

**Building Consent Application Checklist**

**MULTI RESIDENTIAL/INDUSTRIAL/COMMERCIAL**

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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.** | | | | | | | | | | | | | | | | | | |
| **Customer Use** Circle as appropriate | | | | | Doc ref./  page # | | **General Documentation Required** | | | | | | **Council Use** | | | | | |
| Yes | | N/A | | |  | | Application form completed in full and signed | | | | | | Yes | | No | | N/A | |
| Yes | | N/A | | |  | | Lodgement fee (refer to Schedule of Fees and Charges for amount) | | | | | | Yes | | No | | N/A | |
| Yes | | N/A | | |  | | Two (2) complete sets of drawings/report/specification/plans and other relevant documents are required | | | | | | Yes | | No | | N/A | |
| Yes | | N/A | | |  | | Form 2A Certificate of Design Work | | | | | | Yes | | No | | N/A | |
| Yes | | N/A | | |  | | All drawings must meet the minimum requirements of the technical drawings standard AS/NZS1100. Index provided for plans and specifications | | | | | | Yes | | No | | N/A | |
| Yes | | N/A | | |  | | All documents including photocopies must be legible | | | | | | Yes | | No | | N/A | |
| Yes | | N/A | | |  | | All plans are to be titled and dated (or version number) | | | | | | Yes | | No | | N/A | |
| Yes | | N/A | | |  | | If excavating or infilling please provide a completed National Environmental Standard (NES) form, if applicable | | | | | | Yes | | No | | N/A | |
|  | | | | | | | **Legal Documentation Required** | | | | | |  | | | | | |
| Yes | | N/A | | |  | | Full, current (less than three months old) Certificate of Title | | | | | | Yes | | No | | N/A | |
| Yes | | N/A | | |  | | Sale and purchase agreement with settlement date provided (if applicable) | | | | | | Yes | | No | | N/A | |
| Yes | | N/A | | |  | | Full copy of lease agreement (if applicant is lessee) | | | | | | Yes | | No | | N/A | |
| **Comments – Council Use Only** | | | | | | | | | | | | | | | | | | |
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| **Customer Use**  Circle as appropriate | | | | Doc ref./  page # | | **Specifications and other Documentation** | | | | | | **Council Use** | | | | | |
| **Section NA** | | | | | | **Section Accepted** | | | | | |
| Yes | N/A | | |  | | Technical specifications for proprietary systems/products e.g. tiled showers, membranes, cladding systems, and foundation systems | | | | | | Yes | | No | | N/A | |
| Yes | N/A | | |  | | H1 calculations | | | | | | Yes | | No | | N/A | |
| Yes | N/A | | |  | | E2 Risk Matrix | | | | | | Yes | | No | | N/A | |
| Yes | N/A | | |  | | Natural hazard assessment report where applicable (erosion, falling debris, subsidence, inundation, slippage) | | | | | | Yes | | No | | N/A | |
| Yes | N/A | | |  | | Compliance Schedule systems design and relevant maintenance and inspection procedures (copy of existing compliance schedule and/or proposed compliance schedule) | | | | | | Yes | | No | | N/A | |
| Yes | N/A | | |  | | A4/A3 Plan showing location of all specified systems for Compliance Schedule | | | | | | Yes | | No | | N/A | |
| Yes | N/A | | |  | | Has a seismic assessment been undertaken | | | | | | Yes | | No | | N/A | |
| Yes | N/A | | |  | | If the building was built before 1 April 2000, provide an asbestos assessment in accordance with the Health & Safety at Work (Asbestos) Regulations 2016, and if necessary an asbestos management plan. | | | | | | Yes | | No | | N/A | |
| **Section NA** | | | | | | **Change of Use** | | | | | | **Section Accepted** | | | | | |
| Yes | N/A | | |  | | **Structural, means of escape, protection of other property, access and facilities for disabled and toilet facilities assessment provided** | | | | | | Yes | | No | | N/A | |
| Yes | N/A | | |  | | Additional household units – Assessment of the building is required with respect to all building code clauses. If the proposal is for the project to meet anything less than full compliance with any clause of the building code, your application must clearly state your reasoning, with supporting documentation and show how you will meet the highest level of compliance that can be considered reasonably practicable. | | | | | | Yes | | No | | N/A | |
