



COMMERCIAL OR INDUSTRIAL PIM / BUILDING CONSENT APPLICATION CHECKLIST (BAM 002-I)

(in conjunction with form BAM 002)

FOR OFFICE USE

Project No.: _____ Date Received: _____
 This form is to be accompanied by the relevant office cover sheet.
 Project Address: _____

NB. The following is required on application in sufficient detail to show compliance with all aspects of the District Plan and the New Zealand Building Code. **Please complete this Checklist in FULL.** Additional information may be requested during processing of the application.

Supplied

N/A

Council

PIM

Application form COMPLETED & signed

All information identified on the cover sheet

Application fee \$ _____ GST Inclusive (Accepted Methods of Payment: CASH - EFTPOS – CHEQUE)

Certificate of Title: Recent search copy less than 6 months old, plus a sale & purchase agreement if not in the applicant's name. A subdivision scheme plan is required for a new site where Title is not yet available.

Copies of drawings as specified in the cover sheet

Site Plan – showing:

- All new & existing buildings, swimming pools
- Any heritage buildings / trees or archaeological site information known
- Legal & notional boundaries (existing & proposed), easements, waterways, shared access ways / other areas with building setbacks dimensioned
- Building & site areas (including floor areas (m²) for all floors)
- Vehicle access, crossing location, manoeuvre, and parking area
- Street trees, poles, sumps, manholes, traffic islands outside the property
- Any hard-standing (sealed or concrete) areas with proposed drainage
- Landscaped areas required by District Plan indicated
- Any significant trees on the site
- All activities on a site indicated
- Proposed & existing site & floor levels
- Existing & proposed contours, drive gradients and building heights (for hill or sloping sites)
- Intentions for the disposal of stormwater & sewer
- Storage location and capacity of Hazardous Substances (ie LPG, diesel, home heating oil etc)

Outline Floor plans (for all floors)

Outline Elevations

Outline Cross Sections - (if required) to show recession plane / daylight plane & height compliance

Hazardous Substances - storage location and capacity (ie, LPG, diesel, home heating oil etc)

Health Licensing - surface finishes, sinks, dishwashers, food storage

Liquor Licensing - wash basins, sinks, glass washing machine

Evacuation Scheme Assessment (required for PIM):			Building Sprinkled?		Council Use 2 x Yes = Yes
	Yes	No	Yes	No	
Can 100 or more people gather for different purposes or activities?					
Are there facilities for more than 10 employees?					
Is accommodation provided for more than 5 people?					
Are hazardous substances stored?					
Are early childhood facilities provided?					
Is specialised care for people with disabilities provided?					
Is specialised nursing, medical, or geriatric care provided?					
Are people in lawful detention?					
Can 100 or more people gather in a common venue?					
Council Use Only - Evacuation Scheme required?					

----- **STOP HERE IF THIS IS A PIM ONLY APPLICATION** -----

If any of the above are answered "yes" please continue on the next page for the Building Consent checklist

Fire Service Assessment:	Yes	No	Council Use
Is this a fitout of an existing building?			
Is a change of use involved?			Minor alts?
Are alternative solutions, or any application for a modification or waiver to the Building Code for means of escape from fire & fire fighting used (Clauses C1-C4, D1, F6 or F8)			
Council Use Only - Send copy to Fire Service?			

BUILDING CONSENT (in addition to the above)			
	Supplied	N/A	Council
Project Information Memorandum (if already issued) plus all attached forms			
Foundation Plans (timber or concrete slab) including all details			
Drainage Plans - full design details including both Sewer & Stormwater and any disposal methods			
Detailed Floor Plans - fully dimensioned and notated, including location of Smoke Alarms			
Detailed Elevations - including door & windows showing opening sashes			
Cross Sections - to show all relevant construction, especially through difficult areas of the building and changes in building form			
Timber Treatment - the species, grading & treatment of all timber specific to the project is to be specified on the drawings , ideally on the cross section			
Framing Details - including floor joist layout plans if applicable			
Construction Details - with all materials, fixings etc noted			
Weathertightness Details - including a risk assessment matrix for all walls & all flashings			
Internal Waterproofing Details - including all wet areas & surface finishes			
Plumbing Details - including layout plan / schematic & water supply details			
Specifications - relevant to the project			
Bracing Design - calculations, schedule and layout plans			
Roof Truss Design - including layout plan, fixings and specific design for lintels where required			
Ground Conditions report - this will be either a report to show why it is assumed that the ground is "good ground" using Section 3 of NZS 3604:1999, or a specific ground assessment & foundation design by a suitably qualified & experienced engineer			
Design Features Report – for the structure			
Engineers Details & Producer Statement - where any specific design has been carried out (e.g. steel beams)			
Sediment Control Management Plan (if required by site location)			
Access and Facilities for people with disabilities – for a new building all details of compliance are required, for an existing building a report is required to determine what can be reasonably upgraded to comply			
Fire Report (2 copies) – a fire design statement is required to show compliance with the "C" clauses of the Building Code, and the drawings must reflect the detail in the report			

