

# RESIDENTIAL APPLICATION FOR A BUILDING CONSENT

and /or project information memorandum



Building Act 2004, section 33 or section 45 Send or deliver your application to:

**Building Control Services,**  
**Masterton District Council, 64 Chapel Street Masterton**  
**PO Box 444 Masterton 5840**

For enquiries, phone **06 370 6300**

Please provide one copy of all attachments, **unless otherwise specified in checklist**

Type directly on this form, or download and fill in a paper copy.

Council use only:

Application #

Property ID

## **PART 1 – APPLICATION (SELECT TYPE APPROPRIATELY)**

If you have an existing application number relating to this building please note the number beside the application type

project information memorandum

building consent

staged consent

amendment

national multi-use approval *(If yes provide copies of MultiProof certificate, plans and specifications)*

Consent/project information memorandum to be

mailed  collected  Electronic Copy

Restricted building work

Does application involve restricted building work?  yes  no

If yes provide Certificate(s) of design work and Advice of licensed building practitioner(s) form(s)

Financial assistance package (FAP)

Is this a re-clad application?  yes  no

Is application subject to a claim under the FAP scheme?  yes  no If yes, FAP claim number

Cultural or heritage significance

Does the building or site have any cultural or heritage significance, or is it a marae?  yes  no

Is the site subject to natural or created hazards such as erosion, subsidence, flooding, slips, cut and fill or contamination?

yes  no - If yes provide details

## **The building (PROJECT LOCATION)**

Building name *(if applicable)*

Building street address

Location of building within the site *(include nearest street access)*

Legal description of land where the building is located. If a subdivision of the land is proposed provide the lot numbers and consent number

Lot(s)

Subdivision lot No:

DP(s)

Subdivision consent No:

**The building (PROJECT LOCATION) CONTINUED**Number of levels *(include below ground, ground and above ground)*Level/unit number *(if applicable)*

Area (in square metres)

Existing floor area:

Proposed new floor area:

Resulting total floor area:

Current, lawfully established use of all parts of the building *(include number of occupants per level and per use if more than one level)*Year first constructed *(insert year, an approximate date is acceptable such as 1920's or 1960-1970)***The owner (MUST BE COMPLETED FOR ALL APPLICATIONS AND ALL DETAILS MUST BE THE OWNER'S)**

Owner's name. If the owner is a company or other organisation provide the company or organisation name and a contact person's name

Owner's mailing address

Street address/registered office

Owner's contact details

Landline

Mobile

After hours

Fax

Email

Website

Proof of ownership – attach one of the following as evidence

- Copy of the land title *(Computer register, Certificate of Title, CT or property title)* – no more than three months old.  
 Lease  Agreement for sale and purchase

**AGENT (only required if application is being made on behalf of the owner)**

Name of agent. If application is for a company, trust or other organisation provide a contact person's name

Agent's mailing address

Street address/registered office

Agent's contact details

Landline:

Mobile:

After hours:

Fax:

Email:

Website:

Relationship to owner (state the details of the owner's authorisation if making this application on the owner's behalf)

First point of contact (mark boxes as appropriate and provide details of any other points of contact)			
Further information	<input type="checkbox"/> Agent	<input type="checkbox"/> Owner	<input type="checkbox"/> Other
Correspondence	<input type="checkbox"/> Agent	<input type="checkbox"/> Owner	<input type="checkbox"/> Other
Invoicing	<input type="checkbox"/> Agent	<input type="checkbox"/> Owner	<input type="checkbox"/> Other

**Contacts (PROVIDE ALL DETAILS WHERE RELEVANT)**

Designer or Architect		Business/name	
Address			
Registration/qualification		Mobile	Landline
Email		After hours phone	Fax
Structural engineer		Business/name	
Address			
Registration/qualification		Mobile	Landline
Email		After hours phone	Fax
Fire safety designer		Business/name	
Address			
Registration/qualification		Mobile	Landline
Email		After hours phone	Fax
Head Contractor / Site Manager		Business/name	
Address			
Registration/qualification		Mobile	Landline
Email		After hours phone	Fax
Builder		Business/name	
Address			
Registration/qualification		Mobile	Landline
Email		After hours phone	Fax
Plumber		Business/name	
Address			
Certifying Plumber/qualification		Mobile	Landline
Email		After hours phone	Fax
Drainlayer		Business/name	
Address			
Certifying Drainlayer/qualification		Mobile	Landline
Email		After hours phone	Fax

Other ( <i>Attach additional page if required</i> )		
Role	Business/name	
Address		
Email	Registration/qualification	Landline
Mobile	After hours phone	Fax

### Application

I request that you issue a  
 Project Information Memorandum  
 Project Information Memorandum and Building Consent  
 Building Consent  
 for the building work described in this application.

