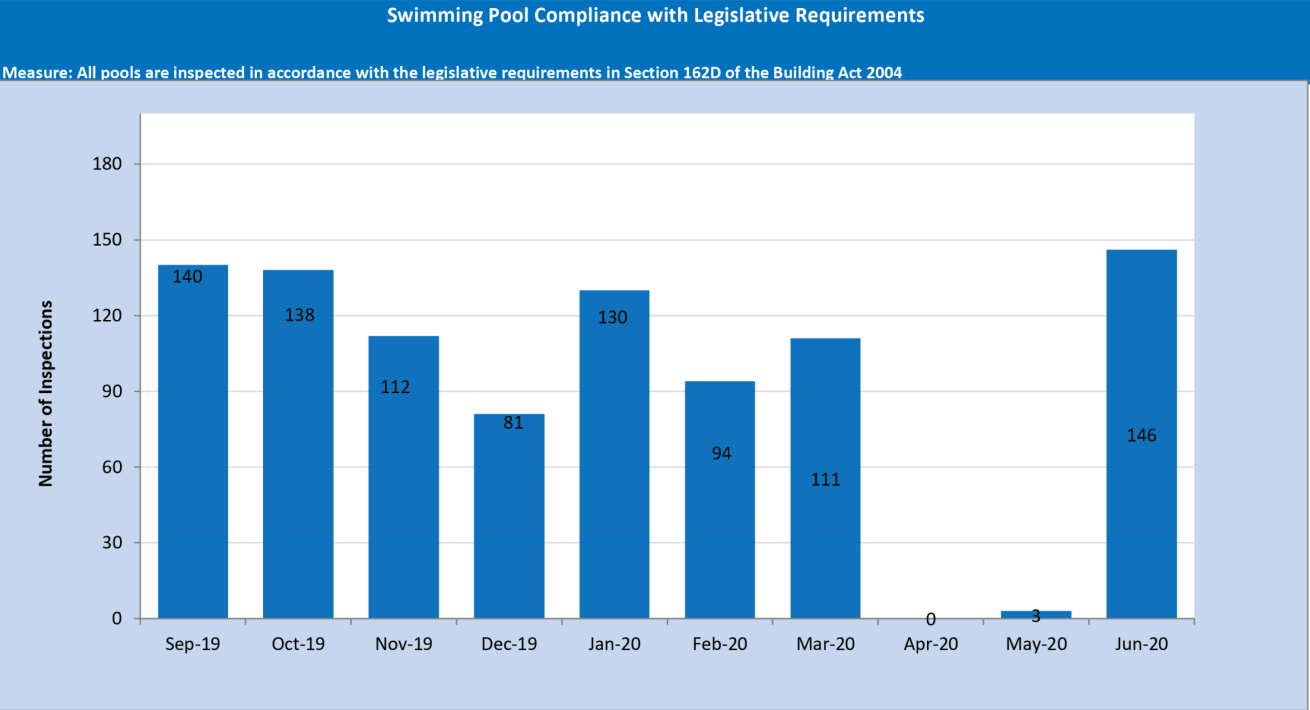
Regulatory Performance Committee - Regulatory Compliance Unit Status Report

