

**Residential PIM/Building Consent Application
Required Documentation Checklist**
(in conjunction with form 2)

FOR OFFICE USE ONLY	
Project No:	
Date Received:	

The following documentation is required to be submitted 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 by ticking the appropriate box to indicate that the required item of information has been supplied or is not applicable to the project.** Upon receipt, your application will be checked for completeness. This list is not intended to be exhaustive and additional information may be requested during processing of the application.

BUILDING CONSENT AND/OR PIM APPLICATION INFORMATION			Applicant Checklist		Council
			Supplied	N/A	Received
1	Application form COMPLETED and signed				
2	Application fee \$	GST Inclusive (Accepted Methods of Payment: CASH - EFTPOS – CHEQUE)			
3	Evidence of ownership: For building work outside the existing building envelope provide a recent search copy of the Certificate of Title less than 6 months old, plus a sale and 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.				
4	Site Plan: Include all proposed and existing buildings, swimming pools, legal boundaries, building setbacks, site areas, vehicle access, significant trees, hard standing areas, retaining walls, spot levels or contours, intentions for the disposal of stormwater and sewer and the storage location and capacity of any Hazardous Substances (ie LPG, diesel etc).				
5	Outline Floor Plans (for all floors)				
6	Outline Elevations				
7	Outline Cross Sections (if required to show recession plane/daylight plane and height compliance)				
PIM					
8	Project information memorandum (PIM) – Ref information to be provided on application form 2				

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

BUILDING CONSENT (in addition to the above) (The following plans and specifications are attached to this application)					
9	Project Information Memorandum (if already issued) plus all attached forms				
10	Foundation Plans (timber or concrete slab) including all details				
11	Drainage Plans - full design details including both Sewer and Stormwater and any disposal methods				
12	West Coast Regional Council approval for effluent disposal				
13	Detailed Floor Plans - fully dimensioned and notated, including location of Smoke Alarms				
14	Detailed Elevations - including door and windows showing opening sashes, cladding types etc.				
15	Cross Sections - to show all relevant construction, especially through difficult areas of the building and changes in building form				
16	Timber Treatment - the species, grading and treatment of all timber specific to the project is to be specified on the drawings , ideally on the cross section				
17	Framing Details - including floor joist layout plans if applicable				
18	Insulation – R-values on drawings, method of compliance identified (Schedule / Calculation / Modelling)				
19	Construction Details - with all materials, fixings etc noted				
20	Weathertightness Details - including a risk assessment matrix for all walls and all flashings				
21	Internal Waterproofing Details - including all wet areas and surface finishes				
22	Plumbing Details - including layout plan/schematic and water supply details				
23	Specifications - relevant to the project				
24	Bracing Design - calculations, schedule and layout plans				
25	Roof Truss Design - including layout plan, fixings and specific design for lintels where required				
26	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, or a specific ground assessment and foundation design by a suitably qualified and experienced engineer				
27	National Environmental Standards (NES) for assessing & managing contaminants in soil to protect human health: The NES applies to any piece of land on which an activity or industry described in the current edition of the Hazardous Activities and Industries List (HAIL) is, has been, or is more likely than not to have been undertaken. The most up-to-date version of the HAIL, and other useful information about applying the NES, can be found at the Ministry for the Environment's website www.mfe.govt.nz . Does the NES apply to this piece of land? YES / NO <i>If YES,</i> a detailed site investigation carried out by a suitably qualified and experienced practitioner will be required in order to assess the effects of the proposal in relation to the NES. Check HAIL list / WCRC database / Property records				
28	Engineers Details and Producer Statement - where any specific design has been carried out (e.g. steel beams). Producer statements to be signed, dated, less than 1 year old, CPEng, any referenced drawings to be provided.				
29	Sediment Control Management Plan (if required by site location)				

