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GENERAL INFORMATION

1.0 INTRODUCTION TO THE MANUAL

This Manual sets out the processes and standards that are expected to be followed and met whenever any development project is undertaken in accordance with Hamilton City Council's District Plan.

From 1 October 2006, six of Hamilton's neighbouring district councils, namely **Waikato, Waipa, Matamata-Piako, Otorohanga, Waitomo** and **Hauraki**, will have adopted, or intend to adopt in conjunction with future Plan Changes, this Manual as their own engineering standards. A group of representatives from these councils have prepared a rural supplement which has been added as **Volume 5**, to outline the variances and/or additional design standards or technical specifications for subdivisional and contract works within these districts.

Therefore, whenever the terms "Hamilton City Council", "HCC's District Plan", or any other reference to requirements of the Hamilton City Council are referred to in this Manual, these should also be interpreted as meaning the requirements of the relevant district council on which the works are being carried out, except where indicated otherwise in Volume 5. Any ambiguities between volumes should be addressed to the relevant district council.

The Hamilton City Development Manual comprises four volumes as follows:-

Volume 1	:	Subdivision Processes
Volume 2	:	Design Guide
Volume 3	:	Technical Specifications
Volume 4	:	Quality Systems
Volume 5	:	District Council Supplement

These volumes are described in more detail in the following sections.

The Manual recognises that Council and other network operators will become the owners of the roading and other infrastructure that are created in the subdivision process. Council and other network operators will assume responsibility for ongoing maintenance of these systems. To that end it is important that there is confidence that the systems are designed and constructed in a manner that ensures that they are fit for purpose at the time of transfer of ownership.

The performance criteria and rules for subdivision are set out in Hamilton City Council's District Plan. The Development Manual includes processes, design guides and technical specifications that, if fully met, will ensure compliance with the District Plan requirements.

1.1 Volume 1 : Subdivision Processes

Volume 1 describes the processes that must be followed for any subdivision of land in Hamilton City. It sets out the roles and responsibilities of the various parties involved in the processes.

Volume 1 applies to all subdivision developments and is mandatory.

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1.2 Volume 2 : Design Guide

Volume 2 represents a “means of compliance”. It sets out design guides for roading and key infrastructural services. If these guidelines are followed then the requirements of the District Plan will be deemed to be met.

The design guides in Volume 2 are not the only methods that may be adopted to meet the requirements of the HCC District Plan. The Developer may produce an alternative design, but in that case must be able to demonstrate that the design meets the HCC District Plan requirements.

The design guides in Volume 2 also apply in the case of any redevelopment or improvement works that are to be carried out by or for Council. They are to be used for any design that is carried out for Council either internally or by an external design consultant.

1.3 Volume 3 : Technical Specifications

Volume 3 comprises fully detailed technical specifications for all roading and infrastructure services that may be constructed as part of a subdivision development or Hamilton City Council construction contract. These specifications set minimum requirements and are mandatory.

These specifications have been developed to ensure that:-

- the roading and infrastructure services perform to the level of service required;
- the roading and infrastructure services are durable and will continue to operate in a satisfactory manner with minimum maintenance for the appropriate economic life;
- maintenance of the roading and infrastructure services can be carried out in an efficient manner without the need for any special tools or spares that are unique to a certain subdivision.

The specifications apply both to works carried out by or for Hamilton City Council and to works carried out as part of a subdivision development.

1.4 Volume 4 : Quality Systems

It is necessary that before Council signs off the subdivision to allow titles to be issued for the new lots, it is satisfied that the construction works have all been completed satisfactorily. This check off is also essential prior to the Council assuming ownership and maintenance responsibilities for the roading and infrastructure services.

Volume 4 comprises a series of processes and checklists which must be completed by the Developer and submitted to Council during construction and prior to the time of application for a completion certificate.

Council will undertake an audit role to ensure that the checklists have been filled in honestly, that the requested tests have been completed, and that the necessary results

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have been achieved. Council is not responsible for supervision of the works as they progress.

The checklists and processes in Volume 4 are mandatory for all subdivision developments.

1.5 Volume 5 : District Council Supplement

This volume has been prepared as a supplement to the Hamilton City Development Manual, to cover the following neighbouring district councils:

Waikato
 Waipa
 Matamata-Piako
 Otorohanga
 Waitomo
 Hauraki

Each district council may also maintain an addendum to this Manual setting out individual district requirements. In future, these addendums may be added to Volume 5.

2.0 PARTIES INVOLVED

An approval for subdivision is effectively an agreement between Council as Territorial Local Authority and the Developer as owner of the land being subdivided.

Under this "agreement", the Developer designs and constructs roading and infrastructure services which become assets of the Council when completed. For its part, Council will issue the certificate(s) that are required before "Titles" will be issued for the separate lots that are created, thus allowing the Developer to sell Title to those lots.

