

**PLEASE NOTE: LODGING YOUR BUILDING CONSENT APPLICATION**

When the drawings and specifications are finished, complete a Building Consent Application Form (Form 250) and this Check Sheet.

You must provide 2 copies of each of the following: (unless otherwise indicated)

- Plans
- Specifications
- Engineers Documentation



This payment is a DEPOSIT ONLY \$ .....

## Check sheet – Commercial & Complex Residential Buildings

**For use with applications for building consent for Buildings outside of SH use.**

**Address:** \_\_\_\_\_

This check sheet shows you the information that has to be supplied with your building consent application. Please attach the completed check sheet and **two copies** of the following information (unless otherwise specified) with your completed building consent application form.

Where the project falls within the prescribed parameters for referral to Fire and Emergency New Zealand (FENZ) for comment, a third party copy of the plans and the fire report is required, together with copies of all previous fire reports referenced, and any peer review. Where computer modeling has been used, input and output data files are also required in electronic format. Note: The Fire Engineer is to confirm (with FENZ Fire Engineering Unit) format prior to submission i.e. DVD or external hard drive.

Please tick each relevant box in the customer use column as you attach the information. If the box is not relevant to your application, write **NA** across the box. Please check each section carefully and complete those sections that are relevant to your project.

Once you have attached all the required information, please check it is complete as an incomplete application or lack of supporting information will mean that your application cannot be accepted for processing.

**GENERAL: [Complete for all applications]**

	Customer Use ✓		Office Use only ✓
a)	<b>Building Consent Application Form</b> (one copy) Completed and signed by the owner and by an agent on behalf of the owner.		
b)	<b>Proof of Ownership</b> (one copy) One recent copy of current Certificate of Title (no older than three months) <b>inclusive</b> of Consent Notices, Encumbrances and Survey Plan. Also, where applicable, a copy of the purchase agreement (where ownership differs from the Title), or relevant portions of the lease agreement.		
c)	<b>Locality Plan (1:500) showing:</b> Physical location of the building in relation to streets or landmarks, north point, name of building and lot and DP number.		
d)	<b>Alternative Solutions</b> For alternative solution proposals provide evidence of how the proposal will comply. This may include all or any of the following: comparison with acceptable solution or verification method, expert opinion e.g. peer review, independent test results, case studies, appraisals e.g. BRANZ.		
e)	<b>Letter of Authority</b> Signed letter of authority from owner, for Agent to act on their behalf.		
f)	<b>Certificate of Design Work</b> If the project contains restricted building work, supply a completed and signed Memorandum Certificate of Design Work.		
g)	<b>Inspections and Monitoring</b> Details of proposed inspection regime, including monitoring by Council staff and other professionals e.g. architects, engineers, surveyors and certification to be supplied on completion.		
h)	<b>Application Fee</b> Applications will not be accepted without the appropriate fees – refer to Councils fee structure.		

**DEMOLITION / REMOVAL:** [Complete for all projects involving demolition of significant parts of buildings or the demolition or removal of whole building. NOTE: Where the project is ONLY for the complete removal or demolition of a building, you are not required to complete any further sections.]

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	a) <b>Means of Barricading the Site</b> Provide details of temporary barriers, gates which swing inwards or other means of restricting public access to the area.	
	b) <b>Proposed Tipping Location for Demolition Materials (address/landfill)</b>	
	c) <b>Hazardous Building Materials</b> Provide safety plan detailing the safe handling and disposal of hazardous materials.	
	d) <b>Site Management Plan Covering:</b> Management to control silt run-off, noise and dust.	
	e) <b>Proposed Destination for Relocated Building</b>	
	f) <b>Access to and from the Site (including use of kerb and crossings)</b>	
	g) <b>Specify Termination of Existing Services</b> • Water      • Sewer      • Stormwater	
	h) <b>Details about the Building such as:</b> Number of storeys, type of materials the building is constructed of (note: photographs of the building are useful).	
	<p><b>Note: You will need to contact the following relevant service authorities to advise them of the extent of your work – electricity, gas, drainage, water, transport, telecommunications, cable television or any other services that may be affected.</b></p> <p><b>If you are transporting a relocated building – you will be required to contact and provide details to the Council's infrastructure Unit.</b></p>	