30-Jun-20

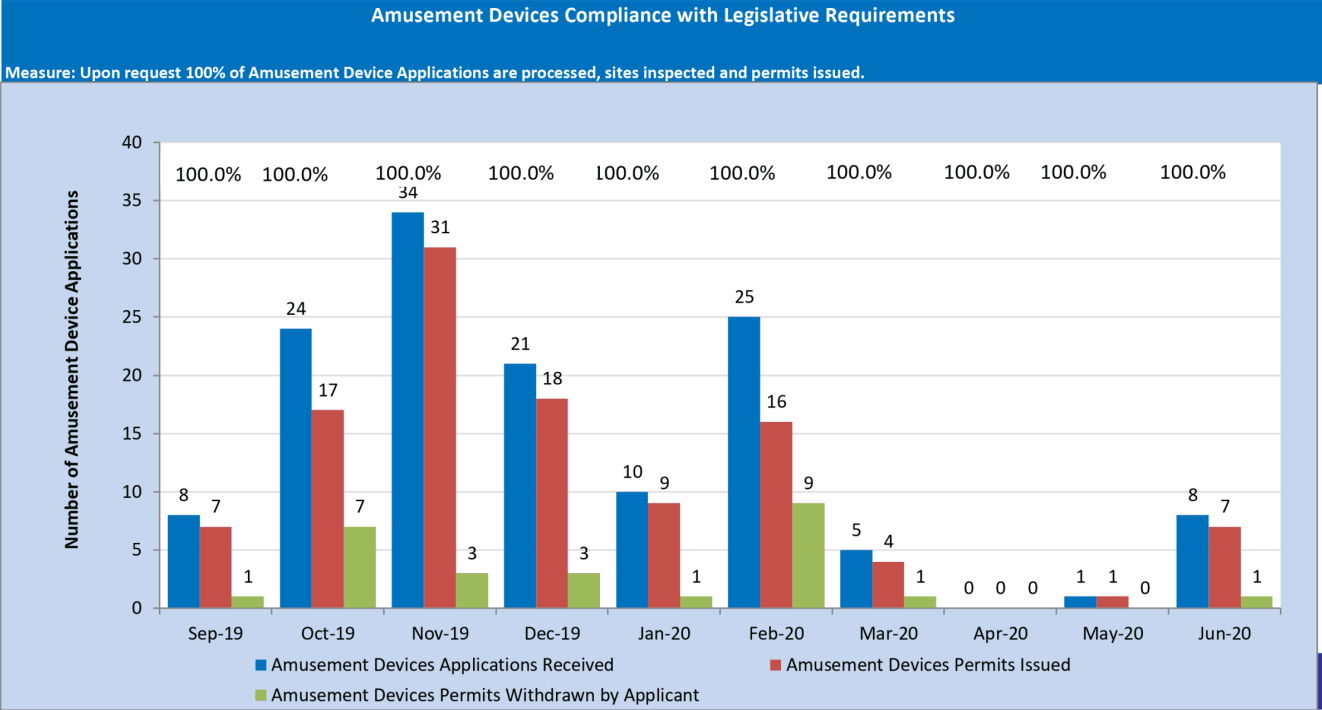
Animal Management



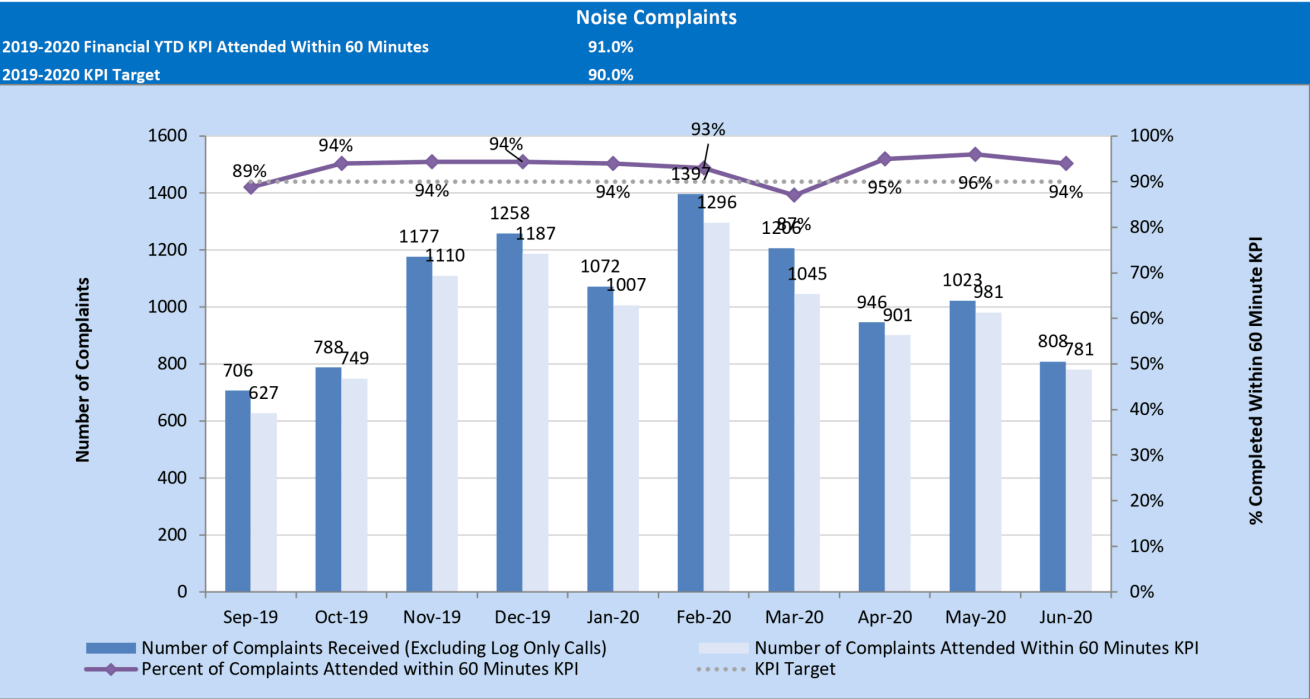
Swimming Pools



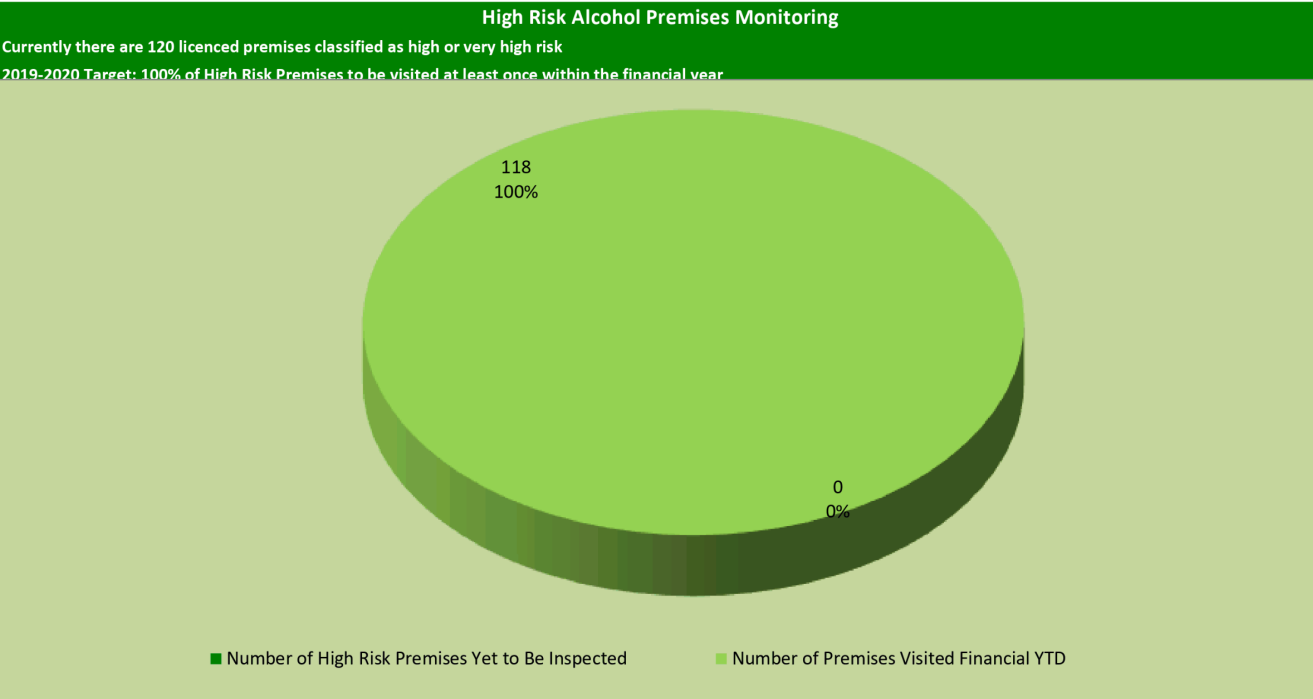
Amusement Devices



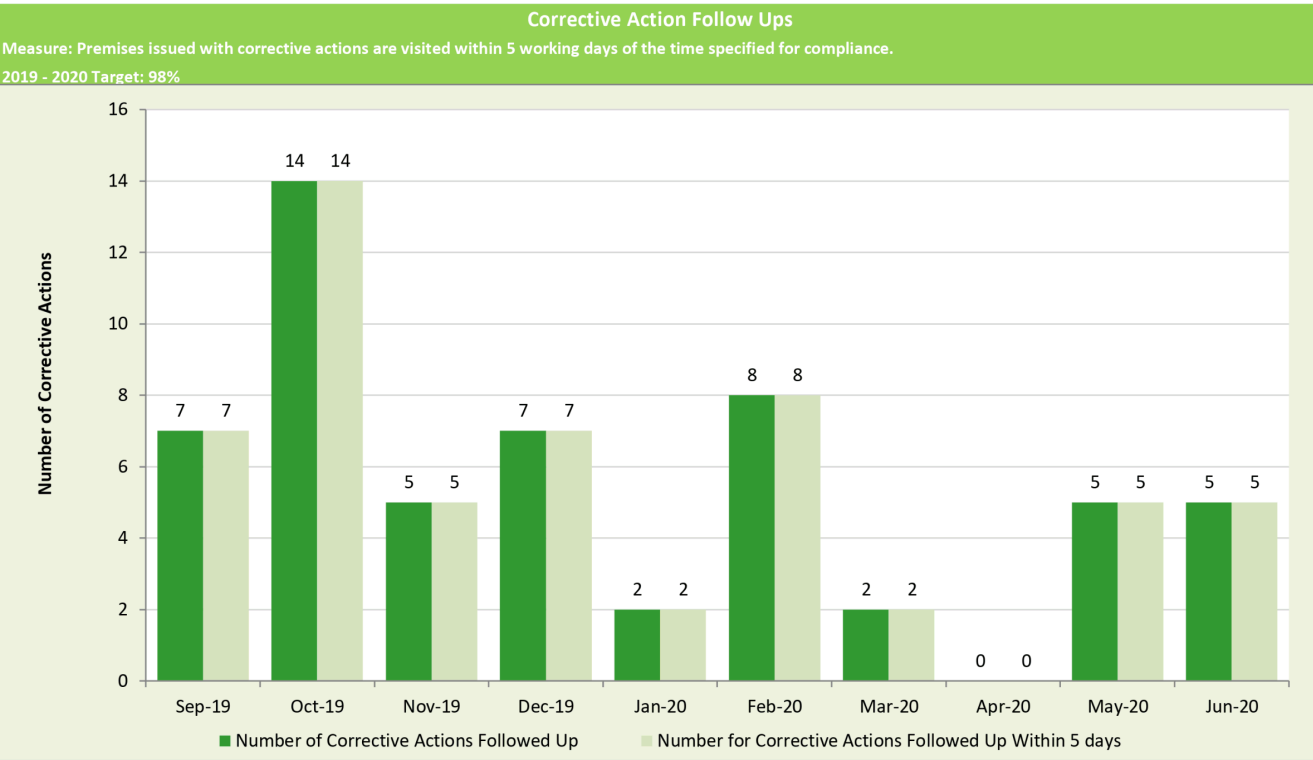
