

Guide to using the ePlan

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1 Purpose of this guide

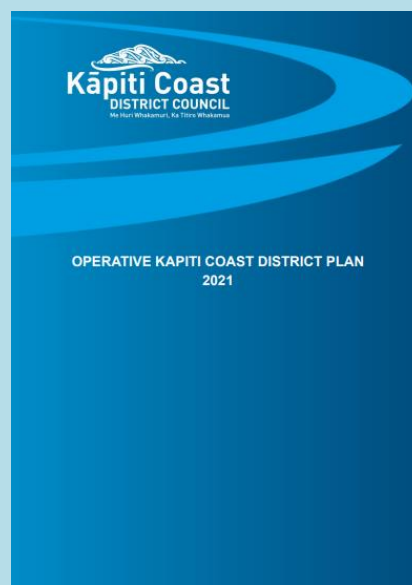
The ePlan is the Council's on-line version of the Operative Kāpiti Coast District Plan 2021. The purpose of this guide is to provide a summary guide to the key features and functions of the ePlan.

What is the District Plan?

The Resource Management Act 1991 (the 'RMA') requires councils to prepare 'district plans' to help them manage the environment in their area and perform their roles and functions under the RMA.

The Operative Kapiti Coast District Plan 2021 (the 'District Plan') is the Council's rulebook for land use, subdivision, and development. The District Plan includes objectives, policies, and rules that set out the desired environmental outcomes for the district, and whether or not a resource consent is required from the Council. The District Plan also includes maps that show how land within the district is zoned and identify other special features that may apply to the land.

You can find out more about the District Plan at the Operative District Plan page on the Council's website at this address:
<https://www.kapiticoast.govt.nz/OperativeDistrictPlan/>



Disclaimer

This guide provides a high-level overview of how to use the ePlan, but it does not explain how to read or interpret the maps and other provisions (such as objectives, policies, and rules) contained within the District Plan.

If you are seeking to undertake an activity, subdivision, or development, you should consider seeking professional advice (for example, from a planner, surveyor, architect, or designer) on the relevant rules in the District Plan, and whether or not a resource consent is required.

If you need any further help understanding the District Plan, see section 7 of this guide.

2 ePlan Home Page

When you open the ePlan home page, the screen should look like this:

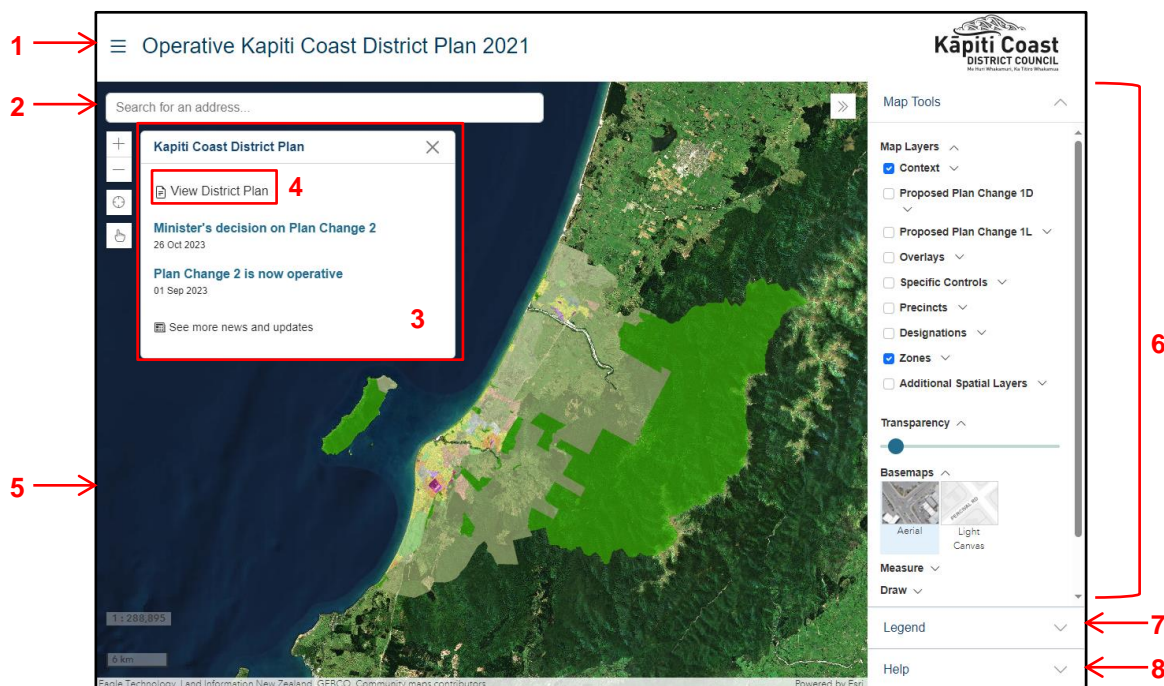


Figure 1: ePlan home page

The home page contains the ePlan’s interactive District Plan map. The following provides a description of the key features of the home page (with reference to the numbers shown in Figure 1):

