

Customer & Designer Guide

APPLICATION REQUIREMENTS COMMERCIAL / INDUSTRIAL

The information submitted with the application needs to be sufficiently clear so that:

- The Building Consent Authority (Council) is able to determine whether the application complies with the New Zealand Building Code (NZBC).
- Any reasonably competent builder or installer picking up the plans is able to undertake the project in compliance with the Building Code and as the designer intended.
- The plans and drawings are legible, easily followed, details clearly identified and easily distinguished from the specifications.

ESTABLISHING COMPLIANCE

The reason that you must apply for a building consent is so that we can be sure that the proposed building work will comply with the NZBC. The NZBC is a performance based document. This means that while the NZBC prescribes *acceptable solutions* which we must accept, you as the owner or developer may choose an *alternative solution* of compliance. If you choose to use an *alternative solution*, you will need to demonstrate to our satisfaction that the *alternative solution* meets the performance criteria of the NZBC by completing application form BAM 123.

Once you have lodged your application with Council it will be assessed for compliance by a Building Control Officer. The officer uses a check sheet along with their own knowledge of NZBC and construction practices to certify that the proposed building work, when built, will comply.

The building consent application requires the applicant to state, for each relevant building code clause, what the means of compliance with the NZBC is. Usually for this type of building work, the designer will complete this section of the application form as they are familiar with these requirements. Alternative solutions may also be proposed, and must be accompanied with appropriate supporting documentation demonstrating compliance.

REQUIRED INFORMATION

	<p>Completed application form: Please complete all sections of both the application form (BAM 002) and the application checklist (BAM 002-I).</p>
	<p>Evidence of ownership: Please provide a recent search copy of the Certificate of Title (CT) less than 6 months old. A current CT less than 6 months old is acceptable. If the property on which the building work is to take place is in the process of being transferred to the applicant of the building consent, a sale and purchase or lease agreement accompanied by the certificate of title with the current property owner listed on both documents will be accepted as proof of ownership. If the building is leased you will also need to provide evidence of the owners permission for the work to be undertaken.</p>
	<p>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). The site plan must be fully dimensioned and annotated appropriately.</p>
	<p>Roof plan: Details of roof falls (direction and slope), location and size of all rainwater heads, scuppers, internal gutters, spouting and downpipes, specification of materials to be used. This could be indicated on the Site Plan. Provide calculations to confirm the volume of stormwater expected to correspond with the appropriate size of the gutters, downpipes and drains required.</p>
	<p>Foundation plan: Dimensioned and clearly indicating all details of layout and materials. For example, width and depth of footings, steel size, type and placement, damp proof membrane, mesh type and size, control joints, saw cuts and supplementary steel requirements, position of plumbing fixtures and pipe layouts, slab thickness, concrete strength, point load pads or thickenings, etc. Decks and or patios should also be detailed on this plan. Also indicate any sub-floor bracing.</p>

