

Landscape Approvals

Key Messages

February 2025

Nau mai haere mai
Happy new year

Kia ora Koutou

Welcome to 2025. We hope you all had some time off over the holiday period and wishing you all the best for your landscape approvals mahi for 2025.

Approvals Team Update:

Landscape Architect Emma Välimäki-Petersen is on leave for the next 6 months. Our Senior arborist Laurie Gordon has recently left council, we wish him all the best in his new endeavors. We welcome to our subdivisions team our new Arborist Mel Thompson, and Landscape Architect Hailey Lam.

Landscape pre-submission meetings:

We are offering landscape pre-submission meetings to give feedback on draft landscape scheme designs. Planning and other matters will still require a formal pre-ap meeting with the planning team. You're welcome to book a time through landscape.approval@ccc.govt.nz. The recently updated [Checklist for Landscape Plans and Design Reports](#) is a great resource to use before the meeting to confirm you have everything required.

Conditions assessment guide:

Keep an eye out for the Conditions Assessment Guide being uploaded to our Subdivisions webpage by the end of February. The guide is clear on standards required for Practical and Final Completion based on CSS Acceptance Criteria. The ratings applied to each asset to meet acceptance are shown in the table below. The guide is a valuable resource to add to your kete (tool box) to support your mahi (work).

Practical Completion

Rating	Meaning
Pass	No observed defect/s. The asset is accepted.
Currently Not Meeting Pass Standard	The identified defect/s must be monitored through the establishment period and/or rectified. However, the asset is accepted at practical completion.
Fail	The defect/s must be rectified prior to Practical Completion. The asset is not accepted.

NCR Process

If changes to the design occur during the construction period, to something that differs from the approved plans, you will need to submit a non-conformance report (NCR) for acceptance, prior to implementing any changes. The NCR should include plans/drawings and photographs, where applicable, indicating which assets are to be altered.

Council will review the NCR and provide confirmation of acceptance or non-acceptance. NCRs are essential for our record keeping as they are showing a record of works and streamline the Final Completion process.

Planting out of season:

Please note planting outside the season is at the developer's risk and may not comply with your consent conditions. Planting outside the season can mean an extended establishment period for the contractor.



Street tree damage during construction:

Whilst street trees are establishing, the developer's contract with contractors ensures they are responsible for any damage during this period. The monthly reports should note any damage and report this back to the developer. It would be useful to include in the contract that contractors are required to 'protect' plantings – with extra stakes and webbing, for example.

Monthly establishment reports:

To demonstrate compliance with the quality assurance requirements in IDS Part 3 and 10, monthly establishment reports must be submitted to Council. The content required in monthly establishment reports is specified in the CSS Part 7 Section 14.9. A checklist is provided in the CSS Part 7, Appendix 1, however the checklist alone is not an establishment report. **Please remember** to send these in monthly. Thank you.

Christchurch City Council Civil Engineering Construction Standard Specifications Appendix 1

LANDSCAPE CONSTRUCTION ESTABLISHMENT CHECKLIST (EXAMPLE)
(To be included as part of the Contractor's Monthly Establishment Reports)

Contract Name & No.
Site Name/Address
Location
Subcontract Period From To
Date of Visit

Activity	Checked	Action Required/Comments	Action Completed
Watering			
Mulch			
Stake/Van			
Water Control			
Plant Material			
Plant Labels			
Other			

Assets Identified (e.g. Treeholes, Stakes, Fences and Hoopnet, Cover and Storage) and Other Details

Action Taken

Photographs

Submissions:

landscape.approval@ccc.govt.nz

Specify the subdivision RMA number, name, stage and types of assets