<p>1</p>	<p>ePlan navigation</p> <p>This button opens up a menu with options for navigating the ePlan. If you want to return to the ePlan home page (this page), you can press this button and select “Home”. If you want to read the District Plan, you can press this button and select “Read the District Plan”.</p>
<p>2</p>	<p>Property search</p> <p>Typing an address or legal description into this bar will enable you to search for the District Plan information relevant to a specific site. This is discussed more in section next section.</p>
<p>3</p>	<p>News feed</p> <p>This box shows the latest news and updates about the District Plan. You can click on the title of each article within the news feed to read the article.</p>
<p>4</p>	<p>Read the District Plan</p> <p>Clicking on “View District Plan” will take you directly to the District Plan document, where you can read the content of the District Plan.</p>
<p>5</p>	<p>Map display</p> <p>The majority of the screen is taken up by a map of the district. By default, the map screen shows an aerial base map with zones overlaid.</p>

6	<p>Map Tools</p> <p>By default, the 'Map Tools' drop down will be open. This shows the various map layers that can be turned on and off. It also provides other tools, such as measurement and drawing tools.</p>
7	<p>Legend</p> <p>Expanding the 'Legend' drop down will show a legend describing the colours and symbols used for each visible layer in the map display.</p>
8	<p>Help</p> <p>Expanding the 'Help' drop down will show some handy hints for using key features of the ePlan.</p>

3 Searching for a property

The property search is a powerful tool that enables you to search for a property and find out the relevant District Plan zones, overlays, or other provisions that may apply to it. Figure 2 below shows the key steps for using the Property Search tool.



Figure 2: searching for a property in the ePlan

The following provides a general explanation of the key features of the Property Search tool (with reference to the numbers shown in Figure 2):

1	<p>Property search bar</p> <p>Start by typing a physical address or legal description into the search bar. As you type, the search bar will offer you suggestions which you can select.</p>
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2	<p>Selected property</p> <p>Once you have selected a property, the map will zoom in to the property, and show it centrally in the map outlined in a black and white dashed line.</p>
3	<p>Relevant map layers</p> <p>This part of the left-hand side bar shows the zones, overlays, and other map layers that apply to the selected property. You can turn the relevant map layers on or off by selecting the check box next to the layer. You may need to scroll down to see the full list of map layers that are relevant to the property.</p>
4	<p>Property Specific District Plan Chapters</p> <p>Selecting this button will direct you the specific chapters of the District Plan that are relevant to the property.</p>
5	<p>View Property Report (PDF)</p> <p>Selecting this button will generate a report specific to the property that you can download as a PDF. The PDF report provides a summary of the zones, overlays, and other District Plan map layers that apply to the property.</p>

Alternative method of searching for a property

Instead of typing an address or legal description for the property, if you know its location, you can zoom in to the property by clicking and holding the left mouse button to drag the map in to the desired location. You can also zoom in and out of the map by using the scroll wheel on your mouse, or by pressing the '+' or '-' buttons in the top-left corner of the map.

Once you have found the property that you are looking for, click on it to select it. This will highlight the boundary (see number 2 above), and the relevant information for the property will be shown in the left-hand sidebar (see number 3 above).

4 Map layers

When you open the ePlan, the bar on the right hand side of the page will display a series of 'Map Layers' (see Figure 3). Map layers can be turned on by selecting the check boxes next to each map layer. When map layers are turned on, they are displayed over top of the base map (which, by default, is an aerial map of the district).

Map layers provide spatial information that show where specific provisions within the District Plan apply. The general contents of each map layer group are summarised in Table 1 below.

Note that the District Plan map layers are subject to change over time, as the District Plan itself changes. You can find out more about proposed changes to the District Plan on the Council's District Plan webpage at <https://www.kapiticoast.govt.nz/OperativeDistrictPlan/>

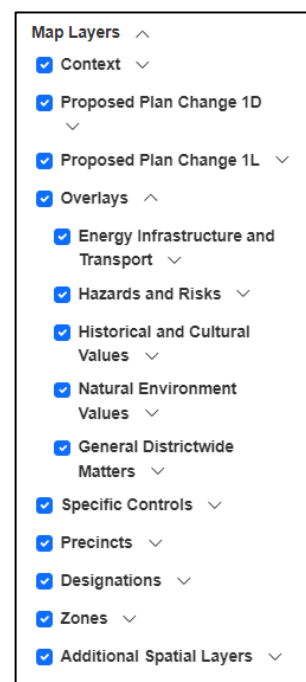


Figure 3: map layer groups

Table 1: general description of map layer groups contained within the ePlan

Map layer group ¹		General description
Context		The context layers display roads, road names, and property boundaries.
Proposed Plan Change [xx]		Where there is a proposed change to the District Plan being processed by the Council, the ePlan maps may include separate map layers specific to the plan change. These can be turned on and off, to enable comparison between the Operative District Plan and the proposed plan change.
Overlays	Energy, Infrastructure and Transport	This includes map layers that are relevant to the provisions of the District Plan's Energy, Infrastructure and Transport and Subdivision chapters, including layers related to: <ul style="list-style-type: none"> the National Grid the high-pressure natural gas pipeline cycleway, walkway, and bridleway (CWB) link priority connections the road network hierarchy notional and indicative roads water collection areas.
	Hazards and Risks	This includes map layers that are relevant to the provisions of the District Plan's Hazards and Risks and Subdivision chapters, including layers related to: <ul style="list-style-type: none"> flood hazards fault avoidance areas.

