



**Commercial or Industrial  
PIM / Building Consent Application  
Checklist (BAM 002-I)  
(in conjunction with form BAM 002)**

**PROJECT NO:**

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

<p><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.</b></p> <p align="center"><b>Additional information may be requested during processing of the application.</b></p>	<b>Supplied</b>	<b>N/A</b>	<b>Council</b>
<b>PIM</b>			
<b>Application form COMPLETED &amp; signed</b>			
<b>All information identified on the cover sheet</b>			
<b>Application fee \$</b> _____ <b>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:</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			
– 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</b> - (if required) to show recession plane / daylight plane & height compliance			
<b>Hazardous Substances</b> - storage location and capacity (ie, LPG, diesel, home heating oil etc)			
<b>Health Licensing</b> - surface finishes, sinks, dishwashers, food storage			
<b>Liquor Licensing</b> - wash basins, sinks, glass washing machine			

<b>Evacuation Scheme Assessment (required for PIM):</b>			<b>Building Sprinkled?</b>		<b>Council Use 2 x Yes = Yes</b>
	<b>Yes</b>	<b>No</b>	<b>Yes</b>	<b>No</b>	
Can 100 or more people gather for different purposes or activities?					
Are there facilities for more than 10 employees?					
Is accommodation provided for more than 5 people?					
Are hazardous substances stored?					
Are early childhood facilities provided?					
Is specialised care for people with disabilities provided?					
Is specialised nursing, medical, or geriatric care provided?					
Are people in lawful detention?					
Can 100 or more people gather in a common venue?					
<b>Council Use Only</b> - Evacuation Scheme required?					

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

<b>If any of the above are answered “yes” please continue on the next page for the Building Consent checklist</b>
---

<b>Fire Service Assessment:</b>	<b>Yes</b>	<b>No</b>	<b>Council Use</b>
Is this a fitout of an existing building?			
Is a change of use involved?			Minor alts?
Are alternative solutions, or any application for a modification or waiver to the Building Code for means of escape from fire & fire fighting used (Clauses C1-C4, D1, F6 or F8)			
<b>Council Use Only</b> - Send copy to Fire Service?			

<b>BUILDING CONSENT (in addition to the above)</b>			
	<b>Supplied</b>	<b>N/A</b>	<b>Council</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 <b>all</b> relevant construction, especially through difficult areas of the building and changes in building form			
<b>Timber Treatment</b> - the species, grading & treatment of <b>all</b> 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 <b>all</b> materials, fixings etc noted			
<b>Weathertightness Details</b> - including a risk assessment matrix for <b>all</b> walls & <b>all</b> flashings			
<b>Internal Waterproofing Details</b> - including <b>all</b> 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>Design Features Report</b> – for the structure			
<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)			
<b>Access and Facilities for people with disabilities</b> – for a new building all details of compliance are required, for an existing building a report is required to determine what can be reasonably upgraded to comply			
<b>Fire Report (2 copies)</b> – a fire design statement is required to show compliance with the "C" clauses of the Building Code, and the drawings must reflect the detail in the report			

**BUILDING CODE ASSESSMENT:** Fill in the next page to show how the work complies with all clauses of the Building Code

**COMPLIANCE SCHEDULE:** Fill in the last page if any of the systems are, or are to be, included or modified in the building

**Additional Attached documents**

---



---



---



---



---



---



---



---

<b>BUILDING CODE ASSESSMENT</b>				
<b>Building Code Clause</b>		<b>Means of Compliance</b> (note that a project may include both Acceptable and Alternative solutions)		
		<b>Acceptable Solution</b>	<b>Alternative Solution</b> (details verifying compliance are required)	<b>Waiver/ Modification required?</b> (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			

**COMPLIANCE SCHEDULE LIST**

No:	Type of System	Existing	New / Modified	Removed	Do the systems use the Performance Standards plus Inspection, maintenance & reporting procedures from the Building Code Handbook		If no, Performance Standards plus Inspection, maintenance & reporting procedures identified in building consent documents	COUNCIL USE - CONFIRMED
					Yes	No		
1	Automatic Systems for Fire Suppression							
2	Automatic or Manual Emergency Warning Systems							
3/1	Automatic Doors							
3/2	Access Control Doors							
3/3	Interfaced Fire or Smoke Doors or Windows							
4	Emergency Lighting Systems							
5	Escape Route Pressurisation Systems							
6	Riser Mains for use by Fire Services							
7	Automatic Backflow Preventers							
8/1	Passenger Lifts							
8/2	Service Lifts							
8/3	Escalators							
9	Mechanical Ventilation or Air Conditioning Systems							
10	Building Maintenance Units							
11	Laboratory Fume Cupboards							
12/1	Audio Loops							
12/2	FM radio Frequency Systems and I B T							
13/1	Mechanical Smoke Control							
13/2	Natural Smoke Control							
13/3	Smoke Curtains							
14/1	Emergency Power Systems for 1 to 13							
14/2	Signs also 15/4							
15/1	Systems for Spoken Information for Evacuation							
15/2	Final Exits							
15/3	Fire Separation							
15/4	Signs for Evacuation also 14/2							
15/5	Smoke Separations							
16	Cable Car							
(II)	Sec 103 (d) BA 2004 Safety Barriers							
(III)	Sec 103 (d) BA 2004 Means of Access & Facilities							
(IV)	Sec 103 (d) BA 2004 Handheld Hose Reels							