| Yes | N/A | | |  | | Change of use will initiate the Councils earthquake prone policy. Has this been considered? | | | | | | Yes | | No | | N/A | |
| **Section NA** | | | | | | **Fire Design/Engineering** | | | | | | **Section Accepted** | | | | | |
| Yes | N/A | | |  | | Proposed fire protection plan (1:100/1:50) showing smoke alarms, sprinkler system, emergency lights, fire alarm sounders, any ‘protected’ path, thermal (heat) detectors, fire hose reels, fire alarm call points, ‘open path’ travel to exits and method or systems for fire rating penetrations through or between fire cells. | | | | | | Yes | | No | | N/A | |
| Yes | N/A | | |  | | Fire report – demonstrating compliance with the building code. | | | | | | Yes | | No | | N/A | |
| Yes | N/A | | |  | | Fire design for any commercial proposal **C/AS1-7** | | | | | | Yes | | No | | N/A | |
| Yes | N/A | | |  | | Fire design for any commercial proposal **C/VM2 must have followed the FEB process prior to lodgement for BC** | | | | | | Yes | | No | | N/A | |
| Yes | N/A | | |  | | Copy of agreed FEB between relevant stakeholders | | | | | | Yes | | No | | N/A | |
| Yes | N/A | | |  | | Fire compliance gap analysis for the whole building (including minor works) | | | | | | Yes | | No | | N/A | |
| Yes | N/A | | |  | | **MINOR WORKS** Reasonably practicable - The proposal is required to meet full compliance with the building code. Where upgrading to fully comply with the fire clauses of the building code is not proposed you are required to supply supporting documentation, making the case as to why full compliance is not reasonably practicable. Fire penetration/construction specifications | | | | | | Yes | | No | | N/A | |
| Yes | N/A | | |  | | Requirement to send application to DRU identified | | | | | | Yes | | No | | N/A | |
| Yes | N/A | | |  | | Peer reviews supplied (PS2) | | | | | | Yes | | No | | N/A | |
| **Comments – Council Use Only** | | | | | | | | | | | | | | | | | |
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| **Customer Use**  Circle as appropriate | | Doc ref./  page # | **Accessibility Assessment** | **Council Use** | | |
| **Section NA** | | |  | **Section Accepted** | | |
| Yes | N/A |  | Access and facilities for the disabled for the whole building showing access routes, accessible toilet compartment, location and height of fittings (toilet pan, basin, urinal, shower and handrails) on both sides, width of access routes, dimensions of toilet compartments, lift car controls, accessible stairs, accessible low height counters (including reception), accessible car parks (for new buildings) | Yes | No | N/A |
| Yes | N/A |  | Reasonably practicable – Your proposal is required to fully comply with the building code. Where upgrading to fully comply with the building code for the above proposal is not proposed you are required to supply supporting documentation making the case as to why it is not reasonably practicable to do so | Yes | No | N/A |
| **Section NA** | | | **Specific Design Engineering** | **Section Accepted** | | |
| Yes | N/A |  | Engineering calculations and scope of works | Yes | No | N/A |
| Yes | N/A |  | Producer statements fully completed, signed and dated | Yes | No | N/A |
| Yes | N/A |  | Engineered plans or Architectural plans with engineer’s details to be signed, dated and stamped | Yes | No | N/A |
| Yes | N/A |  | Proposed inspections regime | Yes | No | N/A |
| Yes | N/A |  | Detailed seismic documentation provided including restraint details for plant, machinery and specified systems | Yes | No | N/A |
| **Section NA** | | | **Site/Location Plan** | **Section Accepted** | | |
| Yes | N/A |  | North Point | Yes | No | N/A |
| Yes | N/A |  | Road frontage indicated and street named | Yes | No | N/A |
| Yes | N/A |  | Location of all existing and proposed buildings | Yes | No | N/A |
| Yes | N/A |  | Distance of buildings to boundaries and distance between existing and proposed buildings including eaves and gutters | Yes | No | N/A |
| Yes | N/A |  | Site levels and finished floor levels relative to Moturiki Datum survey point (if applicable) | Yes | No | N/A |
