



COMMERCIAL AND COMPLEX 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 copies 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

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:

Number of levels <i>(include below ground, ground and above ground)</i>		
Level/unit number <i>(if applicable)</i>		
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 <i>(include number of occupants per level and per use if more than one level)</i>		
Year first constructed <i>(insert year, an approximate date is acceptable such as 1920's or 1960-1970)</i>		

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.

Please identify importance level of project

Importance level	Description of building type	Specific structure	TICK
Importance level 1	Buildings posing low risk to human life or the environment, or a low economic cost, should the building fail. These are typically small non-habitable buildings, such as sheds, barns, and the like, that are not normally occupied, though they may have occupants from time to time.	Ancillary buildings not for human habitation Minor storage facilities Backcountry huts	
Importance level 2	Buildings posing normal risk to human life or the environment, or a normal economic cost, should the building fail. These are typical residential, commercial, and industrial buildings.	All buildings and facilities except those listed in importance levels 1, 3, 4, and 5	
Importance level 3	Buildings of a higher level of societal benefit or importance, or with higher levels of risk-significant factors to building occupants. These buildings have increased performance requirements because they may house large numbers of people, vulnerable populations, or occupants with other risk factors, or fulfil a role of increased importance to the local community or to society in general.	Buildings where more than 300 people congregate in 1 area Buildings with primary school, secondary school, or day care facilities with a capacity greater than 250 Buildings with tertiary or adult education facilities with a capacity greater than 500 Health care facilities with a capacity of 50 or more residents but not having surgery or emergency treatment facilities Jails and detention facilities Any other building with a capacity of 5 000 or more people Buildings for power generating facilities, water treatment for potable water, wastewater treatment facilities, and other public utilities facilities not included in importance level 4 Buildings not included in importance level 4 or 5 containing sufficient quantities of highly toxic gas or explosive materials capable of causing acutely hazardous conditions that do not extend beyond property boundaries	
Importance level 4	Buildings that are essential to post-disaster recovery or associated with hazardous facilities.	Hospitals and other health care facilities having surgery or emergency treatment facilities Fire, rescue, and police stations and emergency vehicle garages Buildings intended to be used as emergency shelters Buildings intended by the owner to contribute to emergency preparedness, or to be used for communication, and operation centres in an emergency, and other facilities required for emergency response Power generating stations and other utilities required as emergency backup facilities for importance level 3 structures Buildings housing highly toxic gas or explosive materials capable of causing acutely hazardous conditions that extend beyond property boundaries Aviation control towers, air traffic control centres, and emergency aircraft hangars Buildings having critical national defence functions Water treatment facilities required to maintain water pressure for fire suppression Ancillary buildings (including, but not limited to, communication towers, fuel storage tanks or other structures housing or supporting water or other fire suppression material or equipment) required for operation of importance level 4 structures during an emergency	
Importance level 5	Buildings whose failure poses catastrophic risk to a large area (eg, 100 km ²) or a large number of people (eg, 100 000).	Major dams Extremely hazardous facilities	

PART 2 – PROJECT

General information

Description of the building work *(provide sufficient description to enable full understanding of the scope of the work).*

Has a pre-application meeting been attended? Yes No

Number

Will the building work result in a change of use of any part of the building? *(If yes, provide details of the new use)*

Yes 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 *(if any)*.

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 *(including goods and services tax)*
[state estimated value as defined in section 7 of the Building Act 2004].

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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 acceptable solutions and verification methods as follows

Please ensure that any details of the listed acceptable solutions and verification methods 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
B1: Foundations	Not applicable/applicable		<input type="checkbox"/> Checked
B1: Slab	Not applicable/applicable		
B1: Timber sub-floor and floor	Not applicable/applicable		
B1: Walls	Not applicable/applicable		
B1: Roof	Not applicable/applicable		
B1: Barrier fixings	Not applicable/applicable		

B2: Durability

Elements	Means of compliance	Reference on drawings, specifications and/or comments	For Council use only
B2: Durability	Not applicable/applicable		<input type="checkbox"/> Checked

