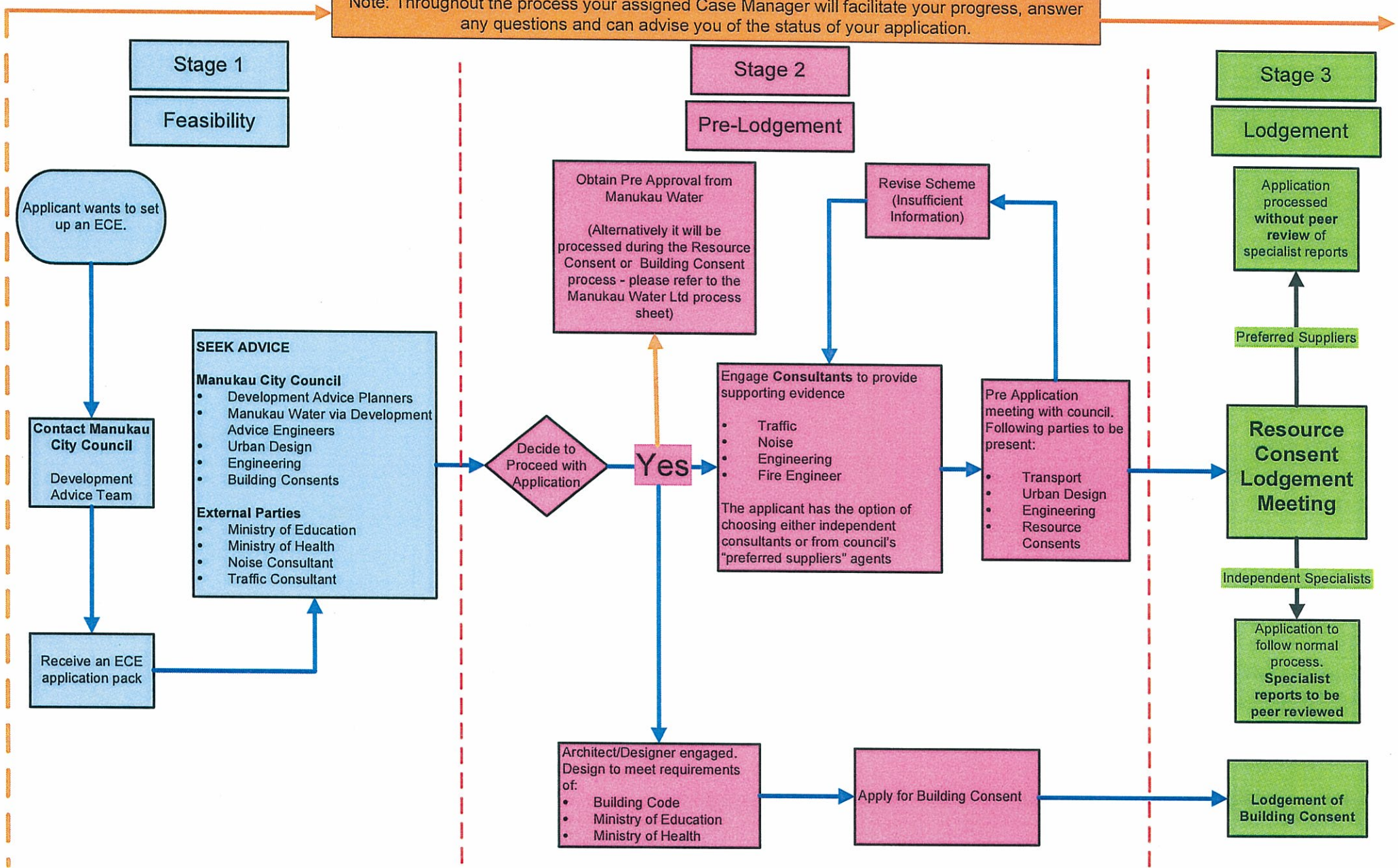


Early Childhood Education & Care Centres (ECE) Application Process Map

Note: Throughout the process your assigned Case Manager will facilitate your progress, answer any questions and can advise you of the status of your application.





EARLY CHILDHOOD EDUCATION & CARE CENTRES (ECE)

What is an Early Childhood Education & Care Centre
An Early Childhood Education & Care Centre (ECE) is otherwise known in Manukau's District Plan as a *Care Centre*. Early Childhood Education and Care Centres are properties that are used for or proposed to be used for the care of children either during working hours or after school. An ECE is identified as having more than 3 children younger than 6 being looked after during working hours (e.g. 8am till 4pm), or if over 6 years of age, cared for after school, from 3pm onwards. An ECE includes crèches, playcentres, kindergartens, childcare centres, pre-schools, kohanga reo and play group facilities.

