



Te Kaunihera-ā-Rohe o Ngāmotu

New Plymouth
District Council



FORM
**Application for PIM/
building consent or
amendment**

Form 2, Sections 33 or 45, Building Act 2004

This form must be submitted with a completed application cover page form. Complete this form with the assistance of the appropriate checklist.

1. Applicant details

I am the

Property owner As stated on the application cover page form. Proceed to 'Contact details' below	Lessee Provide details below	Agent authorised by owner/lessee Provide details below
--	--	--

Full name

First name(s)	Surname

Contact person
(if owner is not an individual)

Postal address
(include postcode)

Street address/
registered office

Contact details

Work	Home	Mobile
After hours	Facsimile number	

Email

Website

Relationship to owner

(State details of the authorisation from the owner to make the application on the owner's behalf)

First point of contact for communications with the Council

Property owner	Lessee	Agent authorised by owner/lessee
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Preferred means for formal correspondence

Mail	Email
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Evidence of ownership attached

Record of title (copy) Lease agreement	Sale and purchase agreement Other document showing full name of legal owner(s), such as a rate instalment notice
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I request that you issue the following approval(s) for the building work described in this application

Project information memorandum (PIM) Complete sections 2, 3 and 9	Building consent Complete sections 2, and sections 4 to 9	Amendment Complete sections 4 to 9
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BC
(Existing building consent number)

2. The project

Description of the building work

Type of work	New building	Alteration	Wood burner
	Addition	Relocation	Plumbing and drainage only
	Demolition/removal	Re-pile existing building	
Category of work	Residential	Multi-residential	Outbuilding/Ancillary
	Commercial	Industrial/Non-habitable farm building	

OFFICE USE ONLY

Date received		Property ID		Scale code		Application #	AMN /
Time received		Land ID		Planning/EH requirements?	Y / N	Application #	PIM /
Received by		Owner ID		Relevant planning / EH forms provided?	Y / N	Application #	BC /
Document #		Invoiced or receipt #		NPDC reticulation through property?	Y / N	Amount paid	\$

2. The project - continued

Will the building work result in a change of use of an existing building?

Yes

No

Current use

Intended use

Year building first constructed

Floor area

Total floor area affected by building work

sq.m

The completed building will be:

Single storey, single unit building

Multi-storey or multi-unit building (please specify)

Number of units

Number of storeys

Intended life of the building

Indefinite but not less than 50 years

Less than 50 years (please specify)

years

Estimated value of the building work

\$

incl. GST

The estimated value comprises all materials and labour costed at current market values. This may be checked against published industry costings.

Restricted building work

Will the building work include any restricted building work?

Yes

No

If yes, provide details of all licensed building practitioners who will be involved in carrying out or supervising the restricted building work. (If these details are unknown at the time of application, they must be supplied before work begins.)

Name	Licensing class	Licensed building practitioner number (or registration number if treated as being licensed under section 291 of the Building Act 2004)

Self-certifiable plumbing

Will the building work include any self-certifiable plumbing that is intended to be self-certified?

Yes

No

If yes, provide the following details of the self-certification endorsed plumber(s) who will do, assist in doing, or supervise the self-certifiable plumbing. (If these details are unknown at the time of the application, they must be supplied before the building work begins)

Name

Plumbers, Gasfitters, and Drainlayers Board registration number

If yes, provide the following details about the self-certifiable plumbing that is intended to be self-certified:

Description of work	Explanation of how work is intended to be carried out

Note: Continue on another page if necessary

Self-certifiable drainlaying

Will the building work include any self-certifiable drainlaying that is intended to be self-certified?

Yes

No

If yes, provide the following details of the self-certification endorsed drainlayer(s) who will do, assist in doing, or supervise the self-certifiable drainlaying. (If these details are unknown at the time of the application, they must be supplied before the building work begins)

Name

Plumbers, Gasfitters, and Drainlayers Board registration number

2. The project - continued

If yes, provide the following details about the self-certifiable drainlaying that is intended to be self-certified:

Description of work	Explanation of how work is intended to be carried out

Note: Continue on another page if necessary

3. Project information memorandum (PIM)

Have any PIM and/or building consents been issued previously for this project?

Yes
(provide details below)

No

Consent issued by

Date of consent

Consent number

The project involves:

Land undergoing subdivision, where title has not yet been issued.