C1-C6: Protection from fire

Elements	Means of compliance	Reference on drawings, specifications and/or comments	For Council use only
C1-C6: Protection from fire	Not applicable/applicable		<input type="checkbox"/> Checked
C1: Objectives of clauses C1 to C6 (Protection from fire)			

C1-C6: Protection from fire

Elements	Means of compliance	Reference on drawings, specifications and/or comments	For Council use only
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
D1: Access routes	Not applicable/applicable		<input type="checkbox"/> Checked
D2: Mechanical installations for access	Not applicable/applicable		

E1-E3: Moisture

Elements	Means of compliance	Reference on drawings, specifications and/or comments	For Council use only
E1: Site drainage (surface water)	Not applicable/applicable		<input type="checkbox"/> Checked
E1: Roof water dispersal (surface water)	Not applicable/applicable		
E2: Floor (external moisture)	Not applicable/applicable		
E2: Decks and balconies (external moisture)	Not applicable/applicable		
E2: Walls (external moisture)	Not applicable/applicable		
E2: Roof (external moisture)	Not applicable/applicable		
E3: Internal moisture	Not applicable/applicable		

F1-F8: Safety of users

Elements	Means of compliance	Reference on drawings, specifications and/or comments	For Council use only
F1: Hazardous agents onsite	Not applicable/applicable		<input type="checkbox"/> Checked
F2: Hazardous building materials	Not applicable/applicable		
F3: Hazardous substances and processes	Not applicable/applicable		
F4: Safety from falling	Not applicable/applicable		
F5: Site safety	Not applicable/applicable		
F6: Lighting for emergencies	Not applicable/applicable		
F7: Warning systems	Not applicable/applicable		
F8: Signs	Not applicable/applicable		

G1-G15: Services and facilities

Elements	Means of compliance	Reference on drawings, specifications and/or comments	For Council use only
G1-G3: Bathroom, laundry and kitchen	Not applicable/applicable		<input type="checkbox"/> Checked
G1: Personal hygiene			
G1: For accessibility			
G2: Laundering			
G3: Kitchen			
G4: Ventilation	Not applicable/applicable		
G5: Internal environment	Not applicable/applicable		
G6: Airborne and impact sound	Not applicable/applicable		

G1-G15: Services and facilities

Elements	Means of compliance	Reference on drawings, specifications and/or comments	For Council use only
G7-G8: Natural and artificial light	Not applicable/applicable		
G7: Natural light			
G8: Artificial light			
G9: Electricity	Not applicable/applicable		
Electricity			
G10-G11: Piped services and gas used as an energy source	Not applicable/applicable		
G10: Piped services			
G11: Gas as an energy source			
G12-G13: Water supply and foul water	Not applicable/applicable		
G12: Water supply			
G13: Foul water			
G14: Industrial liquid waste	Not applicable/applicable		
G15: Solid waste	Not applicable/applicable		

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

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)

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

Are there specified systems in the building? Yes No Not applicable
 (If there are no specified systems, move on to part 6).

For Council use only

If existing building, please state the Building Warrant of Fitness No.

Checked

Are any specified systems affected by this application? Yes No
 (if no continue completing existing section only of the form, If yes, continue completing the whole section of the form)

hazard category

Total occupancy numbers

Uses of all or parts of buildings (select all relevant)

CS	CL	CO	CM	SC	SD	SA	SR	SH	WL	WM	WH	WF	IA	ID
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
SH	SM	SI	CA	WB	WS	VP								
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>								

The following specified systems, are 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
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1) Automatic systems for fire suppression (eg, sprinkler systems)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
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2) Automatic or manual emergency warning systems for fire or other dangers	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
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3) Electromagnetic or automatic doors or windows

3.1 Automatic doors	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
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3.2 Access control doors	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
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3.3 Interfaced fire or smoke doors or windows	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
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4) Emergency lighting systems	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
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5) Escape route pressurisation systems	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
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6) Riser mains for use by fire services	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
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7) Automatic backflow preventers connected to a potable water supply	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
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8) Lifts, escalators, travelators or other systems for moving people or goods within buildings

