

Subdivision – 223/224 Certificates

Information for landowners and developers

What is a 223/224?

After we grant your subdivision consent and before you receive your title, there is another stage to complete before the subdivision is “signed off”. This is in two parts, the “223 certificate” and the “224 certificate” (or 223/224).

A **223 certificate** approval confirms that the final surveyors plan of the site matches the one Council approved in your application.

A **224 certificate** approval confirms any of the outstanding conditions included in the decision have been sorted out to Council’s satisfaction.

Can I apply myself?

You can apply yourself, however you will need a surveyor to prepare the final survey plan to get the 223 certificate.

The 224 application shows that you have done everything required to complete the subdivision. Specifically, this proves that all of the conditions that we attached to the consent have been complied with. This can include confirmation that things like connections to water and electricity are connected to the site or that a vehicle crossing has been installed. We will usually require these to be confirmed by qualified professionals.

How long will signoff take?

Signing off a 223 certificate is usually pretty quick; in fact the RMA says that it should be done within 10 working days of us receiving the application.

A 224 takes slightly longer as it requires us to confirm that each condition has been satisfied and often involves officers visiting the site, checking what infrastructure has been provided and valuing any assets which are to “be vested” with Council as part of the subdivision.

Note: It is important that you, or the person, acting for you provides all of the information necessary to prove that the conditions have been addressed. If information is missing or unclear, it may cause delays in getting your approval.

Bonding of work

In some instances, where works are not completed prior to submission of a 224 certificate, the Council may accept a bond in lieu of the works, it is suggested that you speak to officers in the relevant department before applying for your 224 certificate to avoid delays.

Technical information we require

When you make your application for 224 signoff, we might require information such as:

- **RAMM data** -If your consent requires you to vest road infrastructure in Council, we will require a RAMM (Road Assessment and Maintenance Management) worksheet to be completed. Council has developed a template worksheet which you can use to input your data. Please make sure this accompanies your application
- **Schedule of assets**- If you are vesting assets in Council (for example pump stations, land or other such items) you will need to provide a schedule of all assets and their values before the certification can be given. Engineers will also need to visit the site so that they can view the assets, this should ideally be arranged and conducted before your 224 application is made
- **GST Invoices** - If you are vesting assets in Council once we have confirmed their value we will generate a zero value invoice. The developer or owner of the site will be required to provide an invoice to Council. We will then generate an invoice for the developer.

Building Consent

You should be aware that the Building Act requires that works below ground (including pipework greater than 1m inside a lot to gain Building Consent. There may also be other requirements and if you are unsure you should speak to us.

If you have any questions about the Subdivision process, please phone 03 3077700 or email the Council at info@adc.govt.nz