¹ The District Plan maps are required to use layers that are consistent with the [National Planning Standards 2019](#).

Map layer group ¹	General description
Historical and Cultural Values	<p>This includes map layers that are relevant to the provisions of the District Plan's Historical and Cultural Values and Subdivision chapters, including layers related to:</p> <ul style="list-style-type: none"> • wāhi tapu sites • historic heritage places and areas • notable trees.
Natural Environment Values	<p>This includes map layers that are relevant to the provisions of the District Plan's Natural Environment Values and Subdivision chapters, including layers related to:</p> <ul style="list-style-type: none"> • ecological sites • outstanding natural features and landscapes² • special amenity landscapes • areas of outstanding or high natural character • key indigenous trees • geological features.³
General Districtwide Matters	<p>This includes map layers that are relevant to the provisions of the District Plan's General Districtwide Matters chapter, including layers related to:</p> <ul style="list-style-type: none"> • noise corridors • quarries • the coastal environment.
Specific Controls	<p>Specific controls spatially identify sites or areas that have provisions that are different from other spatial layers or district-wide provisions that apply to that site or area.</p> <p>This layer group currently includes a height variation control area layer, which provides an area-specific adjustment to the permitted building height in the underlying zone.</p>
Precincts	<p>Precincts spatially identify and manage areas where additional place-based provisions apply to modify or refine aspects of the policy approach or outcomes anticipated in the underlying zone.</p>
Designations	<p>This shows the location and spatial extent of designations throughout the district. Designations are generally areas required by a "requiring authority" for a public work, or where restrictions are necessary for the safe or efficient functioning or operation of a public work.</p>
Zones	<p>Zones spatially identifies and manages areas with common environmental characteristics or where environmental outcomes are sought, by bundling compatible activities or effects together, and controlling those that are incompatible.</p> <p>Each zone identified in the District Plan maps relates to a corresponding zone chapter within the District Plan.</p>

² There are also provisions relevant to outstanding natural features and landscapes in the Earthworks chapter.

³ There are also provisions relevant to geological features in the Earthworks chapter.

Map layer group ¹	General description
Additional Spatial Layers	<p>This layer group contains layers that correspond to a range of miscellaneous District Plan provisions, including:</p> <ul style="list-style-type: none"> • the structure plan for the Metropolitan Centre Zone • airport noise areas • airport obstacle limitation surfaces • airport potential residential areas • the Waikanae North and Otaki North urban edges • coastal setbacks that have been carried over from the operative 1999 District Plan (identified under the “District Plan 1999 Features” layer).

5 Other map tools

Measure tool

You can measure distances or areas in the ePlan maps by using the measure tool (see Figure 4).