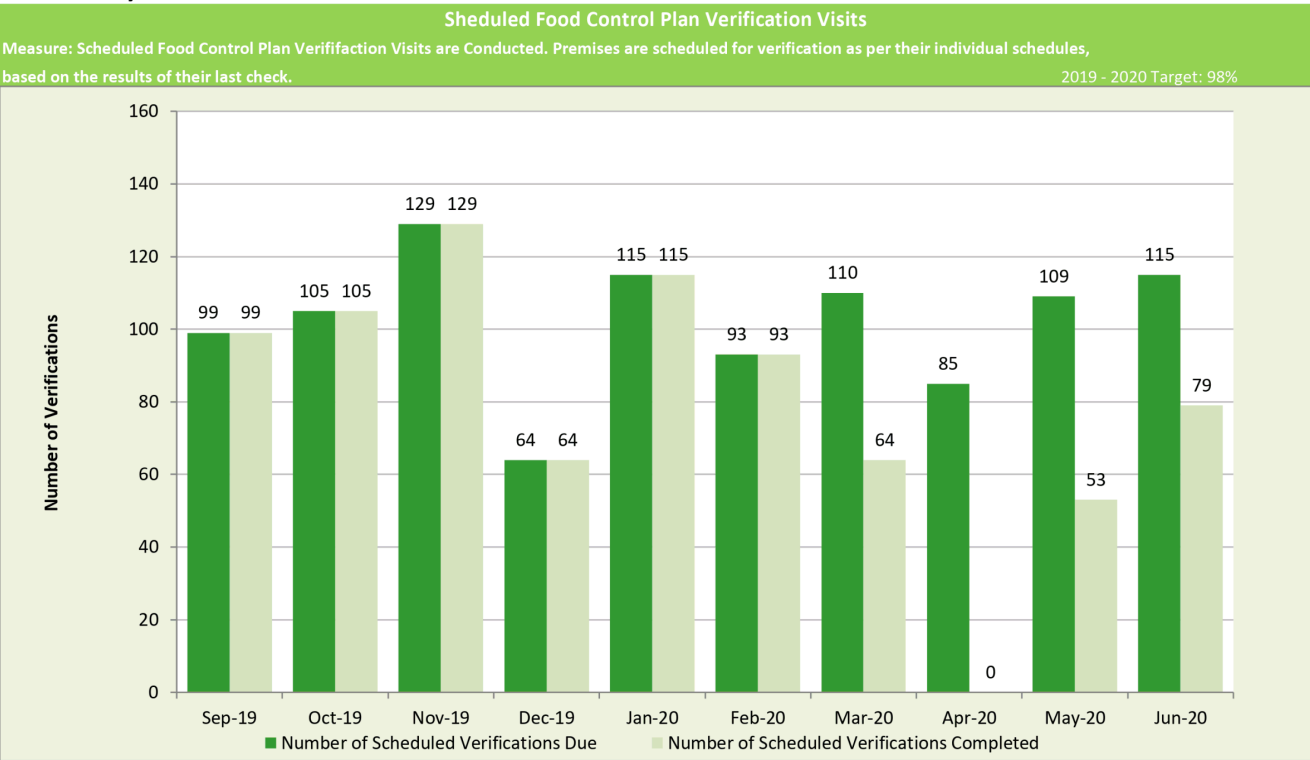
Environmental Health



Alcohol Licensing



Food Safety





# Christchurch City Council

Regulatory Compliance Unit

Compliance Strategy

## Christchurch City Council Regulatory Compliance Unit – Compliance Strategy

### Purpose

This Compliance Strategy sets out a high-level approach to regulatory compliance activities undertaken by the Christchurch City Council's Regulatory Compliance Unit ('the Unit').

