

Request for District Plan certificate: Minimum Floor Level

Submit this form online at: onlineservices.ccc.govt.nz; or

Email to: resourceconsentapplications@ccc.govt.nz; or

Deliver to: Resource Consents Unit, Christchurch City Council, 53 Hereford Street, Christchurch; or

Send to: Resource Consents Unit, Christchurch City Council, PO Box 73014, Christchurch Mail Centre, Christchurch, 8154

For enquiries phone: (03) 941 8999

About this form

This form is used to request a **Minimum Floor Level certificate** under Rules 5.4.1.2, 5.4.2.2 and 5.4.3.2 in Chapter 5 Natural Hazards of the Christchurch District Plan.

Important information:

- A Minimum Floor Level certificate will specify the minimum floor level for new buildings and additions to existing buildings that increase the ground floor area of an existing building, within the relevant Flood Management Area but outside of the Fixed Minimum Floor Level Overlay as shown on the District Plan maps.
- The certified minimum floor level is the level required for a building or addition to be a permitted activity under P3 and P4 in Rule 5.4.1.1, P1 in Rule 5.4.2.1, and P15 and P16 in Rule 5.4.3.1 of the Christchurch District Plan.
- The certificate will be valid for two years from the date of issue.
- Please note that the minimum floor level certified under the District Plan may be different to the floor level required by the Building Act 2004 which must be met in order to obtain a building consent.
- The required fee (refer Resource Management [Fee Schedule](#)) must be paid before your request will be processed. An invoice will be issued when the request is received.

1. Property location

Address of the site(s):

Legal description of the site(s):

Note: For large properties, provision of a plan showing the proposed building location will enable the Council to certify the level for that specific location. If no plan is provided, the certificate will specify the highest floor level requirement anywhere on the property.

2. Applicant details

Full name (including middle name):

or

Registered Company / Trust / Organisation name:

Contact person / Trustee names:

Landline:

Mobile:

Email:

Postal Address:

Signature of Applicant: (Or person authorised to sign on behalf of Applicant)

Date:

Name:

3. Agent (if applicable)

Name of Agent:	<input type="text"/>		
Name of firm:	<input type="text"/>		
Landline:	<input type="text"/>	Mobile :	<input type="text"/>
Email:	<input type="text"/>		
Postal Address:	<input type="text"/>		

4. Invoicing details

All consent-related invoices are to be made out to:

Applicant *(Their full details must be provided in section 2 above)*

Agent

Existing 'on-account' customer Account customer name:

Other (specify below)

Name:

Email:

Postal Address:

*Note: Where the application fee is to be charged to an **account holder** no deposit is required. Instead the actual fees will be invoiced on completion of processing.*

Privacy information

The information on this form is required for the Council to process your request. All information submitted is required to be kept available for public record, therefore the public (including business organisations, media and other units of the Council) may view this application, once submitted. It may also be made available to the public on the Council's website. If there is sensitive information in your request please let us know.

The Council is subject to the Privacy Act 1993. For a full privacy statement see: <https://ccc.govt.nz/the-council/how-the-council-works/privacy-statement/>. If you would like to request access to, or correction of, your details, please contact us.

EXCERPT FROM THE CHRISTCHURCH DISTRICT PLAN

Chapter 5 Natural Hazards

5.4.1.2 Minimum floor level certificate

- a. For P3 and P4 in Table 5.4.1.1b [see below], new buildings or additions to existing buildings within the Flood Management Area, but outside of the Fixed Minimum Floor Level Overlay shall have a floor level that is greater than or equal to that specified in a Minimum Floor Level Certificate. The Council will issue a Minimum Floor Level Certificate (which will be valid for 2 years from the date of issue) which specifies the design floor level for a building calculated as the highest of the following:
- flooding predicted to occur in a 0.5% AEP (1 in 200-year) rainfall event concurrent with a 5% AEP (1 in 20-year) tidal event, including 1m sea level rise plus 400mm freeboard, as predicted by the most up to date Christchurch City Council model and any relevant field information; or
 - flooding predicted to occur in a 0.5% AEP (1 in 200-year) tidal event concurrent with a 5% AEP (1 in 20-year) rainfall event, including 1m sea level rise plus 400mm freeboard, as predicted by the most up to date Christchurch City Council model and any relevant field information; or
 - 12.3 metres above Christchurch City Council Datum.

P3: New buildings outside the Fixed Minimum Floor Level Overlay unless specified in P5, P6, P7, P8 or P9 in Rule 5.4.1.1.

P4: Additions to existing buildings which increase the ground floor area of the building outside the Fixed Minimum Floor Level Overlay unless specified in P6, P7, P8 or P9 in Rule 5.4.1.1.

NOTE: Refer instead to Rule 5.4.2.2 for the Te Waihora/Lake Ellesmere and Wairewa/Lake Forsyth Flood Management Areas, or Rule 5.4.3.2 for the Waimakariri Flood Management Area.