30	Overhead electrical power lines – Under the Electricity (Safety) Regulations it's an offence to erect any building or structure within prescribed distances of an overhead electric line. Contact the local power authority to enquire about these restrictions and confirm the building design allows for these as necessary.			
31	Restricted Building Work (RBW) – BC Application form 2 to indicate if the building work includes RBW			
32	Restricted Building Work (RBW) – BC Application form 2 to indicate details of LBP's <i>[if known]</i> .			
33	Restricted Building Work (RBW) – Confirm <u>ALL</u> memoranda (Certificates of Design) have been received from LBP's who have carried out or supervised the design of RBW.			
34	Restricted Building Work (RBW) – Check LBP / IPENZ / NZIA "Registers" to confirm that the Design LBP's who have provided the memoranda (Certificates of Design) are ALL currently registered.			
35	Multiproof application – Does the application include the certificate from MBIE for a national multiple-use approval			
36	Quality of Documentation: Ensure that the quality of the documentation meets the requirements outlined in the application coversheet.			
37	Attachments The following documents are attached to this application: Plans and specification <i>[list]</i> : Memoranda from licensed building practitioner(s) who carried out or supervised any design work that is restricted building work: Project information memorandum Development contribution notice Certificate attached to project information memorandum			
38	Compliance schedule The following specified systems are being altered, added to, or removed in the course of the building work: <i>[Attach the appropriate specified systems sheets]</i> There are no specified systems in the building			

COUNCIL USE ONLY

Application vet by:	Date:
Outcome: <input type="checkbox"/> Accepted <input type="checkbox"/> Rejected	Reason for outcome: <input type="checkbox"/> All information provided <input type="checkbox"/> Only 1 item of information missing <input type="checkbox"/> More than 1 item of information missing <input type="checkbox"/> Poor quality of documentation
Building Category: <input type="checkbox"/> Res 1 <input type="checkbox"/> Res 2 <input type="checkbox"/> Res 3 <input type="checkbox"/> Com 1 <input type="checkbox"/> Com 2 <input type="checkbox"/> Com 3	

BUILDING CODE ASSESSMENT

(The building work will comply with the building code as follows:)

Building Code Clause <small>Tick each clause relevant to the proposed building work</small>	Means of Compliance <small>[Refer to the relevant compliance document(s) or detail of alternative solution in the plans & specifications, if not applicable state n/a]</small>	Waiver / modification required <small>[State nature of waiver or modification of building code required, if not applicable, state n/a]</small>
<input type="checkbox"/> B1 Structure	<input type="checkbox"/> B1/AS1: NZS 4229 Masonry <input type="checkbox"/> B1/AS1: NZS 3604 Timber <input type="checkbox"/> B1/AS1: NZS 4299 Earth <input type="checkbox"/> B1/AS1: NZS 4251 Stucco <input type="checkbox"/> B1/AS1: NZS 4452 Drains <input type="checkbox"/> B1/AS1: NZS 4223 Glazing <input type="checkbox"/> B1/AS2: Timber Barriers <input type="checkbox"/> B1/AS3: Small Chimneys <input type="checkbox"/> B1/VM1: AS/NZS 1170 <input type="checkbox"/> Other : Engineer Design	<input type="checkbox"/> Waiver or modification :
<input type="checkbox"/> B2 Durability	<input type="checkbox"/> B2/AS1 <input type="checkbox"/> Other <i>[specify]</i>	<input type="checkbox"/> Waiver or modification :
<input type="checkbox"/> C1 – C6 Fire	<input type="checkbox"/> C/AS1: Sleeping (residential) Risk Group SH <input type="checkbox"/> Other : Engineer Design <input type="checkbox"/> C/VM1: Solid fuel appliances (AS/NZS 2918)	<input type="checkbox"/> Waiver or modification :
<input type="checkbox"/> D1 Access Routes	<input type="checkbox"/> D1/AS1 <input type="checkbox"/> NZS 4121 <input type="checkbox"/> Other <i>[specify]</i>	<input type="checkbox"/> Waiver or modification :

BUILDING CODE ASSESSMENT continued...

