

**Building Consent Application Checklist**

**SIMPLE BUILDING CONSENTS**

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| Garage/Carport | | | | | Decks | | Retaining | | Farm Buildings | | | | Temp Structure | | | | | | |
| **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 (All)** | | | | | | | | | **Council Use** | | | | |
| Yes | | N/A | |  | | Application form completed in full and signed | | | | | | | | | Yes | No | N/A | | |
| Yes | | N/A | |  | | Lodgment 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 | |  | | 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 | | |
|  | | | | | | **Legal Documentation Required (All)** | | | | | | | |  | | | | | |
| 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 |
| **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. foundation/structural design | Yes | No | N/A | |
| Yes | N/A |  | Natural hazard assessment report where applicable (erosion, falling debris, subsidence, inundation, slippage) | Yes | No | N/A | |
| **Section NA** | | | **Specific Design Engineering (Complete for all types of applications)** | **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 | |
| **Section NA** | | | **Site/Location Plan (Complete for all types of applications)** | **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 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 |  | Sediment control plan | Yes | No | N/A |
| Yes | N/A |  | If building under or near transmission and or power lines, please show transmission plan area or location of power lines | Yes | No | N/A |
| **Section NA** | | | **Drainage/ Services (Complete for all types of applications)** | **Section Accepted** | | | |
| 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 |  | Storm Water – soak holes (sizes and depths), Council drains (if applicable) disposal | Yes | No | N/A | |
| Yes | N/A |  | Design for any proposed drainage including that installed behind retaining walls | Yes | No | N/A | |
| **Comments – Council Use Only** | | | | | | | |
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| **Customer Use**  Circle as appropriate | | Doc ref./  page # | | **Garages / Farm Sheds / Decks** | **Council Use** | | |
| **Section NA** | | | | **Section Accepted** | | |
| **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 | |  | Dimensions of proposed building work | Yes | No | N/A |
| Yes | N/A | |  | Construction joints to control concrete shrinkage | Yes | No | N/A |
| Yes | N/A | |  | Finished floor levels/datum, daylight angles | Yes | No | N/A |
| **Section NA** | | | | **Foundation Plan** | **Section Accepted** | | |
| Yes | N/A | |  | Foundation details and concrete strength, post foundations (must provide resistance to uplift) | Yes | No | N/A |
| **Section NA** | | | | **Structure** | **Section Accepted** | | |
| Yes | N/A | |  | Framing, connections, bracing layout, details and calculations | Yes | No | N/A |
| Yes | N/A | |  | Fixing details including wind fixings and structure to floor/foundation | Yes | No | N/A |
| **Section NA** | | | | **Elevations** | **Section Accepted** | | |
| Yes | N/A | |  | Claddings, openings, clearly indicated and their locations | Yes | No | N/A |
| Yes | N/A | |  | Daylighting (relevant to nearest boundary, if applicable) | 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 |
| **Section NA** | | | | **Details** | **Section Accepted** | | |
| Yes | N/A | |  | Flashing details for openings, change of cladding, internal/external corners | Yes | No | N/A |
| Yes | N/A | |  | Roof barge, ridge, apron, valley flashing details | Yes | No | N/A |
| **Section NA** | | | | **Fire Wall (consider distance from boundary)** | **Section Accepted** | | |
| Yes | N/A | |  | Details provided for fire walls | Yes | No | N/A |

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| **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 |

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| **Comments – Council Use Only** |
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| **Customer Use**  Circle as appropriate | | | Doc ref./  page # | **Retaining Wall** | **Council Use** | | | | | |
| **Section NA** | | | | **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 | | |
| **Section NA** | | | | **Marquee (complete supplementary form to identify specific requirements) / Temporary Structures** | | **Section Accepted** | | | | | |
| Yes | N/A |  | | Floor plan, size of marquee, and proposed fixture layout | | Yes | | No | | N/A | |
| Yes | N/A |  | | Supplementary “Marquee Fire Safety and Hygiene Requirement” form completed | | Yes | | No | | N/A | |
| Yes | N/A |  | | Specific engineering design for temporary structures provided | | Yes | | No | | N/A | |
| Yes | N/A |  | | Number and location of exits including signage | | Yes | | No | | N/A | |
| Yes | N/A |  | | Specific design and flammability testing documentation provided. | | Yes | | No | | N/A | |
| Yes | N/A |  | | Fire safety systems identified including emergency lighting for night time use | | Yes | | No | | N/A | |
| Yes | N/A |  | | Personal hygiene provisions | | Yes | | No | | N/A | |
| Yes | N/A |  | | Accessibility provisions for those with a disability | | Yes | | No | | N/A | |
| Yes | - |  | | Certificate for Public Use and Code Compliance Certificate application form completed | | Yes | | No | | N/A | |
| **Comments – Council Use Only** | | | | | | | | | | | |
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| **Council Specific Requirements – Please complete for your related Council** | | | | | | | | | | | |
| **Section NA** | | | | **Tauranga City Council** | | | **Section Accepted** | | | | |
| Yes | N/A |  | | Land undergoing subdivision – If the title has not yet been issued, the council may or may not accept your application. Refer to the Land Undergoing Subdivision Checklist form AC-6 | | | Yes | | No | N/A | |
| Yes | N/A |  | | 50m² continuous outdoor living area incorporating a 4x3m outdoor living court minimum dimension | | | Yes | | No | N/A | |
| **Section NA** | | | | **Rotorua Lakes Council** | | | **Section Accepted** | | | | |
| Yes | N/A |  | | Soil investigation that has a conclusion readily identifiable in accordance with chapter 3 RCEIS | | | Yes | | No | N/A | |
| Yes | N/A |  | | Any geothermal activity on or near site, distances to proposed building work (SED where <50m to a bore or geothermal feature) | | | Yes | | No | N/A | |
| Yes | N/A |  | | Relocatable Buildings – Please provide re-site report | | | Yes | | No | N/A | |
| **Section NA** | | | | **Whakatane District Council** | | | **Section Accepted** | | | | |
| Yes | N/A |  | | Peer review required Structural Geotech | | | Yes | | No | | N/A |
| Yes | N/A |  | | Comments required by Council 3 Water Engineers | | | Yes | | No | N/A | |
| **Section NA** | | | | **Opotiki District Council** | | | **Section Accepted** | | | | |
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| **Section NA** | | | | **South Waikato District Council** | | | **Section Accepted** | | | | |
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| **Section NA** | | | | **Kawerau District Council** | | | **Section Accepted** | | | | |
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| **Section NA** | | | | **Western Bay of Plenty District Council** | | | **Section Accepted** | | | | |
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| **Section NA** | | | | **Kaikoura District Council** | | | **Section Accepted** | | | | |
| **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 of the building including 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 |  |  | |
| ***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 ☐ |