

# Lodgement Checklist: Commercial

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.**

The checklist is designed to ensure applicants know up front what information is required, please ensure you read it and answer all the applicable questions. Click [here](#) to submit your application online.

### 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](http://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:
  - site address and legal description (Lot and DP number)
  - a drawing number and title
  - designer's name
  - owner's name
  - be dated for version control
- specifications must be project specific and include relevant supporting documentation (installation details)

**Fire Emergency New Zealand (FENZ):** Refer to the Fire Safety Systems table on the following page and Fire Protection Guide (AC1826 section 4) for the type of applications which require to be forwarded to FENZ for review. Click [here](#) for more information about the Fire Engineering Brief process and to view the Fire Protection Guide.

**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. Click [here](#) for more information about Producer Statements.

**Specified systems:** If this application involves specified systems, the application form must list all systems, provide system design information (this means make, model and location for the specified system) and performance standards.

**Deposit:** All applications must be supported by a deposit payable at the time of lodgement. An invoice will be sent when your building consent has been approved; the final invoice will include 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](http://www.watercare.co.nz) or contact Veolia Water Limited (09) 295 0515 [papakura.developments@veolia.com](mailto:papakura.developments@veolia.com) (for Papakura sites only).

**Financial assistance package (FAP):** Applications for a property claiming under the FAP scheme can be lodged online.

## 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](http://www.at.govt.nz) by typing "vehicle crossing" in the search bar and selecting the Vehicle Crossing link. The completed application form, together with the fee, must be submitted in person to your nearest Auckland Council Service Centre.

| Customer use |     |                                       |
|--------------|-----|---------------------------------------|
| Yes          | N/A |                                       |
|              |     | New vehicle crossing                  |
|              |     | Building within 1.0m of road corridor |
|              |     | Existing vehicle crossing             |

## Fire safety systems

The following table provides a brief overview of the processes involved with fire designs

**Note:** A fire report is required unless the building work does not include fire cells.

### Acceptable solution C/AS2

All new building work must fully comply with NZBC

|                                             | Fire engineering brief (FEB) and meeting | Assessment of ex. Buildings MOE from fire | FENZ design review (Refer Gazette Notice No. 49 May 2012)                                 | Approval                                                                                  |
|---------------------------------------------|------------------------------------------|-------------------------------------------|-------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------|
| New buildings                               | N/A                                      | N/A                                       | N/A                                                                                       | Council regulatory review and/or PS1 from engineer listed on Auckland Council PS Register |
| Alterations to existing buildings           | N/A                                      | Yes                                       | Only if design has more than a minor effect on a specified system relating to fire safety |                                                                                           |
| Change of Use that results in an alteration | N/A                                      | Yes                                       |                                                                                           |                                                                                           |

### Verification method C/VM2

|                                             | Fire engineering brief (FEB) and meeting | Assessment of ex. Buildings MOE from fire | FENZ design review (Refer Gazette Notice No. 49 May 2012)                                 | Approval                                                                                                                    |
|---------------------------------------------|------------------------------------------|-------------------------------------------|-------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------|
| New buildings                               | Yes                                      | N/A                                       | Depending on FEB requirements                                                             | Council regulatory review and/or regulatory review by fire engineer listed on Auckland Council PS Register evidenced by PS2 |
| Alterations to existing buildings           | Yes                                      | Yes                                       | Only if design has more than a minor effect on a specified system relating to fire safety |                                                                                                                             |
| Change of Use that results in an alteration | Yes                                      | Yes                                       |                                                                                           |                                                                                                                             |

## Alternative Solution

|                                             | Fire engineering brief (FEB) and meeting | Assessment of ex. Buildings MOE from fire | FENZ design review (Refer Gazette Notice No. 49 May 2012) | Approval                                                                                  |
|---------------------------------------------|------------------------------------------|-------------------------------------------|-----------------------------------------------------------|-------------------------------------------------------------------------------------------|
| New buildings                               | Yes                                      | N/A                                       | Yes                                                       | Council regulatory review and/or PS1 from engineer listed on Auckland Council PS Register |
| Alterations to existing buildings           | Yes                                      | Yes                                       | Yes                                                       |                                                                                           |
| Change of Use that results in an alteration | Yes                                      | Yes                                       | Yes                                                       |                                                                                           |

Click [here](#) for more information about the Fire Engineering Brief process and to view the Fire Protection Guide.

## Checklist items

### General items

Entire section N/A

| Customer use |     | Description                                                                                                                                                                                                                                                                                                                            | Council use only |    |     |
|--------------|-----|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------|----|-----|
| Yes          | N/A |                                                                                                                                                                                                                                                                                                                                        | Yes              | No | N/A |
|              |     | <b>Application form completed in full and signed</b>                                                                                                                                                                                                                                                                                   |                  |    |     |
|              |     | <b>Application fee paid as per Auckland Council fee schedule</b>                                                                                                                                                                                                                                                                       |                  |    |     |
|              |     | <b>Project specifications to be complete, site specific and include relevant supporting documentation (installation details)</b>                                                                                                                                                                                                       |                  |    |     |
|              |     | Building description is accurate and describes the work involved in the project                                                                                                                                                                                                                                                        |                  |    |     |
|              |     | <b>Full Record of Title (no older than 90 days) including all consent notices and encumbrances; sale and purchase agreement or lease agreement</b>                                                                                                                                                                                     |                  |    |     |
|              |     | <b>Letter of authorisation from owner if application is submitted by an agent, company, trust or person other than the owner</b>                                                                                                                                                                                                       |                  |    |     |
|              |     | <b>Building within 2m of or over a Council drain and / or within 10m of a Watercare main trunk line requires Watercare Services Ltd (WSL) or other network utility operator (NUO) approval</b>                                                                                                                                         |                  |    |     |
|              |     | Application made to or approval received from Watercare Services Ltd or other network utility operator to build over or near a drain or main trunk line.<br>Application has been made                      Approval is attached                                                                                                        |                  |    |     |
|              |     | Bridging design and details to build over the drain                                                                                                                                                                                                                                                                                    |                  |    |     |
|              |     | CCTV video / DVD and report provided for building over / near public stormwater drains                                                                                                                                                                                                                                                 |                  |    |     |
|              |     | Neighbours approval for drainage provided (section 461 LGA)                                                                                                                                                                                                                                                                            |                  |    |     |
|              |     | <b>Does the development involve or rely on work to public infrastructure?<br/>If so, has Engineering Planning Approval (EPA) been applied for / approved?<br/>Provide a copy of the EPA (stamped plans) for connections to public services – supply &amp; drainage pipes.<br/>If not yet approved, provide the application number:</b> |                  |    |     |
|              |     | <b>Lease, Tenancy agreements provided ( includes Encroachment License if building in the road reserve or air space). Apply for Encroachment here if required<br/><a href="#">Road encroachment licences or leases (at.govt.nz)</a></b>                                                                                                 |                  |    |     |
|              |     | <b>Copies of project-specific specifications – product technical literature, appraisals and design reports provided</b>                                                                                                                                                                                                                |                  |    |     |

## Amendments

Entire section N/A

| Customer use |     | Description                                                                                               | Council use only |    |     |
|--------------|-----|-----------------------------------------------------------------------------------------------------------|------------------|----|-----|
| Yes          | N/A |                                                                                                           | Yes              | No | N/A |
|              |     | Has the original consent been issued?<br>(If not, this change is considered a revision not an amendment). |                  |    |     |
|              |     | Description of building work accurately summarise the changes                                             |                  |    |     |
|              |     | Plans clouded to show changes                                                                             |                  |    |     |

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

Entire section N/A

| Customer use |     | Description                                                                                                                                                                                                                                                                                                                                                                                                                                  | Council use only |    |     |
|--------------|-----|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------|----|-----|
| Yes          | N/A |                                                                                                                                                                                                                                                                                                                                                                                                                                              | Yes              | No | N/A |
|              |     | Legal description including Lot, DP and street address, north point, land contours or spot levels with datum indicated; siting dimensions and details of all existing and proposed buildings (from boundaries and other buildings including notional boundaries if appropriate) and common areas                                                                                                                                             |                  |    |     |
|              |     | All existing and proposed sanitary drainage (including on-site treatment systems) indicated with distances to boundaries                                                                                                                                                                                                                                                                                                                     |                  |    |     |
|              |     | All existing and proposed private and public drains including location of sumps and invert level at the critical locations, e.g. outfall/connection point                                                                                                                                                                                                                                                                                    |                  |    |     |
|              |     | Retaining wall details (cut, fill, height of retained ground using spot levels)                                                                                                                                                                                                                                                                                                                                                              |                  |    |     |
|              |     | Location and dimensions of all signage indicated                                                                                                                                                                                                                                                                                                                                                                                             |                  |    |     |
|              |     | All buildings on site should be included on the site plan; or where relevant, the whole building rather than just part of the building where the building work is proposed. For cross-lease sites, it may mean providing plans for all the jointly owned cross-leases (not just the share of the cross-lease where the building work is located). For unit tilted properties, the whole building including land owned by the body corporate. |                  |    |     |

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

Entire section N/A

| Customer use |     | Description                                                      | Council use only |    |     |
|--------------|-----|------------------------------------------------------------------|------------------|----|-----|
| Yes          | N/A |                                                                  | Yes              | No | N/A |
|              |     | Existing and proposed layout and use                             |                  |    |     |
|              |     | Internal / external stairs, handrails and flooring/decking shown |                  |    |     |
|              |     | Finished floor levels shown                                      |                  |    |     |

## Plans

Entire section N/A

| Customer use |     | Description                                                                                                                                                                                                                               | Council use only |    |     |
|--------------|-----|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------|----|-----|
| Yes          | N/A |                                                                                                                                                                                                                                           | Yes              | No | N/A |
|              |     | A minimum of two cross sections through the length and width of the building with finished ground levels and floor levels indicated.<br>Note: Additional cross sections may be required at critical areas for compliance assessment       |                  |    |     |
|              |     | Cross-reference details on elevations to detail plan drawings, for example roof / wall junctions, eaves, balustrade, parapets, penetrations, control joints, window flashings and cladding clearances from finished ground, deck and roof |                  |    |     |
|              |     | Foundation details, terraces, steps, balustrades indicated as to proximity to services                                                                                                                                                    |                  |    |     |
|              |     | Floor, wall and roof construction details provided indicating size, height, timber treatment, grading, insulation, lining and cladding                                                                                                    |                  |    |     |
|              |     | Existing / finished ground and floor levels                                                                                                                                                                                               |                  |    |     |

## Planning information

Entire section N/A

| Customer use |     | Description                                                                                                                                               | Council use only |    |     |
|--------------|-----|-----------------------------------------------------------------------------------------------------------------------------------------------------------|------------------|----|-----|
| Yes          | N/A |                                                                                                                                                           | Yes              | No | N/A |
|              |     | Copy of approved resource consent and conditions together with stamped plans if applicable                                                                |                  |    |     |
|              |     | Location, dimension and gradient of car parking / manoeuvring / vehicle crossing shown on the plan                                                        |                  |    |     |
|              |     | All areas of impermeable coverage, building and landscaping shown, and calculations provided                                                              |                  |    |     |
|              |     | All streams and riparian margins shown on the plan                                                                                                        |                  |    |     |
|              |     | All trees protected by the District Plan (height, girth and drip line) shown                                                                              |                  |    |     |
|              |     | Height in relation to boundary controls shown at the critical points and with the maximum height control shown including relevant ground and floor levels |                  |    |     |
|              |     | Area and volume of proposed earthworks                                                                                                                    |                  |    |     |
|              |     | Details of any proposed signage                                                                                                                           |                  |    |     |