BUILDING CODE ASSESSMENT: Fill in the next page to show how the work complies with all clauses of the Building Code

COMPLIANCE SCHEDULE: Fill in the last page if any of the systems are, or are to be, included or modified in the building

Additional Attached Documents

BUILDING CODE ASSESSMENT

Building Code Clause		Means of Compliance (note that a project may include both Acceptable and Alternative solutions)		
		Acceptable Solution	Alternative Solution (Details verifying compliance are required)	Waiver/ Modification required? (Provide separate details for justification of acceptance if yes)
B1	Structure			
B2	Durability			
C1	Outbreak of fire			
C2	Means of escape			
C3	Spread of fire			
C4	Structural stability during fire			
D1	Access Routes			
D2	Mechanical installations for access			
E1	Surface water			
E2	External moisture			
E3	Internal moisture			
F1	Hazardous agents on site			
F2	Hazardous building materials			
F3	Hazardous substances and processes			
F4	Safety from falling			
F5	Construction and demolition hazards			
F6	Lighting for emergency			
F7	Warning systems (smoke detectors)			
F8	Signs			
G1	Personal hygiene			
G2	Laundering			
G3	Food prep. and prevention of contamination			
G4	Ventilation			
G5	Interior environment			
G6	Airborne and impact sound			
G7	Natural light			
G8	Artificial light			
G9	Electricity			
G10	Piped services			
G11	Gas as an energy source			
G12	Water supplies			
G13	Foul water			
G14	Industrial liquid waste			
G15	Solid waste			
H1	Energy efficiency provisions			

COMPLIANCE SCHEDULE LIST

Project No.: _____

Project Address: _____

<p>Please tick the relevant boxes to show which systems are included or to be included in the building project</p>	Existing	New / Modified	Removed	Do the systems use the Performance Standards plus Inspection, maintenance & reporting procedures from the Building Code Handbook	If no, Performance Standards plus inspection, maintenance & reporting procedures identified in building consent documents	COUNCIL USE - CONFIRMED
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Cable Car

					Yes	No	
1	Automatic systems for fire suppression (for example, sprinkler systems)						
2	Automatic or manual emergency warning systems for fire or other dangers (other than a warning system for fire that is entirely within a household unit & serves only that unit).						
3	Electromagnetic or automatic doors or windows (for example, ones that close on fire alarm activation)						
4	Emergency lighting systems						
5	Escape route pressurisation systems						
6	Riser mains for fire service use						
7	Automatic back-flow preventers connected to a potable water supply						
8	Lifts, escalators, travelators, or other systems for moving people or goods within buildings						
9	Mechanical ventilation or air conditioning systems/cooling towers						
9a	Cooling tower as a part of an air conditioning system						
9b	Cooling tower as part of a processing plant						
10	Building maintenance units for providing access to the exterior and interior walls of buildings						
11	Laboratory fume cupboards						
12	Audio loops or other assistive listening systems						
13	Smoke control systems						
14	Emergency power systems for, or signs relating to, a system or feature specified in any of the clauses 1 to 13						
15	Means of Escape from Fire						
15/1	• Systems for communicating spoken information intended to facilitate evacuation						
15/2	• Final exit (as defined by A2 of the Building Code; and						
15/3	• Fire separations;						
15/4	• Signs for communicating information intended to facilitate evacuation;						
15/5	• Smoke separations						

NONE OF THE ABOVE

COMPLETE THIS SECTION ONLY IF THE BUILDING CONTAINS OR WILL CONTAIN ANY OF THE SYSTEMS ABOVE

16	Safety Barriers						
17	Access and Facilities for People with Disabilities						
18	Hand Held Hose Reels						
19	Such Signs as are required by the Building Code or Section 120 of the Building Act 2004						

COUNCIL USE ONLY

MAX. OCCUPANT LOAD	PURPOSE GROUP	BUILDING OFFICIAL	BCA ISSUED DATE
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