



RESIDENTIAL MINOR WORKS ONLY APPLICATION FOR A BUILDING CONSENT

And / or project information memorandum:: *Inbuilt / Freestanding fire with or without wetbacks, Swimming pools, Decks and minor plumbing and or drainage (Not restricted building work) Residential work only*

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

Consent/project information memorandum to be

mailed collected

Cultural or heritage significance

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

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 *(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

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.
And if applicable Lease Agreement for sale and purchase - Rates Account for Wood burners only

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

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)

Agent Owner Other

Contacts (PROVIDE ALL DETAILS WHERE RELEVANT)

Builder / Heater installer	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
 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 *(provide sufficient description to enable full understanding of the scope of the work)*. *(If the application is for a woodburner, complete the Specification Table on Page 7)*.

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].

\$

PART 3 – 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.

Clause <i>[which of the following clauses will be involved in the proposed work]</i>	Means of compliance	Reference on drawings, specifications and/or comments	For Council use only
B1: Structure	Not applicable/applicable		<input type="checkbox"/> Checked
	<input type="checkbox"/> Specific engineering design <input type="checkbox"/> NZS 3604 Modifies Primary Structure <input type="checkbox"/> NZS 4229 <input type="checkbox"/> NZS 8500 <input type="checkbox"/> NZS 2918 Domestic solid fuel burning appliances— Installation <input type="checkbox"/> Fencing of swimming pools Act <input type="checkbox"/> Schedule1 Section 14 Penetrations		
B2: Durability	Not applicable/applicable		<input type="checkbox"/> Checked

Clause <i>[which of the following clauses will be involved in the proposed work]</i>	Means of compliance	Reference on drawings, specifications and/or comments	For Council use only
	<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] <input type="checkbox"/> NZS 2918 Domestic solid fuel burning appliances—Installation		<input type="checkbox"/> Checked
C1-C6: Fire safety	Not applicable/applicable		
	<input type="checkbox"/> C/VM2 <input type="checkbox"/> C/VM1andC/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]		
D1: Access Routes	Not applicable/applicable		
	<input type="checkbox"/> D1/AS1 <input type="checkbox"/> NZS 3604 <input type="checkbox"/> Other [specify]		<input type="checkbox"/> Checked
E2: External moisture	Not applicable/applicable		
	<input type="checkbox"/> E2/AS1 <input type="checkbox"/> Other [specify]		<input type="checkbox"/> Checked
F4: Safety from Falling	Not applicable/applicable		
	<input type="checkbox"/> F4/AS1 <input type="checkbox"/> NZS 3604 <input type="checkbox"/> Other [specify]		
F7 Warning Systems	Not applicable/applicable		
	Type 1 smoke alarms <input type="checkbox"/> F7/AS1 <input type="checkbox"/> Other [specify]		<input type="checkbox"/> Checked

E1: Site drainage (surface water)	Not applicable/applicable		<input type="checkbox"/> Checked
	<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]		
E3: Internal moisture	Not applicable/applicable		
	<input type="checkbox"/> E3/AS1 <input type="checkbox"/> AS/NZS 3500.2 <input type="checkbox"/> Other [specify]		
G10-G11: Piped services and gas as an energy source	Not applicable/applicable		<input type="checkbox"/> Checked

Clause <i>[which of the following clauses will be involved in the proposed work]</i>	Means of compliance	Reference on drawings, specifications and/or comments	For Council use only
	<input type="checkbox"/> G10/AS1 <input type="checkbox"/> NZS 3500.4 <input type="checkbox"/> AS/NZS5601 <input type="checkbox"/> NZS G11/AS1 <input type="checkbox"/> Other [specify]		
G12 : Water supply and foul water	Not applicable/applicable		<input type="checkbox"/> Checked
	<input type="checkbox"/> G12/AS1 <input type="checkbox"/> G12/AS2 <input type="checkbox"/> AS/NZS 3500.1&4 <input type="checkbox"/> AS/NZS 3500.2 <input type="checkbox"/> AS/NZS 3500.5 <input type="checkbox"/> Other [specify]		
G13: Foul Water	Not applicable/applicable		<input type="checkbox"/> Checked
	<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]		

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 on the property?	<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 (No further information required to this section)	

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"/>				<input type="checkbox"/> Checked