**EXISTING BUILDING:** [Complete for all existing buildings.]

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	a) <b>Existing Floor Plan (1:100, 1:50) showing:</b> <ul style="list-style-type: none"> <li>• dimensions of internal floor plate</li> <li>• location and dimension of lift and lift car</li> <li>• exit door sizes</li> <li>• location exits</li> <li>• location and dimensions of exit stairs</li> <li>• location and dimensions of toilets and cleaners sink</li> </ul>	
	b) <b>Existing Fire Protection Plan (1:100/1:50) showing:</b> All specified systems.	
	c) <b>Means of Escape from Fire</b> Assessment of means of escape for the whole building including floor plans showing egress routes to safe place. The assessment must incorporate a statement that the assessor is suitably experienced/qualified and has carried out a site inspection as part of the assessment.	
	d) <b>Accessibility (for buildings/uses listed in Schedule 2 of the Building Act 2004)</b> Assessment of access and facilities for people with disabilities for the whole building. The assessment must incorporate a statement that the assessor is suitably experienced/qualified and has carried out a site visit inspection as part of the assessment.	
	e) <b>Application for discretion re Upgrades (pursuant to section 112(2) of the Building Act 2004, including</b> <ul style="list-style-type: none"> <li>• Supporting information as to why the project would not proceed if the building was required to comply.</li> <li>• Description of improvements proposed related to means of escape from fire, and access and facilities for people with disabilities.</li> </ul>	

**CHANGE OF USE:** *[Complete for all existing buildings where the proposal will change the established use of all or part of the building.]*

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	<p><b>a) Fire Assessment</b> In addition to the assessment of means of escape, documentation must also include assessment of the building in its new use for structural stability in fire and protection afforded to other sleeping areas and other property.</p>	
	<p><b>b) Structural Assessment</b> Assessment against non-specific codes (NZS 3604 and NZS 4229) or engineering assessment included as part of the structural specific design.</p>	
	<p><b>c) Sanitary Facilities</b> Assessment of existing facilities within the building comparative to current code and levels of amenity provided by the acceptable solutions.</p>	
	<p><b>d) Additional Household Units</b> An 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 clauses 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.</p>	

**ACCESSIBILITY:** *[Complete for all buildings with uses listed in Schedule 2 of the Building 2004.]*

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	<p><b>a) Access and facilities for the disabled (1:100/1:50) for the whole building showing</b></p> <ul style="list-style-type: none"> <li>• accessible routes</li> <li>• accessible toilet compartment</li> <li>• location and height of fittings (toilet pan, basin, urinal, shower handrails) on both sides</li> <li>• width of access routes</li> <li>• dimensions of toilet compartment</li> <li>• lift care controls</li> <li>• accessible stairs</li> <li>• accessible low height counters (including reception)</li> <li>• accessible car parks (for new buildings)</li> <li>•</li> </ul>	
	<p><b>b) Reasonably Practicable</b> Your proposal is required to fully comply with the building code. Where upgrading to fully comply with the building code for the above is not proposed you are required to supply supporting documentation making the case as to why it is not reasonably practicable to do so.</p>	

**FOUNDATIONS / FLOOR:** *[Complete for all new buildings or existing buildings with new foundations or altered footprint.]*

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	<p><b>a) Site Plan (1:100) showing:</b> Dimensions of all boundaries, north point, finished floor levels, ground contours (extended to boundaries) and/or levels, site area, street name and number, lot and DP number, outline of building and distances to boundaries. Include on the site plan the designated wind zone of the site (e.g. specific design, very high, high, medium or low).</p>	
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	<p><b>FOUNDATIONS /FLOOR .....cont.</b></p> <p><b>b) Foundation Plan (1:100, 1:50) showing:</b></p> <ul style="list-style-type: none"> <li>• dimensions of all new foundations</li> <li>• sub-floor, including bracing</li> <li>• footing details including reinforcing and connections</li> <li>• if a concrete slab, show basic details including reinforcing and contraction joints</li> <li>• piles and footings including reinforcing and connections</li> <li>• indicate ventilation on sub-floor spaces</li> <li>• if the addition is an upper storey, show details on upgrading existing foundations, joints, piles, etc.</li> </ul>	
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	<p><b>c) Sub-floor Bracing</b> Provide sub-floor bracing plan and calculations for all piled structures. Where the structure is specifically engineered, this should be included with the structural calculations.</p>	
	<p><b>d) Foundation Details</b> Sections and details including reinforcing and connections.</p>	