Signed by the owner	OR	Signed by the agent ( <i>on behalf of, or with the authority from, the owner</i> )
Signature		Signature
Name		Name
Date		Date

### Privacy information

The information you have provided on this form is required so that your building consent application can be processed under the Building Act 2004. The Council collates statistics relating to issued building consents and has a statutory obligation to forward these regularly to Statistics New Zealand. The Council stores the information on a public register, which must be supplied (as previously determined by the Ombudsman) to whoever requests the information.  
 Under the Privacy Act 1993 you have the right to see and correct personal information the Council holds about you.

## PART 2 – PROJECT

### General information

Description of the building work ( <i>provide sufficient description to enable full understanding of the scope of the work</i> ).	
Has a pre-application meeting been attended? <input type="checkbox"/> Yes <input type="checkbox"/> No	Number
Will the building work result in a change of use of any part of the building? ( <i>If yes, provide details of the new use</i> )	
<input type="checkbox"/> Yes <input type="checkbox"/> No	
Intended life of the building stated in years, only if intended to be less than 50 years old	
List building consents previously issued for the project ( <i>if any</i> ). List who issued the consent, the date of issue and the consent number.	
Estimated value of the building work on which the building levy will be calculated ( <i>including goods and services tax</i> ) <i>[state estimated value as defined in section 7 of the Building Act 2004].</i>	
\$	

### PART 3 – SITE ISSUES AND PROJECT INFORMATION

Site issues	Applicant to complete	Reference on drawings, specifications and/or comments	Council use only
Are the finished floor, finished ground, street and associated datum levels shown on plans?			<input type="checkbox"/> Verified
Are the distances to boundaries shown on plans?			
Does the proposed work cover two or more allotments?			
What is the wind zone?			
What is the exposure zone?			
Are there public drains on the site?			
Is the site subject to natural or created hazards such as erosion, subsidence, flooding, slips, cut and fill or contamination? If yes, provide details.			
Are the ground conditions specified?			

### Project information

Select box if the matter is part of the project	Comments
Subdivision <input type="checkbox"/>	
Alterations to land contours <input type="checkbox"/>	
New or altered connection to public utilities <input type="checkbox"/>	
New or altered locations and/or external dimensions of building(s) <input type="checkbox"/>	
New or altered access for vehicles <input type="checkbox"/>	
Building work over or adjacent to any road or public place <input type="checkbox"/>	
Disposal of stormwater and wastewater <input type="checkbox"/>	
Building work over any existing drains or sewers or in close proximity to wells or water mains <input type="checkbox"/>	
Other matters known to the applicant that may require authorisation from the appropriate territorial authority <i>[specify]</i> <input type="checkbox"/>	

## PART 4 – COMPLIANCE

Do not fill in this section if this application is only for a project information memorandum

All documentation, including plans, specifications, calculations and producer statements, used to show building consent compliance must be formally listed as attachments in the accompanying checklist.

### ***The building work will comply with the building code as follows***

Please ensure that any details of the listed compliance elements are shown on drawings and/or specifications.

#### **B1: Structure**

Elements	Means of compliance	Reference on drawings, specifications and/or comments	For Council use only
<b>B1: Foundations</b>	<b>Not applicable/applicable</b>		<input type="checkbox"/> Checked
foundation size	<input type="checkbox"/> Specific engineering design <input type="checkbox"/> NZS 3604 <input type="checkbox"/> NZS 4229		
reinforcing			
foundation/footings for retaining walls			
<b>B1: Slab</b>	<b>Not applicable/applicable</b>		
layout dimensions	<input type="checkbox"/> Specific engineering design <input type="checkbox"/> NZS 3604 <input type="checkbox"/> NZS 4229		
thickness			
reinforcing			
slab thickening/point loads			
fixing/connections			
<b>B1: Timber sub-floor and floor</b>	<b>Not applicable/applicable</b>		
pile details including bracing	<input type="checkbox"/> Specific engineering design <input type="checkbox"/> NZS 3604		
bearers and joist details including support/blocking details			
flooring material and floor height above ground			
fixing/connection			
<b>B1: Walls</b>	<b>Not applicable/applicable</b>		
wall type, height, centres, member sizes and bracing	<input type="checkbox"/> Specific engineering design <input type="checkbox"/> NZS 3604 <input type="checkbox"/> NZS 4210 <input type="checkbox"/> NZS 4229 <input type="checkbox"/> NZS 4230		
window and door framing details including lintels			
fixing/connection			
<b>B1: Roof</b>	<b>Not applicable/applicable</b>		
layout/trusses including member centres sizes and bracing	<input type="checkbox"/> Specific engineering design <input type="checkbox"/> NZS 3604		
purlin/batten centres and sizes			
beams centres and sizes			
fixing/connection			