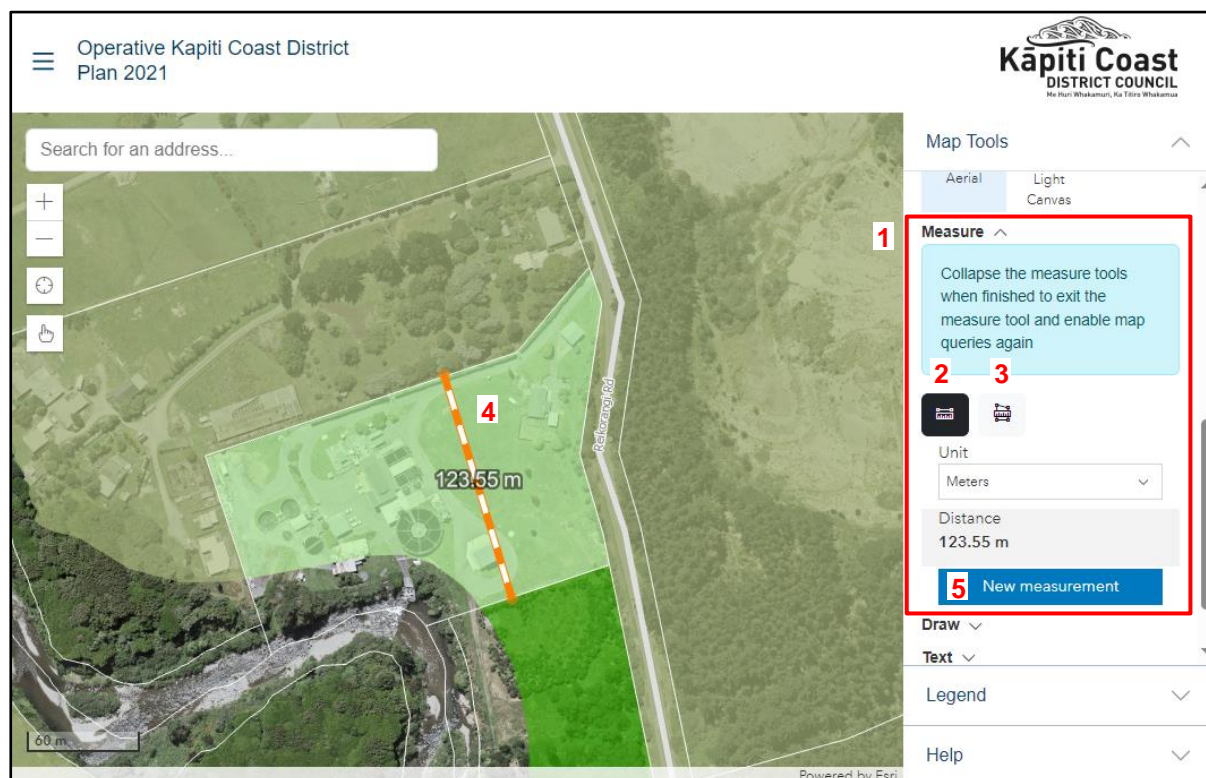


Figure 4: the measure tool

The following provides an explanation of how to use the measure tool (with reference to the numbers shown in Figure 4):

1	<p>Measure tool</p> <p>The measure tool can be found in the right-hand side bar, by clicking the black arrow to the right of 'Measure'.</p>
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2	<p>Measure distance</p> <p>Select this box to measure a linear distance by drawing a line on the map.</p>
3	<p>Measure area</p> <p>Select this box to measure an area by drawing a shape on the map.</p>
4	<p>Draw a measurement</p> <p>Click once on the map to start your measurement. Click a second (and subsequent) times to add new segments to the line or shape that you are measuring. Double click to create a final segment and close the measurement.</p> <p>The example shown on the screen shows a distance measurement created by making a single line between two points. The final measurement is shown in metres on the map screen, in the centre of the orange dashed line.</p>
5	<p>New measurement</p> <p>Select the 'New measurement' button to cancel the current measurement and start creating a new measurement.</p>

Draw tool

You can draw lines and other shapes by using the draw tool (see Figure 5).