8.1 Passenger-carrying lifts	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
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8.2 Service lifts	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
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8.3 Escalators and moving walkways	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
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9) Mechanical ventilation or air conditioning systems	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
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10) Building maintenance units (for providing access to the exterior and interior walls of a building)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
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11) Laboratory fume cupboards	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
12) Audio loops or other assistive listening system								
12.1 Audio loops	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
12.2 FM radio frequency systems and infrared beam transmission systems	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
13) Smoke control systems								
13.1 Mechanical smoke control	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
13.2 Natural smoke control	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
13.3 Smoke curtains	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
14) Emergency power systems for, or signs relating to, a specified system in 1 to13 above.								
14.1 Emergency power systems	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
14.2 Signs for systems	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
15) Other fire safety systems or features								
15.1 Systems for communicating spoken information intended to facilitate evacuation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
15.2 Final exits	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
15.3 Fire separations	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
15.4 Signs for communicating information intended to facilitate evacuation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
15.5 Smoke separations	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
16) Cable cars	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			

PART 6 – Fire Engineering Unit (FEU) NEW ZEALAND FIRE SERVICE

<p>Is the building of a type defined in the Fire Service Act 1975, section 21A; do any of the following apply? (DRU review of the plans are generally required for these buildings)</p> <ul style="list-style-type: none"> • gatherings of 100 or more people for any purpose • providing employment facilities for 10 or more people • providing accommodation for more than five people (other than in three or less household units) • sorting or processing hazardous substances in quantities exceeding the prescribed minimum amounts • providing early childhood facilities (other than in a household unit) • providing nursing, medical or geriatric care (other than in a household unit) • providing specialist care for persons with disabilities (other than in a household unit) • providing accommodation for persons under lawful detention (other than persons subject to home detention). 	<input type="checkbox"/> Yes <input type="checkbox"/> No
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Do any of the following fully apply to the building work proposed? (If so the DRU review may not be required even if the building is of a type defined in the Fire Service Act 1975, Section 21A)

household units separated vertically from other fire cells, each with independent and direct egress to a safe place outside the building	<input type="checkbox"/> Yes
outbuilding or ancillary building	<input type="checkbox"/> Yes
new building fully complying with compliance document for clauses C1-6, D1, F6 and F8	<input type="checkbox"/> Yes
internal fit-out, alteration, change of use or subdivision of a building with only *'minor effect' on the fire safety systems.	<input type="checkbox"/> Yes

* a working definition of a 'minor effect': is that it does not impact on the effectiveness of a sprinkler system or any other specified fire safety system that would require a change to the compliance schedule.

FEU PROCESSING (COUNCIL USE ONLY)

Additional copy of plans need to be sent to DRU? <input type="checkbox"/> Yes <input type="checkbox"/> No	Building Officer name
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CHECKSHEET

Multi Residential, Industrial or Commercial Buildings (Form 118B)

Use for new or alterations to multiunit dwellings, Industrial, Commercial, Health, Education buildings etc.

This check sheet 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. Shaded sections are required to be completed for all applications. 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
1. General – Complete for all applications		
Building Consent Application Form (1 copy) Completed and signed by the owner or by an agent on behalf of the owner	<input type="checkbox"/>	<input type="checkbox"/> Checked
Proof of ownership (1 copy) 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"/>	
Locality plan (1:500) showing: 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"/>	
Application fee Applications will not be accepted without payment of the appropriate fees. Fees payable are set out in the published fee schedule	<input type="checkbox"/>	
2 Demolition / Removal – Applicable <input type="checkbox"/> Not applicable <input type="checkbox"/>		
COMPLETE FOR ALL PROJECTS INVOLVING DEMOLITION OF SIGNIFICANT PARTS OF BUILDINGS OR THE DEMOLITION OR REMOVAL OF WHOLE BUILDINGS. 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		<input type="checkbox"/> Checked