	Plumbing and Drainage Layout Plan: Clearly indicating full design details for the disposal of both sewage and stormwater, including location of fixtures, pipe size and layout, vent pipe sizes, fixings, materials and standard utilised (i.e. AS3500 or G13). Water supply details should also be shown regardless of whether the premises is connected to the Council reticulated water supply or an on-site source (e.g. water tank).
	West Coast Regional Council (WCRC) approval for effluent disposal: If your proposal includes a septic tank please provide copy of approval from WCRC, including approved plans and details.
	Detailed floor plans (dimensioned): Each level of the building should be indicated on a new page. Whole floor must be shown indicating the uses of the existing and proposed parts of the building, including basements, parking, decks, storage and services. Existing and proposed walls to be shown; a clear distinction should be made between what is existing structure and what is proposed. Indicate windows and provide lintel details. Doors and windows reference numbers should be identified on plans. The location of appliances. i.e. chimneys, solid fuel heaters, smoke alarms must be indicated. Indicate pool areas including pool fencing. Indicate stair rise/going/pitch/handrails. Indicate sanitary and plumbing fixtures. Indicate doors and direction of opening.
	Detailed elevations: A detailed elevation for each face of the building. Each elevation should clearly indicate all openings such as doors and windows, cladding material and risk matrix assessment (refer NZBC clause E2/AS1), natural, existing and finished ground level, finished floor level, height of building above cleared ground, cut and fill, roofing type, roof pitch, eaves overhang, gutters, downpipes, location of vents, and recession plane angles (refer District Plan).
	Cross sections: Detailed cross sections through difficult areas of the building showing all relevant construction details, for example, ground level and finished floor level(s) relative to site datum, floor to ceiling heights, window and door heights, framing size, treatment type and level, steps in floor levels, insulation, stairs, ceiling and roof pitch and general construction details. Minimum of one cross section and one long section.
	Timber grade and treatment: This could be annotated on the relevant drawings or you may choose to use a table. Provide the grade, treatment and size of each type of framing member.
	Framing details: including member sizes, span, spacing, timber treatment level, species and grading. The Cross Section is often the most relevant place to indicate these details. Often a Floor Joist Layout and/or a Roofing Member Layout Plan will be required which may also indicate any roof bracing requirements, roof falls, position of downpipes, point loads and penetrations, and lintels.
	Roof truss design: including layout plan, fixings and specific design for lintels where required. This is usually provided from the truss manufacturer and is accompanied by a producer statement certifying the design.
	Construction details: with all materials, fixings etc noted. Construction details are used to provide specific design information and are useful for demonstrating more difficult areas of construction such as steps in floor levels, stairwell construction, weathertightness risk features, flashing details, decks etc. Construction details may be included with cross-sections, alternatively drawings should show a reference indicating where the detail may be found, for example, the junction or interface is circled and referenced by way of detail number and sheet number (e.g. Detail 4 Sheet 7).
	Weathertightness details: Including risk matrix (Section 3.0 NZBC clause E2, refer also DBH pamphlet).
	Internal waterproofing details: Including all wet areas and surface finishes
	Written Specifications: Specifications should further define the building work including details of all materials to be used, finished, and equipment to be installed.
	Bracing design: Including calculations, schedule and layout plans. Often bracing layout can be indicated on the Floor Plans however it is often clearer to provide a separate drawing. Each bracing element should be indicated with a number, type and length.
	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 NZS3604 (latest version), or a specific ground assessment and foundation design by a suitably qualified engineer.
	Engineer's Details, Calculations and Producer Statement: This will be required when any specific design has been carried out (e.g. steel beams). Any structural elements specifically designed by an engineer must be recorded on the working drawings. Any Producer Statement provided should be accompanied by appropriate project specific supporting documentation such as calculations and sketches and must be less than 1 year old. Grey District Council policy is to only accept producer statements from Chartered Professional Engineers (CPEng).
	Sediment Control Management Plan: Site location will dictate whether this is required.