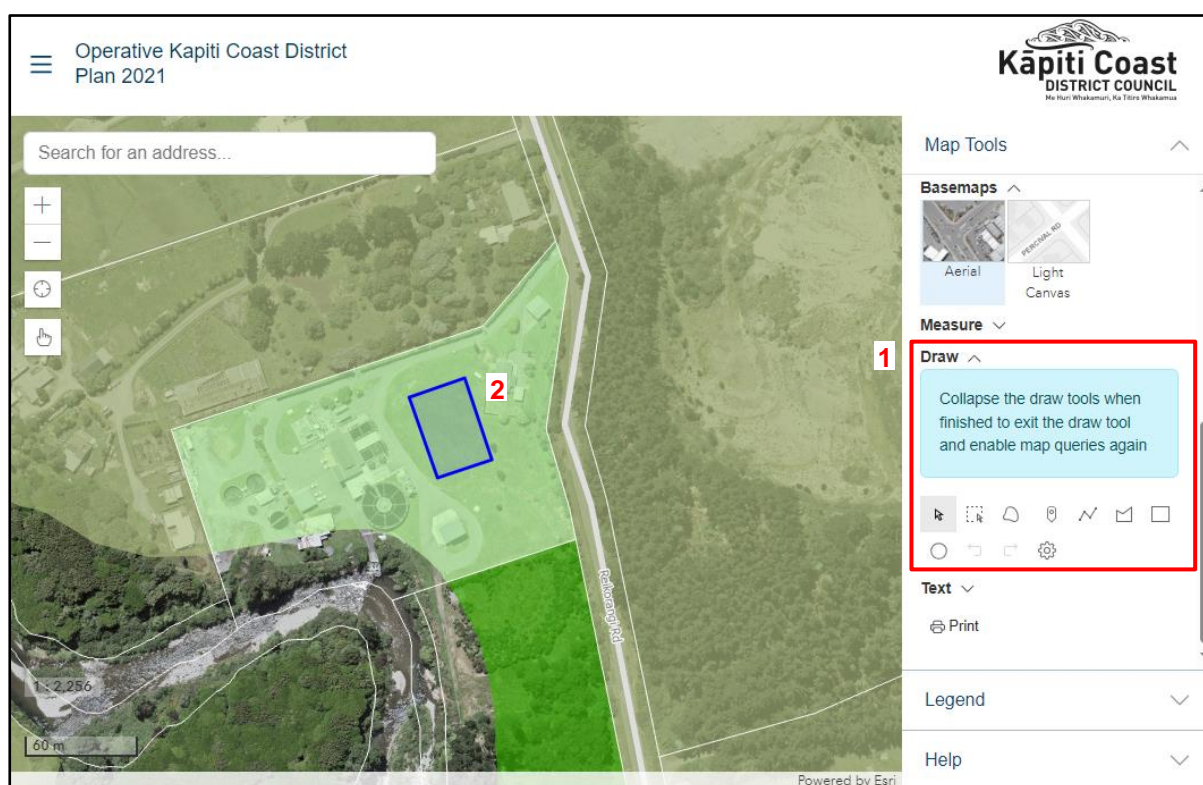


Figure 5: the draw tool

The following provides an explanation of how to use the draw tool (with reference to the numbers shown in Figure 5):

1	<p>Draw tool</p> <p>The draw tool can be found in the right-hand side bar, by clicking the black arrow to the right of 'Draw'. You can choose to draw lines, shapes, or place markers by selecting from the different options below the blue box.</p>
2	<p>Drawing a shape</p> <p>You can draw a line or shape anywhere on the map by clicking the mouse at the desired points on the map. Double click the mouse to complete the shape.</p>

Text tool

You can add custom text to the map by using the text tool (see Figure 6).

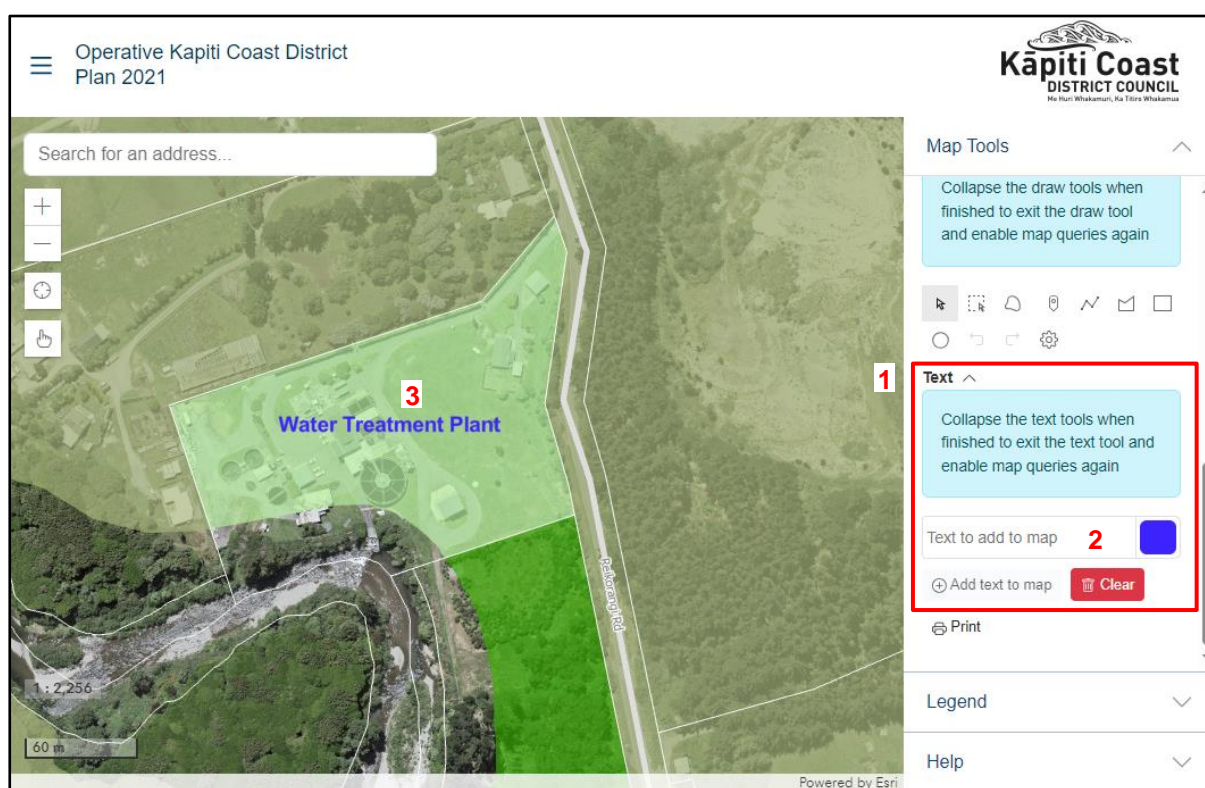


Figure 6: the text tool

The following provides an explanation of how to use the text tool (with reference to the numbers shown in Figure 6):

1	<p>Text tool</p> <p>The text tool can be found in the right-hand side bar, by clicking the black arrow to the right of 'Text'.</p>
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2	<p>Adding text to the map</p> <p>Type the text that you want to add to the map in the “Text to add to map” box. You can change the colour of the text by selecting the coloured box on the right-hand side.</p> <p>To add the text to the map, press the “Add text to map” button. To remove text from the map, press the red “Clear” button.</p>
3	<p>Placing text on the map</p> <p>Once you have pressed the “Add text to map” button, you can add the text to the map by clicking on the map at the point where you want to add the text.</p>

Print tool

To print the contents of the map displayed on the screen, scroll down to the bottom of the ‘Map Tools’ section on the right-hand sidebar until you see the ‘Print’ button (see the red outlined box in Figure 7).

