



**Residential PIM / Building Consent  
Application Checklist (BAM 002-R)  
(in conjunction with form BAM 002)**

**PROJECT NO:** \_\_\_\_\_

**Project address:** \_\_\_\_\_

	Supplied	N/A	Council
<b>NB The following is required on application in sufficient detail to show compliance with all aspects of the District Plan and the New Zealand Building Code. Please complete this Checklist in FULL Additional information may be requested during processing of the application.</b>			
<b>PIM</b>			
<b>Application form COMPLETED &amp; signed</b>			
<b>All information identified on the cover sheet</b>			
<b>Application fee \$ _____ GST Inclusive ( Accepted Methods of Payment: CASH - EFTPOS – CHEQUE)</b>			
<b>Certificate of Title:</b> Recent search copy less than 6 months old, plus a sale & purchase agreement if not in the applicant's name. A subdivision scheme plan is required for a new site where Title is not yet available.			
<b>Copies of drawings as specified in the cover sheet</b>			
<b>Site Plan – showing:</b>			
– All new & existing buildings, swimming pools			
– Any heritage buildings / trees or archaeological site information known			
– Legal & notional boundaries (existing & proposed), easements, waterways, shared access ways / other areas with building setbacks dimensioned			
– Building & site areas (including floor areas (m <sup>2</sup> ) for all floors)			
– Vehicle access, crossing location, manoeuvre, and parking area			
– Street trees, poles, sumps, manholes, traffic islands outside the property			
– Any hard-standing (sealed or concrete) areas with proposed drainage			
– Landscaped areas required by District Plan indicated			
– Any significant trees on the site			
– Retaining walls			
– Fire rated walls, eaves			
– All activities on a site indicated			
– Proposed & existing site & floor levels			
– Existing & proposed contours, drive gradients and building heights ( for hill or sloping sites)			
– Intentions for the disposal of stormwater & sewer			
– Storage location and capacity of Hazardous Substances (ie LPG, diesel, home heating oil etc)			
<b>Outline Floor plans (for all floors)</b>			
<b>Outline Elevations</b>			
<b>Outline Cross Sections – (if required to show recession plane / daylight plane &amp; height compliance)</b>			

----- **STOP HERE IF THIS IS A PIM ONLY APPLICATION** -----

<b>BUILDING CONSENT (in addition to the above)</b>			
<b>Project Information Memorandum</b> (if already issued) plus all attached forms			
<b>Foundation Plans (timber or concrete slab)</b> including all details			
<b>Drainage Plans</b> - full design details including both Sewer & Stormwater and any disposal methods			
<b>Detailed Floor Plans</b> - fully dimensioned and notated, including location of Smoke Alarms			
<b>Detailed Elevations</b> - including door & windows showing opening sashes			
<b>Cross Sections</b> - to show all relevant construction, especially through difficult areas of the building and changes in building form			
<b>Timber Treatment</b> - the species, grading & treatment of all timber specific to the project is to be <b>specified on the drawings</b> , ideally on the cross section			
<b>Framing Details</b> - including floor joist layout plans if applicable			
<b>Construction Details</b> - with all materials, fixings etc noted			
<b>Weathertightness Details</b> - including a risk assessment matrix for all walls & all flashings			
<b>Internal Waterproofing Details</b> - including all wet areas & surface finishes			
<b>Plumbing Details</b> - including layout plan / schematic & water supply details			
<b>Specifications</b> - relevant to the project			
<b>Bracing Design</b> - calculations, schedule and layout plans			
<b>Roof Truss Design</b> - including layout plan, fixings and specific design for lintels where required			
<b>Ground Conditions report</b> - this will be either a report to show why it is assumed that the ground is "good ground" using Section 3 of NZS 3604:1999, or a specific ground assessment & foundation design by a suitably qualified & experienced engineer			
<b>Engineers Details &amp; Producer Statement</b> - where any specific design has been carried out (e.g. steel beams)			
<b>Sediment Control Management Plan</b> (if required by site location)			

**BUILDING CODE ASSESSMENT**

Building Code Clause		Means of Compliance (note that a project may include both Acceptable and Alternative solutions)		
		Acceptable Solution	Alternative Solution (details verifying compliance are required)	Waiver/ Modification required? (Provide separate details for justification of acceptance if yes)
<b>B1</b>	Structure			
<b>B2</b>	Durability			
<b>C1</b>	Outbreak of fire			
<b>C2</b>	Means of escape			
<b>C3</b>	Spread of fire			
<b>C4</b>	Structural stability during fire			
<b>D1</b>	Access Routes			
<b>D2</b>	Mechanical installations for access			
<b>E1</b>	Surface water			
<b>E2</b>	External moisture			
<b>E3</b>	Internal moisture			
<b>F1</b>	Hazardous agents on site			
<b>F2</b>	Hazardous building materials			
<b>F3</b>	Hazardous substances and processes			
<b>F4</b>	Safety from falling			
<b>F5</b>	Construction and demolition hazards			
<b>F6</b>	Lighting for emergency			
<b>F7</b>	Warning systems			
<b>F8</b>	Signs			
<b>G1</b>	Personal hygiene			
<b>G2</b>	Laundrying			
<b>G3</b>	Food prep. and prevention of contamination			
<b>G4</b>	Ventilation			
<b>G5</b>	Interior environment			
<b>G6</b>	Airborne and impact sound			
<b>G7</b>	Natural light			
<b>G8</b>	Artificial light			
<b>G9</b>	Electricity			
<b>G10</b>	Piped services			
<b>G11</b>	Gas as an energy source			
<b>G12</b>	Water supplies			
<b>G13</b>	Foul water			
<b>G14</b>	Industrial liquid waste			
<b>G15</b>	Solid waste			
<b>H1</b>	Energy efficiency provisions			

**Additional Notes:**

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