Means of barricading the site Provide details of temporary barriers, gates which swing inwards or other means of restricting public access to the area	<input type="checkbox"/>	
Proposed tipping location for demolition materials (address/landfill)	<input type="checkbox"/>	
Hazardous building materials Provide safety plan detailing the safe handling and disposal of hazardous materials	<input type="checkbox"/>	
Site management plan covering management to control silt run off, noise and dust	<input type="checkbox"/>	
Proposed destination for relocated building	<input type="checkbox"/>	
Access to and from the site including (use of kerb and crossings)	<input type="checkbox"/>	
Specify termination of all existing services. Urban sewer sealed at council main.	<input type="checkbox"/>	
3 Existing buildings – Applicable <input type="checkbox"/> Not applicable <input type="checkbox"/>		
COMPLETE FOR ALL EXISTING BUILDINGS		
Existing floor plan (1:100/1:50) Dimensions of internal rooms, location exits, location and dimension of lift and lift car (if applicable), location and dimensions of exit stairs, exit door sizes, location and dimension of kitchens, toilets and cleaners sink.	<input type="checkbox"/>	<input type="checkbox"/> Checked
Existing fire protection plan (1:100/1:50) All specified systems in the building.	<input type="checkbox"/>	
Means of Escape From Fire Assessment of means of escape for the whole building including floor plans showing egress routes to 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.	<input type="checkbox"/>	
Accessibility (for buildings/uses listed in Schedule 2 of the Building Act 2004) <ul style="list-style-type: none"> • Assessment of access and facilities for people with disabilities for the whole building. The assessment must incorporate a statement that the assessor is suitably experienced/qualified and has carried out a site visit inspection as part of the assessment. 	<input type="checkbox"/>	
Application for Discretion re Upgrades (if requested) (pursuant to section 112(2) of the Building Act 2004) including <ul style="list-style-type: none"> • 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 and access and facilities for people with disabilities 	<input type="checkbox"/>	
4 Change of use - Applicable <input type="checkbox"/> Not applicable <input type="checkbox"/>		
COMPLETE FOR EXISTING BUILDINGS WHERE THE PROPOSAL WILL CHANGE THE ESTABLISHED USE OF ALL OR PART OF THE BUILDING		
Fire assessment 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	<input type="checkbox"/>	<input type="checkbox"/> Checked

Structural assessment Assessment against non-specific codes (NZS3604 and NZS 4229) or engineering assessment included as part of the structural specific design <input type="checkbox"/> PS2 <input type="checkbox"/> Peer Review	<input type="checkbox"/>	
Sanitary facilities Assessment of existing facilities within the building comparative to current code and levels of amenity provided by the Acceptable Solutions.	<input type="checkbox"/>	
Additional household units 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 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.	<input type="checkbox"/>	

5 Foundations / Floor - Applicable - Not applicable

COMPLETE FOR ALL NEW BUILDINGS, FOR EXISTING BUILDINGS WHERE THE FOOTPRINT OF THE BUILDING WILL CHANGE OR WHERE AN ADDITIONAL STOREY IS BEING ADDED

Site Plan (1:100) showing 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"/>	<input type="checkbox"/> Checked
Foundation plan (1:100/1:50) showing: dimensions of all new foundations, sub-floor, including bracing, footing details, piles and footings if a concrete slab, show basic details including reinforcing and construction 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"/>	
Subfloor bracing 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"/>	
Foundation details Details including reinforcing and connections	<input type="checkbox"/>	

6 Construction - Applicable Not applicable

COMPLETE FOR ALL NEW STRUCTURES OR ALTERATIONS TO EXISTING STRUCTURES

Proposed floor plans (1:100/1:50) 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"/>	<input type="checkbox"/> Checked
Wall bracing plan (1:100/1:50) 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 3604:1900 (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"/>	

<p>Sections and details (1:50/1:20/1:10)</p> <p>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 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 in relation to boundary distance (calculations required). 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>	<input type="checkbox"/>	
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7 Structural Applicable Not applicable

<p>Structural calculations</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"> The calculations must be prefaced with information explaining the design philosophy and justification of assumptions and methodologies used in analysis <p><input type="checkbox"/> PS2 <input type="checkbox"/> Peer Review</p>	<input type="checkbox"/>	<input type="checkbox"/> Checked
<p>Producer statements 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"> a copy must be attached with this application. (Note all structural producer statements are required to have accompanying calculations). 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. 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. 	<input type="checkbox"/>	

8 External Applicable Not applicable

<p>COMPLETE FOR NEW BUILDINGS OR EXISTING BUILDINGS WITH ALTERATIONS TO THE EXTERNAL SHELL</p>		<input type="checkbox"/> Checked
<p>Elevations (1:100/1:50)</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>Risk assessment</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"/>	
<p>Cladding details (1:50/1:20/1:10)</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>Product certification</p> <p>Supply copies of product certificates relied on as compliance documents</p>	<input type="checkbox"/>	

<p>Alternative solutions</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"/>	
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9 Services -Applicable Not applicable

COMPLETE FOR ALL PROJECTS WITH NEW INSTALLATION OR ALTERATION OF PLUMBING OR DRAINAGE SERVICES

<p>Plumbing and Drainage plan (1:100)</p> <ul style="list-style-type: none"> • 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. • HVAC drawings, trade waste pre-treatment system, location and details of back flow prevention devices. 	<input type="checkbox"/>	<input type="checkbox"/> Checked
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10 Specifications

COMPLETE FOR ALL APPLICATIONS

<p>Specification: General</p> <p>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, HVAC systems, flooring slip resistance for access routes, glazing, type of smoke detectors (including existing smoke detectors where they will remain)</p> <p>Quality Assurance programs.</p>	<input type="checkbox"/>	<input type="checkbox"/> Checked
<p>External claddings</p> <p>For each of the following claddings provide details of the product name, manufacturer, maintenance requirements and warranties offered</p> <p>Building wraps, Wall claddings, Roof claddings, Membranes (roofs and decks), Tanking, Joinery.</p>	<input type="checkbox"/>	

11 Accessibility -Applicable Not applicable

COMPLETE FOR ALL BUILDING WITH USES LISTED IN SCHEDULE 2 OF THE BUILDING ACT 2004

<p>Plan of access and facilities for the disabled (1:100/1:50) for the whole building</p> <ul style="list-style-type: none"> • Access routes, accessible toilet compartment, location and height of fittings (toilet pan, basin, urinal, shower) handrails on both sides, width of access routes, dimensions of toilet compartment, lift car controls, • • accessible stairs, accessible low height counters (including reception), accessible car parks 	<input type="checkbox"/>	<input type="checkbox"/> Checked
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(for new buildings only)		
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12 Fire

TO BE COMPLETED FOR ALL APPLICATIONS

<p>proposed fire protection plan (1:100/1:50) showing: (if applicable)</p> <p>smoke alarm, sprinkler system, emergency lights, fire alarm sounders, any 'protected' path, thermal (heat) detectors, fire hose reels, fire alarms call points, 'open path' travel to exits, method or systems for fire rating penetrations through or between fire cells.</p>	<input type="checkbox"/>	<input type="checkbox"/> Checked
<p>Fire report</p> <p>Discussing the philosophy behind the proposal and demonstrating compliance with the building Code.</p>	<input type="checkbox"/>	
<p>Alternative solutions</p> <p>Where the proposal is to meet the requirements of the building code by any means other than those covered in the Compliance Documents, provide a supporting, current, signed design report including independent test results, calculations and/or computer modelling (indicating the validity of assumptions and applicability to project) consideration of various scenarios (indicating that they cover worst case scenarios) and comparison with the levels of safety offered by compliance with acceptable solutions. The designer must be a fire engineer and have established experience/qualifications. Alternative solutions may require independent peer review.</p>	<input type="checkbox"/>	