The Enforcement Response Guidelines contained in Appendix A to this strategy seek to guide the Unit's Compliance Officers and managers in their decision-making regarding the range of compliance and enforcement tools available to Unit.

The Prosecution Policy contained in Appendix B to this strategy sets out the principles and guidelines that managers (and delegation holders) will consider when deciding whether or not to initiate criminal proceedings for offences under legislation enforced by the Unit.

### Introduction

The Unit is responsible for ensuring compliance with a range of laws and regulations that are designed to achieve beneficial community and environmental outcomes.

Central to these compliance responsibilities is carrying out compliance monitoring activities, and responding to reports of potential breaches or incidents.

These compliance monitoring and investigation activities trigger a range of interventions to ensure that individuals and organisations meet their regulatory responsibilities for the public good.

The Unit approaches compliance activities strategically, targeting resources and interventions in accordance with a range of risk based factors to achieve the best possible outcomes for the community and the environment.

### Strategic Compliance Framework

The framework for this compliance strategy has three key elements:

1. **Monitoring compliance** – developing strategic compliance monitoring programmes to assess compliance and detect potential non-compliance.
2. **Encouraging compliance** – engaging, educating and enabling regulated parties, and utilising appropriate enforcement options to bring about positive behaviour change when non-compliances are detected.
3. **Dealing with non-compliance** – utilising a range of enforcement tools to deal with non-compliance.

### Guiding principles

The operating principles that guide our regulatory compliance activities are:

**Transparency** – We will provide clear information to the regulated community about the standards and requirements for compliance.

**Consistency** – Our compliance and enforcement outcomes will be consistent and predictable. This means that similar incidents of non-compliance should lead to similar enforcement outcomes.

**Fair, reasonable and proportional** – We will apply regulatory interventions and actions that are appropriate for the situation. Our interventions and actions will be proportionate to the risks posed to people and to the environment, and the seriousness of the non-compliance.

**Evidence based** – We will use an evidence based and informed approach to our decision making.

**Collaborative** – We will work with other Units within Council, our counterpart agencies, engage with regulated parties and the community to ensure sound environmental and community outcomes.

**Lawful, ethical and accountable** – We will conduct ourselves lawfully and impartially, in accordance with the relevant policies and principles that inform our regulatory compliance responsibilities. We will measure and report on our regulatory performance.

**Targeted** – We will target our regulatory interventions on non-compliant activities that pose the greatest risk to the community and the environment.

**Responsive and effective** – We will consider all alleged non-compliances to determine the necessary interventions. We will apply the right tool for the right problem at the right time.

### Strategic Compliance Monitoring Approach

Implementing a strategic approach to compliance monitoring activities ensures that the Unit's resources are allocated in accordance with the risk to the environment or community posed by potential non-compliant behaviour.

In adopting this approach, the Unit uses the following high-level criteria to prioritise compliance monitoring activities:

- The likelihood and consequences of non-compliances occurring taking into account – Council priority areas, community expectations, sensitive environments, economic growth patterns and the compliance history of the industry and any risk guidelines or classifications prescribed in relevant legislation.
- Ranking sites or locations dependant on risk activity groupings.
- Determining the type / level of intervention according to risk profile.
- Determining resourcing to match the combination of interventions that apply.
- Determining monitoring frequency.
- Developing procedures and data base recording systems.

Compliance monitoring methods

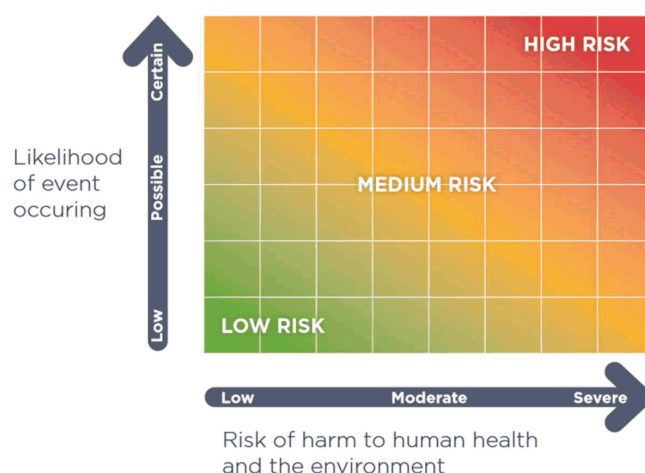
Compliance monitoring methods include:

- **Site visits and inspections** – to assess compliance at a moment in time, against licence / consent conditions and rules.
- **Desktop audits** – based on data provided by the consent holder.

- **Community reports or notifications** – feeds into the risk assessment and frequency of notifications.
- **Pro-active campaigns or programmes** – targets particular activity types or conduct.

