

FORM 2: Application for project information memorandum and/or building consent

Section 33 or section 45, Building Act 2004

1. THE BUILDING [Complete ALL fields on this form. Put N/A if not applicable. Cross out mistakes don't use white out fluid / tape]

Street address of building: Legal description of land where building is located: Lot(s) DP/S..... Building name: Location of building within site / block number: [include nearest street access] Number of levels: [above & below ground] Level / Unit Number: Floor area: (sq m) [Indicate area affected by the building work] Current, <u>lawfully established, use</u> : [add no. of occupants per level and per use if more than 1] Year first constructed: [approximate date is acceptable e. g.: c1920s or 1960-1970]	OFFICE ONLY: Date received: Consent / PIM No.: Document or Parcel No.: Valuation No.:
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2. THE OWNER

Name of Owner / Company:

Contact person *[If the Owner is NOT an individual]*:

Mailing address:

 Street address / registered office:

 Phone Number:
 Landline:
 Mobile:
 Daytime:
 After hours:
 Facsimile number:
 Email address:
 Website:

THE FOLLOWING EVIDENCE OF OWNERSHIP IS ATTACHED TO THIS APPLICATION:

- ☐ Record of Title
 ☐ Lease Agreement
☐ Agreement for Sale and Purchase
 ☐ Other document:

3. AGENT [Only required if application is being made on behalf of the owner]

Name of Agent / Company:

Contact person *[If the Agent is NOT an individual]*:

Mailing address:

 Street address / registered office:

 Phone Number:
 Landline:
 Mobile:
 Daytime:
 After hours:
 Facsimile number:
 Email address:
 Website:
 Relationship to owner: [State details of the authorisation from the owner to make the application on the owner's behalf]

FIRST POINT OF CONTACT for communications with the Council / Building Consent Authority: ☐ Owner ☐ Agent

- ☐ Full name & contact details supplied.

INVOICE TO: ☐ Owner ☐ Agent

4. APPLICATION [Tick if applicable]

I request that you issue: ☐ A Project Information Memorandum (PIM) ☐ A Building Consent [The existing PIM No. : (If applicable)] ☐ An Amendment to an existing Building Consent for the building work described in this application. [Existing BC No] State the reference number if this application involves a National Multiple Use or BuiltReady Approval: Name: Signature: Date: The signature is that of the ☐ Owner OR the ☐ Agent on behalf of and with the approval of the Owner	PLEASE COMPLETE THE FOLLOWING SECTIONS COMPLETE SECTIONS: 5, 7 COMPLETE SECTIONS: 5, 6, 8, 9, 10 COMPLETE SECTIONS: 5, 6, 8, 9, 10
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5. THE PROJECT [if more than one project please list on a separate page]

DESCRIPTION OF THE BUILDING WORK: Provide enough information to enable scope of work to be fully understood, (e.g. adding ensuite to house)

.....
.....

Will the building work result in a [change of use](#) of the building? ☐ Yes ☐ No. If Yes, provide details of the new use of the building (e.g. home to hostel, implement shed to chemical storage, office to restaurant):

Intended life of the building if less than 50 years[Years]

List Building Consents previously issued for this project (if any): [List who issued the consent, the date of issue and the consent number]

.....

Estimated value of the building work on which the building levy will be calculated (including goods and services tax):

\$..... [State estimated value as defined in section 7 of the Building Act 2004]

6. RESTRICTED BUILDING WORK: BUILDING PRACTITIONERS INVOLVED IN THIS PROJECT

Will the building work include any restricted building work? ☐ Yes ☐ No. If yes, provide the following details of all licensed building practitioners who will be involved in carrying out or supervising the restricted building work:

[If these details are unknown at the time of the application, they MUST be supplied before the building work begins – name, licensing class and Licensed Building Practitioner's number (or registration number if treated as being licensed under 291 of the Act)]

DESIGNER Name:Licence Class:

Registration / Licence No.:

Address:

Telephone:Fax: Mobile:

Email:

ENGINEER Name:Licence Class:

Registration / Licence No.:

Address:

Telephone:Fax: Mobile:

Email:

CARPENTER Name:Licence Class:

Registration / Licence No.:

Address:

Telephone:Fax: Mobile:

Email:

ROOFER Name:Licence Class:

Registration / Licence No.:

Address:

Telephone:Fax: Mobile:

Email:

EXTERNAL PLASTERER Name:Licence Class:

Registration / Licence No.:

Address:

Telephone:Fax: Mobile:

Email:

BRICK / BLOCKLAYER Name:Licence Class:
 Registration / Licence No.:
 Address:
 Telephone:Fax: Mobile:
 Email:

FOUNDATION SPECIALIST Name:Licence Class:
 Registration / Licence No.:
 Address:
 Telephone:Fax: Mobile:
 Email:

PLUMBER Name:Licence Class:
 Registration / Licence No.:
 Address:
 Telephone:Fax: Mobile:
 Email:

GASFITTER Name:Licence Class:
 Registration / Licence No.:
 Address:
 Telephone:Fax: Mobile:
 Email:

Other LBP Name:Licence Class:
 Registration / Licence No.:
 Address:
 Telephone:Fax: Mobile:
 Email:

NOTE: Continue on another page if necessary

7. PROJECT INFORMATION MEMORANDUM The following matters are involved in the project:

[Tick the matters relevant to the project [do not fill in this section if the application is for a building consent only]

- ☐ Subdivision
- ☐ Alterations to land contours [e.g. digging out the site for a building platform]
- ☐ New or altered connections to public utilities [e.g. Council sewer, storm water or water mains]
- ☐ New or altered locations and / or external dimensions of buildings.
- ☐ New or altered access for vehicles.
- ☐ Building work over or adjacent to any road or public place
- ☐ Disposal of stormwater and wastewater [e.g. are you altering domestic sewer or storm water drains]
- ☐ Building work over any existing drains or sewers or in close proximity to wells or water mains.
- ☐ Is the site contaminated?
- ☐ Will the building be sited on sloping ground, or near to a bank, a stream or a coastal zone?
- ☐ Other matters known to the applicant that may require authorisations from the Territorial Authority: [Please attach]

8. BUILDING CONSENT

The following plans and specifications are attached to this application: [Note: All plans and specifications must meet the minimum requirements set out in the regulations or required by the Building Consent Authority (BCA)]

☐ Refer to documents indicated on the applicant checklist ☐ Other documents [Please specify]:

THE BUILDING WORK WILL COMPLY WITH THE BUILDING CODE AS FOLLOWS:

[If you're not sure which clauses are applicable, talk to your Designer]