Alterations to land contours.

New or altered connections to public utilities (water/stormwater/sewer).

New or altered locations and/or external dimensions of buildings.

Building work over, or adjacent to, any road or public place.

Building work over, or adjacent to, any existing drains or sewers, or in close proximity to wells or water mains.

New or altered access for vehicles.

Disposal of stormwater and wastewater.

Access through or over Council-owned parks or reserve land (privileged access).

Other matters known to the applicant that may require authorisations from the Council (please specify)

Office use only:

Signature:

Date:

The following documents are attached to this application (complete if the application is for a PIM only):

Description of proposed building works.

Site plan showing the location of the proposed building.

Elevations identifying the proposed building and its external dimensions.

Details of the provisions for the disposal of stormwater and wastewater.

4. Building consent (only complete this section if the application is for a building consent)

The following plans and specifications are attached to this application:

5. Compliance with New Zealand Building Code - do not fill in this section if the application is for a PIM only

N/A **Clause**
Tick if not
applicable building code clauses

Means of compliance

Select one relevant compliance document for each relevant building code clause below or note the detail of the alternative solution in the plans and specifications.
If not applicable, tick the N/A option.

Alternative solutions

B1 Structure	NZS 4229	NZS 3604	AS/NZS 1170		
B2 Durability	B2/AS1	NZS 3604	NZS 3101	NZS 3602	
C1 Objectives of clauses C2 to C6 (protection from fire)	C/AS1	C/AS2		C/VM2	SED: Fire Engineering Unit (required for SED option)
C2 Prevention of fire occurring	C/AS1	C/AS2		C/VM2	
C3 Fire affecting areas beyond the fire source	C/AS1	C/AS2		C/VM2	
C4 Movement to place of safety	C/AS1	C/AS2		C/VM2	
C5 Access and safety for firefighting operations	C/AS1	C/AS2		C/VM2	
C6 Structural stability	C/AS1	C/AS2		C/VM2	
D1 Access routes	D1/AS1		NZS 4121		
D2 Mechanical installations for access	D2/AS1		NZS 4322	EN/81	
E1 Surface water	E1/AS1		AS/NZS 3500		
E2 External moisture	E2/AS1	E2/AS2	E2/AS3		Specific design
E3 Internal moisture	E3/AS1				
F1 Hazardous agents on site	F1/AS1				
F2 Hazardous building materials	F2/AS1		NZS 4223		
F3 Hazardous substances and processes	F3/AS1				
F4 Safety from falling	F4/AS1				
F5 Construction and demolition hazards	F5/AS1				
F6 Visibility in escape routes	F6/AS1				
F7 Warning systems	F7/AS1	NZS 4512	NZS 4514	NZS 4515	
F8 Signs	F8/AS1				
F9 Means of restricting access to residential pools	F9/AS1	F9/AS2			
G1 Personal hygiene	G1/AS1				
G2 Laundering	G2/AS1				
G3 Food preparation and prevention of contamination	G3/AS1				
G4 Ventilation	G4/AS1	AS 1668			
G5 Interior environment	G5/AS1				
G6 Airborne and impact sound	G6/AS1				
G7 Natural light	G7/AS1				
G8 Artificial light	G8/AS1		NZS 6703		
G9 Electricity	G9/AS1				
G10 Piped services	G10/AS1		NZS 5261		
G11 Gas as an energy source	G11/AS1				
G12 Water supplies	G12/AS1		AS/NZS 3500.2	AS/NZS 3500.5	
G13 Foul water	G13/AS1	AS/NZS 3500.2	AS/NZS 1547		
G14 Industrial liquid waste	G14/AS1				
G15 Solid waste	G15/AS1				
H1 Energy efficiency	H1/AS1	NZS 4214	NZS 4218 ALF design manual	NZS 4243	
Back country huts					
Simple house					

Use this box if you need more space to detail how you propose to comply with the Building Code.

Waiver/modifications required

State nature of waiver or modification of Building Code clause required. A separate application is required. See 'application for waiver or modification' APP-BCA-013-F.

6. Compliance schedule - do not fill in this section if the application is for a PIM only

There are no specified systems identified as part of this application - proceed to section 7.

The specified systems for the building are indicated below:

Removed
New
Existing
Altered

SS1 Automatic systems for fire suppression (e.g. sprinkler systems).