**B1: Structure**

Elements	Means of compliance	Reference on drawings, specifications and/or comments	For Council use only
<b>B1: Barrier fixings</b>	<b>Not applicable/applicable</b>		
rail, fence, baluster fixings	<input type="checkbox"/> B1/AS2 <input type="checkbox"/> Specific engineering design		

**B2: Durability**

Elements	Means of compliance	Reference on drawings, specifications and/or comments	For Council use only
<b>B2: Durability</b>	<b>Not applicable/applicable</b>		<input type="checkbox"/> Checked
concrete/masonry	<input type="checkbox"/> B2/AS1 <input type="checkbox"/> NZS 3101 <input type="checkbox"/> NZS 3404 <input type="checkbox"/> NZS 3602 <input type="checkbox"/> NZS 3604 <input type="checkbox"/> NZS 4229 <input type="checkbox"/> NZS 4230 <input type="checkbox"/> Other [specify]		
timber treatment			
metal			
subfloor and roof/skillion ventilation			
plumbing materials			

**C1-C6: Protection from fire**

Elements	Means of compliance	Reference on drawings, specifications and/or comments	For Council use only
<b>C1-C6: Protection from fire</b>	<b>Not applicable/applicable</b>		<input type="checkbox"/> Checked
C1: Objectives of clauses C1 to C6 (Protection from fire)	<input type="checkbox"/> C/VM2 <input type="checkbox"/> C/VM1 and C/AS1 <input type="checkbox"/> C/AS2 <input type="checkbox"/> C/AS3 <input type="checkbox"/> C/AS4 <input type="checkbox"/> C/AS5 <input type="checkbox"/> C/AS6 <input type="checkbox"/> C/AS7 <input type="checkbox"/> Other [specify]		
C2: Prevention of fire occurring			
C3: Fire affecting areas beyond the fire source			
C4: Movement to place of safety			
C5: Access and safety for fire fighting operations			
C6: Structural stability			

**D1-D2: Access**

Elements	Means of compliance	Reference on drawings, specifications and/or comments	For Council use only
<b>D1: Access routes</b>	<b>Not applicable/applicable</b>		<input type="checkbox"/> Checked
slip resistance	<input type="checkbox"/> D1/AS1 <input type="checkbox"/> AS/2890.1 <input type="checkbox"/> Other [specify]		
landing size			
handrail			
stair dimension including tread and riser			

**D1-D2: Access**

Elements	Means of compliance	Reference on drawings, specifications and/or comments	For Council use only
ramps			
head height clearance			
vehicle access: parking, loading spaces and driveway			
<b>D2: Mechanical installations for access</b>	<b>Not applicable/applicable</b>		
lift	<input type="checkbox"/> D2/AS1 <input type="checkbox"/> D2/AS2		
external platform/chairlift	<input type="checkbox"/> NZS 5279		
cable car	<input type="checkbox"/> Other [specify]		

**E1-E3: Moisture**

Elements	Means of compliance	Reference on drawings, specifications and/or comments	For Council use only
<b>E1: Site drainage (surface water)</b>	<b>Not applicable/applicable</b>		<input type="checkbox"/> Checked
secondary flow path	<input type="checkbox"/> E1/AS1 <input type="checkbox"/> E1/VM1 <input type="checkbox"/> AS/NZS 3500.3 <input type="checkbox"/> AS/NZS 3500.5 <input type="checkbox"/> Other [specify]		
stormwater disposal method: gravity controlled, storage-pumped systems to Council main, soak pit or street kerb with channel			
surface water and field drains to silt sumps			
<b>E1: Roof water dispersal (surface water)</b>	<b>Not applicable/applicable</b>		
internal/external gutter including rainwater head, scupper opening details	<input type="checkbox"/> E1/AS1 <input type="checkbox"/> E1/VM1 <input type="checkbox"/> AS/NZS 3500.3 <input type="checkbox"/> AS/NZS 3500.5 <input type="checkbox"/> Other [specify]		
roof and deck catchment area, pitch (roof and/or deck) including downpipe size and number			
<b>E2: Floor (external moisture)</b>	<b>Not applicable/applicable</b>		
floor height above ground	<input type="checkbox"/> E2/AS1 <input type="checkbox"/> Other [specify]		
damp-proof membrane			
deck threshold with door details			
<b>E2: Decks and balconies (external moisture)</b>	<b>Not applicable/applicable</b>		
waterproof membrane details including eaves, barges, junction with walls, barrier fixings, outlets and overflows	<input type="checkbox"/> E2/AS1 <input type="checkbox"/> Other [specify]		
balustrade detail of flashing, capping, junctions and penetration			



### E1-E3: Moisture

Elements	Means of compliance	Reference on drawings, specifications and/or comments	For Council use only
<b>E2: Walls (external moisture)</b>	<b>Not applicable/applicable</b>		
building wrap	<input type="checkbox"/> E2/AS1 <input type="checkbox"/> Other [specify]		
head, jamb and sill flashing details			
cavity or direct fix cladding system including: flashing details for external and internal corners, junctions with other materials, vertical and horizontal control joints			
cladding clearances between floor level, ground level and/or membrane deck level			
tanking/damp proof membrane to retaining wall			
<b>E2: Roof (external moisture)</b>	<b>Not applicable/applicable</b>		
building wrap	<input type="checkbox"/> E2/AS1 <input type="checkbox"/> Other [specify]		
type of roof: profiled metal roof, concrete, clay tile roof etc			
membrane roof			
flashing of penetrations			
flashings of junctions: eave, ridge, valley, apron and upstands			
Flashing of parapets: junctions and penetration			
skylight details and flashings			
roof spouting, downpipe, solar panel fixings			
<b>E3: Internal moisture</b>	<b>Not applicable/applicable</b>		
wall and floor impervious lining	<input type="checkbox"/> E3/AS1 <input type="checkbox"/> AS/NZS 3500.2 <input type="checkbox"/> Other [specify]		
wet area membrane			
bath or shower junction details			
floor overflow control for sanitary rooms such as bathroom, toilet, kitchen – only required for more than one unit			

### F1-F8: Safety of users

Elements	Means of compliance	Reference on drawings, specifications and/or comments	For Council use only
<b>F1: Hazardous agents onsite</b>	<b>Not applicable/applicable</b>		<input type="checkbox"/> Checked

### F1-F8: Safety of users

Elements	Means of compliance	Reference on drawings, specifications and/or comments	For Council use only
contaminated site	<input type="checkbox"/> F1/VM1 <input type="checkbox"/> Other [specify]		
<b>F2: Hazardous building materials</b>	<b>Not applicable/applicable</b>		
glass barriers, windows, doors, screens, mould, asbestos etc	<input type="checkbox"/> F2/VM1 <input type="checkbox"/> NZS 4223.3 <input type="checkbox"/> Other [specify]		
bathroom windows			
<b>F4: Safety from falling</b>	<b>Not applicable/applicable</b>		
minimum height for internal and external barriers and barrier opening sizes (ie no toe holds)	<input type="checkbox"/> F4/AS1 <input type="checkbox"/> Other [specify]		
minimum window sill height and window restrictors required if there is potential for fall hazard			
Swimming Pools	<b>Not applicable/applicable</b>		
swimming pool fence and gate height. Provide detail of any other opening – see Fencing of Swimming Pools (FSP) Act 1987	<input type="checkbox"/> FSP Act <input type="checkbox"/> Other [specify]		
<b>F5: Site safety</b>	<b>Not applicable/applicable</b>		
fencing/hoarding/overhead protection	<input type="checkbox"/> F5/AS1 <input type="checkbox"/> Other [specify]		
<b>traffic plan</b>			
<b>encroachment/Council approval</b>			
<b>F7: Warning systems</b>	<b>Not applicable/applicable</b>		
smoke detectors	<input type="checkbox"/> F7/AS1 <input type="checkbox"/> Other [specify]		
<b>other warning systems specified</b>			
<b>F8 Signs</b>	<b>Not applicable/applicable</b>		
signs	<input type="checkbox"/> F8/VM1 <input type="checkbox"/> F8/AS1 <input type="checkbox"/> Other [specify]		

### G1-G15: Services and facilities

Elements	Means of compliance	Reference on drawings, specifications and/or comments	For Council use only
<b>G1-G3: Bathroom, laundry and kitchen</b>	<b>Not applicable/applicable</b>		<input type="checkbox"/> Checked
G1: bathroom fixtures and layout	<input type="checkbox"/> G1/AS1 <input type="checkbox"/> Other [specify]		
G2: laundry fixtures and layout	<input type="checkbox"/> G2/AS1 <input type="checkbox"/> Other [specify]		
G3: kitchen fixtures and layout	<input type="checkbox"/> G3/AS1 <input type="checkbox"/> Other [specify]		

