

Project address: _____

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.	Supplied	N/A	Council
PIM			
Application form COMPLETED & signed			
All information identified on the cover sheet			
Application fee \$ _____ GST Inclusive (Accepted Methods of Payment: CASH - EFTPOS – CHEQUE)			
Certificate of Title: 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.			
Copies of drawings as specified below: (MINIMUM X2 COPIES)			
Site Plan – showing:			
– 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 ²) 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)			
Outline Floor plans (for all floors)			
Outline Elevations			
Outline Cross Sections – (if required to show recession plane / daylight plane & height compliance)			

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

BUILDING CONSENT (in addition to the above provide a MINIMUM X2 COPIES)			
Project Information Memorandum (if already issued) plus all attached forms			
Foundation Plans (timber or concrete slab) including all details			
Drainage Plans - full design details including both Sewer & Stormwater and any disposal methods			
Detailed Floor Plans - fully dimensioned and notated, including location of Smoke Alarms			
Detailed Elevations - including door & windows showing opening sashes			
Cross Sections - to show all relevant construction, especially through difficult areas of the building and changes in building form			
Timber Treatment - the species, grading & treatment of all timber specific to the project is to be specified on the drawings , ideally on the cross section			
Framing Details - including floor joist layout plans if applicable			
Construction Details - with all materials, fixings etc noted			
Weathertightness Details - including a risk assessment matrix for all walls & all flashings			
Internal Waterproofing Details - including all wet areas & surface finishes			
Plumbing Details - including layout plan / schematic & water supply details			
Specifications - relevant to the project			
Bracing Design - calculations, schedule and layout plans			
Roof Truss Design - including layout plan, fixings and specific design for lintels where required			
Ground Conditions report - 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			
Engineers Details & Producer Statement from a NZ Chartered Professional Engineer (CPEng) - where any specific design has been carried out (e.g. steel beams)			
Sediment Control Management Plan (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)
B1	Structure			
B2	Durability			
C1	Outbreak of fire			
C2	Means of escape			
C3	Spread of fire			
C4	Structural stability during fire			
D1	Access Routes			
D2	Mechanical installations for access			
E1	Surface water			
E2	External moisture			
E3	Internal moisture			
F1	Hazardous agents on site			
F2	Hazardous building materials			
F3	Hazardous substances and processes			
F4	Safety from falling			
F5	Construction and demolition hazards			
F6	Lighting for emergency			
F7	Warning systems			
F8	Signs			
G1	Personal hygiene			
G2	Laundering			
G3	Food prep. and prevention of contamination			
G4	Ventilation			
G5	Interior environment			
G6	Airborne and impact sound			
G7	Natural light			
G8	Artificial light			
G9	Electricity			
G10	Piped services			
G11	Gas as an energy source			
G12	Water supplies			
G13	Foul water			
G14	Industrial liquid waste			
G15	Solid waste			
H1	Energy efficiency provisions			

Additional Notes:
