

Lake Hood Jetty Guidelines

March 2023

LAKE HOOD JETTY GUIDELINES

1. Overview of Process

The purpose of these guidelines is to outline the information that a landowner wishing to construct a jetty at Lake Hood should supply Ashburton District Council (“Council”) to accompany the landowner’s Notice of Owner Decided Unconsented Works form (“the Form”).

Before commencing with designing a jetty, Council recommends discussing the location and dimensions of the jetty with Council’s Property Team.

The jetty shall only extend up to 2m – 2.5m into the water, depending on the width of the waterbody in which the jetty is located. To ensure the jetty is not a risk to navigation safety, Council may consult with Environment Canterbury’s Harbour Master in order to assess the appropriate size of the jetty for the waterbody.

These guidelines provide guidance on the type of information that Council would expect to accompany the Form. Council requests that the landowner supplies as much of this information as possible. Due to the technical nature of this information, you should seek expert advice in preparing this information.

In supplying this Form, the landowner is providing notification that the construction of its jetty meets all the requirements of the New Zealand Building Code, and is exempt work under Building Act 2004 Schedule 1(24).

This notification will be recorded on the property file for the landowner’s property and will be included on any Land Information Memorandum issued for the property.

The landowner must pay an application fee. Council will issue the landowner with an invoice for this fee once the Form is received.

Once the landowner has:

1. provided Council, to Council’s satisfaction, with the completed Form including the information requested in these guidelines; and
2. paid the application fee,

Council officers will issue the landowner with a Licence to Occupy for the area of Council’s land which is to be occupied by the landowner’s jetty.

Construction of the jetty may commence at any time after the landowner has signed and returned the Licence to Occupy to Council.

The landowner is responsible for obtaining any other necessary approvals, permits or consents. The landowner shall also comply with all regional and district planning and bylaw requirements, including Environment Canterbury’s Navigation Safety Bylaw.

2. Information to be Supplied

The landowner should provide the following information:

- Location plan to scale, using figured dimensions, detailing position of proposed jetty, location of adjacent properties.
- Plans and documents detailing provision for access for vehicles, where applicable.
- Plans and documents detailing provision for building over, or adjacent to, any road or public place.
- Information detailing other consents issued, or applied for, in relation to this project, e.g. resource consents and building consents.
- The location of any power and transmission lines, poles and stay wires in proximity to the proposed building work.

3. Plans to be Supplied

Overview

Good plans are required. Plans and specifications must be to scale and accurately show the proposed building work. They must show sufficient information so that the Council can determine exactly how the jetty is to be constructed and what materials are to be used.

Plans should clearly show how compliance with the NZ Building Code is achieved and how compliance with the Council District Plan is met.

All components of the jetty should be addressed.

The preparation of plans is a skilled job and unless you know the NZ Building Code and how to draw plans then we recommend that you seek the services of a trained professional. Council will not design your jetty for you.

The following is a guide to the minimum information requirements for plans.

Plans should clearly show the following:

A. Design Basis

Please list the following basis for the building design:

- Wind zone
- Wind region
- Earthquake zone
- Snow loading
- Corrosion zone

B. Site Plan

To scale usually 1:200 or 1:100

- All lot boundaries and significant site features such as streams, water courses and banks.
- Legal description and north point.

- All dimensions from boundaries to the jetty.
- Relative levels, including existing and proposed ground levels, floor levels, ground contours.

C. Floor Plans

To scale usually 1:100 or 1:50

- Layout of the jetty fully dimensioned.
- Layout of structural components.

D. Cross Section and Details

To scale usually 1:50 or 1:20 for sections and 1:10 for details (minimum scale)

- Major vertical dimensions.
- Structural connections, posts to footings, beams to posts, as applicable.
- Foundation and footing details and reinforcing.
- Component fixing information is to be provided for all structural and framing components.

E. Bracing Layout Plan and Design

To scale usually 1:100 or 1:50

- Full foundation bracing calculations.
- Plans showing position of all braces and bracing lines.
- Details of bracing types, including fixings and connections.

4. Calculations and Design

Design information is an important part of every project. In many cases, calculations are required along with information used to make decisions on compliance. The following should be provided, if possible and where relevant:

- Site assessment report to show suitability of the site for the proposed project.
- Beam design or highlighted manufacturer's tables to indicate how sizes were determined.
- Design information for any other specifically designed structural component not otherwise mentioned.
- Design for retaining walls (if applicable).
- Producer statements completed in full and signed (where provided). These must be from a Chartered Professional Engineer for structural engineered components.
- Plans signed and dated by engineer if supported by producer statement.
- Engineering calculations and drawings, including connection details for all specific design components, plus a monitoring schedule if the engineer wishes to do inspections of the work.

5. Other Documentation

Provide a written specification to cover the materials and components used in the project, including the quality and size of materials, fixing of materials, finishes, treatment, installation requirements. These can be shown on drawings if all components are covered.

6. Questions

If you have any questions about these guidelines or the Form, please contact Council's Property Team:

- **Phone:** 03 307 7700
- **Email:** commercial@adc.govt.nz