Performance standard/s

Inspections, maintenance
and reporting

SS2 Automatic or manual emergency warning systems for fire or other dangers.

Performance standard/s

Inspections, maintenance
and reporting

SS3 Electromagnetic or automatic doors or windows (e.g. ones that close on fire alarm activation).

SS3/1 Automatic doors.

Performance standard/s

Inspections, maintenance
and reporting

SS3/2 Access controlled doors.

Performance standard/s

Inspections, maintenance
and reporting

SS3/3 Interfaced fire or smoke doors or windows.

Performance standard/s

Inspections, maintenance
and reporting

SS4 Emergency lighting systems.

Performance standard/s

Inspections, maintenance
and reporting

SS5 Escape route pressurisation systems.

Performance standard/s

Inspections, maintenance
and reporting

SS6 Riser mains for use by fire services.

Performance standard/s

Inspections, maintenance
and reporting

SS7 Automatic backflow preventers connected to a potable water supply.

Performance standard/s

Inspections, maintenance
and reporting

SS8 Lifts, escalators, travelators or other systems for moving people or goods within buildings.

SS8/1 Passenger carrying lifts.

Performance standard/s

Inspections, maintenance
and reporting

SS8/2 Service lifts.

Performance standard/s

Inspections, maintenance
and reporting

6. Compliance schedule - continued

Removed
New
Existing
Altered

SS8/3 Escalators and moving walks.

Performance standard/s

Inspections, maintenance
and reporting

SS9 Mechanical ventilation or air-conditioning systems.

SS9/1 Air conditioning systems.

Performance standard/s

Inspections, maintenance
and reporting

SS9/2 Ventilation systems.

Performance standard/s

Inspections, maintenance
and reporting

SS9/3 Fire/smoke dampers.

Performance standard/s

Inspections, maintenance
and reporting

SS10 Building maintenance units providing access to exterior and interior walls of buildings.

Performance standard/s

Inspections, maintenance
and reporting

SS11 Laboratory fume cupboards.

Performance standard/s

Inspections, maintenance
and reporting

SS12 Audio loops or other assistive listening systems.

SS12/1 Audio loops.

Performance standard/s

Inspections, maintenance
and reporting

SS12/2 FM radio frequency systems and infrared beam transmission systems.

Performance standard/s

Inspections, maintenance
and reporting

SS13 Smoke control systems.

SS13/1 Mechanical smoke control.

Performance standard/s

Inspections, maintenance
and reporting

SS13/2 Natural smoke control.

Performance standard/s

Inspections, maintenance
and reporting

SS13/3 Smoke curtains.

Performance standard/s

Inspections, maintenance
and reporting

6. Compliance schedule - continued

Removed
New
Existing
Altered

SS14 Emergency power systems for or signs relating to, a system or feature specified for any of the above systems or features.

SS14/1 Emergency power systems.

Performance standard/s

Inspections, maintenance
and reporting

SS14/2 Signs.

Performance standard/s

Inspections, maintenance
and reporting

SS15 Other fire safety systems or features.

SS15/1 Systems for communicating spoken information intended to help evacuation.

Performance standard/s

Inspections, maintenance
and reporting

SS15/2 Final exits (as defined in the Building Code).

Performance standard/s

Inspections, maintenance
and reporting

SS15/3 Fire separations (as defined in the Building Code).

Performance standard/s

Inspections, maintenance
and reporting

SS15/4 Signs for communicating information intended to help evacuation.

Performance standard/s

Inspections, maintenance
and reporting

SS15/5 Smoke separations (as defined in the Building Code).

Performance standard/s

Inspections, maintenance
and reporting

7. Attachments

The following documents are attached to this application:

Plans and specifications (list):

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Alternative plans and specifications (If the applicant wants to obtain pre-approval for possible product substitutions, list):

7. Attachments - continued

Current (CodeMark) product certificate(s).

Alternative (CodeMark) product certificate(s) (If the applicant wants to obtain pre-approval for possible product substitutions).

Current (BuiltReady) manufacturer's certificate(s).

Memoranda (Certificates of Design Work) from licensed building practitioners who carried out or supervised any design work that is restricted building work.

Project information memorandum.

Development contribution notice.

Certificate attached to project information memorandum.