| Yes | N/A |  | Existing contours (proposed cut or fill also needs to be shown) | Yes | No | N/A |
| Yes | N/A |  | Building line restrictions and easements | Yes | No | N/A |
| Yes | N/A |  | Site boundaries/exclusive area boundaries for cross lease properties and common areas clearly shown | Yes | No | N/A |
| Yes | N/A |  | Show calculations and percentage of net site coverage | Yes | No | N/A |
| Yes | N/A |  | Labelled points on boundaries where overshadowing is taken from | Yes | No | N/A |
| Yes | N/A |  | Existing and proposed crossings/driveways also showing berms and footpaths. Crossings are to be clear of Council storm water sumps *(Note: normally one crossing per site)* | Yes | No | N/A |
| Yes | N/A |  | Dimensions and location of parking spaces shown onsite | Yes | No | N/A |
| Yes | N/A |  | If building under or near transmission lines or over head power lines, please show transmission plan area or location of power lines | Yes | No | N/A |
| **Comments – Council Use Only** | | | | | | |
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| **Customer Use**  Circle as appropriate | | Doc ref./  page # |  |  | | |
| **Section NA** | | | **Site Management and Protection of Public** | **Section Accepted** | | |
| Yes | N/A |  | Gantries and hoardings - Provide details of barriers for the protection of public and for restricting public access to site, details of gantries, scaffolding and hoardings. | Yes | No | N/A |
| Yes | N/A |  | Site management plan covering - Delivery and storage of materials, management to control silt run off, noise and dust, traffic management and parking. | Yes | No | N/A |
| Yes | N/A |  | Hazardous building materials - Provide safety plan detailing the safe handling and disposal of hazardous materials. | Yes | No | N/A |
| Yes | N/A |  | Sediment control plan | Yes | No | N/A |
| Yes | N/A |  | Certificate of Public Use (CPU) Application provided? | Yes | No | N/A |
| **Section NA** | | | **Retaining Walls/Site Works** | **Section Accepted** | | |
| Yes | N/A |  | Site Plan indicating position and height of retaining walls, other buildings and drainage points to an approved outfall | Yes | No | N/A |
| Yes | N/A |  | Elevations showing original ground level, cut and fill | Yes | No | N/A |
| Yes | N/A |  | Engineering design information where required | Yes | No | N/A |
| Yes | N/A |  | Has safety from falling and loadings from barrier been considered? | Yes | No | N/A |
| Yes | N/A |  | Cross sections/details (cut, fill, height of retained ground, waterproof membrane and drainage) and height of wall indicated | Yes | No | N/A |
| Yes | N/A |  | Show cuts battered to a safe angle | Yes | No | N/A |
|  | | | **Structure** | | | |
| **Section NA** | | | **Foundation Plan** | **Section Accepted** | | |
| Yes | N/A |  | Foundation details | Yes | No | N/A |
| Yes | N/A |  | For timber floors and decks, show the location of piles, pile type, sub-floor bracing calculations, foundation perimeter walls and internal piling system where applicable | Yes | No | N/A |
| Yes | N/A |  | Concrete floor details provided | Yes | No | N/A |
| Yes | N/A |  | Control joints shown/ saw cuts | Yes | No | N/A |
| Yes | N/A |  | Bearer layout for floors and decks | Yes | No | N/A |
| Yes | N/A |  | Access/ventilation to subfloor space | Yes | No | N/A |
| **Section NA** | | | **Floor Plan** | **Section Accepted** | | |
| Yes | N/A |  | Plan of all floors describing the function of each room | Yes | No | N/A |
| Yes | N/A |  | Show all doors, windows and ventilation including enclosed space ventilation | Yes | No | N/A |
| Yes | N/A |  | Stairs, handrails and decking showing dimensions and details | Yes | No | N/A |
| Yes | N/A |  | Smoke alarms position shown (type 1 only) | Yes | No | N/A |
| Yes | N/A |  | For additions and alterations, the existing shall be shown separately to the proposed and to the same scale for comparison | Yes | No | N/A |
| Yes | N/A |  | Chimneys and solid fuel heaters | Yes | No | N/A |
| Yes | N/A |  | Lintel sizes/beam sizes and proprietary system design | Yes | No | N/A |