Prioritising resources using a risk based methodology

Compliance monitoring programmes will be informed by a traditional risk based model that measures the likelihood of a non-compliance occurring and the consequent magnitude of harm to the environment and community (including cultural, social and economic effects). The level of risk calculated will inform the development of an appropriate compliance monitoring response that considers the frequency, type and scale of monitoring.



This risk based model enables monitoring activities to be focussed on the biggest risks to the environment and the community; and target areas where organisations and people are less likely to comply.

The model also enables the Unit to put greater weight on certain criteria to align with the Council's strategic priorities or focus areas; and supplements any specific legislative guidance on risk assessment and categorisation for some areas.

### Encouraging Compliance

The Unit will take a comprehensive approach to encouraging compliance by developing an understanding of compliance issues and sustaining behaviour change. The essential elements to encouraging compliance by regulated parties in this way are – engage, educate, enable and enforce. Where other units of Council or our counterpart agencies have responsibilities under these elements, the Unit will refer the regulated parties to the relevant unit or agency.

**Engage** – consult with regulated parties on matters that may affect them. This will facilitate a greater understanding of challenges and constraints, engender support and identify opportunities to work with others.

**Educate** – provide guidance to regulated parties on what is required to be compliant. Education should also be used to inform communities and stakeholders on what regulations are in place around them, so that they will understand what is compliant and what is not.

**Enable** – provide opportunities for regulated parties to be informed of regulatory requirements and best practice.

**Enforce** – when breaches or non-compliances are identified, a range of enforcement tools are identified to initiate behaviour change.

### Dealing with Non-compliance

When breaches and non-compliant activities are identified, the Unit will respond in a way that is consistent with, and proportionate to, the overall circumstances of the breach / non-compliance.

The Unit's enforcement responses follow a model of voluntary, assisted, directed or enforced compliance (VADE). This model is based on recognised behaviours that guide the delivery of the appropriate intervention.

The VADE model recognises that most people and businesses are willing to voluntarily comply with their regulatory obligations or can be encouraged to do so. Enforcement responses escalate depending on the seriousness of the conduct, extent of the harm and public interest factors.

The table below illustrates the VADE model.

	Description of compliance behaviour	Example	Likely scenario	Likely Compliance/ Enforcement approach
Voluntary	Persons seek to voluntarily comply and be informed about their legal obligations. The activities that they undertake are compliant and cause no related nuisance. Such people know and are aware of their obligations and make every effort to consciously comply.	Undertake consented activities in a careful and considerate manner taking into account the needs of the local community and environment.  Ensures swimming pool fencing meets the requirements of the Act.	Most likely	Praise  Education/Advice where required
Assisted	People are attempting to comply but are uninformed about their legal obligations or responsibilities.  They will alter unintentional nonconforming behaviour when educated.	Unintentionally undertakes an activity that contravenes their consent approvals and/or underlying application  Minor potential for environmental or community impact	Most likely	Education/Advice – verbal and collateral
Directed	People take advantage of the opportunity not to comply with their legal obligations or responsibilities.  They know the rules but will take the opportunity to avoid compliance.  Likely to challenge Officer requests.	Does not always complete required actions in manner agreed because quicker or less costly alternative.  Disregards any potential impact for environmental or community impact.  Risks for environmental or community impact are medium to high.	Less likely	Education – verbal and collateral  Warnings  Infringement notices  Enforcement order  Abatement notice (where 'near miss' for significant

	May alter behaviour when educated.			environmental breach)
Enforced	<p>People deliberately, and without any regard, undertake non complying activity in breach of known obligations and responsibilities.</p> <p>Recidivist activities.</p> <p>Knows the rules and associated parameters/conditions and has complete disregard for operating within these.</p> <p>Very likely to challenge Officer requests.</p>	<p>Deliberately undertakes non-consented activities;</p> <p>Deliberately Disregards impact for local environment and communities</p> <p>Risks for environmental or community impact are high</p>	Least likely	<p>Infringement notice</p> <p>Abatement notice</p> <p>Enforcement order</p> <p>Prosecution (Gross breaches)</p>

The formal enforcement tools available to the Unit will differ depending on the governing legislation or regulations.

The selection and application of the enforcement responses available to Council will be guided by the Council's enforcement response guidelines and compliance model together. The Unit's Enforcement Response Guidelines are contained in Appendix A.

## Reporting and Reviewing

Regulatory compliance best practice principles require robust compliance frameworks to include a reporting system. These systems enable compliance monitoring activities and interventions to be measured and the level of compliance within our regulated communities to be tracked.

The Unit reports on regulatory compliance activities via agreed levels of service identified as part of the annual and long term planning processes set out under the Local Government Act 2002.

In addition to these reporting requirements, the Unit will develop reporting functions to collect and analyse data across our regulatory compliance responsibilities in order to:

- Identify trends in non-compliance
- Use and target resources effectively
- Target high risk activities
- Assess the performance of targeted compliance programmes
- Inform the ongoing development of policies and guidelines

## Review and publication of this strategy

This Strategy will be reviewed every five years in order to address any operational or implementation problems, ensure the strategy is achieving its purpose and recognise any relevant legislative amendments.