The two key parties involved then are:

- Hamilton City Council referred to as "Council"
- The owner of the land being subdivided referred to as "Developer".

Each party may have associated parties as follows:

Council may have associated parties including:

- Network operators, e.g. Telecom New Zealand, Natural Gas Corporation of NZ, WEL Networks Ltd
- Specialist technical advisors.

The Developer may have associated parties including:

- Developer's Representative.
- Person engaged by the Developer to undertake the role of "Engineer", responsible for certifying the quality and compliance of the development works.
- Specialist technical advisors such as planning, design, engineering and survey consultants.
- Contractor (or Contractors) who carry out the construction works.

3.0 DEVELOPMENT MANUAL CONTROL

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The Development Manual is a “Controlled Document” under Council’s Quality System.

The Manual is available in read-only format on the HCC website and/or in hard-copy format. Hard copies can be purchased at a cost of \$110 by submitting the order form on the Hamilton City Council website — www.hamilton.co.nz

All controlled hard-copy Manuals are numbered and are issued to, and recorded as being held by, a single person/position title who is deemed to be responsible for future maintenance of the document.

The hard copy shall be maintained to match the internet version. It is the responsibility of the Manual holder to ensure that every time any reference is made to the Manual, it is to the latest version issued under the “Controlled Document” provisions.

Where any discrepancy arises between the hard copy and internet versions, the internet version shall have preference.

A Manual holder may allow copies of part or all of the Manual to be copied, but these must be clearly marked “Uncontrolled Copy”.

3.1 Manual Revision Procedures

From time to time, pages or sections of the Manual will be reviewed, and updated pages or sections issued. Any such issue will be:

- endorsed with the issue date
- uplifted to the internet
- notified to copy holders by email

Where specifically requested at time of registration, a hard copy will be sent to the person who is recorded as holding the “controlled” copy.

Notifications will be accompanied by a letter explaining the issue and including a “confirmation of receipt” form to be returned to Council as evidence that the issue has been received.

The procedures to be followed by the copy holder will probably include:

- printing off revised pages, including updated “revision register”
- inserting the new pages and removing certain pages that are superseded in hard copy.

Council will keep a record of all revisions issued and acknowledged in respect of all “controlled” copies of the Manual.

3.2 Suggesting Improvements

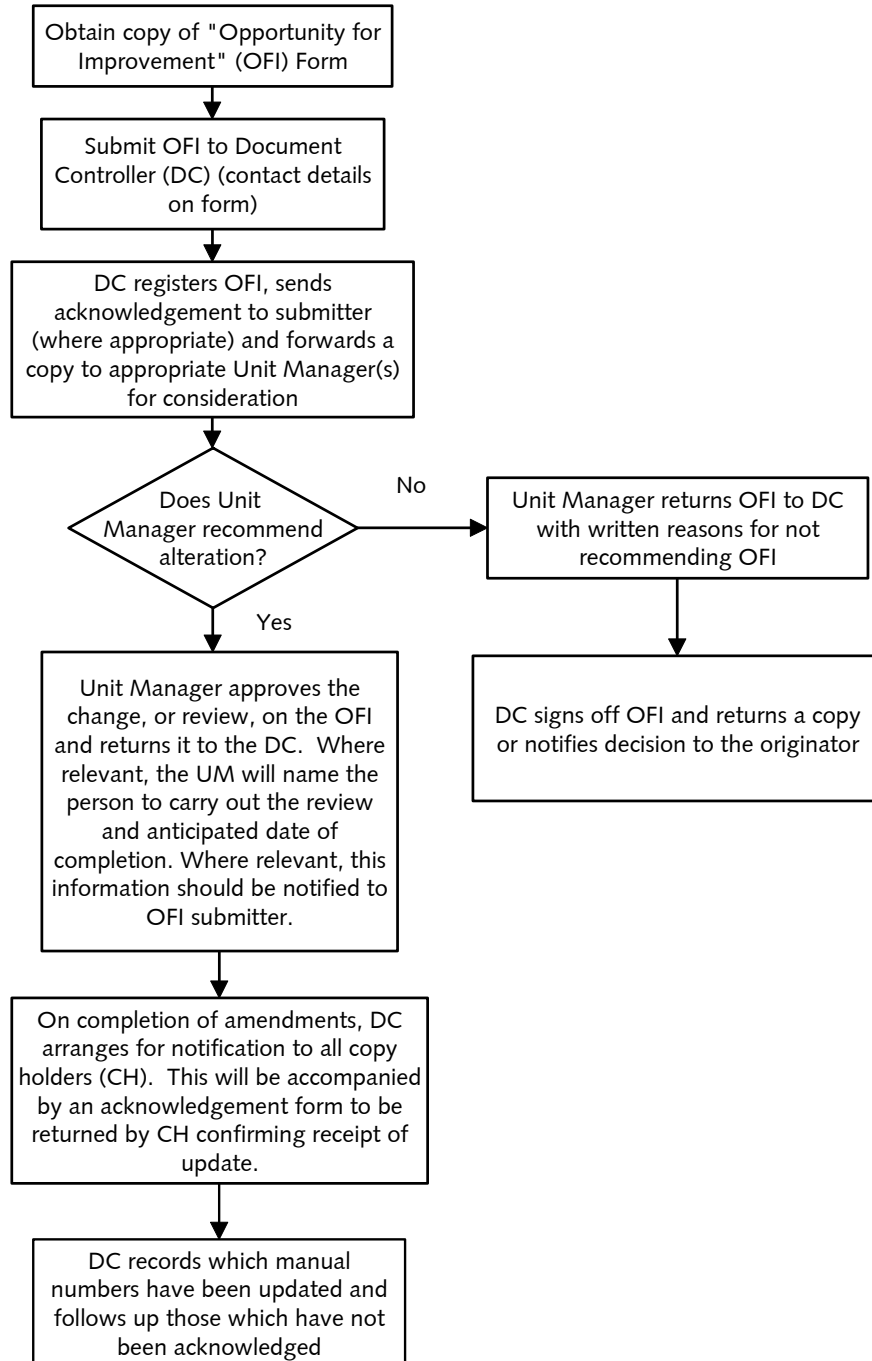
Any user of the Manual has the ability to submit an “Opportunity for Improvement” form (OFI) to Council where they feel that there is something in the Manual that could be improved (see OFI form at front of this Volume). All OFI’s will be considered within 1