| Yes | N/A |  | Disabled access to building showing dimensions and details | Yes | No | N/A |
| Yes | N/A |  | Disabled access toilet showing dimensions and details | Yes | No | N/A |
| **Comments – Council Use Only** | | | | | | |
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| **Customer Use**  Circle as appropriate | | Doc ref./  page # | **Framing Plan/Bracing Plan** | **Council Use**  **Section Accepted** | | |
| **Section NA** | | |
| Yes | N/A |  | Bracing calculations/details – type and fixing | Yes | No | N/A |
| Yes | N/A |  | Framing plan including size, centers, grade and treatment of members | Yes | No | N/A |
| Yes | N/A |  | Bottom plate, top plate stud, lintel fixing details | Yes | No | N/A |
| Yes | N/A |  | Upper storey floor design if applicable | Yes | No | N/A |
| Yes | N/A |  | Floor joist layout for floors and decks | Yes | No | N/A |
| **Section NA** | | | **Roof Plan** | **Section Accepted** | | |
| Yes | N/A |  | Roof plan and roof bracing | Yes | No | N/A |
| Yes | N/A |  | Truss types/roof framing layout and design statement | Yes | No | N/A |
| Yes | N/A |  | Truss/ rafter and purlin fixings | Yes | No | N/A |
| **Section NA** | | | **Elevations** | **Section Accepted** | | |
| Yes | N/A |  | North, South, East and West elevations | Yes | No | N/A |
| Yes | N/A |  | Overshadowing/ daylighting angles labelled to correspond with points on site plan shown on all elevations | Yes | No | N/A |
| Yes | N/A |  | Height from ground level to apex of building | Yes | No | N/A |
| Yes | N/A |  | Show existing finished ground levels/floor levels and proposed finished ground levels/floor levels (subfloor ventilation and access) | Yes | No | N/A |
| Yes | N/A |  | Stairs, handrails and decking shown | Yes | No | N/A |
| Yes | N/A |  | Cladding systems, roofing type and any other relevant details | Yes | No | N/A |
| Yes | N/A |  | Window schedule | Yes | No | N/A |
| Yes | N/A |  | Roof pitch and chimneys (show height of chimney in relation to ridge) | Yes | No | N/A |
| Yes | N/A |  | Alterations to land contour, retaining, cut and fill and batters | Yes | No | N/A |
| **Section NA** | | | **Cross Section** | **Section Accepted** | | |
| Yes | N/A |  | Drawings showing constructional details of foundations, floor systems, wall, ceiling, stud heights and stud sizes, roof construction, balustrades and barriers. | Yes | No | N/A |
| Yes | N/A |  | Surface finishes to wet areas (walls and floor to laundry, kitchen and bathroom). | Yes | No | N/A |
| Yes | N/A |  | Location and type of insulation | Yes | No | N/A |
| Yes | N/A |  | Details for all penetration in walls, roof (i.e. windows, doors, meter boards, skylights etc.) | Yes | No | N/A |
| Yes | N/A |  | Cavity construction details where applicable | Yes | No | N/A |
| **Comments – Council Use Only** | | | | | | |
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| **Customer Use**  Circle as appropriate | | Doc ref./  page # | **Plumbing and Drainage** | **Council Use**  **Section Accepted** | | |
| **Section NA** | | |
| Yes | N/A |  | All existing SEWERS, sewer connections and sewer drain locations and depth shown including Territorial Authority services | Yes | No | N/A |
| Yes | N/A |  | All existing STORMWATER drains and connections shown including Territorial Authority services | Yes | No | N/A |
| Yes | N/A |  | Proposed sewer and storm water drains/soak holes, terminal vents shown | Yes | No | N/A |
| Yes | N/A |  | Existing and proposed potable water supply | Yes | No | N/A |
| Yes | N/A |  | All existing and proposed sanitary fittings including pipe sizes, inspection fittings and gradients (isometric) | Yes | No | N/A |
| Yes | N/A |  | Sanitary facilities - Assessment of existing sanitary facilities within the building comparative to current code and levels of amenity provided by the acceptable solutions. | Yes | No | N/A |
| Yes | N/A |  | Regional Council approved effluent disposal system | Yes | No | N/A |
| Yes | N/A |  | Specifications for hot water heating system including seismic restraints | Yes | No | N/A |
| Yes | N/A |  | Water Supply Schematic (multi storey buildings) | Yes | No | N/A |