<input type="checkbox"/> D2 Mechanical installations for access	<input type="checkbox"/> D2/AS1: NZS 4332 Passenger Carrying Lifts <input type="checkbox"/> D2/AS1: EN 81 Passenger Carrying Lifts <input type="checkbox"/> D2/AS2: Domestic & Service Lifts <input type="checkbox"/> D2/AS3: EN 115 Escalators & Moving Walks <input type="checkbox"/> Other <i>[specify]</i>	<input type="checkbox"/> Waiver or modification :
<input type="checkbox"/> E1 Surface water	<input type="checkbox"/> E1/AS1 <input type="checkbox"/> Other <i>[specify]</i>	<input type="checkbox"/> Waiver or modification :
<input type="checkbox"/> E2 External moisture	<input type="checkbox"/> E2/AS1 <input type="checkbox"/> WANZ WIZ <input type="checkbox"/> Cladding Manufacturers Information <input type="checkbox"/> Other <i>[specify]</i>	<input type="checkbox"/> Waiver or modification :
<input type="checkbox"/> E3 Internal moisture	<input type="checkbox"/> E3/AS1 <input type="checkbox"/> Other <i>[specify]</i>	<input type="checkbox"/> Waiver or modification :
<input type="checkbox"/> F1 Hazardous agents on site	<input type="checkbox"/> F1/VM1 : <input type="checkbox"/> Other <i>[specify]</i>	<input type="checkbox"/> Waiver or Modification:
<input type="checkbox"/> F2 Hazardous building materials	<input type="checkbox"/> F2/AS1: NZS 4223 Glazing <input type="checkbox"/> F2/AS1: Asbestos <input type="checkbox"/> Other <i>[specify]</i>	<input type="checkbox"/> Waiver or Modification:
<input type="checkbox"/> F3 Hazardous substances and processes	<input type="checkbox"/> F3/VM1: <input type="checkbox"/> Other <i>[specify]</i>	<input type="checkbox"/> Waiver or Modification:
<input type="checkbox"/> F4 Safety from falling	<input type="checkbox"/> F4/AS1 : Barriers <input type="checkbox"/> F4/AS1 : Openings <input type="checkbox"/> Fencing of Swimming Pools Act <input type="checkbox"/> Other <i>[specify]</i>	<input type="checkbox"/> Waiver or Modification:
<input type="checkbox"/> F5 Construction and Demolition hazards	<input type="checkbox"/> F5/AS1: Work-Site Barriers <input type="checkbox"/> Other <i>[specify]</i>	<input type="checkbox"/> Waiver or Modification:
<input type="checkbox"/> F6 Lighting for emergency	<input type="checkbox"/> F6/AS1 <input type="checkbox"/> Other <i>[specify]</i>	<input type="checkbox"/> Waiver or Modification:
<input type="checkbox"/> F7 Warning systems	<input type="checkbox"/> F7/AS1: Domestic Smoke Alarms <input type="checkbox"/> F7/AS1: NZS 4512 Manual Fire Alarm Systems <input type="checkbox"/> NZS 4515 : Residential Fire Sprinklers <input type="checkbox"/> NZS 1668 : Smoke Detectors in HVAC systems <input type="checkbox"/> Other <i>[specify]</i>	<input type="checkbox"/> Waiver or Modification:
<input type="checkbox"/> F8 Signs	<input type="checkbox"/> F8/AS1 <input type="checkbox"/> Other <i>[specify]</i>	<input type="checkbox"/> Waiver or Modification:
<input type="checkbox"/> F9 Restricting access to residential pools	<input type="checkbox"/> F9/AS1 <input type="checkbox"/> F9/AS2 <input type="checkbox"/> NZS8500 Safety barriers and fencing <input type="checkbox"/> Other <i>[specify]</i>	<input type="checkbox"/> Waiver or Modification:
<input type="checkbox"/> G1 Personal hygiene	<input type="checkbox"/> G1/AS1 <input type="checkbox"/> Other <i>[specify]</i>	<input type="checkbox"/> Waiver or Modification:
<input type="checkbox"/> G2 Laundering	<input type="checkbox"/> G2/AS1 <input type="checkbox"/> Other <i>[specify]</i>	<input type="checkbox"/> Waiver or Modification:
<input type="checkbox"/> G3 Food prep and prevention of contamination	<input type="checkbox"/> G3/AS1 <input type="checkbox"/> Other <i>[specify]</i>	<input type="checkbox"/> Waiver or Modification:
<input type="checkbox"/> G4 Ventilation	<input type="checkbox"/> G4/AS1 <input type="checkbox"/> AS 1668.2 <input type="checkbox"/> NZS 5261 <input type="checkbox"/> Other <i>[specify]</i>	<input type="checkbox"/> Waiver or Modification:
<input type="checkbox"/> G5 Interior environment	<input type="checkbox"/> G5/AS1 <input type="checkbox"/> Other <i>[specify]</i>	<input type="checkbox"/> Waiver or Modification:

BUILDING CODE ASSESSMENT continued...

<input type="checkbox"/> G6 Airborne and impact sound	<input type="checkbox"/> G6/AS1 <input type="checkbox"/> Other <i>[specify]</i>	<input type="checkbox"/> Waiver or Modification:
<input type="checkbox"/> G7 Natural light	<input type="checkbox"/> G7/AS1 <input type="checkbox"/> Other <i>[specify]</i>	<input type="checkbox"/> Waiver or Modification:
<input type="checkbox"/> G8 Artificial light	<input type="checkbox"/> G8/AS1 <input type="checkbox"/> Other <i>[specify]</i>	<input type="checkbox"/> Waiver or Modification:
<input type="checkbox"/> G9 Electricity	<input type="checkbox"/> G9/AS1: NZECP 51 Domestic Dwellings <input type="checkbox"/> G9/VM1: AS/NZS 3000 <input type="checkbox"/> Other <i>[specify]</i>	<input type="checkbox"/> Waiver or Modification:
<input type="checkbox"/> G10 Piped services	<input type="checkbox"/> G10/AS1 <input type="checkbox"/> G10/AS1: NZS 5261 <input type="checkbox"/> Other <i>[specify]</i>	<input type="checkbox"/> Waiver or Modification:
<input type="checkbox"/> G11 Gas as an energy source	<input type="checkbox"/> G11/AS1 <input type="checkbox"/> G11/AS1: NZS 5261 <input type="checkbox"/> Other <i>[specify]</i>	<input type="checkbox"/> Waiver or Modification:
<input type="checkbox"/> G12 Water supplies	<input type="checkbox"/> G12/AS1 <input type="checkbox"/> G12/AS2: Solar Water Heaters <input type="checkbox"/> G12/VM1: AS/NZS 3500.1 Water Services <input type="checkbox"/> G12/VM1: AS/NZS 3500.4 Heated Water Services <input type="checkbox"/> Other <i>[specify]</i>	<input type="checkbox"/> Waiver or Modification:
<input type="checkbox"/> G13 Foul water	<input type="checkbox"/> G13/AS1 : Sanitary Plumbing <input type="checkbox"/> G13/AS2 : Drainage <input type="checkbox"/> G13/AS3 : AS/NZS 3500.2 <input type="checkbox"/> G13/VM1: BS 5572 <input type="checkbox"/> Other <i>[specify]</i>	<input type="checkbox"/> Waiver or Modification:
<input type="checkbox"/> G15 Solid waste	<input type="checkbox"/> G15/AS1 <input type="checkbox"/> Other <i>[specify]</i>	<input type="checkbox"/> Waiver or Modification:
<input type="checkbox"/> H1 Energy efficiency provisions	<input type="checkbox"/> H1/AS1 : NZS 4218 Schedule Method <input type="checkbox"/> H1/AS1 : NZS 4218 Calculation Method <input type="checkbox"/> H1/AS1 : NZS 4243 Large buildings other than housing <input type="checkbox"/> H1/AS1 : NZS 4243 Artificial Lighting <input type="checkbox"/> H1/VM1 : NZS 4218 Modelling method <input type="checkbox"/> BRANZ ALF <input type="checkbox"/> Other <i>[specify]</i>	<input type="checkbox"/> Waiver or Modification: