



**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.

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.

- 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).

**OFFICE  
 USE**

Applicant use      P - Information provided      N/A - Not applicable to this project

<input type="radio"/>	P	N/A	<p><b>1. GENERAL</b>  <b>Complete for all applications:</b></p> <p>a) <b>Proof of ownership (one copy)</b>          One recent copy of current certificate(s) of title (i.e. not older than 6 months) and where applicable one copy of purchase agreement (if recently purchased) or one copy of relevant portions of current lease.</p> <p>b) <b>Plans and details required (two full sets of plans and specifications)</b>          &gt; Locality plan showing physical location of the site in relation to streets or landmarks, north point and lot and DP number.          &gt; All details on following pages.</p> <p>c) <b>Application fee</b>          Applications will not be accepted without payment of the appropriate fees. Fees payable are set out in the published fee schedule.</p>
<input type="radio"/>	P	N/A	<p><b>2. CHANGE OF USE</b>  <b>Complete for all buildings where the proposal will change the established use of all or part of the building:</b></p> <p>a) <b>Fire assessment</b>          In addition to the assessment of means of escape documentation must also include assessment of the whole building 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>c) <b>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>d) <b>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 than 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>
<input type="radio"/>	P	N/A	<p><b>3. SITE/LOCATION PLAN</b>  <b>Complete for all projects:</b></p> <p>a) Accurate site plan showing street name and boundary dimensions.</p> <p>b) Location of existing and proposed buildings, building area, distances to boundaries, and distances between buildings.</p> <p>c) Current and proposed use of site and buildings.</p> <p>d) Existing and proposed access for vehicles, driveway gradient, and off-street parking.</p> <p>e) Existing contours.</p> <p>f) Alterations to land contours; retaining, cut, fill and their intended quantities; site datum for floor levels.</p> <p>g) Easements, public drains and service connections (where known).</p> <p>h) Identification of streams and drains, and normal flow levels relative to site datum.</p> <p>i) Do you propose stormwater reticulation or outfall through Council-owned land?  <input type="radio"/> Yes      <input type="radio"/> No</p>

P  N/A **4. SITE MANAGEMENT FOR PROTECTION OF PUBLIC**

**Complete for all buildings:**

- a) **Gantries and hoardings**  
Provide details of barriers for the protection of public and for restricting public access to site, details of gantries, scaffolding and hoardings.
- b) **Site management plan covering**  
Delivery and storage of materials, management of control silt run-off, noise and dust, traffic management and parking.
- c) **Sediment control**  
A sediment control management plan shall be provided where building work may result in disturbance of the ground, including:  
> Sediment run-off from the disturbed ground.  
> Transfer of sediment/materials off the site by vehicles.
- d) **Hazardous building material**  
Provide safety plan detailing the safe handling and disposal of hazardous materials.

P  N/A **5. SERVICES**

**Complete for all buildings:**

- a) **Plumbing and drainage plan (1:100/1:200) showing:**  
Fixtures and fittings:  
> Hotwater system(s) - gas/electric, pressure type, valving, anti-scale device, seismic restraints, etc.  
> Nominate plumbing/drainage design standard.  
> If the building is more than one storey with sanitary fittings on upper floors, provide an isometric layout showing wastes, pipes and falls.  
> Downpipe sizes and locations.  
> Drainage layout with inspection bends and junctions indicated for both sewer and stormwater.  
> Invert levels of any existing drains (if extending).  
> Any other drainage on site including Council mains and retaining wall field drains.  
> Ventilation of sanitary rooms.  
> Heating, Ventilation and Air Conditioning (HVAC) drawings.  
> Trade waste pre-treatment system.  
> Location and details of back flow prevention devices.

P  N/A **6. FOUNDATION/FLOOR**

**Complete for all new buildings, building extensions, additional storey added or repiling:**

- a) **Ground conditions report**  
This will be one of two reports:  
1. A report using the parameters set in Section 3 of NZS 3604:2011, or  
2. A report showing a specific ground assessment and foundation design by a suitably qualified and experienced engineer.
- b) **Foundation plan**  
> Provide subfloor bracing plan and calculations for all structures. Where the structure is specifically engineered, this should be included with the producer statement.  
> Dimensions of all new foundations.  
> If a concrete slab, show basic details including reinforcing and contractions joints.  
> For timber floors show pipe, bearer and joist layout.  
> If the addition is an upper storey show details on upgrading existing foundations, joints, piles etc.  
> Indicate ventilation to sub floor spaces.  
> Subfloor bracing plan and calculations are required where an additional storey is to be added.
- c) **Foundation details**  
> Details including reinforcing and connections.  
> Ground level.

P  N/A **7. CONSTRUCTION**

**Complete for all new buildings and for projects with existing walls removed or new walls added:**

- a) **Existing floor plan (1:100/1:50) showing (for additions and alterations only):**  
> All levels.  
> All designated spaces.  
> All removals.  
> Sanitary fixtures.