| Yes | N/A |  | Backflow preventer shown – type and location | Yes | No | N/A |
| Yes | N/A |  | Storm water disposal design and calculations | Yes | No | N/A |
| **Section NA** | | | **Hazardous Substances and Processes** | **Section Accepted** | | |
| Yes | N/A |  | Provide details of the materials used or stored, their hazardous substances classification (HSNO). Individual container size and aggregated volume. | Yes | No | N/A |
| Yes | N/A |  | Plans and specifications describing spaces where hazardous substances are stored and used and the method of disposal of waste and the consideration of containment, pressure relief, electrical hazardous area zoning and ventilation. | Yes | No | N/A |
| Yes | N/A |  | HSNO assessment supplied? | Yes | No | N/A |
| **Section NA** | | | **Food Premises** | **Section Accepted** | | |
| Yes | N/A |  | Details of type of business including general food types to be prepared and beverages to be served  Number of staff, number of patrons (seated and standing) | Yes | No | N/A |
| Yes | N/A |  | Registration:  Unregistered  Food hygiene regulations 1974 (Council Registered)  Food safety plan (MPI Registered)  Risk management plan (MPI Registered)  Food control plan (Council Registered) | Yes | No | N/A |
| Yes | N/A |  | Infrastructure details of water supply and sewerage disposal connecting to the town supply (full details will be required if private system proposed), plumbing including wash hand basin, food preparation sink, dish washing sink, mop sink, extraction ventilation hood and inlet, grease trap, back flow prevention. | Yes | No | N/A |
| Yes | N/A |  | Layout of appliances/fittings showing full details of surface finishes of food preparation, joinery, cooking, servery, storage areas, dish wash areas including chillers, freezers, display cabinets, bain-marie etc. | Yes | No | N/A |
| **Comments – Council Use Only** | | | | | | |
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| **Customer Use**  Circle as appropriate | | Doc ref./  page # | **Swimming Pool/Spa Pool** | **Council Use**  **Section Accepted** | | |
| **Section NA** | | |
| Yes | N/A |  | Site plan (refer site plan section of checklist) | Yes | No | N/A |
| Yes | N/A |  | Plan of all floors describing the function of each room. Show all doors and windows. | Yes | No | N/A |
| Yes | N/A |  | Fences/Gates with dimensions. | Yes | No | N/A |
| Yes | N/A |  | Show access restrictions, direction of opening and locking device details for doors and windows to pool area from all doors and windows | Yes | No | N/A |
| Yes | N/A |  | Have immediate pool area hazards been identified (climb hazards) | Yes | No | N/A |
| Yes | N/A |  | Pool manufacturer’s specifications | Yes | No | N/A |
| Yes | N/A |  | Elevations/Cross section showing all construction details | Yes | No | N/A |
| Yes | N/A |  | Location of backwash indicating connection to nearest gulley trap | Yes | No | N/A |
| Yes | N/A |  | Backflow preventer shown – type and location | Yes | No | N/A |
| Yes | N/A |  | Lockable lid specifications for small heated pools | Yes | No | N/A |
| **Section NA** | | | **Relocatable Buildings** | **Section Accepted** | | |
| Yes | N/A |  | 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 including B1 & E2. | Yes | No | N/A |
| Yes | N/A |  | Provide current photos of the building including all elevations | Yes | No | N/A |
| Yes | N/A |  | If the building was built before 1 April 2000, provide an asbestos assessment in accordance with the Health & Safety at Work (Asbestos) Regulations 2016, and if necessary an asbestos management plan. | Yes | No | N/A |
| **Comments – Council use only** | | | | | | |
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| ***ADDITIONAL FEES***  ***Please be aware that additional fees may be applied after lodgment 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: |  |
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| **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 |  |  |  |

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| **Project Type** | | | | | |
| **RBW** | Yes☐No ☐ | **Type** | PIM ☐ CIM ☐ PIM/BC ☐ BC ☐ | **Category** | R1 ☐ R2 ☐ R3 ☐ C1 ☐ C2 ☐ C3 ☐ |