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

SPECIFICATION for INSTALLATION of SOLID FUEL HEATER

Please complete all questions

1. Make and model of heater/burner	MAKE MODEL
2. Is the model free-standing or inbuilt	FREE-STANDING <input type="checkbox"/> INBUILT <input type="checkbox"/>
3. Is the heater new or second hand?	NEW <input type="checkbox"/> SECOND HAND <input type="checkbox"/>
4. Type of fuel used? (eg wood/coal/pellets)	
5. Is there a wetback connection? If yes, is it new or existing? <i>If new, piping and connection diagrams will be required</i>	YES <input type="checkbox"/> NO <input type="checkbox"/> NEW <input type="checkbox"/> EXISTING <input type="checkbox"/>
6. Hearth construction and thickness	
7. Air gap between hearth and timber floor <i>Only required for certain models – please check the manufacturers specifications</i>	
8. Distance hearth projects from heater at front: and at sides	Front Sides
9. Distance of back corners of heater/burner from walls (where on an angle)	
10. Distance from back of heater to wall:	
11. State method of wall protection if required	
12. Type of flue kit	
13. Distance from outer flue shield to framing timbers	
14. Height of flue above ridge:	
15. Fixing to hearth: <i>Not less than 8mm diameter bolts, wetbacks are NOT seismic restraints</i>	
16. Please provide a floor plan showing proposed location of heater and smoke alarms. (does not have to be to scale)	

CHECKLIST for use with MINOR WORKS APPLICATION RESIDENTIAL ONLY FOR A BUILDING CONSENT (Form 118C)

Address (PROJECT LOCATION)

Attachments Please provide one copy of the attachments, unless otherwise specified.

Attached document	Select the appropriate box for the documents provided	Comment	Council use only
1. General – complete for all applications			
Application form (original)	<input type="checkbox"/>		<input type="checkbox"/> Checked
Proof of ownership (one copy)	<input type="checkbox"/>		
Location plan	<input type="checkbox"/>		
Application fee and any Council fee calculations	<input type="checkbox"/>		
2. Freestanding/inbuilt fires – complete where the proposal is only for the installation of a fire appliance in an existing building			
Floor plan Location of the solid fuel appliance in the dwelling, including proximity to any windows. If flue extends through or past a second storey, plans of the upper stories are also required. Location and type of smoke detectors (required where none are currently installed or where existing need to be replaced or moved)	<input type="checkbox"/>		<input type="checkbox"/> Checked
Site plan Site plan showing which building contains the installation, if more than one dwelling on the property or the installation is in a building other than the dwelling.			<input type="checkbox"/> Checked
Manufacturers specifications including flue details Manufacturer's specifications including flue details – must relate to specific make and model being installed Clearances from combustible surfaces Hearth dimensions and fixing details Seismic restraint details Weatherproofing details	<input type="checkbox"/>		
Weatherproofing details Flashing details for the flue penetrations For multi-storey buildings you must provide: <ul style="list-style-type: none"> • construction details showing flue penetration through floor(s) and relevant fire protection <ul style="list-style-type: none"> • number of storeys of the building where the appliance is to be installed 	<input type="checkbox"/>		
Second-hand appliances must have an acceptable producer statement Must be from an expert source, be on firms' letterhead, state the residual durability of both the appliance and the flue, and be signed and dated. Must detail compliance with MFE regulations	<input type="checkbox"/>		
Wetback Installation pipe work details. Required where a wet back is being installed and did not previously exist. Schematic of pipe layout to hot water cylinder Specification of all materials and material sizes to be used	<input type="checkbox"/>		<input type="checkbox"/> Checked
3. Minor plumbing and/or drainage – complete only for plumbing/drainage projects that do not have associated building work			
Existing floor plan	<input type="checkbox"/>		<input type="checkbox"/> Checked
Proposed floor plan	<input type="checkbox"/>		
Drainage plan	<input type="checkbox"/>		
4. Swimming pool – complete if pool and fence or fence only			
Location plan Physical location of the site in relation to streets or landmarks, north point and lot and DP number. Location of the building within the site and location of work within the building.	<input type="checkbox"/>		<input type="checkbox"/> Checked
Drainage plan Details of disposal of backwash from pool.	<input type="checkbox"/>		<input type="checkbox"/> Checked
Backflow prevention Provide information on how the pool is to be filled and the method of preventing backflow.	<input type="checkbox"/>		<input type="checkbox"/> Checked
Pool fencing Provide details of the pool fencing in accordance with fencing of swimming pools act.	<input type="checkbox"/>		<input type="checkbox"/> Checked

Notes

The issue of a building consent does not relieve the owner of any duty or responsibility under any other act. Please check with your local territorial authority for other approvals required which may include the need for road opening notices.

Office Use**VETTING Residential only**

Freestanding/inbuilt fire appliance **Is a wetback fitted** **Yes** **No**

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.

Building Level (from above):

Accepted Refused

Reason for acceptance or refusal:

Signed:

Date:

ALLOCATION

BCO Planning P&D

Other consultants

RESOURCE CONSENT

Resource Consent required Yes No

Signed.....