

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
- Restricted Work Documentation



This payment is a DEPOSIT ONLY \$

Check sheet – Single Residential Dwelling and Accessory Building

Category Residential 1 and 2 buildings: Use SH for single stand-alone dwellings, dwelling additions and/or alterations, piling, garage, decks, gazebos, sheds, retaining walls, etc.

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.

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 ✓
<input type="checkbox"/>	a) Building Consent Application Form (one copy) Completed and signed by the owner and by an agent on behalf of the owner. Estimated value entered on application	<input type="checkbox"/>
<input type="checkbox"/>	b) Proof of Ownership (one copy) One recent copy of current Certificate of Title no older than three months inclusive 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.	<input type="checkbox"/>
<input type="checkbox"/>	c) Locality Plan (1:500) showing: Physical location of the building in relation to streets or landmarks, north point, name of building and lot and DP number.	<input type="checkbox"/>
<input type="checkbox"/>	d) Alternative Solutions 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.	<input type="checkbox"/>
<input type="checkbox"/>	e) Letter of Authority Signed letter of authority from owner, for Agent to act on their behalf.	<input type="checkbox"/>
<input type="checkbox"/>	f) Certificate of Design Work If the project contains restricted building work, supply a completed and signed Memorandum Certificate of Design Work.	<input type="checkbox"/>
<input type="checkbox"/>	g) Inspections and Monitoring 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.	<input type="checkbox"/>
<input type="checkbox"/>	h) Application Fee Applications will not be accepted without the appropriate fees – refer to Councils fee structure.	<input type="checkbox"/>

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

FOUNDATIONS / FLOOR: *[Complete for all new buildings, for existing buildings where the footprint of the building will change or where an additional storey is building added.]*

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	a) Site Plan (1:100) showing: All boundaries and location of building foot print indicating boundary dimensions and distances of building in relation to boundaries, proposed access and North point. Include a datum point, indicate finished floor levels and existing ground levels relative to that datum point. A Site plan must also note Street name and number, Lot and DP number, floor and site area and designated wind zone. If earthworks are proposed, indicate areas in cut and/or fill demonstrating height/depth of cut or fill relative to existing ground levels.	
	b) Foundation Plan (1:100, 1:50) showing: • Dimensions of all new foundations • Sub-floor, including bracing • Footing details • If a concrete slab, show basic details including reinforcing and contraction joints • Piles and footings • If the addition is an upper storey, show details on upgrading existing foundations, joints, piles, etc. • Indicate ventilation on sub-floor spaces.	
	c) Sub-floor Bracing 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. Sub-floor bracing plan and calculations are required where an additional storey is to be added.	
	d) Foundation Details Details including reinforcing and connections.	

CONSTRUCTION: *[Complete for all new structures or alterations to existing structures.]*

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	<p>a) Existing Floor Plan (1:100, 1:50) showing: (for additions and alterations only)</p> <ul style="list-style-type: none"> • all levels • all designated spaces • all removals • sanitary fixtures • smoke detectors 	
	<p>b) Proposed Floor Plans (1:100, 1:50) showing:</p> <ul style="list-style-type: none"> • room dimensions • location of partitions • all designated spaces • all floors (new or altered) • location of sanitary fixtures • stairs, barriers, handrails, floor joists and beams • floor joist layout for each level with timber floors • smoke detectors 	
	<p>c) Wall Bracing Plan (1:100, 1:50) showing:</p> <ul style="list-style-type: none"> • bracing details and calculations for wall bracing (also required for existing lower storeys where an additional storey is being added) • sub-floor bracing for decks projecting more than 2m from the house. Location, type and number of bracing elements to indicate compliance with NZS 3604:1999 (include calculations). 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). 	
	<p>d) Sections and Details (1:50, 1:20, 1:10) showing:</p> <ul style="list-style-type: none"> • stairs, handrails, decks and decking • insulation systems and materials to floors, walls and roof • barriers to prevent falls (specific engineering design required where detail does not comply with NZBC b1/AS2) • framing sizes, beams, lintels, trusses, including fixing and other structural items appropriate to windzone (lintels carrying point loads, such as from girder trusses, require specific engineering design) • roof cladding, eaves, fascias, gutters, flashings to openings • fire-rated systems on all walls that are closer than one meter to the boundary • stud heights of rooms and total height from lower ground floor level to top of ridge • truss layout supported by design certificate and design of fixing details and load path to ground • retaining wall details (e.g. type, height of restrained ground, relationship to boundary, waterproof membrane and proposed drainage) 	
	<p>e) Energy Efficiency including Insulation – Specification and Summary showing:</p> <ul style="list-style-type: none"> • your method of compliance. For guidance refer to compliance guidance documentation – NZBC clause H1. Indicate method used. • Schedule method: refer to H1 schedule method summary sheet. • or calculation method: refer to H1 calculation method summary sheet • or modeling method: provide all calculations. <p>Please show all insulation specified, including glazing and skylights.</p>	
	<p>f) Fire Report For domestic dwellings of four storeys or more, or buildings providing more than one household unit.</p>	

