



## How to use this checklist

Use this checklist when finalising your building drawings and plans to assist you to lodge a complete application and 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 ticked to show that they are either provided (P) 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 Code. Processing time will be suspended until information is received.

OFFICE  
USE

Applicant use

P - Information provided

N/A - Not applicable to this project



P N/A

**1. Minimum building consent application documentation**

- a. Completed application forms.
- b. Two full sets of plans and specifications.
- c. One site/location plan showing complete floor area (m<sup>2</sup>) and cladding elevations.
- d. All plans drawn to a recognised metric scale, drawn in black ink (not pencil or red pen) and showing a north arrow.

**2. Site/location plan**

- a. Accurate site plan showing street name and boundary dimensions.
- b. Location of existing and proposed buildings, distances to boundaries and distances between buildings.
- c. Current and proposed use of site and buildings.
- d. Existing and proposed access for vehicles, driveway gradient.
- e. Existing contours.
- f. Alterations to land contours (retaining, cut, fill and their intended quantities, site datum for floor levels).
- g. Easements, public drains and service connections (where known).
- h. Identification of streams and drains, and normal flow levels relative to site datum.
- i. Do you propose stormwater reticulation or outfall through Council-owned land?
  - Yes
  - No

**3. Plumbing and drainage**

- a. Nominate plumbing/drainage design standard (e.g. AS/NZS 3500 or G13).
- b. Drainage layout including service connections, collection tanks and stormwater disposal.
- c. Fixtures and hot water system type and location.

**4. Elevations**

- a. North, south, east and west elevations showing original and proposed ground levels at buildings and boundaries.
- b. Roof pitch and height to apex of building.
- c. Height and daylighting angles.

**5. Foundation plan**

- a. Design details of all new foundations and reinforcing.
- b. Concrete slab design, including reinforcing and contraction control cuts/joints.
- c. Pipe layout and footing design.
- d. Sub-floor framing including bracing.
- e. Upper storey floor design (if applicable).

**6. Floor plan**

- a. Floor plan with door, window and lintel sizes indicated.
- b. If more than one room, indicate walls and designate room use.
- c. Smoke detectors indicated (must be in or within 3m of each bedroom).

**7. Fire rating**

- a. Fire rating system for all walls closer than 1m to a boundary.

P N/A

**8. Cross sections and details**

- a. E2 risk matrix and weathering details.
- b. Wall details showing cladding, framing, insulation, linings, etc.
- c. Roof/wall intersection showing eaves, gutters, flashings and top plate fixings.
- d. Wall/floor intersection.
- e. Window, door and critical intersections.
- f. Door and window lintel sizes.
- g. Truss layout with girder trusses indicated.
- h. Stairs, handrails and barriers.
- i. Garages, carports, decks, porches and verandas etc.
- j. Specify cladding systems and roofing type.

P N/A

**9. Bracing design and calculations**

- a. Bracing details and calculations for walls and sub-floor.
- b. Sub-floor bracing or decks projecting more than 2m from the building.

P N/A

**10. Specifications**

- Specifications must be relevant to the particular buildings and to the plans submitted and shall include the building envelope. They must give a full description of the type, size and grade of materials to be used and the method of construction. Include manufacturer's specifications for all relevant building elements, detailing where they apply to your project.

**Other information that may be required**

P N/A

**11. Specific engineering design**

Design work from an engineer must have calculations and structural drawings provided. When engineering drawings are provided from persons other than the engineer, they must be acknowledged by the engineer (signed) as meeting engineering design requirements.

Specific engineering design may include (this list is not exhaustive):

- a. Special ground conditions, including building over uncertified fill, peat or soft ground, or closeness to steep banks.
- b. Retaining walls.
- c. Earthworks/stability of adjacent sites and support of adjacent structures.
- d. Any building work outside the scope of New Zealand Standards.

P N/A

**12. Other supporting documentation or plans**

This is a generic checklist for this project type. There may be other information that you know about, specific to your project or site, that has not been covered in the above items.

**13. Tick method of payment**

- Cash/efpos
- Pre-approved account customer.

**OFFICE USE ONLY**

Further information required?

 Yes No

Application accepted?

 Yes No

Date of acceptance

Officer