What are the District Plan Requirements?

The Manukau City Council's District Plan requirements for an ECE are dependent on a number of factors such as the number of children that will be cared for at the Centre and its location. The District Plan sets out the objectives, policies, rules and standards regarding building and development within Manukau.

If a proposed ECE cares for less than 10 children at any one time and can comply with the development standards (below) then it is a permitted activity and does not require a Resource Consent. However, The Ministry of Education may require that Council approval is obtained before an ECE license can be approved. Therefore you will be required to obtain a Certificate of Compliance from the Council.

The District Plan considers that an ECE with less than 10 children is unlikely to generate any adverse effects on the residential environment and that the Council can effectively control the effects by the application of the performance and development standards. These are listed below:

Early Childhood Education Centres for up to 10

Children (Rule 13.11.2.3)

If a proposed ECE will be caring for less than 10 children, a Resource Consent may not be needed but a Certificate of Compliance will be required to show that it complies with the following performance and development standards:

- (a) Where there are 6–10 children, the site should have a minimum net site area of 500m²;
- (b) The outdoor play area is screened with a 1.8m high closed boarded fence to ensure privacy for adjoining sites;
- (c) The activity shall not be part of a multiple household unit development;

- (d) The activity is located on a front or corner site.

If a new building is to be built or any alterations to an existing building are required, then it is likely that a building consent from the Council would be needed prior to starting any work.

Early Childhood Education Centres for up to 10

children in RH1 – RH3 zones (Rule 13.12.3)

If a proposed ECE is to be located in an area zoned as Residential Heritage 1, 2 or 3 (RH1, RH2 or RH3), will care for less than 10 children, and comply with the performance and development standards, a resource consent will be required. An ECE is considered to be a Controlled Activity and Council is required to grant the resource consent, but this may be conditional regarding:

- (a) Site Layout
 - (i) whether the location of outdoor play areas and screening detracts from any heritage qualities in the street;
 - (ii) whether hard paved surfaces intrude on the garden qualities of the heritage area; generally front yards should remain planted in grass.
- (b) Signs
 - (i) whether any signs associated with the childcare services and facilities are located and designed in such a way so as not to detract from the heritage qualities of the streetscape.

The areas for which this rule applies are:

Residential Heritage 1- Parts of Rosella Road, Mangere
Residential Heritage 2- Teo & Torro Lanes, Mangere
Residential Heritage 3- Station Road, Papatoetoe

Early Childhood Education Centres for more than 10

children within the RH6-8/MR/IH/RSS zones

If a proposed ECE intended for more than 10 children and located within a residential zone, then regardless of the location, a resource consent will be required. The zoning of the proposed location will determine what kind of resource consent is required. If the proposed location is within the following zones, then a resource consent for a Restricted Discretionary Activity is required:

Main Residential- Residential Heritage 6-8-	Most of Manukau Mangere Bridge, Eastern Howick, Hill Road Area of Manurewa
Integrated Intensive Housing- Residential Settlement Service -	Areas around Botany Beachlands, Maraetai

As it is a Restricted Discretionary Activity, Council will focus only on the matters identified in (a) to (e) from the list below when assessing an application for an ECE:

- (a) Intensity/Scale of Activity;
- (b) Site Layout;
- (c) Carparking and Access;
- (d) Design and External Appearance;
- (e) Noise mitigation measures;
- (f) Signs;
- (g) Servicing;

Council will consider the following assessment criteria (a)-(e) and any relevant conditions set out in Section 104 of the Resource Management Act (RMA) when assessing a Restricted Discretionary Activity resource consent:

(a) Intensity/Scale of Activity

- (i) Whether the site is a suitable size for the proposed number of children to be cared for.

As a general guide in determining the suitability of a site to accommodate buildings, outdoor play areas, parking and delivery areas and landscaping for child care services (ECE), a minimum ratio of 25m² of net site area per child is required. However, these minimum levels will only be consented to if it can be shown that any adverse effects on next door neighbours can be avoided or mitigated.

Noise reduction measures in the design of buildings, or restrictions on the hours of outdoor activity, may be matters to be addressed.

- (ii) Whether the number of vehicle trips associated with the childcare centre (ECE) is likely to cause disturbance to adjoining neighbours, or in peak traffic generation is likely to cause potential traffic conflict.

