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| **Application Checklist *(specify type of application)***: |

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| **Address:** | | | |  | | | | | | | **Date Vetted:** | |  | | | |
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| **How to use this checklist** | | | | | | | | | | | | | | | | |
| **Use this checklist when finalising your building drawings plans to assist you to lodge a complete application and to avoid delays in processing. Your application will be accepted based on this checklist to ensure that it has sufficient information to commence processing. All items on this checklist must be circled to show that they are either provided or are not applicable to your project (N/A).**  **Later additional information may be requested during the processing of your building consent to confirm compliance with the Building Act, Building Code, District/City Plan and any other relevant legislation. Processing time will be suspended until information is received.**  **Your application will only be accepted if the information in this checklist is provided and the checklist completed.** | | | | | | | | | | | | | | | | |
| **General documentation required for building consent application** | | | | | | | | | | | | | | | | |
| Customer Use | | | | |  | |  | | | | | | | Council Use | | |
| Circle as appropriate | | | | | Doc ref./  page # | |  | | | | | | | Circle as appropriate | | |
| Yes | No | N/A | | |  | | Application form completed in full and signed | | | | | | | Yes | No | N/A |
| Yes | No | N/A | | |  | | Lodgement fee (refer to Schedule of Fees and Charges for amount) | | | | | | | Yes | No | N/A |
| Yes | No | N/A | | |  | | All drawings must meet the minimum requirements of the technical drawings standard AS/NZS1100 with a minimum font size of Microsoft word text size 8 | | | | | | | Yes | No | N/A |
| Yes | No | N/A | | |  | | All plans to be to a recognised metric scale and drawn in black ink (not pencil or red pen) | | | | | | | Yes | No | N/A |
| Yes | No | N/A | | |  | | All documents must have at least 10mm margin on all outer edges with no information in them | | | | | | | Yes | No | N/A |
| Yes | No | N/A | | |  | | All documents including photocopies must be legible | | | | | | | Yes | No | N/A |
| Yes | No | N/A | | |  | | All plans are to be titled and dated (or version number) | | | | | | | Yes | No | N/A |
| Yes | No | N/A | | |  | | Do not use grid or lined paper | | | | | | | Yes | No | N/A |
| Yes | No | N/A | | |  | | Electronic documentation provided | | | | | | | Yes | No | N/A |
| **Legal documentation required** | | | | | | | | | | | | | | | | |
| Customer Use | | | | |  | | |  | | | | | | Council Use | | |
| Circle as appropriate | | | | | Doc ref./  page # | | |  | | | | | | Circle as appropriate | | |
| Yes | No | N/A | | |  | | | Full, current (less than three months old) Certificate of Title and survey plan is required for all new dwellings and external building work. All consent notices, encumbrances and easement instruments. If not provided Council can supply a CT but it will attract an additional fee. *NB:* *If a cross lease, please also provide a flats plan* | | | | | | Yes | No | N/A |
| Yes | No | N/A | | |  | | | Rates demand – Property ID information | | | | | | Yes | No | N/A |
| Yes | No | N/A | | |  | | | Sale and purchase agreement with settlement date provided | | | | | | Yes | No | N/A |
| Yes | No | N/A | | |  | | | Full copy of lease agreement (if applicant is lessee) | | | | | | Yes | No | N/A |
| **Other information** | | | | | | | | | | | | | | | | |
| Yes | No | | N/A | | |  | | |  | | | | | Yes | No | N/A |
| Yes | No | | N/A | | |  | | |  | | | | | Yes | No | N/A |
| Yes | No | | N/A | | |  | | |  | | | | | Yes | No | N/A |
| Yes | No | | N/A | | |  | | |  | | | | | Yes | No | N/A |
| Yes | No | | N/A | | |  | | |  | | | | | Yes | No | N/A |
| Yes | No | | N/A | | |  | | |  | | | | | Yes | No | N/A |
| Yes | No | | N/A | | |  | | |  | | | | | Yes | No | N/A |
| **Council Specific Requirements** | | | | | | | | | | | | | | | | |

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| **Kaikoura District Council only requires one copy of plans, specifications and supporting documents** | | | | | | | | | | | | | | | | |
| Yes | N/A |  | | | Any geothermal activity on or near site, distances to proposed building work | | | | | | | Yes | | No | | N/A |
| Yes | N/A |  | | | **Relocatable Buildings:**  Is the structure being relocated in more than one part?  If so, please provide detail of how the building will be reconnected showing compliance with NZBC B1 and E2 | | | | | | | Yes | | No | | N/A |
| Please provide current photos for all elevations | | | | | | | Yes | | No | | N/A |
| Yes |  |  | | | Please specify how you would like to receive your approved documents:  Email (**Limited by file size** – also choose a backup option from below)  Printed ($50.00 then $50.00 for an additional copy plus admin time) Plans only printed to a **maximum size of A3**  *Due to this the scale of plans may be affected* | | | | | | | Yes | | No | | N/A |
| ***ADDITIONAL FEES***  ***Please be aware that additional fees may be applied after lodgement deposit is paid, for inspections, processing, certificates, government levies and the like.*** | | | | | | | | | | | | | | | | |
| **Person completing checklist:** | | | | | | | | | | | | | | | | |
| Name to be on invoice: | | |  | | | | | | | | | | | | | |
| Deposit payment  details: | | | Email deposit request to \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ *(email address)*  Other: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*(eg. Cash / eftpos / chq attached)* | | | | | | | | | | | | | |
| Signature: | | |  | | | | Agent  Owner  Other: | | | | |  | | | | |
| Name of person signing: | | |  | | | | | | | Date: | |  | | | | |
|  | | | | | | | | | | | | | | | | |
| **COUNCIL USE ONLY** | | | | | | | | | | | | | | | | |
| **Outcome of decisions – Council Use Only** | | | | | | | | | | | **Officer** | | **Date** | | **Time** | |
| □ This application was not accepted for lodgement because documentation was incomplete | | | | | | | | | | |  | |  | |  | |
| □ This application needs to be re-vetted | | | | | | | | | | |  | |  | |  | |
| □ Documentation is now complete and the application is accepted for lodgement | | | | | | | | | | |  | |  | |  | |
| □ Application will now proceed for compliance checking | | | | | | | | | | |  | |  | |  | |
| **Project Type** | | | | | | | | | | | | | | | | |
| **RBW** | Yes☐No ☐ | | | **Type** | | PIM ☐ CIM ☐ PIM/BC ☐ BC ☐ | | **Category** | R1 ☐ R2 ☐ R3 ☐ C1 ☐ C2 ☐ C3 ☐ | | | | | | | |