8. Privacy statement

Information you provide in this application is required to process your application under the Building Act 2004. NPDC stores the information on a public register, which must be made available to members of the public upon request and may also be made available to other units of NPDC, NPDC'S approved contractors and other government agencies.

This information will also be held in accordance with the Privacy Act 2020 and the Local Government Official Information and Meetings Act 1987. Under the Privacy Act 2020, you have the right to access your personal information held by NPDC and request NPDC to correct the personal information it holds about you.

9. Applicant's declaration

I have read and understood the privacy statement. I confirm that the information provided on the application form is true and correct. I understand that NPDC will send all correspondence, invoices and refunds (if any) to me and I agree that I will be responsible for, and indemnify NPDC in respect of the payment of all fees in connection with this application.

Signature of applicant

Date



Te Kaunihera-ā-Rohe o Ngāmotu

**New Plymouth
District Council**



FORM

Application cover page

(required with all other forms)

Incorporates requirements of Form 2,
sections 33 or 45, Building Act 2004

1. Property details

1a. Site address
(Specify unit/level number,
location of building within
site/block number, building
name and street name)

1b. Current lawfully
established use

1c. Legal description

1d. Rapid number

2. Property owner details

2a. Owner name

First name(s)

Surname

2b. Name of additional
owner(s)/company/trust

2c. Contact person
(if different from above)

2d. Postal address
(include postcode)

2e. Street address/
registered office

2f. Contact details

Phone

Mobile

Fax

2g. Email

2h. Website

3. Payer details

3a. Required for invoice

☐

Applicant
- proceed to 4

☐

Owner
- proceed to 4

☐

Other
- provide details below

3b. Name in full

3c. Postal address

3d. Email

4. Description of project

4a. Detailed description
of the development/
project

4b. Will business activities take place when building is completed?

☐

Yes

☐

No

Please turn over

5. NPDC applications for this project

OFFICE USE ONLY

	Application attached	Have applied already (write the application number if known)	Information provided
5a. Common applications			
 Project information memorandum	☐		☐
 Building consent	☐		☐
 Vehicle crossing	☐		☐
 Encroachment licence	☐		☐
 Land use resource consent	☐		☐
 Deemed permitted boundary activity notice.....	☐		☐
 Subdivision resource consent	☐		☐
 Sewer connection/disconnection	☐		☐
 Stormwater connection/disconnection.....	☐		☐
 Water connection/disconnection	☐		☐
5b. Non-residential applications			
 Discharge of trade waste consent			☐
 Alcohol licensing			☐
 Food premises registration			☐
 Health Act registration			☐
(Hairdressing, camping ground, funeral parlour, offensive trade)			
 Beauty registration			☐
5c. Other project authorisations			
 Swimming pool registration			☐
 Temporary obstruction on road reserve			☐
 Temporary road closure			☐
 Easements through NPDC-owned reserve land			☐
5d. Other project requirements			
 Rapid number request			☐
 Contractors parking space reservation			☐
 Existing street damage declaration			☐



Explanations in this guide are intended to assist you to complete the application cover page form - numbers on the form relate to the explanatory notes in this guide.

How to use the application cover page form

New Plymouth District Council (NPDC) administers a number of Acts on behalf of central government. Each Act sets out specific requirements on what type of activities or projects need to be approved under that legislation.

This application form is designed to offer you an integrated way to apply for multiple approvals or NPDC services and achieve compliance for your project.

You only need to submit one application cover page form if you are applying for multiple approvals at one time.

Complete the application cover page form



Complete and attach the form(s) that correspond to the approval(s) that you require for your project



Attach payment to your application(s)



Submit your application(s) to NPDC

Notes to assist completion of your application cover page form

1. Property details

1a. Site address

- ☒ Write the physical address where the project will take place.

If the building has a name, please include it in the site address. PO Box addresses are not acceptable.

Example:

- ☒ Unit 4, 3rd Floor, XYZ Building, 123 Devon Street West, New Plymouth.
☐ PO Box 456, New Plymouth.
☐ 3rd Floor, XYZ Building, 123 Devon Street.

For properties that are undergoing subdivision, use the address indicated on the Land Transfer Plan with section 223 certificate endorsed.

DISCLAIMER: BUILDING CONSENT APPLICATIONS ACCEPTED FOR LAND UNDERGOING SUBDIVISION

The owner/applicant accepts that the issue of a building consent as requested in an application does not provide any assurance or representation by NPDC that legal title to the land is now or will ever become available and the owner/applicant should take legal advice before commencing construction work.