## G1-G15: Services and facilities

Elements	Means of compliance	Reference on drawings, specifications and/or comments	For Council use only
<b>G4: Ventilation</b>	<b>Not applicable/applicable</b>		
natural ventilation	<input type="checkbox"/> G4/AS1 <input type="checkbox"/> G4/VM1 <input type="checkbox"/> NZS 4303 <input type="checkbox"/> AS 1668.2 <input type="checkbox"/> Other [specify]		
mechanical ventilation			
conditioned areas (living area) ventilation			
ventilation of gas-fired appliances			
<b>G6: Airborne and impact sound</b>	<b>Not applicable/applicable</b>		
sound transmission class and sound transmission insulation details (vertical and horizontal transfer) including at penetrations (pipes)	<input type="checkbox"/> G6/AS1 <input type="checkbox"/> G6/VM1 <input type="checkbox"/> Other [specify]		
<b>G7-G8: Natural and artificial light</b>	<b>Not applicable/applicable</b>		
G7: natural light to habitable space (eg glazing greater 10 percent of floor area)	<input type="checkbox"/> G7/AS1 <input type="checkbox"/> G7/VM1 <input type="checkbox"/> NZS 6703 <input type="checkbox"/> G8/AS1 <input type="checkbox"/> G8/VM1 <input type="checkbox"/> Other [specify]		
G7: outside visual awareness			
G8: artificial lighting details			
<b>G9: Electricity</b>	<b>Not applicable/applicable</b>		
Electricity	<input type="checkbox"/> G9/VM1 <input type="checkbox"/> G9/AS1 <input type="checkbox"/> Other [specify]		
<b>G10-G11: Piped services and gas used as an energy source</b>	<b>Not applicable/applicable</b>		
G10: ventilation and airflow for gas appliances	<input type="checkbox"/> G10/AS1 <input type="checkbox"/> G11/AS1 <input type="checkbox"/> NZS 3500.4 <input type="checkbox"/> NZS 5261 <input type="checkbox"/> Other [specify]		
G10: specified gas appliances types			
G11: gas supply type			
<b>G12-G13: Water supply and foul water</b>	<b>Not applicable/applicable</b>		
G12: water supplies: pipe material, type of hot water system	<input type="checkbox"/> G12/AS1 <input type="checkbox"/> G12/AS2 <input type="checkbox"/> AS/NZS 3500.1&4 <input type="checkbox"/> AS/NZS 3500.5 <input type="checkbox"/> Other [specify]		

## G1-G15: Services and facilities

Elements	Means of compliance	Reference on drawings, specifications and/or comments	For Council use only
G13: foul water: pipe sizing, materials, venting and overflow relief gullies	<input type="checkbox"/> G13/AS1 <input type="checkbox"/> G13/AS2 <input type="checkbox"/> G13/AS3 <input type="checkbox"/> AS/NZS 3500.2 <input type="checkbox"/> AS/NZS 3500.5 <input type="checkbox"/> Other [specify]		

## H1: Energy efficiency

Elements	Means of compliance	Reference on drawings, specifications and/or comments	For Council use only
H1: Energy efficiency	Not applicable/applicable		<input type="checkbox"/> Checked
hot water heater and pipe insulation	<input type="checkbox"/> H1/AS1 <input type="checkbox"/> H1/VM1 <input type="checkbox"/> NZS 4218 <input type="checkbox"/> NZS 4305 <input type="checkbox"/> ALF design <input type="checkbox"/> Other [specify]		
insulation: wall, roof, floor, glazing, etc			

## Waivers and/or modifications

Provide details of any waivers and/or modifications required for any sections of the New Zealand Building Code. Specify parts of the code; supporting documentation must be attached. If not applicable, state n/a

## PART 5 – COMPLIANCE SCHEDULE (INSPECTION, MAINTENANCE AND REPORTING PROCEDURES)

Do not fill in this section if this application is only for a project information memorandum

Is a cable car installed?	<input type="checkbox"/> Yes (a compliance schedule is required, continue completing this section of the form)							For Council use only <input type="checkbox"/> Checked
	<input type="checkbox"/> No							
The following system is existing, being altered, added to, or removed in the course of the building work	Existing	New	Altered	Added	Removed	Inspection performance standards	Maintenance performance standards	Reporting frequency
Cable car	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
If existing cable car, please state the Building Warrant of Fitness No.								<input type="checkbox"/> Checked



## CHECKSHEET

### **Single Residential Dwelling and Accessory Building**

*Use for single stand-alone dwellings, dwelling additions and/or alterations, relocated buildings repiles, garages, decks, sheds, retaining walls, etc*

This checksheet shows you the information that has to be supplied with your building consent application. Please attach **1 copy** of the following information (unless otherwise specified) with your completed Building Consent Application form.

