



# Building Consent / PIM Check Sheet (T-02-PS-01)

Ref : T-02-PS-01

Version: 13

Issued: 6 July 2017

## Check Sheet – Documents required before Application can be formally received

Applicant

Council

Deposit supplied (See current "Fees &amp; Charges" list for required amount)

HDC A/C # for direct online payment : **03-0802-0946666-00**

Building Consent Application - Form 2 (signed and correctly / fully completed)

Planning check/PIM declaration form (required for all new building work)

Certificate of Title (relevant to property &amp; no more than 6 months old)

Agent Nomination form (required if applicant is not the property owner)

Any relevant Resource Consents (copy of decision letter / info)

Design Memorandum – Form 2A (if project involves Restricted Building Work)

**Project details / drawings required (to scale) :**

Site plan (showing boundaries, site coverage, distances)

Floor plan

Elevations

Cross sections (through main construction areas requiring detail)

Construction details (including weather tightness details)

Drainage Plan

Bracing Plan &amp; Schedule / Calculations

Weathertightness Risk Matrix

Written specifications

Roof truss design and Producer Statement

Other Producer Statements (appropriate to site &amp; drawings produced, by suitably qualified person)

Liquefaction Assessment (required for Zones 1 &amp; 2 - see report on HDC website)

Compliance Schedule information (draft compliance schedule, for commercial applications)

Approved consent documentation will be available to download from our website. Printed copies will only be sent upon request and will incur printing and postage charges.

**For Building Consent Authority Use Only:**

This application is \_\_\_\_\_ as all relevant information \_\_\_\_\_ been supplied

Signed :

Name :

Date :

Notes :

**KEY:**      ✓ = Receive      X = Missing or inaccurate      NA = Not Applicable