

Lodgement Checklist: Rainwater Re-Use Tank

Please attach this checklist with your application

Guidance information

General: A building consent for a rainwater tank ensures all installations meet the requirements of the New Zealand Building Code and that potential for contamination of potable water supply system is mitigated.

A building consent is generally not required for a tank used for outdoor supply with:

- No mains water network top-up and / or
- No water supply connection servicing facilities
- Must comply with Schedule 1, Exemption 23 (height of supporting structure in relation to volume of tank)

Refer to [Exemptions Guidance on Schedule 1 of the Building Act 2004](#)

Note: This lodgement checklist is for rainwater retention (re-use) tanks only.

Definition: A rainwater re-use tank, also known as a rainwater retention tank, is used to collect and store rainwater for non-potable (non-drinking) uses. For example, hose taps, toilet use and laundry purposes. Sometimes it is also referred to as a single purpose rain tank.

For building consents related to stormwater detention tanks, dual purpose tanks or water supply rain tanks, please contact the building consents team on 09 301 0101. More information on the different types of tanks can be found [here](#).

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 may be rejected. To facilitate faster processing of the building consent application it is strongly recommended to provide items in *italic text*.

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.

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 following 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 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)

Plumbing and drain-laying works: All plumbing and drain-laying works must be carried out by a Certified Plumber/Drainlayer and should comply with the New Zealand Building Code. Refer to the Plumbers, Gasfitters & Drainlayers [Public Register](#).

Applications supported by a producer statement (PS): 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 drawings are provided by the Engineer who is on the Auckland Council Producer Statement Register. Refer to the Producer Statement Policy (AC2301) section 5, available on Council's website.

Fees: A rainwater (re-use) tank building consent application may be eligible for the streamlined base fee. More information on fees can be found [here](#). The fee includes inspection costs. Additional fees may apply in the case of a failed inspection.

Criteria for rainwater re-use tank base fee:

- applies to retrofit scenarios only
- applies to retention rainwater tanks (tanks for non-potable rainwater use)

Does not apply to:

- Stormwater detention tanks
- Dual purpose tanks
- Water supply rain tanks

Note: Additional fees may apply if stormwater diversion cannot be managed on a gravity fed system, i.e. pump system is required to carry rainwater overflows to the public stormwater drain.

Notification of Record of Exempt Building Work

To have a record of exempt building work placed on the property file, complete the [Record of exempt building work](#) form (AC2111).

Exempt building work is not checked or inspected by Auckland Council. It is the home-owners responsibility to ensure that the work is exempt by seeking advice from a suitably competent person. Undertaking building work without a building consent that is not exempt is an offence.

Application for building consent

Building consents will only be issued on completion of a satisfactory application. It is the responsibility of the building consent applicant to ensure that an application meets Council's baseline requirements.

Council may reject applications that are not completed to a satisfactory standard. It is recommended that applicants take necessary measures to ensure the quality of their application to ensure an efficient process. This may include:

- Using a certified Plumber/Drainlayer to support applications
- Seeking design or engineering advice
- Referring to Auckland Council's guidance notes on rainwater tank applications.

Lapse of building consent

Building consents require that building works are started within one year of the building consent being granted. The building consent will lapse and have no effect if work is not started within this timeframe.

An extension of time can be applied for and granted on a case-by-case basis. It is not possible to apply for an extension after a building consent has lapsed and a new application for building consent will be required to be submitted. Refer [here](#) for more information on extension of time.

Checklist items

Site address

Property address:

Lot and DP number:

Declaration

I/We confirm that all the information and documentation as indicated on this checklist is provided

Owner/Agent Name:

Date:

General items

Customer use		Description	Council use only		
Yes	N/A		Yes	No	N/A
		Street address, legal description (Lot & DP number) provided			
		<i>Authorisation letter if application is made by an agent</i>			
		Application fee (evidence must be provided for online and bank-to-bank payments)			
		Project description is accurate and describes all work involved in the project			
		Site plan and drainage plan			
		<i>CCTV video / DVD and report for building over / near public drains</i>			
		Full Record of Title (no older than 90 days) including all consent notices			
		Sale and purchase agreement or lease agreement (if applicable)			

Site plan (scale 1:100 for urban and 1:200 for rural)