**Please tick each relevant box in the selection box as you attach the information. If the section is not relevant to your application check the Not Applicable box as appropriate. If part of a section is not relevant leave the check box blank. Please check each section carefully and complete those sections that are relevant to your project. This check sheet is to be submitted with the building consent application.**

**Once you have attached all the required information, please check for completeness as an incomplete application or lack of any supporting information will mean that your application cannot be accepted for processing.**

### **REQUESTS FOR FURTHER INFORMATION CAUSE DELAYS IN THE ISSUE OF BUILDING CONSENT.**

Attached documents included for:	Select the appropriate box for the documents provided	Council use only
<b>1. General – Complete for all applications</b>		
<b>Building Consent Application Form (1 copy)</b> Completed and signed by the owner or by an agent on behalf of the owner	<input type="checkbox"/>	<input type="checkbox"/> Checked
<b>Restricted Building Work (RBW)</b> A design memorandum is required from 1 or more licensed building practitioners (LBP) who have carried out or supervised the design work.	<input type="checkbox"/>	
<b>Proof of ownership (1 copy)</b> One recent copy of <u>current</u> certificate/s of title (i.e. not older than 3 months) and one copy of purchase agreement (if recently purchased) or one copy of relevant portions of current lease	<input type="checkbox"/>	
<b>Locality plan (1:500) showing:</b> Physical location of the subject building in relation to streets or landmarks, north point, name of building and lot and DP number	<input type="checkbox"/>	
<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	<input type="checkbox"/>	
<b>2 Demolition / Removal – Applicable <input type="checkbox"/> Not applicable <input type="checkbox"/></b>		
<b>COMPLETE FOR ALL PROJECTS INVOLVING DEMOLITION OF SIGNIFICANT PARTS OF BUILDINGS OR THE DEMOLITION OR REMOVAL OF WHOLE BUILDINGS.</b>  <b>Note: Where the project is <u>only</u> for the complete removal or demolition of a building you are not required to complete any further sections</b>		<input type="checkbox"/> Checked
<b>Means of barricading the site</b> Provide details of temporary barriers, gates which swing inwards or other means of restricting public access to the area	<input type="checkbox"/>	
<b>Proposed tipping location for demolition materials (address/landfill)</b>	<input type="checkbox"/>	
<b>Hazardous building materials</b>	<input type="checkbox"/>	

Provide safety plan detailing the safe handling and disposal of hazardous materials		
<b>Site management plan covering</b> management to control silt run off, noise and dust	<input type="checkbox"/>	
<b>Proposed destination for relocated building</b>	<input type="checkbox"/>	
<b>Access to and from the site including (use of kerb and crossings)</b>	<input type="checkbox"/>	
<b>Specify termination of all existing services.</b> Urban sewer sealed at council main.	<input type="checkbox"/>	
<b>3 Foundations / Floor</b> - Applicable - <input type="checkbox"/> Not applicable <input type="checkbox"/>		
<b>COMPLETE FOR ALL NEW BUILDINGS, FOR EXISTING BUILDINGS WHERE THE FOOTPRINT OF THE BUILDING WILL CHANGE OR WHERE AN ADDITIONAL STOREY IS BEING ADDED</b>		<input type="checkbox"/> Checked
<b>Site Plan (1:100) showing</b> Dimensions of all boundaries, north point, finished floor levels, ground contours (extended to boundaries) and/or levels, site area, street name and number, lot and DP number, outline of building and distances to boundaries	<input type="checkbox"/>	
<b>Foundation plan (1:100/1:50) showing:</b> dimensions of all new foundations, sub-floor, including bracing, footing details, piles and footings if a concrete slab, show basic details including reinforcing and contractions joints, , if the addition is an upper storey show details on upgrading existing foundations, joints, piles, etc, indicate ventilation to sub floor spaces.	<input type="checkbox"/>	
<b>Subfloor bracing</b> Provide subfloor bracing plan and calculations for all piled structures. Where the structure is specifically engineered, this should be included with the structural calculations  Subfloor bracing plan and calculations are required where an additional storey is to be added. Sub-floor bracing for decks projecting more than 2m from the house.	<input type="checkbox"/>	
<b>Foundation details</b> Details including reinforcing and connections	<input type="checkbox"/>	
<b>4 Construction</b> - Applicable <input type="checkbox"/> Not applicable <input type="checkbox"/>		
<b>COMPLETE FOR ALL NEW STRUCTURES OR ALTERATIONS TO EXISTING STRUCTURES</b>		<input type="checkbox"/> Checked
<b>Existing floor plan (1:100/1:50) (for additions and alterations only)</b> all levels, all designated spaces, all removals, sanitary fixtures, smoke detectors	<input type="checkbox"/>	
<b>Proposed floor plans (1:100/1:50)</b> room dimensions, location of partitions, all designated spaces, all floors (new or altered), location of sanitary fixtures, stairs, barriers, handrails, floor joists and beams, floor joist layout for each level with timber floors, smoke detectors, access into the building (including ground and floor levels)	<input type="checkbox"/>	
<b>Wall bracing plan (1:100/1:50)</b> Bracing details and calculations for wall bracing (also required for existing lower storeys where an additional storey is being added). Location, type and number of bracing elements to indicate compliance with NZS 3604 (include calculations) If the bracing was specifically designed by a structural engineer, provide calculations (required for specific design wind zones and lateral distribution of upper floor loads where lower storey bracing is provided in walls beyond the upper storey footprint).	<input type="checkbox"/>	
<b>Sections and details (1:50/1:20/1:10)</b> stairs, handrails, decks and decking, insulation systems and materials to floors, walls and roof including a calculation sheet showing the method of compliance with H1 of the Building Code. Specific	<input type="checkbox"/>	