**CONSTRUCTIONS:** *[Complete for all new buildings and for projects with existing walls removed or new walls added.]*

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	<p><b>a) Proposed Floor Plans (1:100, 1:50) showing:</b></p> <ul style="list-style-type: none"> <li>• location of partitions</li> <li>• room dimensions</li> <li>• all designated spaces</li> <li>• plan of complete floor showing where work is to take place</li> </ul>	
	<p><b>b) Bracing Plan (1:100, 1:50) showing:</b></p> <ul style="list-style-type: none"> <li>• bracing details and calculations for wall bracing</li> <li>• location, type and number of bracing elements</li> <li>• if the bracing was specifically designed by a structural engineer, provide calculations (required for specific design wind zones and lateral distribution of upper floor loads where lower storey bracing is provided in walls beyond the upper storey footprint).</li> </ul>	
	<p><b>c) Sections and Details (1:50, 1:20, 1:10) showing:</b></p> <ul style="list-style-type: none"> <li>• stairs, handrails, decks and decking</li> <li>• insulation systems and materials to floors, walls and roof</li> <li>• barriers providing safety from falling. Specific design required where detail does not comply with NZBC B1/AS2.</li> <li>• details of fire rated partitions from floor to underside of floor above (if more than one fire cell)</li> <li>• details of sound rated partitions and floor/ceiling construction</li> <li>• framing sizes, beams, lintels, trusses, including fixing and other structural items appropriate to windzone</li> <li>• lintels carrying point loads, such as from girder trusses, require specific engineering design</li> <li>• roof cladding, eaves, fascias, gutters, flashings to openings</li> <li>• fire-rated systems on all walls in relation to boundary distance (calculations required)</li> <li>• stud heights of rooms and total height from lower ground floor level to top of ridge</li> <li>• truss layout supported by design certificate and design of fixing details and load path to ground</li> <li>• retaining wall details e.g. type, height of restrained ground, relationship to boundary, waterproof membrane and proposed drainage</li> <li>• membrane and proposed drainage</li> </ul>	
	<p><b>d) Energy Efficiency including Insulation – Specification and Summary showing:</b></p> <ul style="list-style-type: none"> <li>• your method of compliance.</li> </ul> <p><b>For guidance refer to compliance guidance documentation – NZBC clause H1, Indicate method used.</b></p> <ul style="list-style-type: none"> <li>• Schedule method: refer to H1 schedule method summary sheet.</li> <li>• or calculation method: refer to H1 calculation method summary sheet</li> <li>• or modeling method: provide calculations</li> </ul> <p>Please show all insulation specified, including glazing and skylights.</p>	

**STRUCTURAL:** *[Complete for all projects incorporating specific structural design elements or specific design wind areas.]*

Customer Use ✓

Office Use only ✓

	<p><b>a) Structural Calculations</b> If any design work required the services of a structural engineer, attach two copies of the calculations with this application along with structural drawings.</p>	
	<p><b>b) Producer Statements</b> If this application for consent relies on any producer statements certifying compliance with the New Zealand Building Code, a copy must be attached with this application. (Note: all structural producer statements are required to have accompanying calculations.)</p>	

**EXTERNAL:** *[Complete for all new buildings and for existing buildings where there are alterations to the external shell.]*