(b) Site Layout

- (i) Whether buildings and structures including outdoor play areas are located in a way that minimises any adverse effects on the visual privacy of adjoining neighbours. Methods that can be used to minimise adverse effects may include screening, fencing, etc.

(c) Car parking and Access

- (i) Whether there is a safe and efficient method for delivery and pick-up of children at the child care (ECE) premises. Special attention will be given to access when the child care (ECE) facilities are located on a rear site. (Refer also to Assessment Criteria, Chapter 8 Transportation, Section 8.25).

(d) Design and External Appearance

- (i) Whether the design of buildings and structures including car parking areas maintains residential streetscape qualities.
- (e) Noise Mitigation Measures
- (i) Whether any noise reduction measures have been proposed to ensure that noise levels of adjoining properties are protected.

(f) Signs

- (i) Whether the scale, design and location of signs is sensitive to the character of the residential area.

- (g) Servicing (See Chapter 9 Land Modification)

Early Childhood Education Centres for more than 10 children in the Residential Settlement Unserviced Zone (RSU)

If a proposed ECE intended for more than 10 children is located within the RSU zone, then a Discretionary Activity Resource Consent is required. These are not residential activities but may support the residential environment and therefore be useful. Council reserves the right to decide whether a proposed ECE is appropriate for the zone.

The Residential Settlement Unserviced Zone is located in the following areas:

RSU Zone - Clevedon, Whitford, Kawakawa Bay & Orere Point

Early Childhood Education Centres for 10 or more children in the Residential 1-3 (RH1-3) & RH4 Zones

If an ECE is proposed within one of the zones listed below, then resource consent is needed. These areas have been identified as having an important natural or historic character and to preserve this character, Council reserves the right to ensure that granting permission for an ECE will not be contrary to the objectives and policies of the District Plan.

Residential Heritage 1- Parts of Rosella Road, Mangere
Residential Heritage 2- Teo & Tioro Lanes, Mangere
Residential Heritage 3- Station Road, Papatoetoe
Residential Heritage 4- Pohutukawa Ave,
Mangemangoa Creek
escarpment, Howick

Business Zone 1-5

If an ECE is proposed within the business zones, then it is permitted, as long as it meets the relevant performance and development standards. You can find more information on the Council Website at: <http://www.manukau.govt.nz/tec/district/default.htm> or at the Council's Customer Centre or a local library. Please note that to meet the Ministry of Education Licensing Criteria, you will be required to show compliance with the District Plan.

Business 6 Zone

If an ECE is proposed to be located within the Business 6 zone, then it will require a Discretionary Activity resource consent. This is because this zone permits industrial activities which may not be a suitable environment for an ECE due to fumes, discharges, etc. Council will assess all applications on a case by case basis.

How can I find out what Zone I'm in?

You can check online on the Council Website at <http://www.manukau.govt.nz/ecdistrict/maps.htm>. If you do not have access to the internet you can speak to a Development Advice Planner from the Customer Centre who can help to you find out what zone you are in. You can call 09 262 5296 and talk to a Planner.

Building Consents

All building work covered by the Building Act 2004 requires a Building Consent. This includes structural building, plumbing, drainage and site works associated with building and demolition. Please note that if you are seeking to use an existing dwelling, you may require a building consent for a change of use. You can discuss the requirements with a Building Development Advisor at the Councils Customer Centre or call on 09 262 5296.

I still have some questions about setting up a Early Childhood Education & Care Centre, who can help me?

If you are still unsure about childcare centres, you can contact one of the Development Advice Planners by either calling them on 09 262 5296 or alternately you can see them in person at the following location:

Customer Centre
Ground Floor of Kotuku House
4 Osterley Way
Manukau City
Open Monday to Friday 8.30am to 5pm, except
Wednesday to 4pm
By Phone: (09) 262 5296
By E-mail: contactus@manukau.govt.nz
By Fax: (09) 262 5450

You can also visit the Council website at www.manukau.govt.nz to view any of the information sheets that have been referenced in this document.

This information sheet is about childcare centres in residential areas. It reflects the Building Act 2004, Resource Management Act 1991 and the Development and Performance Standards of the Manukau Operative District Plan 2002, but does not replace these.