- P  N/A **7. CONSTRUCTION - continued**
- b) Proposed floor plans (1:100/1:50) showing:**
- > Room dimensions.
  - > Location of partitions.
  - > All designated spaces.
  - > All floors (new and altered).
  - > Location of sanitary fixtures.
  - > Stairs, barriers, handrails and beams.
  - > Floor joist layout for each level with timber floors.
- c) Proposed floor framing plan (1:100) showing (for upper floors only):**
- > Direction, size and centres of joists.
  - > Location of doubled joists, boundary joists, main blocking.
  - > Location of support walls to floor below.
  - > Location of any specific design beams supporting floor joists.
- d) Wall bracing plans (1:100/1:50) showing:**
- > Location, type and number of bracing elements to indicate compliance with NZS 3604:2011 where applicable.
- e) Wall bracing details:**
- > Provide 2 copies of all bracing calculations, including sub-floor. (Also required for existing lower storeys where an additional storey is being added.)
  - > If the bracing is specifically designed by a structural engineer, provide the engineer's calculations (required for specific design wind zones and where bracing is outside of the scope of NZS 3604:2011).
- f) Cross sections (1:50/1:20/1:25) showing:**
- > Sufficient in number to show all changes in building form/shape.
  - > Basic construction of all floors, walls and roof.
  - > Stairs (internal and external), and decks/terraces and barriers providing safety from falling.
  - > Framing sizes, beams, lintels, trusses and other structural items. (Lintels carrying point loads require specific engineering design.)
  - > Timber species, grade and treatment.
  - > Roof cladding, eaves, fascia, gutters.
  - > Stud heights of rooms and total building height.
- g) Construction details (1:10/1:5):**
- > Floor/wall/roof junctions including flashings and fixing details.
  - > Details of fixing of timber framing to steel work.
  - > Window/door installation and flashings including roof lights.
  - > Cladding penetrations.
  - > Deck, balcony, balustrades and barrier construction. (Specific engineering design required where design does not comply with DBH Guidance on Barrier Design document.)
  - > Fire rated construction details.
  - > Stair construction and handrails.
  - > Internal gutters and rain water outlets.
  - > Retaining walls.
- h) Truss design:**
- > Design certificate and truss layout plan.
  - > Fixing and bracing details and load path to ground.
  - > Specific design for lintels where required.
- i) Energy efficiency (insulation):**
- > Method of compliance details (schedule, calculation, modelling e.g. ALF)
    - > Schedule methods: summary required.
    - > Calculations or modelling method: provide all calculations.
    - > ALF: provide print-out.
  - > All insulation specified, including glazing.

Note: ALF = Annual Loss Factor.

Note: Additional details may be required for large buildings over 300sq.m.

P  N/A **8. STRUCTURAL CONSTRUCTION**  
**Complete for all projects incorporating specific structural design:**

- a) Structural drawings:**  
If any design work requires the services of a structural engineer, attach two copies of the structural documents (if not shown on the architectural drawings). These must be consistent with the architectural drawings.

P  N/A **8. STRUCTURAL CONSTRUCTION - continued**

 

**b) Producer statements:**

If this application for consent relies on any producer statements certifying compliance with the NZ Building Code, a copy must be attached with this application. This must include:

- > An accurate reference to all work covered.
- > The qualifications of the person issuing the statement to verify that they have the necessary expertise to issue the statement.
- > Details of the inspections that will be carried out.
- > A design summary including standards used, building code clauses covered and details of design loads imposed on the building.

 

**c) Structural calculations:**

Structural calculations must accompany all Specific Engineering Design (SED) work.

P  N/A **9. EXTERNAL**

**Complete for new buildings or existing buildings with alterations to the external shell:**

 

**a) Risk assessment (for other than single storey construction with 450mm min. eaves):**

(Risk matrix in E2/AS1 may be used)

Consider exposure, design and detailing to support appropriate selection of cladding.

 

**b) E2 Alternative solutions:**

If the proposal uses products or systems that are not covered in the Acceptable Solutions of clause E2 of the Building Code then you should provide supporting current information including independent test results (full signed reports), case studies, expert opinion (including evidence of experience/qualifications, basis for forming opinion, and statement of independence) etc. to demonstrate compliance.

P  N/A **10. SPECIFICATIONS (provide two copies)**

**Complete for all applications:**

 

**a) Specifications:**

Note: the specifications must be specific to the project and cover all aspects of the proposed work.

- > Elements of structure (size, spacing, timber treatment).
- > Plumbing and drainage materials and design that installation is to comply with.
- > Wet area surfaces.
- > HVAC systems.
- > Slip resistance for all access routes.
- > Glazing.
- > Quality Assurance programmes.

 

**b) External claddings:**

For each of the following claddings provide details of the product name, manufacturer, maintenance requirements and warranties offered.