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	<p><b>a) Elevations (1:100, 1:150) showing</b> Accurate lines from boundary to boundary on each elevation, relevant District plan daylight control lines, the maximum height on each elevation, location of door and window openings, fixed and opening sashes, sill heights floor levels in relation to ground levels, exterior cladding nominated to all elevations, down pipes and spouting, ventilators to sub-floor area (suspended floors only).</p>	
	<p><b>b) Risk Assessment</b> [Risk matrix in E2/AS1 may be used] Consider exposure, design and detailing to support appropriate selection of cladding. Wind speed calculations if over 50 m/sec.</p>	
	<p><b>c) Cladding Details</b> Provide details around all penetrations, joinery and other junctions at a level appropriate to the level for design and wind.</p>	
	<p><b>d) Product Certification</b> Supply copies of product certificates relied on as compliance documents.</p>	
	<p><b>e) Alternative Solutions Including Specific Design Wind Zones</b> If the proposal uses products or systems that are not covered in the Acceptable Solutions of clause E2 of the Building Code provide supporting current information including independent test results (full signed reports), case studies, expert opinion (for example peer review including evidence of experience / qualification basis for forming opinion, and statement of independence) etc to demonstrate compliance.</p>	

**SERVICES:** *[Complete for all projects with new installation or alteration of plumbing or drainage services.]*

Customer Use ✓

Office Use only ✓

	<p><b>a) Plumbing and Drainage plan (1:100) showing:</b></p> <ul style="list-style-type: none"> <li>• fixtures and fittings, hot water system(s)</li> <li>• nominate plumbing/drainage design to be installed</li> <li>• if the building is more than one storey with sanitary fittings on upper floors, provide an isometric layout showing wastes, pipes and falls</li> <li>• drainage layout with inspection bends and junctions indicated for both sewer and stormwater</li> <li>• any other drainage on site including Council mains and retaining wall field drains</li> <li>• ventilation of sanitary rooms</li> <li>• HVAC drawings</li> <li>• trade waste pre-treatment system</li> <li>• location and details of back flow prevention devices</li> </ul>	
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**FIRE:** [Complete for all applications.]

Customer Use ✓

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	<p>a) <b>Proposed Fire Protection Plan (1:100/1:50) showing:</b> <i>If applicable</i></p> <ul style="list-style-type: none"> <li>• smoke alarm</li> <li>• fire hose reels</li> <li>• method or systems for fire rating</li> <li>• sprinkler system</li> <li>• any "protected" path</li> <li>• fire alarms call points</li> <li>• emergency lights</li> <li>• "open path" travel to exits penetrations through or between fire cells</li> </ul>	
	<p>b) <b>Fire Report</b>          Discussing the philosophy behind the proposal and demonstrating compliance with the building code. The report must state whether the proposal complies with the acceptable solutions or is an alternative solution. As assessment of the building, based upon site inspection by a competent person is required for all existing buildings, a supporting peer review is required for all alternative solutions. The peer review must be previously agreed by Council for the specific project.</p>	
	<p>c) <b>Alternative Solutions</b>          Where the proposal is to meet the requirements of the building code by any means other than those covered in the compliance documents, provide a supporting, current, signed design report including independent test results, calculations and/or computer modeling (indicating that they cover worst case scenarios) and comparison with the levels of safety offered by compliance with acceptable solutions. The designer must have established experience/qualifications. For alternative solutions that deviate significantly from acceptable solutions, independent peer review may be required.</p>	
	<p>d) <b>Reasonably Practicable</b>          The proposal is required to meet full compliance with the building code. Where upgrading to fully comply with the fire clauses of the building is not proposed, you are required to supply supporting documentation, making the case as to why compliance is not reasonably practicable.</p>	
	<p>e) <b>FEU Check sheet</b>          A completed check sheet for all applications for buildings with a purpose listed in the current Gazette notice..</p>	

**SPECIFICATIONS:** [Complete for all applications.]

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	<p>a) <b>Specification: the specifications must be specific to the project and cover all aspects of the proposed work.</b></p> <ul style="list-style-type: none"> <li>• elements of structure (size, spacing, timber treatment)</li> <li>• HVAC systems</li> <li>• glazing</li> <li>• plumbing and drainage materials and design that installation is to comply with</li> <li>• wet area surfaces</li> <li>• flooring slip resistance</li> <li>• quality assurance program</li> </ul>	
	<p>b) <b>External Claddings</b>          For each of the following claddings, provide details of the product inclusive of: manufacturer, manufacturers installation manual/details, current appraisals, copy of on-site installation check sheets, maintenance requirements and warranties.</p> <ul style="list-style-type: none"> <li>• building wraps</li> <li>• roof claddings</li> <li>• tanking</li> <li>• fixings</li> <li>• wall claddings</li> <li>• membranes (roofs and decks)</li> <li>• joinery</li> </ul>	