13 Compliance schedule -Applicable Not applicable

COMPLETE FOR ALL BUILDINGS THAT CONTAIN SYSTEMS OR FEATURES THAT ARE REQUIRED TO BE LISTED ON A COMPLIANCE SCHEDULE

<p>Existing compliance schedule</p> <ul style="list-style-type: none"> Provide a copy of the existing compliance schedule and details of proposed changes. Confirmation that the building has a current warrant of fitness (1 copy of the current BWOF or confirmation from Council records). 	<input type="checkbox"/>	<input type="checkbox"/> Checked
<p>Specified systems</p> <ul style="list-style-type: none"> 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. 	<input type="checkbox"/>	

14 Site management and protection of public

COMPLETE FOR ALL BUILDINGS

<p>Gantries, hoardings and barriers</p> <p>Provide details of barriers for the protection of public and for restricting public access to site or work areas, details of gantries, scaffolding and hoardings</p>	<input type="checkbox"/>	<input type="checkbox"/> Checked
<p>Site management plan covering</p> <p>Delivery and storage of materials, management to control silt run off, noise and dust, traffic management and parking</p>	<input type="checkbox"/>	

Hazardous building materials Provide safety plan detailing the safe handling and disposal of hazardous materials	<input type="checkbox"/>	
15 Hazardous substances and processes -Applicable <input type="checkbox"/> Not applicable <input type="checkbox"/>		
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.		<input type="checkbox"/> Checked
Details <ul style="list-style-type: none"> Provide details of the materials used or stored, their hazardous substance classification (HSNO), individual container size and aggregate volume. 	<input type="checkbox"/>	
Plans and specifications describing <ul style="list-style-type: none"> 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. 	<input type="checkbox"/>	
Fire report <ul style="list-style-type: none"> Include specific consideration of these activities. 	<input type="checkbox"/>	
16 Food premises -Applicable <input type="checkbox"/> Not applicable <input type="checkbox"/>		
COMPLETE FOR ALL PROJECTS WITH AN INTENDED USE INCLUDING THE MANUFACTURE, STORAGE, PREPARATION OR SALE OF FOOD PRODUCTS		<input type="checkbox"/> Checked
Details <ul style="list-style-type: none"> 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 	<input type="checkbox"/>	

Office Use**VETTING**Accepted Refused

Reason for acceptance or refusal:

Signed:

Date:

BUILDING LEVEL

Level Description	Level	Building Work Description
Residential outbuildings and ancillary buildings	R1	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.
Detached dwellings (SH or SR)	R2	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.
	R3	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.
Commercial, Industrial and Communal	C1	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.
	C2	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.
High rise and/or specialist buildings	C3	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:

ALLOCATIONBCSM BCO Planning P&D Peer Review Fire Peer Review Structural New Zealand Fire Service Environmental Health Trade Waste Other consultants Kerb crossing required Compliance Schedule Officer Existing compliance schedule New compliance schedule **RESOURCE CONSENT**Resource Consent required Yes No

Signed.....

