

# Lodgement checklist: temporary structure

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](http://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
  - site address and legal description (Lot and DP number)
  - 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](http://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:

Legal description:

## 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:

Name of owner:

Date of erection  
(dd/mm/yyyy):

Maximum number of  
occupants at any  
time:

Applicant / Agent/  
Owner signature:

Date of removal  
(dd/mm/yyyy):

Proposed number of  
toilet facilities to be  
provided:

Date:

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

SITE PLAN (SCALE 1:100 FOR URBAN AREAS AND 1:200 FOR RURAL AREAS)						Entire section N/A			
Customer use			Description	Council use only					
Yes	No	N/A		Yes	No	N/A			
			Legal description; Lot, DP and street address indicated on plan.						
			North point indicated						
			All existing and proposed buildings clearly defined with dimensions from boundaries and other buildings (including notional boundaries if appropriate).						
			Location of the nearest fire hydrant or water source indicated.						
			Exact location of marquee in relation to underground services and other buildings/structures indicated.						
			Specified which vertical datum system was used:      NZVD2016 OR      AUK46						

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

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

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