**COMPLIANCE SCHEDULE:** *[Complete for all buildings that contain systems or features that are required to be listed on a compliance schedule.]*

Customer Use ✓

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	<p>a) <b>Existing Compliance Schedule</b> Provide a copy of the existing compliance schedule and details of proposed changes. Confirmation that the building has a current warrant of fitness (one copy if the current BWOFF or confirmation from Council's records)</p>	
	<p>b) <b>Specified Systems (existing or new)</b> For each specified system to be installed or altered provide details of the system and the proposed maintenance and testing regime for inclusion in the compliance schedule.</p>	

**SITE MANAGEMENT AND PROTECTION OF PUBLIC:** *[Complete for all buildings.]*

Customer Use ✓

Office Use only ✓

	<p>a) <b>Gantries and Hoardings</b> Provide details of barriers for the protection of the public and restricting public access to site, details of gantries, scaffolding and hoardings.</p>	
	<p>b) <b>Site Management Plan covering</b> Delivery of storage of materials, management to control silt run off, noise and dust, traffic management and parking.</p>	
	<p>c) <b>Hazardous Building Material</b> Provide safety plan detailing the safe handling and disposal of hazardous materials.</p>	

**HAZARDOUS SUBSTANCES AND PROCESSES:** *[Complete for all projects where the building use involves the storage of, or use of or processing with hazardous substances.]*

Customer Use ✓

*NOTE: Hazardous substances include explosives, radioactive, toxic or flammable materials and compressed gases.*

Office Use only ✓

	<p>a) <b>Details</b> Provide details of materials used or stored, their hazardous substances classification (HSNO), individual container size and aggregate volume.</p>	
	<p>b) <b>Plans and Specifications describing</b></p> <ul style="list-style-type: none"> <li>• spaces where hazardous substances are stored and used and the method of disposal of waste</li> <li>• consideration of containment, pressure relief, electrical hazardous area zoning and ventilation.</li> </ul>	
	<p>c) <b>Fire Report</b> Include specific consideration of these activities.</p>	

**FOOD PREMISES:** *[Complete for all projects with an intended use including the manufacture, storage, preparation or sale of food products.]*

Customer Use ✓

Office Use only ✓

	<p>a) <b>Details</b></p> <ul style="list-style-type: none"> <li>• indication of type of business, including general food types to be prepared and beverages to be served.</li> <li>• water supply and sewage disposal connecting to town supply. Full details will be required if private system proposed.</li> <li>• number of staff</li> <li>• number of patrons (seated and standing)</li> <li>• full details of surface finishes in food preparation, cooking, servery, storage and dish wash areas</li> <li>• full details of location of all appliances and fixtures in food preparation, cooking, servery, storage and dish wash areas including fridges, freezers, joinery, plumbing fittings and extract hood.</li> <li>• designation of proposed use for each area</li> </ul>	
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**NOTES:**

The issue of a building consent does not relieve the owner of any duty or responsibility under any other act. Please check with Porirua City Council Policy, Planning and Regulatory Services regarding the required for other approvals required and fees payable. These may include:

▪ Consents under the Resource Management Act	▪ Vehicle Access	▪ Road Openings
▪ Heath Licensing	▪ Liquor Licensing	▪ Trade Waste Licensing

A guidance document is available to help complete the section in the application form on "means of compliance" for each building code clause.

**For Office Use Only: Office/Officer verification**

All required documents present, application accepted

Signed: \_\_\_\_\_

**Formally Received Date:** \_\_\_\_\_

Lodgement Fee Payable \$

Application Declined, details required for items above marked **X**

Signed: \_\_\_\_\_

Date: \_\_\_\_\_

**Office Use Only: Customer Services Officer**

Application Date Stamped  
Monies Received and Receipted

Signed: \_\_\_\_\_

Date: \_\_\_\_\_