Building Code clause [☒ Tick / list relevant clause of building code]	Means of Compliance [Refer to relevant compliance document(s) or detail of alternative solution in the plans and specifications]		Waiver / modification required [Supporting documents recorded below]
	Acceptable Solution [Specify]	Other Means of Compliance – Verification Method or Alternative Solution [If ☒ Other, then list at the end of this section]	
☐ B1 Structure	☐ B1/AS1 ☐ B1/AS3 ☐ NZS3604 ☐ Other ☐ NZS4229	☐ B1/VM1 ☐ B1/VM4 ☐ AS/NZS1170 ☐ Other ☐ SED	☐
☐ B2 Durability	☐ B2/AS1	☐ B2/VM1 ☐ Other	☐
☐ C 1 – C6 Protection from Fire	☐ C/AS1 ☐ C/AS2	☐ C/VM1 ☐ Other ☐ C/VM2	☐
☐ D1 Access routes	☐ D1/AS1 ☐ NZS 4121	☐ Other	☐
☐ D2 Mechanical installations for access	☐ D2/AS1 ☐ D2/AS2 ☐ D2/AS3 ☐ NZS 4121	☐ Other	☐
☐ E1 Surface water	☐ E1/AS1 ☐ AS3500 ☐ E1/AS2	☐ E1/VM1 ☐ Other	☐
☐ E2 External moisture	☐ E2/AS1 ☐ E2/AS2 ☐ E2/AS3	☐ E2/VM1 ☐ Other ☐ SED	☐
☐ E3 Internal moisture	☐ E3/AS1 ☐ E3/AS2	☐ Other	☐
☐ F1 Hazardous agents on site	☐ F1/AS1	☐ F1/VM1 ☐ Other	☐
☐ F2 Hazardous building materials	☐ F2/AS1	☐ Other	☐
☐ F3 Hazardous substances / processes	☐ F3/AS1	☐ F3/VM1 ☐ Other	☐
☐ F4 Safety from falling	☐ F4/AS1	☐ Other	☐
☐ F5 Construction / Demolition hazards	☐ F5/AS1	☐ Other	☐
☐ F6 Lighting for emergency	☐ F6/AS1	☐ Other	☐
☐ F7 Warning systems	☐ F7/AS1	☐ Other	☐
☐ F8 Signs	☐ F8/AS1 ☐ NZS 4121	☐ Other	☐
☐ F9 Restricting access to residential pools	☐ F9/AS1 ☐ F9/AS2 ☐ Schedule, FSA1987	☐ Other	☐
☐ G1 Personal hygiene	☐ G1/AS1 ☐ NZS 4121	☐ Other	☐
☐ G2 Laundering	☐ G2/AS1 ☐ NZS 4121	☐ Other	☐
☐ G3 Food preparation / Prevention of contamination	☐ G3/AS1 ☐ NZS 4121	☐ Other	☐
☐ G4 Ventilation	☐ G4/AS1	☐ G4/VM1 ☐ Other	☐
☐ G5 Interior environment	☐ G5/AS1	☐ Other	☐
☐ G6 Airborne and impact sound	☐ G6/AS1	☐ G6/VM1 ☐ Other	☐
☐ G7 Natural light	☐ G7/AS1 ☐ G7/AS2	☐ G7/VM1 ☐ Other	☐

Building Code clause	Acceptable Solution	Verification Method or Alternative Solution	Waiver / modification required
☐ G8 Artificial light	☐ G8/AS1	☐ G8/VM1 ☐ Other	☐
☐ G9 Electricity	☐ G9/AS1	☐ G9/VM1 ☐ Other	☐
☐ G10 Piped services	☐ G10/AS1	☐ G10/VM1 ☐ Other	☐
☐ G11 Gas as an energy source	☐ G11/AS1	☐ Other	☐
☐ G12 Water supplies	☐ G12/AS1 ☐ G12/AS2 ☐ G12/AS3	☐ G12/VM1 ☐ Other	☐
☐ G13 Foul water	☐ G13/AS1 ☐ G13/AS2 ☐ AS3500 ☐ G13/AS3	☐ G13/VM1 ☐ G13/VM4 ☐ Other	☐
☐ G14 Industrial liquid waste	☐ G14/AS1	☐ G14/VM1 ☐ Other	☐
☐ G15 Solid waste	☐ G15/AS1	☐ Other	☐
☐ H1 Energy efficiency	☐ H1/AS1 ☐ H1/AS2	☐ H1/VM1 ☐ H1/VM2 ☐ H1/VM3 ☐ Other	☐
Other	☐ BCH Back country huts ☐ SH Simple House		☐
Waiver / Modification required [List supporting documents]			
Alternative Solution [List supporting documents]			

SELF-CERTIFICATION FOR PLUMBING AND DRAINLAYING [if applicable]

Do you wish to rely on self-certification for eligible plumbing and/or drainlaying under s.45(1)(bd) of the Building Act 2004? ☐ Yes
☐ No

If Yes, the applicant wishes to rely on s.94(2)(aa). Identify the plumbing and/or drainlaying proposed to be self-certified and the relevant Acceptable Solution or Verification Method pathway (or state that this is annotated on the attached plans and specifications):

.....

.....

.....

Endorsed plumber / drainlayer engaged (if known at the time of application) – name and PGDB registration / self-certification endorsement number:

Name: Registration / endorsement no.:

Note: The endorsed practitioner need not be named now, but the owner must notify the BCA of the endorsed plumber or drainlayer before the self-certified work begins. Only plumbing and drainlaying identified as self-certifiable on the issued building consent may be self-certified; all other work is inspected by the BCA. A certificate of compliance for the self-certified work must be provided with the code compliance certificate application (Form 6).

