

Lodgement checklist: residential

Please attach this checklist with your application

GUIDANCE INFORMATION

Documentation must cover all items identified in bold text in this lodgement checklist. If any of this information is not provided, the building consent application will be rejected. To facilitate faster processing of the building consent application it is also strongly recommended to provide the items in *italic text* as identified in this lodgement checklist.

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 white A3, A2 or A1 paper. Minimum font size of 10 or if 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)

Restricted building work (RBW): From March 1st 2012 the introduction of 'RBW' took effect and relates to residential construction and design, for certain houses and small to medium apartment buildings. It can be new construction, or alterations to an existing building. It is defined as building or design work that is critical to the integrity of a building. In particular, it ensures the building is structurally sound and weathertight.

RBW includes:

- **the primary structure** (construction or alteration) – all the structural elements of the building that contribute to resisting vertical and horizontal loads
- **external moisture management systems** (construction or alteration) – the building elements and systems which prevent the ingress of external moisture and help control moisture within the building fabric
- **fire safety systems**(design) – the building elements intended to protect people and property from fire.

The definition of a house is:

- A free-standing, fully detached building consisting of a single residential unit (and can also have 1 or more residential facilities such as a foyer, laundry, garage, etc)

The definition of a small to medium apartment building:

- contains 2 or more residential units (apartments) or residential facilities (foyer, laundry, garage, etc)
- does not contain commercial units or facilities (it has no shops)
- has a maximum height of less than 10m (the vertical distance between the highest point of its roof – excluding aerials, chimneys, flagpoles and vents – and the lowest point of the ground).

Licensed building practitioners (LBPs) are the only people allowed to supervise or carry out RBW. For further information about licensing or restricted building work refer to the Ministry of Building Innovation and Employment website www.building.govt.nz

Applications supported by a producer statement (PS): If an application is supported by a producer statement, the architectural plans must be signed and dated by the engineer or structural drawings must be provided or a schedule listing the work covered in the producer statement must be provided.

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.

Water meter applications: for new water meter connections download an application form and apply direct to WaterCare (note independent charges will occur) please refer to www.watercare.co.nz or contact Veolia Water Limited (09) 295 0515 (for Papakura sites only)

Vehicle crossing applications: all building consent applicants should advise whether the property has an existing vehicle crossing that will be used to serve the new building or development. If you do not have an existing crossing **OR** are building within 1.0m of the road corridor **OR** a new building on a vacant lot, then a new vehicle crossing application must be submitted to Auckland Council, who act as the receiving agent for Auckland Transport. A "Vehicle Crossing Application Form", and description of the approval process, can be viewed and downloaded from the website www.at.govt.nz by typing in the keywords "Vehicle Crossing" in the search bar and selecting the "Vehicle Crossing link". The completed application form together with the application fee must be submitted in person to your nearest Auckland Council Service Centre.

Note: This application is currently not available online and we apologise for any inconvenience caused as we work through making this a possibility.

Financial assistance package (FAP): if this application is for a property claiming under the FAP scheme; you must lodge this application in person at the Graham Street Service Centre, 35 Graham Street, Auckland City.

SITE ADDRESS

Property address

DECLARATION

I/We confirm that all the information/documentation as indicated on this checklist is provided. If this Residential Building Consent application includes a Solid Fuel Heater, Solar water heater/heat pump water heater or a Pool/ Spa Pool **all relevant sections of this checklist must be completed** (please tick ✓ as applicable):

Solid fuel heater

Solar water heater/heat pump water heater

Pool / Spa Pool

Owner / Agent signature:

Date:

VEHICLE CROSSING

All building consent applicants should advise whether the property has an existing vehicle crossing that will be used to serve the new building or development. If you do not have an existing crossing **OR** are building within 1.0m of the road corridor **OR** a new building on a vacant lot, then a new vehicle crossing application must be submitted to Auckland Council, who act as the receiving agent for Auckland Transport. A "Vehicle Crossing Application Form" and description of the approval process, can be viewed and downloaded from the website www.at.govt.nz by typing "Vehicle Crossing" in the search bar and selecting the "Vehicle Crossing link". The completed application form together with fee must be submitted in person to your nearest Auckland Council Service Centre.

Yes	No	N/A	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> New vehicle crossing OR <input type="checkbox"/> Building <u>within</u> 1.0m of road corridor
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> Existing vehicle crossing

GENERAL REQUIREMENTS (N/A denotes not applicable)

Entire section N/A

Customer use		Description	Council use only		
Yes	N/A		Yes	No	N/A
<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"/>	Application fee (Lodgement deposit) as per Auckland Council fee schedule (evidence must be provided for online and bank-to-bank payments)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<i>Project description is accurate and describes all work involved in the project</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<i>Building within 2m of or over a public drain or within 10m of a WSL trunk line requires Watercare Services Ltd (WSL) or other NUO approval.</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	Have you provided bridging design details to build over the drain?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	CCTV video / DVD and report provided for building over / near public drains?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<i>Has the WSL or other NUO build-over approval been applied/approved/notified of? (Please circle one).</i>	<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; sale and purchase agreement or lease agreement	<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"/>

MEMORANDUM / CERTIFICATE OF DESIGN WORK (CoW)				Entire section N/A			<input type="checkbox"/>
Customer use		Description	Council use only				
Yes	N/A		Yes	No	N/A		
<input type="checkbox"/>	<input type="checkbox"/>	The designer has provided a memorandum of design for restricted building work and is completed in full and personally signed by licensed building practitioner?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
<input type="checkbox"/>	<input type="checkbox"/>	The engineer has provided a memorandum of design for restricted building work and is completed in full and personally signed by the engineer?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
<input type="checkbox"/>	<input type="checkbox"/>	Owner/Builder Declaration provided if no design memorandum submitted for RBW?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		

AMENDMENTS				Entire section N/A			<input type="checkbox"/>
Customer use		Description	Council use only				
Yes	N/A		Yes	No	N/A		
<input type="checkbox"/>	<input type="checkbox"/>	Has the original consent been issued? (If not, this change is considered a revision not an amendment).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
<input type="checkbox"/>	<input type="checkbox"/>	Description of building work accurately summarise the changes/scope of amended building works?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
<input type="checkbox"/>	<input type="checkbox"/>	Plans clouded to show changes? (two copies minimum provided)	<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	N/A		Yes	No	N/A		
<input type="checkbox"/>	<input type="checkbox"/>	Street address indicated? <i>Legal description (Lot & DP number) indicated?</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
<input type="checkbox"/>	<input type="checkbox"/>	North point indicated on the site plan?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
<input type="checkbox"/>	<input type="checkbox"/>	Land contours or spot levels shown at regular intervals.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
<input type="checkbox"/>	<input type="checkbox"/>	Site boundaries including bearings of boundaries / exclusive area boundaries for cross lease properties, common areas; clearly shown and dimensioned	<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"/>	All existing and proposed sanitary/storm water drainage (including on-site treatment systems) indicated with distances to boundaries	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
<input type="checkbox"/>	<input type="checkbox"/>	Location of HWC and/or gas bottles (if external)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		

FOUNDATION PLAN (SCALE 1:100 OR 1:50)				Entire section N/A			<input type="checkbox"/>
Customer use		Description	Council use only				
Yes	N/A		Yes	No	N/A		
<input type="checkbox"/>	<input type="checkbox"/>	Slab construction (i.e. concrete, steel reinforcing, slab thickening and control joints) detailed and dimensioned. If SED (e.g. rib-raft) provide engineers design	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
<input type="checkbox"/>	<input type="checkbox"/>	Cross section of footing details shown	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
<input type="checkbox"/>	<input type="checkbox"/>	Subfloor framing details for all subfloors and deck framing (i.e. pile type, treatment, size, embedment depth and layout, bearers, jack studs, braces, fixings)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
<input type="checkbox"/>	<input type="checkbox"/>	Joist layout plan for all floors on all levels and decks.	<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	N/A		Yes	No	N/A		
<input type="checkbox"/>	<input type="checkbox"/>	Existing and proposed layout and use shown?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
<input type="checkbox"/>	<input type="checkbox"/>	Internal stairs, handrails and decking shown?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
<input type="checkbox"/>	<input type="checkbox"/>	Finished floor levels shown?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
<input type="checkbox"/>	<input type="checkbox"/>	Location of smoke alarms and HWC (if internal)?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		

BRACING PLAN				Entire section N/A			<input type="checkbox"/>
Customer use		Description	Council use only				
Yes	N/A		Yes	No	N/A		
<input type="checkbox"/>	<input type="checkbox"/>	Bracing calculations, specifications and layout (roof, wall, subfloor and deck)?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		

ELEVATIONS (SCALE 1:100 OR 1:50)					Entire section N/A			<input type="checkbox"/>
Customer use		Description	Council use only					
Yes	N/A		Yes	No	N/A			
<input type="checkbox"/>	<input type="checkbox"/>	Elevations for each external wall provided?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
<input type="checkbox"/>	<input type="checkbox"/>	Existing and finished ground levels/floor levels indicated?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
<input type="checkbox"/>	<input type="checkbox"/>	External stairs, handrails and decking shown?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
<input type="checkbox"/>	<input type="checkbox"/>	<i>Sub floor ventilation indicated?</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			

CROSS-SECTIONS (SCALE 1:100 OR 1:50)					Entire section N/A			<input type="checkbox"/>
Customer use		Description	Council use only					
Yes	N/A		Yes	No	N/A			
<input type="checkbox"/>	<input type="checkbox"/>	A minimum of two cross sections through the length and width of the building?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
<input type="checkbox"/>	<input type="checkbox"/>	Retaining wall details (cut, fill, height of retained ground, waterproof membrane and drainage barrier) and height of wall indicated?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
<input type="checkbox"/>	<input type="checkbox"/>	<i>Are foundation details, terraces, steps, balustrades indicated as to proximity to services?</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
<input type="checkbox"/>	<input type="checkbox"/>	Floor, wall and roof construction shown (size, height, timber treatment, grading, insulation, lining and cladding)?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
<input type="checkbox"/>	<input type="checkbox"/>	Finished ground levels and floor levels?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			

ROOF PLAN + ROOF FRAMING PLAN (SCALE 1:100 OR 1:50)					Entire section N/A			<input type="checkbox"/>
Customer use		Description	Council use only					
Yes	N/A		Yes	No	N/A			
<input type="checkbox"/>	<input type="checkbox"/>	M/F producer statement for computer software, fabricator design statement and truss layout plan supplied?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
<input type="checkbox"/>	<input type="checkbox"/>	Roof drainage plan provided (location details and size of: rainwater heads, scuppers, internal gutters, valleys, spouting and downpipes indicated)?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			

PLUMBING AND DRAINAGE PLAN (SCALE 1:100 OR 1:50)					Entire section N/A			<input type="checkbox"/>
Customer use		Description	Council use only					
Yes	N/A		Yes	No	N/A			
<input type="checkbox"/>	<input type="checkbox"/>	Existing and proposed fixtures and fittings?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
<input type="checkbox"/>	<input type="checkbox"/>	Details of storm water/sewer disposal systems provided? (e.g. detention tanks, pumps and effluent disposal including location, size, volume and depth of excavations)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
<input type="checkbox"/>	<input type="checkbox"/>	On-site waste water disposal and TP58 report?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
<input type="checkbox"/>	<input type="checkbox"/>	Soakage report provided and details shown on plans?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
<input type="checkbox"/>	<input type="checkbox"/>	<i>Locate wastes, pipes and outlets, including sizes and gradients, shown in relation to mid-floor framing or slab construction. Schematic for more than one level.</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			

BUILDING ENVELOPE (SCALE 1:5 OR 1:10)					Entire section N/A			<input type="checkbox"/>
Customer use		Description	Council use only					
Yes	N/A		Yes	No	N/A			
<input type="checkbox"/>	<input type="checkbox"/>	E2/AS1 risk matrix provided for each elevation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
<input type="checkbox"/>	<input type="checkbox"/>	Cross sections / details of all roof and wall junctions (eaves, balustrade, parapet, apron, penetrations, control joints and sill/head/jamb flashings, etc.)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
<input type="checkbox"/>	<input type="checkbox"/>	<i>Current manufacturer's technical specifications/installation instructions and maintenance requirements for all cladding systems</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
<input type="checkbox"/>	<input type="checkbox"/>	<i>Quality assurance programme (if re-clad) and pre-application meeting minutes</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			

SPECIFIC ENGINEERED DESIGN (SED)					Entire section N/A			<input type="checkbox"/>
Customer use		Description	Council use only					
Yes	N/A		Yes	No	N/A			
<input type="checkbox"/>	<input type="checkbox"/>	Engineering calculations and drawings?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
<input type="checkbox"/>	<input type="checkbox"/>	Producer statements completed in full and signed and author on Council register?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
<input type="checkbox"/>	<input type="checkbox"/>	Plans signed and dated by engineer <u>or</u> structural drawings provided <u>or</u> schedule listing work covered if supported by producer statement	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			

ENGINEERING PLAN APPROVAL (EPA)				Entire section N/A			<input type="checkbox"/>
Customer use		Description	Council use only				
Yes	N/A		Yes	No	N/A		
<input type="checkbox"/>	<input type="checkbox"/>	Copy of engineering plan approval for public drainage, water, parks or road works) for new subdivisions/lots/dwellings			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

SWIMMING / SPA POOL AND POOL FENCING				Entire section N/A			<input type="checkbox"/>
Customer use		Description	Council use only				
Yes	N/A		Yes	No	N/A		
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> Swimming pool <input type="checkbox"/> Spa pool			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	Pool specifications i.e. type, brand, installation, etc.			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	Engineering calculations / producer statements provided for structural design elements (refer to SED section)			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	Site plan with location of proposed pool and pool fencing (including any gates; gates to show opening direction and any changes in ground levels)			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	Immediate pool area specified (i.e. pool isolated)			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<i>Manufacturer's specification for fencing</i>			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	Plans to show details of fencing (i.e. materials, height, closing and latching devices and latch heights specified)			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	If building is used as part of fencing: <input type="checkbox"/> Floor plan indicating location and opening projection of all doors opening into pool area <input type="checkbox"/> <i>Construction details and type of self-closing / latching devices for all doors leading into pool area</i> <input type="checkbox"/> Elevations indicating any windows opening into pool area (and details of compliance with NZBC Clause F9 for example restrictors)			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	If boundary fencing used as part of pool fencing: <input type="checkbox"/> Photos showing all intersecting fences (Note: no climbable intersecting fences, rails, etc. permitted) <input type="checkbox"/> Photos showing both sides of fence (to demonstrate compliance with NZBC F9 that there are no climbable projections within 1.2m of the fence) <input type="checkbox"/> Cross-section showing details of fencing (height, openings, materials, etc.)			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

SOLID FUEL HEATER APPLIANCE				Entire section N/A			<input type="checkbox"/>
Customer use		Description	Council use only				
Yes	N/A		Yes	No	N/A		
<input type="checkbox"/>	<input type="checkbox"/>	Location of solid fuel heating appliance and smoke alarms shown on floor plan?			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<i>Location of all windows and doors in close proximity to appliance shown?</i>			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	Location of hot water cylinder (if wetback) provided?			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	Cross section through building to show penetrations through floor joists (required where building is 2 or more stories)?			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	Cross section through roof showing roof material and flashing details; floor construction (i.e. timber / concrete floor) and type of restraint (i.e. method of fixing appliance to hearth and hearth to floor)			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<i>Cross section through chimney where false chimney surround constructed</i>			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	Elevation or photo of external wall where the appliance is being installed to show location and height of flue (dimensions to be included and clearances from upper storey windows where flue penetrates a lower storey)			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<i>Wetback details; details of valves and water supply pipes including type/capacity of HWC. Note: HWC must be open vented low pressure system if wetback installed</i>			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	Manufacturer's specifications (make and model, installation instructions, clearances, flue details, flashing details, hearth insulating method, etc.)			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	National Environmental Standard: details of emission and thermal efficiency ratings for model installed			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	Authorisation number	ECAN		Nelson		<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	Second hand appliance: third party report on condition of appliance, third party must also confirm that the appliance complies with emission standards			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<i>Heritage buildings: approval required from NZ Historic Places Trust / Planning Team</i>			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

WATER HEATERS (SOLAR OR HEAT PUMP)					Entire section N/A		<input type="checkbox"/>
Customer use		Description	Council use only				
Yes	N/A		Yes	No	N/A		
<input type="checkbox"/>	<input type="checkbox"/>	Location and capacity of hot water cylinder (<i>temperature or pressure relief valve discharge point provided?</i>)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
<input type="checkbox"/>	<input type="checkbox"/>	<i>Supporting structural components in the roof space are details provided?</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
<input type="checkbox"/>	<input type="checkbox"/>	<i>Connection and weatherproofing details, including flashing details, provided?</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
<input type="checkbox"/>	<input type="checkbox"/>	At least two elevations and roof plan provided to show compliance with height to boundary restrictions and position / inclination of solar panels?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
<input type="checkbox"/>	<input type="checkbox"/>	<i>Location of solar panels in relation to rafters / trusses details provided?</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
<input type="checkbox"/>	<input type="checkbox"/>	<i>Span and centres of rafters / trusses and under purlins if applicable details provided?</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
<input type="checkbox"/>	<input type="checkbox"/>	Specifications and technical data sheets provided?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
<input type="checkbox"/>	<input type="checkbox"/>	Engineering calculations / producer statements provided for structural design elements (refer to SED section)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
<input type="checkbox"/>	<input type="checkbox"/>	Product certification / appraisal certificates	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		