<p>engineering design required for barriers providing safety from falling on upper decks.</p> <p>Framing sizes, beams, lintels, trusses including fixing and other structural items. Lintels carrying point loads, such as from girder trusses, require specific engineering design. Roof cladding, eaves, fascias, gutters, flashings to openings. Fire rated systems on all walls - closer than 1 metre to boundary. Stud heights of rooms and total height from lowest ground floor level to top of ridge. Truss layout supported by design certificate and design of fixing details and load path to ground. Retaining wall details e.g. type, height of retained ground, relationship to boundary, waterproof membrane and proposed drainage. truss design details.</p>		
<p><b>Application for Discretion re Upgrades (if requested) (pursuant to section 112(2) of the Building Act 2004) including</b></p> <p>Supporting information as to why the project would not proceed if the building was required to comply Description of improvements proposed related to means of escape from fire.</p>	<input type="checkbox"/>	
<p><b>5 Structural</b>    Applicable <input type="checkbox"/>    Not applicable <input type="checkbox"/></p>		
<p><b>Structural calculations</b></p> <p>If any design work required the services of a structural engineer, attach 1 copy of the calculations with this application along with structural drawings</p> <ul style="list-style-type: none"> <li>The calculations must be prefaced with information explaining the design philosophy and justification of assumptions and methodologies used in analysis</li> </ul>	<input type="checkbox"/>	
<p><b>Producer statements</b> If this application for consent relies on any producer statements certifying compliance with the New Zealand Building Code,</p> <ul style="list-style-type: none"> <li>a copy must be attached with this application. (Note all structural producer statements are required to have accompanying calculations).</li> <li>A peer review of the SED may be required. If a peer review is proposed or has been completed for the SED then confirmation is required at the consent application stage that the peer reviewing engineer is a CPEng and has the correct competence to complete the peer review.</li> <li>A printout from the IPENZ register for CPEng engineers confirming their CPEng status and a letter from IPENZ confirming their area of expertise is required.</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/> Checked
<p><b>6 External</b>    Applicable <input type="checkbox"/>    Not applicable <input type="checkbox"/></p>		
<p><b>COMPLETE FOR NEW BUILDINGS OR EXISTING BUILDINGS WITH ALTERATIONS TO THE EXTERNAL SHELL</b></p>		
<p><b>Elevations (1:100/1:50)</b></p> <p>Accurate lines from boundary to boundary on each elevation, relevant District Plan daylight control lines, the maximum height on each elevation, location of door and window openings, fixed and opening sashes, sill heights, floor levels in relation to ground levels, exterior cladding nominated to all elevations, down pipes and spouting, ventilators to sub-floor area (suspended floors only).</p>	<input type="checkbox"/>	
<p><b>Risk assessment</b></p> <p><i>(Risk matrix in E2/AS1 may be used)</i></p> <p>Consider exposure, design and detailing to support appropriate selection of cladding</p>	<input type="checkbox"/>	<input type="checkbox"/> Checked
<p><b>Cladding details (1:50/1:20/1:10)</b></p> <p>Provide details around all penetrations, joinery and other junctions at a level appropriate to the level of risk e.g. roof/wall, balcony/ wall, junction of different types of cladding, backflashing details for cavity systems</p>	<input type="checkbox"/>	
<p><b>Product certification</b></p> <p>Supply copies of product certificates relied on as compliance documents</p>	<input type="checkbox"/>	
<p><b>Alternative solutions</b></p> <p>If the proposal uses products or systems that are not covered in the Acceptable Solutions of clause E2 of the building code provide supporting current information including independent test results (full signed reports), case studies, expert opinion (including evidence of experience/qualification, basis for forming opinion, and statement of independence) etc to demonstrate compliance.</p>	<input type="checkbox"/>	
<p><b>7 Services</b>    -Applicable <input type="checkbox"/>    Not applicable <input type="checkbox"/></p>		