System	Compliance Document	Location	Inspection Maintenance and Reporting Procedures	Frequency
SS2: Type 3 – Automatic fire alarm	NZS 4512: 2010	Throughout the building as detailed	NZS 4512: 2010 Part 6 - Maintaining Systems in Compliance and Good Working Order <input type="checkbox"/> All inspections shall be undertaken by appropriately qualified personnel as defined in section 109 of NZS 4512: 2010 <input type="checkbox"/> Records shall be maintained and kept on the premises indicating: Date of inspection, Type of inspection, Any repairs or maintenance	Monthly and annual inspection
SS3/1 : Automatic Sliding Door	NZS 4239: 1993	Main entry of the building	NZS 4239: 1993 Appendix A and as per manufacturers recommendations. <input type="checkbox"/> All inspections shall be undertaken by appropriately trained personnel as specified within Appendix A of NZS 4239: 1993 <input type="checkbox"/> Records shall be maintained and kept on the premises indicating: Date of inspection, Type of inspection, Any repairs or maintenance	Inspected six monthly and annually.
SS4: Emergency Lighting system	AS/NZS 2293: 1995	As detailed within the attached drawings	AS/NZS 2293: 1995 Section 1.4.1 Maintenance of the installation <input type="checkbox"/> All inspections by persons as defined in section 1.4.1 of AS/NZS 2293: 1995 Maintenance of the installation. <input type="checkbox"/> Records shall be maintained and kept on the premises indicating: Date of inspection, Type of inspection, Any repairs or maintenance	Six monthly and annual inspections
SS7: Backflow Protection: Reduced pressure zone device: RPZ	AS/NZS 2845.1: 1998	Within Lab as detailed on drawings	AS/NZS 2845.1: 1998 <input type="checkbox"/> All inspections carried out shall be undertaken by an independently qualified person. <input type="checkbox"/> Records shall be maintained and kept on the premises indicating: Date of inspection, Type of inspection, Any repairs or maintenance	Annual inspection
SS9: Mechanical ventilation: Spray Booth	NZS 4114.2 : 2003	Within processing area	NZS 4114.2 2003: Appendix B and required references to electrical standards and AS/NZS 2381.1 <input type="checkbox"/> All inspections carried out shall be undertaken by an independently qualified person <input type="checkbox"/> Records shall be maintained and kept on the premises indicating: Date of inspection, Type of inspection, Any repairs or maintenance	As required by the standard and Annual inspection by IQP
SS11: Laboratory fume cupboard	AS/NZS 2243.8: 2006	Within Lab	AS/NZS 2243.8: 2006 Section 5.5 Maintenance and testing schedule. All inspections carried out shall be undertaken by an independently qualified person <input type="checkbox"/> All inspections carried out shall be undertaken by an independently qualified person <input type="checkbox"/> Records shall be maintained and kept on the premises indicating: Date of inspection, Type of inspection, Any repairs or maintenance	Six monthly and annual inspections
SS 14/2 Emergency Power Systems	AS/NZS 2293: 1995	As part of the Emergency lighting system	Inspection and maintenance procedure's shall comply with the processes listed in AS/NZS 2293: Part 2. <input type="checkbox"/> All inspections carried out shall be undertaken by an independently qualified person	Six monthly and annual inspections

EXAMPLE

			<input type="checkbox"/> Records shall be maintained and kept on the premises indicating: Date of inspection, Type of inspection, Any repairs or maintenance	
SS15/2: Final Exits	Clauses C2 and F8 of the NZBC	Final exits as noted on drawings	Inspections should be undertaken by the owner to ensure the doors are not locked, barred or blocked and the door locking devices are: <ul style="list-style-type: none"> <input type="checkbox"/> Clearly visible. <input type="checkbox"/> Easily operated without a key or other security device. <input type="checkbox"/> Do not prevent or override the direct operation of panic bars fitted to any door. Final exits should be maintained to ensure they are clearly identified, free of obstructions or clutter, easily used. <input type="checkbox"/> Records shall be maintained and kept on the premises indicating: Date of inspection, Type of inspection, Any repairs or maintenance	Monthly
SS15/3 Fire Separations	Compliance Document C/AS1	Intermediate floor and safe path as noted on drawings	Inspections and maintenance as per compliance schedule handbook <ul style="list-style-type: none"> <input type="checkbox"/> Inspections shall be carried out by the building owner to ensure doors, walls and floors forming part of an escape route are in a suitable condition for purpose. <input type="checkbox"/> Records shall be maintained and kept on the premises indicating: Date of inspection, Type of inspection, Any repairs or maintenance 	Monthly and annual inspections
SS15/4 and 14/2 Signs	F6/AS1 and AS/NZS 2293	As noted on attached drawings.	Inspections and responsive maintenance shall be carried out in accordance with the requirements set out within the Compliance Schedule Handbook and as per the requirements of AS/NZS 2293:1995 <ul style="list-style-type: none"> <input type="checkbox"/> Inspections shall be carried out by the building owner to ensure that signs remain correctly positioned and legible and where appropriate ensure the escape route is identified. <input type="checkbox"/> Records shall be maintained and kept on the premises indicating: Date of inspection, Type of inspection, Any repairs or maintenance. 	Monthly and annual inspections

EXAMPLE