



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.

Do you need a licensed building practitioner?
Work that is restricted building work (RBW) must be designed and performed or supervised by a licensed building practitioner. These items are marked as RBW in the checklist below.

OFFICE
USE

Applicant use

P - Information provided

N/A - Not applicable to this project

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P N/A

1. Minimum building consent application documentation

- ☐ a. Complete application forms.
- ☐ b. Two full sets of plans and specifications.
- ☐ ☐ c. Certificates of Design Work - RBW.
- ☐ ☐ d. Statutory declaration as to owner-builder status.
- ☐ ☐ e. All plans drawn to a recognised metric scale; include a north arrow; and drawn in black ink (not pencil or red pen).
- ☐ ☐ f. Land undergoing subdivision - if the title has not yet been issued for land you wish to build on, the Council may or may not accept your building consent application depending on the status of the subdivision. Refer to the Building on land undergoing subdivision checklist.
- ☐ ☐ g. The proposed building has MultiProof approval and this is attached.

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P N/A

2. Site/location plan

- ☐ ☐ a. Accurate site plan showing street name and boundary dimensions.
- ☐ ☐ b. Location of existing and proposed buildings, building area, 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, and off-street parking.
- ☐ ☐ 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

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P N/A

3. Plumbing and drainage

- ☐ ☐ a. Nominate plumbing/drainage design standard (eg. AS/NZS 3500 or G13).
- ☐ ☐ b. Plumbing and drainage layout plan, including falls.
- ☐ ☐ c. Method of water heating system.
- ☐ ☐ d. Fixtures. (If the building has plumbing fixtures on an upper level, provide layout drawing showing wastes, pipes and falls, e.g., an isometric layout).
- ☐ ☐ e. On-site wastewater disposal design.
- ☐ ☐ f. Reserve area for effluent bed.
- ☐ ☐ g. Stormwater disposal layout.

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P N/A

4. Elevations

- ☐ ☐ a. North, south, east and west elevations showing original and proposed ground levels at buildings and boundaries.
- ☐ ☐ b. Relationship of finished ground level (after landscaping) relative to floor levels.
- ☐ ☐ c. Dimensions of openings (doors and windows).
- ☐ ☐ d. Specify cladding systems and roofing type and any other relevant details.
- ☐ ☐ e. Roof pitch and height to apex of building.
- ☐ ☐ f. Height and daylighting angles.

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P N/A

5. Foundation plan

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

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N/A - Not applicable to this project

P N/A

6. Floor plan☐ ☐

- a. Complete floor plan(s) with walls/partitions, and doorways, and the use of each area.
- b. Interconnected smoke detector locations shown on plan.

P N/A

7. Fire rating☐ ☐

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

P N/A

8. Cross sections and details☐ ☐

- a. E2 Risk Matrix and weathering details - RBW.
- b. Wall details showing cladding, framing, insulation (including heat loss calculations), linings, etc. - RBW.
- c. Roof/wall intersection showing eaves, gutters, flashings and top plate fixings - RBW.
- d. Wall/floor intersection - RBW.
- e. Window, door and critical intersections - RBW.
- f. Door and window lintel sizes - RBW.
- g. Truss layout with girder trusses indicated - RBW.
- h. Stairs, handrails and barriers.
- i. Decks, pergolas, verandas, porches, carports and garages.

P N/A

9. Bracing design and calculations☐ ☐

- a. Bracing details and calculations for wall and sub-floor - RBW.
- b. Sub-floor bracing for decks projecting more than 2m from the house.

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 parts of building elements, detailing where they apply to your project.

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):

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- a. Special ground conditions, including building over uncertified fill, peat or soft ground or closeness to steep banks.

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- b. Retaining walls.

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- c. Earthworks/stability of adjacent sites and support of adjacent structures.

P N/A

12. Heating☐ ☐

- a. If a free-standing or insert wood fire is to be installed, the location is to be shown on the floor plan and the manufacturer's installation specifications provided.

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- b. If the woodburner is secondhand and more than two years old, confirm a new flue will be installed, and provide a letter from a member of the Home Heating Association confirming that the wood fire has been inspected and is suitable for reinstallation.

P N/A

13. Swimming pool☐ ☐

If the plan shows an outdoor swimming pool/spa, fencing details and pool manufacturer's specifications must be provided.

P N/A

14. Extraordinary water supply☐ ☐

- a. A completed water connection/disconnection form.

15. 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