





Fences, retaining walls, swimming and spa pools, plumbing and drainage, and pool fences checklist - PIM and building consent

## 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
•	P N/A O 0 O 0 O 0	<ol> <li>Minimum building consent application documentation         <ul> <li>Completed application forms.</li> <li>Two full sets of plans and specifications.</li> <li>One site/location plan showing complete floor area (m²) and cladding elevations.</li> <li>All plans drawn to a recognised metric scale, drawn in black ink (not pencil or red pen) and showing a north arrow.</li> </ul> </li> </ol>
•	P       N/A         O       O         O       O         O       O         O       O         O       O         O       O         O       O         O       O         O       O         O       O         O       O         O       O         O       O         O       O         O       O         O       O	<ul> <li>2. Site/location plan</li> <li>a. Accurate site plan showing street name and boundary dimensions, and total building area.</li> <li>b. Location of existing and proposed buildings, distances to boundaries, and distances between buildings.</li> <li>c. Current and proposed buildings identifying use, including pool fencing.</li> <li>d. Existing contours.</li> <li>e. Alterations to land contours (retaining, cut, fill and their intended quantities, site datum for floor levels).</li> <li>f. Easements, public drains and service connections (where known).</li> <li>g. Identify streams and drains, and normal flow levels relative to site datum.</li> <li>h. Do you propose stormwater reticulation or outfall through Council-owned land?</li> <li>Yes</li> <li>No</li> </ul>
•	P N/A O O O O	<ul> <li>3. Plumbing and drainage (for swimming/spa pool)</li> <li>a. Method of emptying pool to be specified.</li> <li>b. Identify any existing drainage that may be affected (such as service connections, collection tanks, stormwater disposal).</li> </ul>
•	P N/A O O	<ul><li>4. Plumbing and drainage (for retaining walls)</li><li>a. Drainage detail behind retaining walls.</li></ul>
•	P N/A	<ul><li>5. Foundation plan</li><li>a. Full construction details, including ground levels, reinforcing and dimensions of all foundations.</li></ul>
•	P N/A O O O O	<ul> <li>6. Cross sections and details</li> <li>a. Pool fencing details showing compliance with the Fencing of Swimming Pools Act.</li> <li>b. Detail any associated buildings, decks or landings more than 1m high, plus stairs, barriers and handrails being constructed as part of this project.</li> </ul>
•	P N/A	<ul> <li>7. Specifications</li> <li>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.</li> <li>Include manufacturer's specifications for all relevant building elements, detailing where they apply to your project.</li> </ul>

Other information that may be required		
OFFICE USE	Applicant use	P - Information provided N/A - Not applicable to this project
•	P N/A	<ul> <li>8. Specific engineering design</li> <li>Design work from an engineer must have calculations and structural drawings provided.</li> <li>When engineering drawings are provided from persons other than the engineer, they must be acknowledged (signed) by the engineer as meeting engineering design requirements.</li> <li>Specific engineering design may include (this list is not exhaustive):</li> </ul>
	0 0 0 0 0 0	<ul> <li>a. Special ground conditions, including building over uncertified fill, peat or soft ground, or closeness to steep banks.</li> <li>b. Retaining walls.</li> <li>c. Earthworks/stability of adjacent sites and support of adjacent structures.</li> <li>d. Any building work outside the scope of New Zealand Standards.</li> </ul>
•	P N/A O O	<ul><li>9. Extraordinary water supply</li><li>a. A completed water connection/disconnection form.</li></ul>

## 10. Tick method of payment

O Cash/eftpos O Pre-approved account customer.