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

Customer Use ✓

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	<p>a) Structural Calculations If any design work required the services of a structural engineer, attach two copies of the calculations with this application along with structural drawings. The calculations must be prefaced with information explaining the design philosophy and justification of assumptions and methodologies used in analysis.</p>	
	<p>b) Producer Statements 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 or existing buildings with alterations to the external shell.]*

Customer Use ✓

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	<p>a) Elevations (1:100, 1:150) showing Accurate existing and proposed ground lines from boundary to boundary, relevant District Plan height / day light recession lines, maximum height of each elevation and distance of floor level to finished ground level. Indicate location of all door and window openings, fixed and opening sashes, exterior cladding nominated to all elevations, down pipes and spouting, and ventilation to sub-floor.</p>	
	<p>b) Risk Assessment [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>c) Cladding Details (1:50, 1:20, 1:10) Provide details around all penetrations, joinery, fixings and other junctions at a level appropriate to the level of risk for design and wind e.g. roof/wall, balcony/wall, junction of different types of cladding, back flashing details for cavity systems.</p>	
	<p>d) Product Certification Supply copies of product certificates relied on as compliance documents.</p>	
	<p>e) Alternative Solutions Including Specific Design Wind Zones If the proposal uses products or systems that are not covered in the acceptable solution 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>a) Plumbing and Drainage plan (1:100) showing:</p> <ul style="list-style-type: none"> • fixtures and fittings, hot water system(s) • if the building is more than one storey with sanitary fittings on upper floors, provide an isometric layout showing wastes, pipes and falls • drainage layout with inspection bends and junctions indicated for both sewer and stormwater • any other drainage on site including Council mains and retaining wall field drains • ventilation of sanitary rooms • calculations for sizing of downpipes • copy of site plan showing building outline only, for the required "as-laid" drainage plan <p>Note: If you have supplied drainage details for surface water disposal on the site plan, no drainage plan is required.</p>	
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CHANGE OF USE: *[Complete for all existing buildings where the proposal involves forming a household unit where one did not exist before (e.g. the conversion of a garage or shed into a residential unit.)]*

Customer Use ✓

Office Use only ✓

	<p>a) Assessment of the Building for Compliance with the Building Code Section 115(a) of the Building Act 2004 requires that the work comply fully with all clauses of the Building Code.</p>	
	<p>b) Reasonably Practicable The above assessment must relate to all Building Code clauses. If the proposal is for the project to meet anything less than full compliance with any clauses, 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>	

SPECIFICATIONS: *[Complete for all applications. NOTE: The specification must be specific to the project and cover all aspects of the proposed work.]*

Customer Use ✓

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	<p>a) Specification: General</p> <ul style="list-style-type: none"> • elements of structure (size, spacing, timber treatment) • finish of fixings to meet durability requirements • plumbing and drainage materials and design that installation is to comply with • wet area surfaces • ventilation systems • flooring slip resistance for access routes • glazing • type of smoke detectors (including existing smoke detectors where they will remain). 			
	<p>b) External Claddings 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> <table style="width: 100%; border: none;"> <tr> <td style="vertical-align: top;"> <ul style="list-style-type: none"> • building wraps • roof claddings • tanking • fixings </td> <td style="vertical-align: top;"> <ul style="list-style-type: none"> • wall claddings • membranes (roofs and decks) • joinery </td> </tr> </table>	<ul style="list-style-type: none"> • building wraps • roof claddings • tanking • fixings 	<ul style="list-style-type: none"> • wall claddings • membranes (roofs and decks) • joinery 	
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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: _____