- > Building wraps.
- > Wall claddings.
- > Roof claddings.
- > Membranes (roofs and decks).
- > Tanking.
- > Joinery.

P  N/A **11. COMPLIANCE SCHEDULE**

**Complete for all buildings that contain systems or features that are required:**

 

**a) Specified systems:**

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  N/A **12. ACCESSIBILITY (new buildings or work)**

**Complete for all buildings with uses listed in Schedule 2 of the Building Act 2004**

**(see item 14 for Existing Building upgrading):**

 

**a) Access and facilities for the disabled (1:100/1:50) for the whole building showing:**

- > Access routes.
- > Accessible toilet compartment.
- > Location and height of fittings (toilet pan, basin, urinal, shower) handrails.
- > Width of access routes.
- > Dimensions of toilet compartment.
- > Lift car controls.
- > Accessible stairs.
- > Accessible low height counters (including reception).
- > Accessible car parks (for new buildings).

 

**b) Reasonably practicable:**

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 reasonable to do so.

- P  N/A **13. FIRE (new buildings or work)**  
**To be completed for all applications involving new work:**
- a) Fire report:**  
Discussing the philosophy behind the proposal and demonstrating compliance with the Building Code. This is to include details of:
- > An assessment as to whether the application is required to be referred to the engineering unit of Fire and Emergency New Zealand (FENZ). (If FENZ assessment is required, an additional set of plans will be requested.)
  - > Risk group.
  - > Occupancy numbers.
  - > Fire safety features.
- b) Proposed fire protection plan (1:100/1:50):**  
These items are required to be shown on plans:
- > All escape paths and safe places.
  - > Emergency lighting systems.
  - > All fire and/or smoke separations, including details of construction and penetrations.
- P  N/A **14. EXISTING BUILDING**  
**Complete for all existing buildings:**
- a) Existing floor plan (1:100/1:50) showing where applicable:**
- > Dimensions of internal floor plate.
  - > Location exits.
  - > Location and dimension of lift and lift car.
  - > Location and dimensions of exit stairs.
  - > Exit door sizes.
  - > Location and dimension of toilet and cleaners sink.
- b) Existing fire protection plan (1:100/1:50) showing:**  
All specified systems.
- c) Means of escape from fire:**  
Assessment of means of escape for the whole building including floor plans showing egress routes to a 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.  
Note: refer also to Item 13 Fire.
- d) Accessibility (for buildings/uses listed in Schedule 2 of the Building Act 2004):**  
Assessment of access and facilities for people with disabilities for the whole building.  
Note: refer also to Item 12 Accessibility.
- e) Application for discretion re upgrades (pursuant to section 112(2) of the Building Act 2004) including:**
- > How the project has been assessed on an as near as reasonably practicable (ANARP) basis with regard to the requirement to upgrade.
  - > Description of improvements proposed related to means of escape from fire and access and facilities for people with disabilities.
- f) Public use of buildings:**  
If the building is to be open to the public during construction, details of how those parts of the building being used remain in compliance with the Building Code during construction will be required.  
Note: A certificate for public use may be required.
- P  N/A **15. HAZARDOUS SUBSTANCES AND PROCESSES**  
**Complete for all projects where the building use involves the storage, or use of or processing with hazardous substances.**  
**Hazardous substances include explosive, radioactive, toxic or flammable materials and compressed gases. (Common examples are diesel and LPG.)**
- a) Details:**  
Provide details of the materials used or stored, their hazardous substance classification (HSNO), individual container size and aggregate volume.
- b) Plans and specifications describing:**
- > Spaces where hazardous substances are stored and used and the method of disposal of waste.
  - > Consideration of containment, pressure relief, electrical hazardous area zoning and ventilation.
- c) Fire report:**  
Include specific consideration of these activities
- d) EPA Location Certificate:**  
To be provided.



P N/A

**16. FOOD PREMISES**

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



**a) Details:**

- > Indication of type of business, including general food types to be prepared and beverages to be served.
- > Water supply and sewage disposal connecting to town supply. Full details will be required if private system proposed.
- > Number of staff.
- > Number of patrons (seated and standing).
- > Full details of surface finishes in food preparation, cooking, servery, storage and dishwash areas.
- > Full details of location of all appliances and fixtures in food preparation, cooking, servery, storage and dishwash areas including fridges, freezers, joinery, plumbing fittings and extract hood.
- > Designation of proposed use for each area.



**b) Menu:**

A list of all food that is to be prepared on site is required.

**Notes:**

The issue of a building consent does not relieve the owner of any duty of responsibility under any other Act. Please check with the Council regarding the requirement for other approvals required and fees payable. These may include:

- > Consents under the Resource Management Act.
- > Vehicle access.
- > Road openings.
- > Health registration.
- > Liquor licensing.
- > Trade waste licensing.

**OFFICE USE ONLY**

Further information required? Yes / No

Application accepted?

Yes / No

Date of acceptance  
Officer