Customer use		Description	Council use only		
Yes	N/A		Yes	No	N/A
		North point indicated on site plan			
		<i>Land contours shown (refer to Auckland Council Geomaps)</i>			
		Site boundaries clearly shown and dimensioned including bearings of boundaries / exclusive area boundaries for cross leas properties, common areas			
		Existing building(s) clearly defined within dimensions from boundaries and other buildings (including notional boundaries if appropriate)			
		All existing and proposed sanitary / storm water drainage indicated with distances to boundaries including on-site treatment systems and appropriate fall			
		Roof drainage information provided For example, location details and size of gutters, spouting and downpipes indicated, how the roof drainage system feeds into the water tank			

Access for maintenance

Customer use		Description	Council use only		
Yes	N/A		Yes	No	N/A
		Reasonable and safe access to the interior of the tank is provided for inspection, maintenance and cleaning purposes			
		A secure lid / top cover to prevent people from entering or falling into the tank			

Site ground stability

Customer use		Description	Council use only		
Yes	N/A		Yes	No	N/A
		Tank positioned on a site subject to geotechnical constraints, unstable or steep / sloped land conditions <i>Refer to Council's GIS system, property file information and historical consent documents</i>			
		Tank does not introduce and / or is not subject to surcharges from an existing structure <i>Design by a suitably qualified structural and / or geotechnical engineer is required should this apply</i>			

Supporting structure information

Customer use		Description	Council use only		
Yes	N/A		Yes	No	N/A
		<i>Information regarding structural support supplied</i> <i>If relevant, ensure that Schedule 1, Exemption 23 requires are complied with</i>			

Floor plan (scale 1:100 or 1:50)

Customer use		Description	Council use only		
Yes	N/A		Yes	No	N/A
		<i>Location of smoke alarms provided</i>			

Restraint mechanisms

Customer use		Description	Council use only		
Yes	N/A		Yes	No	N/A
		<i>Means of restraint provided as suggested by manufacturing and installation requirements.</i>			
		For example: <ul style="list-style-type: none"> • Restraint mechanism in place adequate for seismic activity (NZBC B1 requires water tanks to be adequately supported including seismic restraint) • Underground retention (re-use) tank designed and installed to prevent hydrostatic uplift when empty, or • Design includes sufficient sub-surface drainage around the underground retention (re-use) tank to eliminate groundwater that could cause static uplift • <i>Design by a suitably qualified engineer is required should this apply</i> 			

Plumbing and drainage plan (scale 1:100 for urban and 1:200 for rural)

Customer use		Description	Council use only		
Yes	N/A		Yes	No	N/A
		Proposed rainwater tank plumbing to existing system			
		<i>Rainwater retention (re-use) tank for outdoor use only, e.g. garden irrigation / car washing</i>			
		<i>Rainwater retention (re-use) tank for toilet use</i>			
		<i>Rainwater retention (re-use) tank for laundry use</i>			
		Details of rainwater tank components provided including volume and specification			
		Back-flow prevention details provided			
		<i>If the public water supply is used as a back-up or alternate supply, approved</i>			

Plumbing and drainage plan (scale 1:100 for urban and 1:200 for rural)

Customer use		Description	Council use only		
Yes	N/A		Yes	No	N/A
		medium hazard testable backflow prevent complying with building code clause G12 is required			
		<i>Tank top-up details provided (if applicable) (Not suitable for use with underground tanks due to overflow not being visible to detect overflowing valves)</i>			
		<i>First flush diverter details included</i>			
		<i>Gutter guard / leaf guard / gutter screen details included (if applicable)</i>			
		<i>Leaf and debris diverter details include (if applicable)</i>			
		<i>Pump specification details (if applicable)</i>			
		Overflow connected back to existing approved stormwater outlet			
		<i>Overflow connected back to existing approved stormwater outlet without need for a pump to do so</i> Note: Additional fees may apply if stormwater diversion cannot be managed on a gravity fed system, i.e. a pump system is required to carry rainwater overflows to the public stormwater drain			
		A minimum volume of dead storage provided below the lowest outlet to allow for the build-up of sediment (50mm for retention (re-use) tanks) or tank design includes built-in dedicated silt trap <i>(50mm for retention (re-use) tanks. Provide details if silt trap built in applies.</i>			

Health and safety, and signage

Customer use		Description	Council use only		
Yes	N/A		Yes	No	N/A
		Pipes and taps connected to rainwater retention (re-use) tank clearly identified			
		For example: <ul style="list-style-type: none"> Signage with the wording “non-potable water” as per the Building Code and in accordance with 5807 part 2. F8/AS1 and G12/AS1 contain example code complaint non-potable sign examples. Piping. Lilac covered piping. As per the Building Code, where non-potable water supply is reticulated around the building, the potable and non-potable pipelines shall be identified in accordance with NZS 5087: Part 2) 			