Pressing the ‘Print’ button will generate and A4 sized PDF of the map shown on the screen, which you can then print off or save.

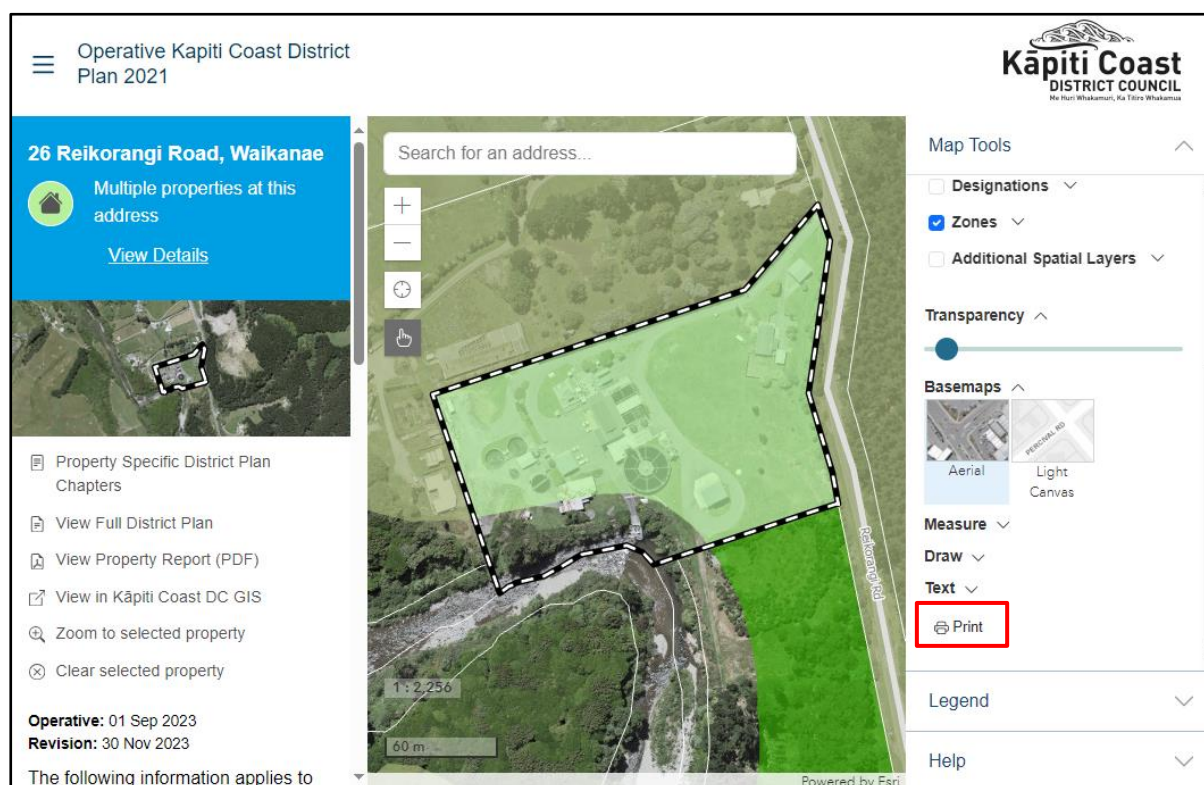


Figure 7: printing the map

6 Accessing the ePlan version of the District Plan text

In addition to the District Plan maps, the ePlan also includes the text of the District Plan.

To access the ePlan version of the District Plan text, click on the ‘burger’ button on the top left-hand corner of the screen (the three horizontal lines), and select ‘Read the District Plan’ (see the red outlined box in Figure 8).