9. COMPLIANCE SCHEDULE *[do not fill in this section if this is an application for a Project Information Memorandum only]*

- ☐ The specified systems for the building are as follows: *[specified systems are defined in regulations]* **OR**
- ☐ The following specified systems are being altered, added to, or removed in the course of the building work: **OR**
- ☐ There are **NO** specified systems in the building **[Note: If unsure whether your building has specified systems, talk to the BCA or your architect]**

The following specified systems are being altered, added to, or removed in the course of the building work: [Tick those that are applicable]	Existing [✓Tick]	New or Added [✓Tick]	Altered [✓Tick]	Removed [✓Tick]
SS1 Automatic systems for fire suppression (e.g. sprinkler systems)				
SS2 Automatic or manual emergency warning systems for fire or other dangers (other than a warning system for fire that is entirely within a household unit and serves only that unit)				
SS3 Electromagnetic or automatic doors or windows (e.g. ones that close on fire alarm activation)				
SS3/1 Automatic doors				
SS3/2 Access controlled doors				

SS3/3 Interfaced fire or smoke doors or windows				
SS4 Emergency lighting systems				
SS5 Escape route pressurisation systems				
SS6 Riser mains for use by fire services				
SS7 Automatic back-flow preventers connected to a potable water supply				
SS8 Lifts, escalators, travellers, or other systems for moving people or goods within buildings				
SS8/1 Passenger carrying lifts				
SS8/2 Service lifts				
SS8/3 Escalators and moving walks (travellers)				
SS9 Mechanical ventilation or air conditioning systems				
SS9/1 Mechanical ventilation				
SS9/2 Air conditioning systems				
PLEASE CONTINUE SECTION 9 ON THE NEXT PAGE				

The following specified systems are being altered, added to, or removed in the course of the building work: [Tick those that are applicable]	Existing [✓Tick]	New or Added [✓Tick]	Altered [✓Tick]	Removed [✓Tick]
SS10 Building maintenance units providing access to exterior and interior walls of buildings				
SS11 Laboratory fume cupboards				
SS12 Audio loops or other assistive listening systems				
SS12/1 Audio loops				
SS12/2 FM radio frequency systems and infrared beam transmission systems				
SS13 Smoke control systems				
SS13/1 Mechanical smoke control				
SS13/2 Natural smoke control				
SS13/3 Smoke curtains				
SS14 Emergency power systems for, or signs relating to, a system or feature specified in any of clauses 1 to 13				
SS14/1 Emergency power systems				
SS14/2 Signs in relation to any specified systems 1-13				
SS15 Any or all of the following systems and features, so long as they form part of a building's means of escape from fire, and so long as those means also contain any or all of the systems or features specified in clauses 1 to 6, 9, and 13:				
SS15/1 Systems for communicating spoken information intended to facilitate evacuation				
SS15/2 Final exits				
SS15/3 Fire separations (as defined by the Building Code)				
SS15/4 Signs for communicating information intended to facilitate evacuation				
SS15/5 Smoke separations				
SS16 Cable Cars				

10. ATTACHMENTS [Note: all plans and specifications must meet the minimum requirements set out in the regulations or required by the BCA]

The following documents are attached to this application: [Tick as applicable or put NA if there are no attachments]

☐ Plans and specifications [list]

.....

☐ Alternative plans and specification [if the applicant want to obtain pre-approval for possible product substitutions, list]

.....

☐ Current product certificate(s).

☐ Alternative product certificate(s) [if the applicant wants to obtain pre-approval for possible product substitutions]

☐ Current manufacturer's certificate(s) referred to in [section 45\(1\)\(bb\)](#) of the Act

☐ Current manufacturer's certificate(s) referred to in [section 45\(1\)\(bc\)](#) of the Act

☐ Memoranda (Certificate of Design Work) from licensed building practitioners 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.

☐ Other relevant information: [Please specify]:

DOCUMENT CHECK: PLEASE CHECK THAT YOU HAVE PROVIDED ALL THE REQUIRED INFORMATION