



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	1. Minimum building consent application documentation
<input type="radio"/>			a. Completed application forms.
<input type="radio"/>			b. Two full sets of plans and specifications.
<input type="radio"/>			c. One site/location plan showing complete floor area (sq.m) and cladding elevations.
<input type="radio"/>	<input type="radio"/>		d. All plans drawn to a recognised metric scale, drawn in black ink (not pencil or red pen) and showing a north arrow.
<input type="radio"/>	P	N/A	2. Foundation plan
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	a. Timber treatment and fixing.
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	b. Pile layout and footing details.
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	c. Bracing details and calculation for sub-floor.
<input type="radio"/>	P	N/A	3. Specifications
<input type="radio"/>	<input type="radio"/>		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.
<input type="radio"/>	P	N/A	4. 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):
<input type="radio"/>	<input type="radio"/>		a. Special ground conditions, including building over uncertified fill, peat or soft ground, or closeness to steep banks.
<input type="radio"/>	<input type="radio"/>		b. Any building work outside the scope of New Zealand Standards.
<input type="radio"/>	P	N/A	5. Other supporting documentation or plans
<input type="radio"/>	<input type="radio"/>		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.

OFFICE USE ONLY

Further information required? Yes No

Application accepted? Yes No

Date of acceptance

Officer