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month of receipt, and the Manual will either be revised, the part or section identified for a review, or the OFI originator advised that no action will be taken, and the reasons why.

The following flowchart outlines the standard OFI/amendment/update procedures.

General OFI/Amendment Update Procedure



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4.0 INTERPRETATION AND ABBREVIATIONS

4.1 Interpretation

In this Manual, unless inconsistent with the context, the following shall apply:

Applicant means the person or company that submits the fully completed application to Council for the purposes of receiving Council's consent to subdivide land.

Contractor means the company engaged to undertake the physical works.

- In the case of industrial and urban land development, the Contractor shall be responsible to the Developer.
- In the case of works constructed by the Council, the Contractor's responsibility shall be as defined by the General Conditions of Contract for the works.

Council means Hamilton City Council, an authorised representative of the Hamilton City Council, or any of the 6 neighbouring district councils listed in Volume 5 : District Council Supplement.

Developer means the company or person who has been granted or holds planning consent for the land being subdivided.

Developer's Representative means the person or persons appointed by the Developer to represent them.

Engineer "Engineer" has a different meaning depending on the party relationships involved in the works:

- Where the work is being carried out as part of a subdivisional development, **Engineer** means a person who is commonly entitled to practise as a Chartered Professional Engineer/Registered Surveyor and has experience in utilities engineering acceptable to Council and who is engaged by the Developer to certify the quality and compliance of development works.
- Where the work is being carried out as a direct contract to Council, then **Engineer** has the meaning as set out in NZS 3910:2003 — Conditions of Contract for Building and Civil Engineering Construction.

Geotechnical Engineer means a person who has professional experience in soils engineering and a Professional Indemnity Insurance Policy acceptable to Council.

Household Unit means any building or group of buildings, or part thereof, used or intended to be used principally for residential purposes and occupied or intended to be occupied by not more than one household.

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Means of Compliance means a method by which the requirements of the HCC District Plan may be complied with. It implies that there may be other methods which may meet the requirement, but which may be subject to specific consideration or approval.

Owner means the owner of the land being subdivided.

The Works The works shall generally be defined as the works for which this specification is being used and shall have the definition of “Contract Works” as defined in NZS 3910:2003.

Transit New Zealand (TNZ) Specifications

Where the TNZ Specifications referred to in this Specification are not dated, then the TNZ Specifications that become current three (3) calendar months prior to the date of the commencement of on-site construction of the development shall be used.

All references to either the basis of payment or maintenance period contained within the TNZ Specifications are deleted.

4.2 Abbreviations

DC (Document Controller) is the Group Administrator, Project Services.

DMM (Development Manual Manager) is the HCC Programme Management Manager.

HCC means the relevant Hamilton City Council ‘asset manager’ or alternatively a Hamilton City Council ‘site auditor’ when such authority has been delegated.

LESD means Landscaping of Engineered Stormwater Devices.

PGU means the Planning Guidance Unit of the Hamilton City Council.

P & G means Parks and Gardens Unit of the Hamilton City Council.

RRPS means Road Reserve Planting Strategy.

TU means the Transportation Unit of Hamilton City Council

TNZ means Transit New Zealand

WEL means WEL Networks Ltd

WWS means the Water and Waste Services Unit of Hamilton City Council, to be contacted in the first instance via the WWS Reception.