Information Sheet No: X
IssueXmonth/2009

Table 1 – Residential Zones

ACTIVITY		RESIDENTIAL (BULTFORD) HERITAGE	RESIDENTIAL (FLOKA) HERITAGE	RESIDENTIAL (TRADITIONAL SUBURBAN) HERITAGE	MAIN RESIDENTIAL	INTEGRATED INTENSIVE HOUSING	RESIDENTIAL SETTLEMENT SERVICED	RESIDENTIAL SETTLEMENT UNSERVICED
Childcare Services and Facilities for up to 10 children complying with additional standards Rule 13.11.2.3 Note: within the HANA and the MANA subject to Rule 5.21	RH 1-3							
	C	P	P	P	P	P	P	P
Childcare Services and Facilities for more than 10 children Note: within the HANA and the MANA subject to Rule 5.21	NC							
	NC			(R)D	(R)D	(R)D	(R)D	D

Table 2 – Business Zones

ACTIVITY	BUSINESS ZONES					
	1	2	3	4	5	6
Care Centre Note: within the HANA and the MANA subject to Rule 5.21	P	P	P	P	P	D

(Please read the checklist and tick off those items that you have completed or will take to your lodgement meeting)

IMPORTANT:

The following checklist has been developed to guide you through the process of applying for an ECE. Please be aware that if any of the following has not been undertaken, council may lack the necessary information to process your application.

Tick

<p>a. Have you read and are aware of the Ministry of Educations Licencing Criteria for Early Childhood Education and Care Centres (ECE)? You must ensure that your proposed ECE meets the Ministry of Educations relevant criteria otherwise you may not be granted a license to operate an ECE. Any changes to the proposed ECE after a resource consent or building consent is granted may require that a second building or resource consent be obtained?</p>	<input type="checkbox"/>
<p>b. Have you discussed and are aware of the Auckland Regional Public Health Service (ARPHS) requirements for ECEs? It is important that you are aware and comply with ARPHS health guidelines as it may impact on the ability of your proposal to obtain an ECE licence from the Ministry of Education as well as the proposed location of your proposed ECE due to their noise or air quality requirements. You can obtain further information regarding the requirements on their website at http://www.arphs.govt.nz.</p>	<input type="checkbox"/>
<p>c. Have you discussed your proposal and has it been approved by Manukau Water? You must ensure that the proposed location for your child care centre has sufficient water and waste water capacity to meet the needs of the proposed ECE. Contact Council's Customer Centre to discuss your proposal and you may wish to obtain pre-approval for your proposal from Manukau Water.</p>	<input type="checkbox"/>
<p>d. Have you sought advice and engaged a noise consultant to provide a report advising whether the proposed ECE can meet the District Plan noise rules? Noise from an Early Childhood Education Centre has a significant impact on the surrounding environment. Your consultant should provide supporting reports, where necessary, to indicate whether the child care centre can comply with the District Plan requirements as well as measures to limit or mitigate the effects of noise on neighbouring properties.</p>	<input type="checkbox"/>
<p>e. Have you sought advice and engaged a traffic consultant to provide a report advising whether the proposed child care centre can meet the requirements of the District Plan? Another key aspect of ECE's are the traffic effects resulting from increased numbers of vehicle trips and it's potential to result in traffic safety issues. It is essential that a traffic specialist is consulted to provide supporting materials to show whether the proposed ECE can comply with the District Plan requirements and whether any recommendations to improve traffic safety are recommended.</p>	<input type="checkbox"/>
<p>f. Have you included any specialist reports identified by the Case Managers as being required as part of your application? Some applications may require specialist reports such as engineering report/assessment, fire report or landscape assessments. If these reports are not provided, council cannot assess the potential effects of your application. If you are not sure whether additional input is required, please consult with your Case Manager or consult a Development Advice Planner at councils customer centre.</p>	<input type="checkbox"/>
<p>g. Have you applied for your certificate of compliance or resource consent from Council? Depending on which zone the child care centre is proposed for, you may need a resource consent or a Certificate of Compliance to meet the Ministry of Education - Early Childhood Licensing requirements. The application processes are very similar, though for a certificate of compliance, you are required to prove that you can comply with the relevant performance and development standards. When applying for your resource consent or certificate of compliance, you may choose to engage a planner to apply on your behalf or you can choose to apply yourself. If you are applying yourself you can ask for a copy of The Ministry for the Environments "A beginner's guide to resource and building consent processes under the Resource Management Act 1991 and the Building Act 2004" as well as "An Everyday Guide to the Resource Management Act Series" at the customer centre. You can also find it on the Ministry for the Environments website – http://www.mfe.govt.nz/publications/rma/</p>	<input type="checkbox"/>
<p>h. Have you applied for your Building Consent from Council? In setting up a child care centre, you will be required to obtain a building consent for a change of use, fire egress and for any other alterations required to meet the requirements of the ECE Licensing requirements e.g. more sinks and taps, etc. This will need to be obtained before you will be permitted to operate.</p>	<input type="checkbox"/>