<b>COMPLETE FOR ALL PROJECTS WITH NEW INSTALLATION OR ALTERATION OF PLUMBING OR DRAINAGE SERVICES</b>		<input type="checkbox"/> Checked
<b>Plumbing and Drainage plan (1:100)</b> fixtures and fittings, hotwater system(s) If the building is more than one storey with sanitary fittings on upper floors, provide an isometric layout showing wastes, pipes and falls. Drainage layout with inspection bends and junctions indicated for both sewer and stormwater, any other drainage on site including council mains and retaining wall field drains. Ventilation of sanitary rooms. Calculations for sizing of downpipes, gutters and soakage pits.	<input type="checkbox"/>	

**8 Specifications**

<b>COMPLETE FOR ALL APPLICATIONS</b>		<input type="checkbox"/> Checked
<b>Specification: General</b> elements of structure (size, spacing, timber treatment) finish of fixings to meet durability requirements, plumbing and drainage materials and design that installation is to comply with, wet area surfaces, ventilation systems, flooring slip resistance for access routes, glazing, type of smoke detectors (including existing smoke detectors where they will remain)	<input type="checkbox"/>	
<b>External claddings</b> 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.	<input type="checkbox"/>	

**9 Change of use**      -Applicable    Not applicable  

<b>COMPLETE FOR ALL EXISTING BUILDINGS WHERE THE PROPOSAL INVOLVES FORMING A HOUSEHOLD UNIT WHERE ONE DID NOT EXIST BEFORE</b>		<input type="checkbox"/> Checked
<b>Assessment of the building for compliance with the building code</b> Section 115(a) of the Building Act 2004 requires that the work comply fully with all clauses of the building code, as near as reasonably practicable.	<input type="checkbox"/>	
<b>Reasonably practicable</b> The above assessment must relate to all building code clauses. If the proposal is for the project to meet anything less than full compliance with any clauses, 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.	<input type="checkbox"/>	



**Office Use****VETTING**Accepted  Refused 

Reason for acceptance or refusal:

Signed:

Date:

**BUILDING LEVEL**

Level Description	Level	Building Work Description
<b>Residential outbuildings and ancillary buildings</b>	<b>R1</b>	Residential outbuildings and ancillary buildings – as defined by the Building Regulations 1992. Detached dwellings (SH) designed to a common standard (e.g. NZS 3604, NZS 4229) that are single storey and have an E2/AS1 risk matrix score less than or equal to 6.
<b>Detached dwellings (SH or SR)</b>	<b>R2</b>	Detached dwellings (SH) designed to a common standard (e.g. NZS 3604, NZS 4229) that are less than or equal to two storeys and have an E2/AS1 risk matrix score less than or equal to 12.
	<b>R3</b>	Detached dwellings (SH) or other dwellings (SR) that are less than or equal to three storeys but limited to vertical plane fire separation and direct egress to the outside. E2/AS1 risk matrix score of 13-20.
<b>Commercial, Industrial and Communal</b>	<b>C1</b>	Commercial, industrial and communal non residential buildings and their associated outbuildings and ancillary buildings equal to or less than two storeys and an occupancy load of equal to or less than 100 people or SR or SA residential buildings up to two storeys and with horizontal fire separation.
	<b>C2</b>	Commercial, industrial, communal residential and communal non residential buildings equal to or less than four storeys and an occupancy load of equal to or less than 500 people or SC or SD that are single storey.
<b>High rise and/or specialist buildings</b>	<b>C3</b>	All uses of buildings that are over four storeys high, or contain over 500 occupants or SC or SD greater than single storey.

Building Level (from above):

Reason for decision:

Date:

Outcome:

**ALLOCATION**BCO  Planning  P&D  Environmental Health input  Trade Waste Other consultants  Kerb crossing required **RESOURCE CONSENT**Resource Consent required Yes  No 

Signed.....