	Access and Facilities for people with disabilities: Please ensure any proposed building work has been assessed for access and facilities for people with disabilities. These are to be specified and detailed on the submitted plans for building consent.
	Fire Report: Fire safety in a commercial or industrial building is assessed under the NZ Building Code, C Clauses. Any work in a commercial building will require a fire report detailing compliance with these clauses. This will be required at building consent stage. Any fire rated construction, i.e. walls, floors or ceilings are to be shown on the plans and sections and construction details provided.
	Passive Fire Protection: Passive fire protection is the methodology used to seal and protect any and all services penetrations which may pass through a horizontal or vertical fire separation (internally or externally to a building). We require <u>copies of all manufacturer's data sheets and installation instructions</u> . The minimum design information required to be supplied with a Building Consent application is: <u>(a) location of the penetration within the building</u> (e.g. Foyer, grid line 2); <u>(b) Service type / description</u> (e.g. elec cable, PVC pipe); <u>(c) Quantity of services per penetration</u> ; <u>(d) Service dimensions</u> (e.g. 65mm dia water pipe); <u>(e) Hole size</u> (mm); <u>(f) Substrate</u> (e.g. plasterboard); <u>(g) Fire Resistance Rating</u> required (e.g. 30/30/30); <u>(h) System proposed</u> (e.g. 3M fire collar).
	Alternative Solutions: If the proposal uses products or systems that are not covered in an Acceptable Solution of the Building Code please provide supporting current information including independent test results, case studies, expert opinion to demonstrate compliance, etc.
	General details: These may include swimming pool construction details, fencing construction details complying to the Fencing of Swimming Pools Act (latest version) (i.e. height, ground clearance, materials, gates and doors operation, doors or windows in walls of buildings), retaining wall construction details, structural elements and fixings, tanking and damp-proofing, deck or pergola connections to main structure, stairs showing rise/going/pitch/handrails, deck balustrade and handrails, ramp gradients and handrails.
	Hazardous Substances: Indicate storage location and capacity for hazardous substances such as LPG and diesel. This could be shown on the floor plan or site plan as appropriate.
	Health & Liquor Licensing: A building consent application containing food premises, ie, cafes, restaurants, bars etc will require approval under the Food Hygiene Regulations (latest version) and the Sale of Liquor Act (latest version). This will be reviewed at building consent stage. The use and occupant load of the building will be required to assess the safety and facilities in the building. For areas of food preparation indicate all surface finishes, sinks, dishwashers and food storage. This is best shown on a floor plan. In some cases internal elevations may be useful. For buildings which will be food and licensed liquor premises indicate staff wash basins, sinks and glass washing machines.
	Compliance schedule information: Most commercial or industrial buildings will contain at least one specified system and therefore may require a compliance schedule and annual building warrant of fitness. The application form will prompt you to provide the relevant information that we require you to compile the compliance schedule, please ensure this is filled out correctly and completely. Also refer to our customer and designer guide: IS22 Compliance Schedules.

FURTHER INFORMATION

Generally ALL of the above will be required, however depending on the specifics of your project more information may be necessary. If required, the Grey District Council may request further information to demonstrate compliance with the New Zealand Building Code.

If further information is requested the Building Consent will be placed 'on hold', and the formal processing will only re-commence upon receipt of ALL the additional and/or amended information required.

OTHER APPROVALS / CONSENTS

Please be aware that the following approvals / consents may be required to accompany your building consent application:

- Resource consent from Grey District Council Planning.
- Roadwork consent from Grey District Council Asset Management & Engineering department for any work (i.e. drainage, road crossings, new connections) proposed to be undertaken on road reserve.
- West Council Regional Council (WCRC) approval (e.g. discharge licence)

SUBMISSION

Once you have gathered all the required information it needs to be reproduced in triplicate (Council copy, Property File copy, Applicant copy) for your submission package. Council also recommends that you keep a separate copy of your submission for your own records. Each set of documentation should be bound in a way which is easily removable for copying, adding or replacing pages (e.g. staples, bulldog clips etc.)

ALTERATIONS TO EXISTING BUILDINGS (Sec 112 of the Building Act 2004)

There are special considerations for alterations to existing buildings. The Building Consent Authority (Council) must be satisfied that after the alterations the building will comply, as nearly as is reasonably practicable and to the same extent as if it were a new building, with the provisions of the Building Code that relate to means of escape from fire and access and facilities for persons with disabilities, and continue to comply with the other provisions of the building code to at least the same extent as before the alteration.

CHANGE OF USE (Sec's 114 & 115 of the Building Act 2004)

There are also situations where building Owners propose a 'change of use' for a part of, or the whole, of their building(s). In such cases Sections 114 and 115 of the Building Act 2004 have to be considered, along with Regulations 5 and 6, plus Schedule 2, of the "*Building (Specified Systems, Change of Use, and Earthquake-prone Buildings) Regulations 2005*". Any proposal to change the use of part, or all of, a building must be declared on the Building Consent application form BAM 002, and details provided to substantiate how compliance with the Building Act 2004 and associated Regulations will be achieved. For example, if a building Owner proposes to change their residential dwelling (sleeping activity "SH") into a commercial premises (e.g. hair salon [building use "WL"] or offices [building use "WL"]) then this needs to be notified to Council as a part of the Building Consent application. You will then need to review and confirm if you believe the change of use will result in compliance with the NZ Building Code (in relation to the *new* use) is additional to, or more onerous than, the requirements for compliance with the NZ Building Code for the *old* use.