**APPENDIX A**

Enforcement Response Guidelines



## Enforcement Response Guidelines

### Introduction

The Christchurch City Council Regulatory Compliance Unit ('the Unit') is responsible for ensuring compliance with a range of laws and regulations that are designed to achieve beneficial community and environmental outcomes. The Unit has developed a Compliance Strategy to guide its approach to regulatory compliance activities.

These Enforcement Response Guidelines are designed to be used in conjunction with the Strategy to ensure a risk based, transparent, consistent, fair, and robust decision-making process is followed in addressing compliance issues.

### Application of the Guidelines

These Guidelines will be used by Compliance Officers and managers when considering the best way to address compliance issues ranging from a minor or inadvertent breach of the law through to systemic, proactively identified compliance problems.

It is anticipated that the Guidelines will be applied in various ways, for example:

- In cases where Compliance Officers need to make immediate decisions in the field (for example, on whether to issue an infringement notice at the time of detection) then the application of the Guidelines will essentially involve real time consideration and weighing up of relevant factors.
- Where a compliance issue has been identified but doesn't require an immediate response, the Guidelines will assist in determining the nature of the follow-up action required – whether to investigate with a view to prosecution, or take steps to educate and inform. More than one response may be appropriate and applied together.
- During the course of an investigation or work that is underway to address a compliance issue in some other way, the Guidelines can be applied, as more information is gathered, to check whether the originally identified course of action remains appropriate.

Note that the Council's Prosecution Policy needs to be applied separately to any decisions to prosecute.

### Statutory decision-making delegations and the Guidelines

While these Guidelines support Compliance Officers and managers to provide guidance, direction, advice, and decisions regarding course of action to be followed in responding to compliance issues, they do not replace the need for statutory decisions that require formal delegations to be made by the holders of those delegations, following proper processes.

### Records of decisions made according to the Guidelines

All staff will document the guidance, direction, advice and decisions made according to these Guidelines and record this on the relevant file(s).



## Enforcement Response Guidelines

Guiding principles for decision-making on enforcement responses

Decisions regarding the Council's enforcement responses will take into account the attitude towards compliance and be:

- logical, timely and considered
- evidence-based
- made impartially and without fear, favour, bias, prejudice or improper motive
- sufficiently robust and well-documented to withstand judicial review
- proportionate to the risk posed by the non-complaint behaviour, and the attitude towards compliance
- consistent with the law, the public interest, and the Council's strategic objectives.

Factors for consideration

The Unit's enforcement responses follow a model of voluntary, assisted, directed or enforced compliance (VADE). This model is based on recognised behaviours that guide the delivery of the appropriate interventions.

The factors for consideration are set out below.

Application of these factors requires expertise and experience to be applied in the process of weighing up which compliance tools might be most applicable.

**Extent of harm or risk of harm:** This includes harm or potential harm to the community and environment. Actions that create risks but do not actually lead to harm occurring can still be serious and require a firm response.

1. There's minimal or no harm or risk of harm.
2. Harm is, or would likely be, easily remedied.
3. Harm is, or would likely be, restricted in scale or effect.
4. There's significant or widespread harm or potential for such harm.
5. Harm is actually or potentially caused to a vulnerable section of the community/environment.

**Conduct:** Conduct in this context means the behaviours, intent and capability of the person / organisation whose actions are being considered.

1. It is first-time or one-off behaviour that is unlikely to be repeated.
2. The conduct is accidental or resulted from momentary carelessness or the result of a limited understanding of the law (where that is not inconsistent with the expectations of someone holding a relevant consent, permit or approval).
3. Mitigating factors exist.

4. The behaviour is deliberate, reckless or involving consistent carelessness.
5. The conduct is repeated, ongoing.
6. There is a serious departure from expected lawful behaviour.
7. Aggravating factors exist.

**Public interest:** Public interest can be described as something being in the interest of the wider public or of public importance. It is more than simply interest from the public or expectation from the public of action. Considerations include responsibility to victims, the need to clarify the law, and whether the matter at hand reflects a widespread problem that can be usefully addressed by highlighting the need for compliance.

1. The conduct occurred some time ago and has ceased.
2. The legal principles involved are well-established and do not require clarification in court.
3. A decision not to act would undermine public confidence in the relevant law or regulatory framework.
4. The conduct involves a new or significant service to the public.
5. Action is necessary to clarify a grey area in the law.
6. Action is necessary to deter others from similar conduct.

**Attitude to compliance:** Typically, the nature of the responses will be informed by, and tailored to, the attitude of individuals or organisations involved towards compliance. This helps ensure that the intervention(s) chosen will have the desired effect. This does not prevent significant action being taken for other reasons, even when attitude is good.