Documentation

Customer use		Description	Council use only		
Yes	N/A		Yes	No	N/A
		Is an engineer required for rainwater tank installation? (Probable if subject to surcharge or conditional on geotechnical works) If yes, provide the following:			
		<i>Engineering calculations and drawings if tank set-up is different to set-up advised by manufacturer</i>			
		<i>Producer statements completed in full and signed, producer statement author on Council's register</i>			
		<i>Plans signed and dated by engineer or structural drawings provided or schedule listing work covered if supported by producer statement (as required)</i>			
		Site conditions and methods to address potential site risks considered Auckland Council's Geomaps site may support site suitability information, for example: <ul style="list-style-type: none"> <i>Soil and ground stability</i> 			

Documentation

Customer use		Description	Council use only		
Yes	N/A		Yes	No	N/A
		<ul style="list-style-type: none"> • <i>Site contamination</i> 			
		<ul style="list-style-type: none"> • <i>Flooding and surface water</i> 			
		<ul style="list-style-type: none"> • <i>Erosion and sediment control plan</i> 			
		<p>Agreement to provide producer statement during construction if requested Refer to form AC2326 Note: PS3 is required if work cannot be fully inspected by a Council Inspector. PS3 is voluntary if inspection takes place and not requested by Council.</p>			
		<p><i>Confirmation that rainwater tank, if rotationally moulded, meets the manufacturing standards as outlined in NZS4766:2020</i></p>			

Planning information

Customer use		Description	Council use only		
Yes	N/A		Yes	No	N/A
		Approved resource consent and conditions with stamped plans provided			

Council only

Consent number:

PIM number:

Other relevant consent numbers:

Application accepted: Yes No, include reason(s) not accepted in the comments section below

Building complexity: R1 C1

Specialise Input Required: Structural engineer Development engineer N/A

Engineering NZ Register checked: Yes No N/A Chartered professional engineer no:

Name of Technical Co-ordinator: Date:

Comments:

Appendix 1: Producer Statements

1. What is a Producer Statement (PS)?

A producer statement is a professional opinion based on sound judgement and specialist expertise. It is not a product warranty or guarantee of compliance.

2. Benefits of a Producer Statement

There are benefits to the owner of the property and rainwater tank being supplied a PS by their chosen installer, including:

- It provides a clear line of liability as to who was responsible for the works
- Serves as a record to assure the current and future owners of the adequacy of the work which has not been certified by Council.

If no building consent is required, then there is no enforceable requirement to have a PS. However, even when not a requirement, Producer Statements could be submitted via the Record of Exempt Building Work pathway to ensure that the property record is complete. Having this information on the official files will also support efficiencies during the sale of a property by avoiding challenges due to discrepancies over the work being certified or not.

3. Where do I get a Producer Statement from?

Many designers and installers are familiar with producer statements and are able to provide one on request.

4. What are the different types of Producer Statements and which one(s) are helpful for a rainwater tank?

Although there are four different types of Producer Statements (PS1, PS2, PS3 and PS4) the most common for a rainwater tank are the PS1 and PS3.

PS1 – Relates to tank design

- This can be obtained before a building consent is issued and before installation has begun
- As long as the tank is installed within the scope of the manufacturer and meets the manufacturer's specifications upon installation and use, a PS1 should not be needed. As the majority of tanks should be installed within the scope laid out by the manufacturer / supplier requirements, it is unlikely that many tanks will require a PS1 to be provided.

PS3 – relates to tank installation

- This is obtained after a Building Consent is issued and after installation has taken place
- It can be provided by a drainlayer and/or plumber who is certified through the [Plumbers, Gasfitters and Drainlayers Board](#) (PGDB)
- A PS3 confirms that installation of the rainwater tank complies with the approved building consent plans and the building code
- A PS3 also provides assurance of the quality of work and serves as a mechanism to validate that the installer is licensed to perform the work.

It is not a requirement for approved plumbers, gasfitters and drainlayers to be on the Auckland Council's register as they are governed by their own board (PGDB). Evidence of installers being recognised through the PGDB provides validity that they are qualified to sign off the work.

5. Do I need to provide a PS3 for my rainwater retention (re-use) tank installation?

- A PS3 is voluntary if Council is able to perform an inspection of the work
- A PS3 is required if work cannot be fully inspected by a Council Inspector
- As part of the building consent application, please provide a completed copy of Agreement to provide a producer statement (AC2326).

For further information on producer statements refer to the following [link](#).