

Customer & Designer Guide

APPLICATION REQUIREMENTS - CONSERVATORIES

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

- The Building Consent Authority 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.

ESTABLISHING COMPLIANCE

All conservatories fall into the category of specifically designed structures and the building consent application should therefore be submitted with written confirmation (e.g. Producer Statement design [PS1]) from the window manufacturer or a suitably qualified Chartered Professional Engineer (CPEng) that the conservatory design will achieve the requirements of the NZ Building Code and relevant NZ Standards.

When you purchase the conservatory the manufacturer's agent should provide you with most of the documentation that you will need to submit with your building consent application, including construction information and a producer statement. You may still need to prepare some documentation to support this information as listed below.

Once you have lodged your application 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.

REQUIRED INFORMATION

	Completed application form: Please complete all sections of both the application form (BAM 002) and the application checklist (BAM 002-R).
	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.
	Site plan: Details for the content of this drawing are listed on the application checklist (BAM 002-R). This drawing should include details of stormwater collection and disposal.
	Manufacturer's construction/technical information: This should be provided by the manufacturer's agent when you purchase your conservatory and will include all the technical calculations, bracing details, materials details and technical information that we require for the conservatory structure.
	Foundation plan / details: 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; slab thickness; concrete strength, etc.
	Detailed floor plans (dimensioned): Whole floor must be shown indicating the uses of the existing and proposed parts of the building. A clear distinction should be made between what is existing structure and what is proposed. Indicate windows and provide details of lintel sizes. Door and window sizes should be identified on plans for any openings relevant to the building work. The location of smoke alarms must be indicated.
	Weathertightness details: Provide details of proposed method of preventing water penetration at junctions between the conservatory and the existing structure.
	Restricted Building Work (RBW): Form 2A (Certificate of Design Work) from the LBP Designer (or other competent designer e.g. CPEng registered Engineer, or Architect). This specifically relates to the situation where a conservatory is attached to a new or existing dwelling which affects the external moisture management system and / or primary structure. Note, a "Record of Building Work" (Form 2B) is required from the LBP upon completion of the RBW associated with the construction of the conservatory.

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 support that provided which helps to indicate compliance with the New Zealand Building Code.

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.)