

Please provide this checklist with your application

GUIDANCE INFORMATION

Documentation must cover all aspects identified in this lodgement checklist. The checklist is designed to ensure applicants know up front what information is required, please ensure you read it and answer all questions with the applicable answer. This will ensure your application is processed in a timely manner. For guidance refer to the building consent practice notes on the Auckland Council website.

All applications submitted in hard copy only must be accompanied by 2 x comprehensive sets of documentation.

Standard of documentation

Section 7 of the Building Act defines 'plans and specifications' as the drawings, specifications and other documents according to which a building is to be constructed, altered, demolished or removed.

Documentation is required to be of a high, professional standard. Refer to the Ministry of Business, Innovation & Employment publication "Guide to applying for a building consent" for a copy visit www.building.govt.nz

Drawings must be: -

- Produced to scale on A3, A2 or A1 white paper. Minimum font size of 10, and for CAD 2.5.
- Produced in black ink or colour (no freehand drawings)
- each drawing must contain: -
 - a drawing number and title
 - designer's name
 - address of property
 - be dated for version control
- specifications must be project specific and include relevant supporting documentation (installation details)

Please note: the term professional standard does not mean plans have to be drawn by a designer. As long as the plan is drawn to scale the applicant may draw their own plans. No photocopies or scanned copies of previously approved plans will be accepted.

Applications supported by a producer statement: If an application is supported by a producer statement, the architectural plans must be counter-signed by the design engineer confirming design details unless the design drawings are provided by the specialist.

Note: Producer statements must be dated no older than 90 days and the author must be listed on Councils Approved Author Register and must only be for work within their approved scope. For a list of approved authors and their approved scope please visit www.aucklandcouncil.govt.nz

Deposit: all applications must be supported by a deposit payable at the time of lodgement. A final invoice will be sent when your building consent has been approved; the final invoice covers the full cost of processing the application as well as fees for inspections and the code compliance certificate less the deposit already paid.

SITE ADDRESS

Property address:

DECLARATION

I / We confirm that all the documentation as indicated on this checklist is provided. The temporary structure will be required from and will be used by the number of people as indicated:

Date of erection
(dd/mm/yyyy):

Date of removal
(dd/mm/yyyy):

Maximum number of
occupants at any
time:

Proposed number of
toilet facilities to be
provided:

Applicant / Agent/
Owner signature:

Date:

GENERAL REQUIREMENTS						Entire section N/A	<input type="checkbox"/>
Customer use			Description	Council use only			
Yes	No	N/A		Yes	No	N/A	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Application form completed in full and signed?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Application fee as per Auckland Council fee schedule	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Bond / damage deposit – notification received Producer statement register checked to determine approval status of authors?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Full tenant contact details provided?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Certificate of title (no older than 90 days) including all consent notices and encumbrances	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Letter of authorisation from owner if application is submitted by an agent, company or trust	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Approval letter from the council's Parks Department provided if council property is used?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

SITE PLAN (SCALE 1:100 FOR URBAN AREAS AND 1:200 FOR RURAL AREAS)						Entire section N/A	<input type="checkbox"/>
Customer use			Description	Council use only			
Yes	No	N/A		Yes	No	N/A	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Legal description; Lot, DP and street address indicated on plan?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	North point indicated?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	All existing and proposed buildings clearly defined with dimensions from boundaries and other buildings (including notional boundaries if appropriate)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Location of the nearest fire hydrant or water source indicated?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Exact location of marquee in relation to underground services and other buildings/structures indicated?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

FLOOR PLAN (SCALE 1:100 OR 1:50)						Entire section N/A	<input type="checkbox"/>
Customer use			Description	Council use only			
Yes	No	N/A		Yes	No	N/A	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Proposed layout and use of space including egress points, location of bar, width of exit ways, escape route lengths, etc. shown?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

CONSTRUCTION DETAILS (Specifications/reports/calculations)						Entire section N/A	<input type="checkbox"/>
Customer use			Description	Council use only			
Yes	No	N/A		Yes	No	N/A	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Size of tent/marquee and construction details provided?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Details provided of the type of anchor system to be used?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Platform, stage and scaffolding structures provided?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Details provided for the use of and number of LPG appliances?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Details provided for emergency lighting (after dark use)?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Details of exit signs?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Details provided for the use of and number of portable diesel heaters?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

OTHER DOCUMENTATION						Entire section N/A	<input type="checkbox"/>
Customer use			Description	Council use only			
Yes	No	N/A		Yes	No	N/A	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Producer statements completed in full and signed (where provided)?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Agreement to provide producer statement during construction (if required)?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Engineering design and calculations for wind loadings provided?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