1b. Current, lawfully established use

- ☒ Write the lawfully established use of the building.

If you do not know this, please describe to the best of your knowledge. For example: single residential dwelling, shop, takeaway bar, warehouse.

1c. Legal description

Every property has a unique legal description assigned to it. This information is given on your rates instalments invoice or record of title.

- ☒ Write the legal description of the property.

Example:

- ☒ Lot 1 DP 2345
☒ S PT SEC 678 DP 901

1d. Rapid Number

- ☒ If the project is in a rural area and you have purchased a rapid number, write this number in the space provided.

2. Property owner details

- ☒ Write the name and contact details for all owners. Include any company or trust name.
☒ If the property is owned by a company, partnership or trust, write the name of the person representing the organisation.

WATER BILLING

If you are applying for a water connection and it needs to be metered, water billing will be sent to this address.

Indications and guidelines issued by NPDC are provided with the intention of helping people to understand the legislation. They are however offered on a 'no liability' basis and in any particular case those concerned should consult their own legal adviser.

3. Payer details

- ☒ Indicate who will receive the invoice.

4. Description of project

4a. Detailed description of the development/project

- ☒ Describe the nature and scope of all parts of the project.

For example:

- New one-storey single residential dwelling.
- Three stand-alone two-storey dwellings, each with their own vehicle access and attached carport.
- Replace bath with shower.
- Install woodfire to replace existing open fireplace.
- Repile existing building and improve drainage.
- Excavating soil for a farm track within 50m of a sand dune.
- Boundary adjustment to increase the size of Lot 2 DP 3456 and decrease the size of Lot 3 DP 3456.

- New café, with the intention to use a portion of the footpath and the space above it for additional seating capacity.

4b. Will business activities take place when building is completed?

- ☒ Tick yes if the building is to be used for business activities after it is completed, e.g. operating a business from home, take-away shop, production of chemical products, factory, orchard and shop, etc.
- ☒ Tick no if the building is to be used purely for residential purposes.

5. NPDC applications for this project

- ☒ Tick to indicate all applications that the application cover page form relates to.

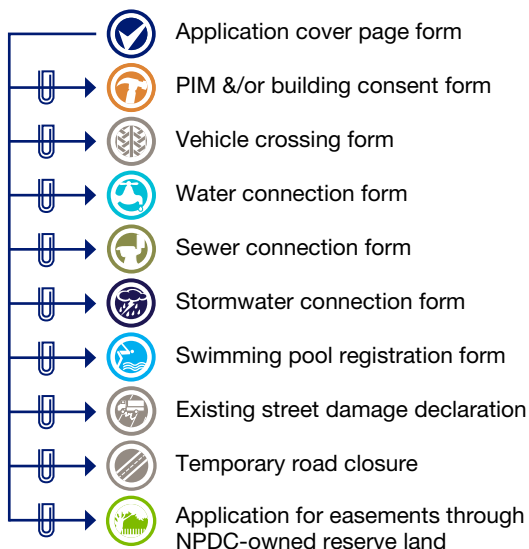
Using this form for multiple applications saves you writing the same information more than once.

- ☒ Where an application has already been lodged for this project, write the application, licence or consent number.

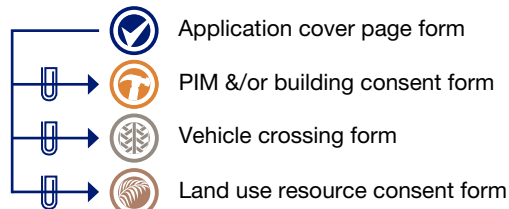
This will help NPDC to assist you in managing your whole project.

Examples of projects requiring multiple NPDC applications

If you are building a new house with a swimming pool in an urban area, and the site is such that you need to build over NPDC pipes, you may need to complete all of the following applications:



If you are building a garage on the boundary and installing a vehicle crossing, complete:



If you are operating a restaurant/café/bar, with tables on the footpath, complete:



If you are converting your residential garage into a hairdressing salon, complete:



Not sure what approvals you need?

Refer to the appropriate checklist for your application.

If you still have questions, visit the Civic Centre in Liardet Street, New Plymouth and discuss your project with an NPDC officer, or phone NPDC on 06-759 6060.