DEMOLITION / REMOVAL / RELOCATION (<i>if included as part of building project</i>)					Entire section N/A		<input type="checkbox"/>
Customer use		Description	Council use only				
Yes	N/A		Yes	No	N/A		
<input type="checkbox"/>	<input type="checkbox"/>	Services capped and sealed inside boundary?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
<input type="checkbox"/>	<input type="checkbox"/>	All existing buildings and buildings to be demolished / relocated shown?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
<input type="checkbox"/>	<input type="checkbox"/>	Safety plan/report for safe handling and disposal of hazardous materials provided?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
<input type="checkbox"/>	<input type="checkbox"/>	Pollution prevention plan covering control of noise and dust provided?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
<input type="checkbox"/>	<input type="checkbox"/>	<i>Details / means of compliance with NZBC Clause F5 e.g. barricading the site to prevent public access provided?</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
<input type="checkbox"/>	<input type="checkbox"/>	Third party report for second-hand relocatable building?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		

OTHER DOCUMENTATION (<i>specification / reports / calculations</i>)					Entire section N/A		<input type="checkbox"/>
Customer use		Description	Council use only				
Yes	N/A		Yes	No	N/A		
<input type="checkbox"/>	<input type="checkbox"/>	Two copies of all documentation provided (hard copy applications)?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
<input type="checkbox"/>	<input type="checkbox"/>	<i>Waterproofing details and floor / wall linings and finishes specified for wet areas (i.e. bathroom and laundry)?</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
<input type="checkbox"/>	<input type="checkbox"/>	Soil and ground stability; geotechnical report / plans?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
<input type="checkbox"/>	<input type="checkbox"/>	<i>Site contamination; report / plans?</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
<input type="checkbox"/>	<input type="checkbox"/>	<i>Flooding and surface water; report / plans?</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
<input type="checkbox"/>	<input type="checkbox"/>	Erosion and sediment control plan; report / plans?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
<input type="checkbox"/>	<input type="checkbox"/>	Energy efficiency (H1) report and calculations?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
<input type="checkbox"/>	<input type="checkbox"/>	<i>Acoustic design report?</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
<input type="checkbox"/>	<input type="checkbox"/>	Fire design report / construction details if building within 1m of boundary, > 3 stories, or household units are attached (vertically or horizontally)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
<input type="checkbox"/>	<input type="checkbox"/>	Agreement to provide producer statement construction?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
<input type="checkbox"/>	<input type="checkbox"/>	Support documentation for any waiver or modification (if proposed)?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
<input type="checkbox"/>	<input type="checkbox"/>	Supporting documents and evidence for Alternative Solution (if proposed)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		

PLANNING INFORMATION					Entire section N/A		<input type="checkbox"/>
Customer use		Description	Council use only				
Yes	N/A		Yes	No	N/A		
<input type="checkbox"/>	<input type="checkbox"/>	<i>Copy of approved resource consent and conditions with stamped plans provided?</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
<input type="checkbox"/>	<input type="checkbox"/>	<i>Location, dimensions and gradient of car parking/ manoeuvring/ vehicle crossing shown on the plan?</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		

PLANNING INFORMATION Entire section N/A

Customer use		Description	Council use only		
Yes	N/A		Yes	No	N/A
<input type="checkbox"/>	<input type="checkbox"/>	All areas and volumes of proposed disturbed earth (e.g. excavation, fill, retaining) indicated?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	All areas of impermeable coverage, building and landscaping shown and calculations provided?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	Show compliance with outdoor living space and outlook space standards where applicable?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	Are all streams and riparian margins shown on the plan?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	Identify all trees protected by the Unitary Plan (height, girth and drip line shown?)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	Height in relation to boundary controls shown at the critical points and with the maximum height control shown including relevant ground and floor levels?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

COUNCIL USE

Consent number: PIM number:

Other relevant consent numbers:

Building complexity level? R1 R2 R3 C1 C2

Application accepted: Yes No If NO, state the reason(s) why application not accepted in comments section below:

LBP register checked: Yes No NA Designer / Draftsperson / Engineer number

ENZ register checked: Yes No NA Chartered professional engineer number

NZRAB register checked: Yes No NA Registered architect number

Name of Lodgement Officer: Date received from PBC:

Signature: Date:

COMMENTS