1. Willing and able to comply.
2. Willing but not able to comply.
3. Reluctant to comply.
4. Unwilling to comply.
5. Actively and intentionally non-compliant.

Available enforcement responses

Assessment against the factors above, and attitude to compliance, will support a decision about the best course of action.

There is a range of possible enforcement responses available from: an approach based on information, education and engagement to support and encouraging compliance; to an approach (usually through investigation) that may lead to enforcement interventions such as infringement notices, or other civil or criminal action under applicable law. Multiple interventions may be appropriate and applied together.

The specific enforcement responses available are defined in or supported by the legislation and regulations that govern the Unit's regulatory compliance activities.

The table below reflects the intended method of weighing up the relevant factors and attitude to compliance to determine the appropriate response.

	Description of compliance behaviour	Example	Likely scenario	Likely Compliance/ Enforcement approach
Voluntary	Persons seek to voluntarily comply and be informed about their legal obligations. The activities that they undertake are compliant and cause no related nuisance. Such people know and are aware of their obligations and make every effort to consciously comply.	Undertake consented activities in a careful and considerate manner taking into account the needs of the local community and environment.  Ensures swimming pool fencing meets the requirements of the Act.	Most likely	Praise  Education/Advice where required
Assisted	People are attempting to comply but are uninformed about their legal obligations or responsibilities.  They will alter unintentional nonconforming behaviour when educated.	Unintentionally undertakes an activity that contravenes their consent approvals and/or underlying application  Minor potential for environmental or community impact	Most likely	Education/Advice – verbal and collateral
Directed	People take advantage of the opportunity not to comply with their legal obligations or responsibilities.  They know the rules but will take the opportunity to avoid compliance.  Likely to challenge Officer requests.  May alter behaviour when educated.	Does not always complete required actions in manner agreed because quicker or less costly alternative.  Disregards any potential impact for environmental or community impact.  Risks for environmental or community impact are medium to high.	Less likely	Education – verbal and collateral  Warnings  Infringement notices  Enforcement order  Abatement notice (where 'near miss' for significant environmental breach)
Enforced	People deliberately, and without any regard, undertake non complying activity in breach of known obligations and responsibilities.  Recidivist activities.  Knows the rules and associated parameters/conditions and has complete disregard for operating within these.  Very likely to challenge Officer requests.	Deliberately undertakes non-consented activities;  Deliberately Disregards impact for local environment and communities  Risks for environmental or community impact are high	Least likely	Infringement notice  Abatement notice  Enforcement order  Prosecution (Gross breaches)

**APPENDIX B**

Prosecution Policy

## Prosecution Policy

### Introduction

This Policy sets out principles and guidelines that the Council's Regulatory Compliance Unit ('the Unit') should consider when deciding whether or not to initiate criminal proceedings for offences under the legislation and regulations it is responsible for enforcing.

### Solicitor-General's Prosecution Guidelines

The Unit's decisions on prosecution proceedings will be made in accordance with the Solicitor-General's Prosecution Guidelines. In summary, those guidelines provide that prosecutions ought to be initiated or continued only where the prosecutor is satisfied that the following test for prosecution is met:

1. The evidence which can be adduced in Court is sufficient to provide a reasonable prospect of conviction (the Evidential Test); and
2. Prosecution is required in the public interest (the Public Interest Test).

Factors that are relevant to the Evidential Test, include:

- That there is an identifiable offender
- That there is credible evidence
- That the evidence will be available and admissible
- That there is an objectively reasonable prospect of a conviction on the evidence; and
- The evidence will meet the criminal standard (i.e. beyond reasonable doubt).

Factors that are relevant to the Public Interest Test, include, but are not limited to:

- The seriousness of the offence.
- Whether the offence is likely to be continued or repeated.
- Whether or not the defendant has relevant previous convictions, has been the subject of previous enforcement action or has been given any prior warnings.
- The potential penalty for the offence bearing in mind the adverse effects of the offending and the degree of carelessness or deliberateness.
- Whether another prosecuting agency has or will bring criminal proceedings in relation to the same subject matter as the Council's potential prosecution.

### Independence and impartiality of decision-making

The central element of a prosecution system under the rule of law in a democratic society is the independence of the prosecutor from persons or agencies that are not properly part of the prosecution decision-making process.

To ensure the Unit's decisions on prosecutions are independent and impartial:

- All regulatory compliance staff who are involved in the investigation, preparation, or conduct of a prosecution will act fairly, promptly, without any actual or potential conflict of interest, and in accordance with the law.
- Any decision on a prosecution will be free from undue or improper pressure from any source, political or otherwise.
- Before a decision is made on a prosecution, an officer's investigation will be reviewed by a Senior Officer or Team Leader.
- Before any prosecution is commenced, the Unit will obtain legal advice about the merits of the prosecution.