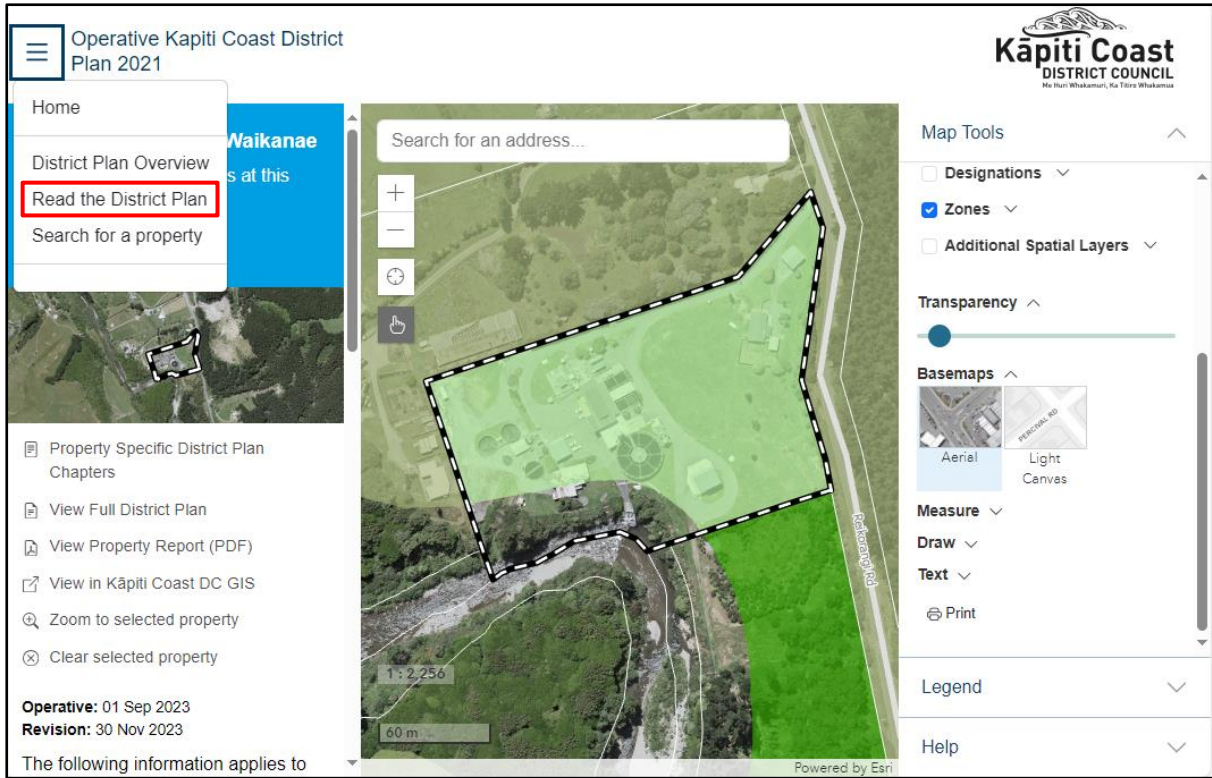


Figure 8: accessing the ePlan version of the District Plan text

Selecting 'Read the District Plan' will open the ePlan version of the District Plan text (see Figure 9).

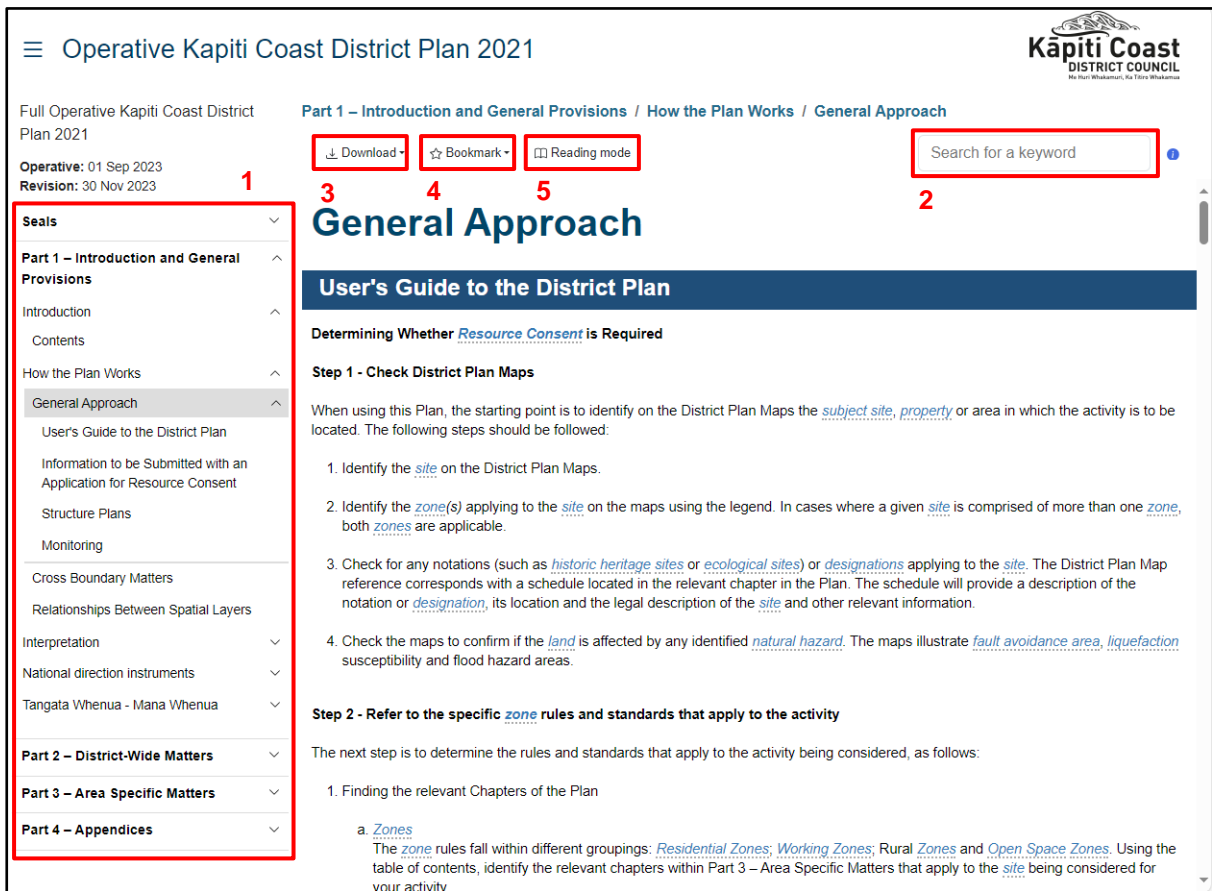


Figure 9: the ePlan version of the District Plan

The following provides an explanation of the key features of the ePlan version of the District Plan text (with reference to the numbers shown in Figure 9):

1	<p>Navigation sidebar</p> <p>The navigation sidebar on the left-hand side of the page allows you to quickly browse the contents of the District Plan. The District Plan text is structured into four parts, in accordance with the National Planning Standards 2019.</p> <p>To navigate to a chapter or section within the District Plan, click on the arrow next to the heading. This will expand the contents of that part/chapter/section. Click on the title of the chapter/section that you want to view to go to that chapter/section. The text of the chapter/section that you have selected will load in the centre of the page.</p>
2	<p>Searching the District Plan text</p> <p>You can search the District Plan text by typing your desired search term within the search bar. Using the search function is explained further below.</p>
3	<p>Downloading District Plan text</p> <p>Select the 'Download' button to download the District Plan text as a PDF. This drop-down gives you the option to download the entire District Plan, or just the chapter that you are currently viewing.</p>
4	<p>Bookmark</p> <p>This drop down give you the option to create a bookmark to the chapter that is currently displayed in your browser's list of bookmarks. This drop-down also gives you an option to share a link to the currently displayed chapter via e-mail.</p>
5	<p>Reading mode</p> <p>This button adjusts the formatting of the text displayed on the screen so that it appears like a printed version of the ePlan text.</p>

Searching the ePlan text

The ePlan text search function enables you to search the text of the ePlan for a word or phrase.

The screenshot shows the 'Operative Kapiti Coast District Plan 2021' interface. At the top right, the Kapiti Coast District Council logo is visible. Below it, the search bar (1) contains the text 'esplanade reserve'. A search results dropdown (2) is open on the left, showing 'esplanade reserve' (4) and a list of navigation links. The main content area (3) displays the definition for 'ESPLANADE RESERVE'.

Figure 10: using the ePlan text search function

The following provides an explanation of how to use the text tool (with reference to the numbers shown in Figure 10):

1	<p>Search bar</p> <p>Start typing the word or phrase that you want to search for in the search bar, and press enter to undertake the search. As you start typing, the search bar will suggest words or phrases to you in a drop-down list, and clicking on any of these will undertake a search of that word or term.</p>
2	<p>Search results</p> <p>The results of the search will be shown in the sidebar on the left-hand side of the page. This will show each chapter where the word or phrase is found. Clicking on the arrow next to the chapter title will show the individual provisions within the chapter where the search term is located. Clicking on the provision will open the chapter in the central part of the screen at that provision.</p>
3	<p>Search terms are shown highlighted</p> <p>The search term will be highlighted in yellow wherever it appears in the ePlan text.</p>
4	<p>Ending the search</p> <p>Click the 'Close' button in the top right-hand corner of the search results sidebar to end the search. This will close the search results sidebar and remove highlighting from the ePlan text.</p>

7 Need more help?

District plans are complex documents that can be challenging to navigate, interpret, and understand depending on a range of factors, including the site and its context, and the activity, development, or subdivision being proposed. The parts of the District Plan that will be relevant to you will depend on the unique set of circumstances that apply to the site and your proposal.

If you need help understanding the District Plan and how it applies to you, you can:

- Start by reading the “Users Guide to the District Plan” section in the “How the Plan Works” chapter of the District Plan. You can find this in the ePlan at the following link: <https://eplan.kapiticoast.govt.nz/eplan/rules/0/278/0/15212/0/205>
- For general questions about the District Plan, you can email the District Planning team at district.planning@kapiticoast.govt.nz
- For questions about the rules that might apply to you and whether or not you might need a resource consent to undertake a subdivision, activity, or development, you can email the Resource Consents team at resource.consent@kapiticoast.govt.nz
- If you planning to undertake a subdivision or development, your architect, designer, engineer, surveyor, or planner should be aware of the District Plan, and should be able to advise you on how it applies to your project.