## B1 earthquake-prone building (EPB)

Entire section N/A

| Customer use |     | Description                                                                                                                                                                                                                                                                                                                                                        | Council use only |    |     |
|--------------|-----|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------|----|-----|
| Yes          | N/A |                                                                                                                                                                                                                                                                                                                                                                    | Yes              | No | N/A |
|              |     | <b>Is this application for alterations / renovations to a building subject to an earthquake-prone building (EPB) notice?</b><br><i>If this has been ticked yes, click <a href="#">here</a> to check the "substantial alteration trigger test"</i><br><i>If the alteration is substantial, owner must include necessary seismic work as part of the application</i> |                  |    |     |
|              |     | <b>Is this application only for seismic strengthening works to a building subject to an earthquake-prone building (EPB) notice?</b><br><i>If this has been ticked yes, the minimum strengthening works to be done must be 34% NBS</i>                                                                                                                              |                  |    |     |
|              |     | <b>Is this application for a building which has not been assessed for seismic strength?</b><br><i>If this has been ticked yes and the building has been determined to have any of the following characteristics, email the seismic team (see below):</i>                                                                                                           |                  |    |     |
|              |     | - Open street facades at ground level                                                                                                                                                                                                                                                                                                                              |                  |    |     |
|              |     | - Pre-1976 buildings, three or more storeys or 12 metres or greater in height above the lowest ground level, other than URM buildings                                                                                                                                                                                                                              |                  |    |     |
|              |     | - Pre-1976 residential building having 2 or more storeys and 3 or more household units or pre-1976 hostels, boarding houses and other specialised accommodation 2 or more storeys high                                                                                                                                                                             |                  |    |     |
|              |     | - Other potential structural deficiencies or weaknesses with the building or part of the building, e.g. building with non-ductile columns                                                                                                                                                                                                                          |                  |    |     |
|              |     | If any of the boxes above are ticked yes or you are uncertain whether the indicated works amounts to "substantial alterations" or considered as seismic works, please notify the seismic performance team via email at:<br><a href="mailto:EQBproject@aucklandcouncil.govt.nz">EQBproject@aucklandcouncil.govt.nz</a>                                              |                  |    |     |
|              |     | If an engineering assessment has been provided under the EPB methodology and the NBS rating >34%, then proceed with lodgement of the consent application. The assessment should be provided to the seismic team for review and updating records                                                                                                                    |                  |    |     |

## Structural engineering producer statements

Entire section N/A

| Customer use |     | Description                                                                                                                                          | Council use only |    |     |
|--------------|-----|------------------------------------------------------------------------------------------------------------------------------------------------------|------------------|----|-----|
| Yes          | N/A |                                                                                                                                                      | Yes              | No | N/A |
|              |     | Agreement to provide producer statement construction, if applicable                                                                                  |                  |    |     |
|              |     | Producer statements completed in full and signed (where provided) and author on Council's Producer Statement Author register                         |                  |    |     |
|              |     | Plans signed and dated by engineer <u>or</u> structural drawings provided <u>or</u> schedule listing work covered if supported by producer statement |                  |    |     |
|              |     | Construction monitoring levels identified on the PS1                                                                                                 |                  |    |     |

## B1 structural design reports (scale 1:100 or 1:50)

Entire section N/A

| Customer use |     | Description                                                                                    | Council use only |    |     |
|--------------|-----|------------------------------------------------------------------------------------------------|------------------|----|-----|
| Yes          | N/A |                                                                                                | Yes              | No | N/A |
|              |     | <b>Barrier specific design – drawings and engineering calculations with producer statement</b> |                  |    |     |
|              |     | Soil and ground stability; geotechnical report and plans                                       |                  |    |     |
|              |     | Suspended ceiling seismic design report, calculations and PS1                                  |                  |    |     |
|              |     | Structural steel quality means or compliance report to NZS5131                                 |                  |    |     |

## B1 foundation design (scale 1:100 or 1:50)

Entire section N/A

| Customer use |     | Description                                                                                                                                                                                                    | Council use only |    |     |
|--------------|-----|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------|----|-----|
| Yes          | N/A |                                                                                                                                                                                                                | Yes              | No | N/A |
|              |     | Slab construction; concrete, steel reinforcing, slab thickening and control joints specified, detailed and dimensioned. If SED, e.g. rib-raft, provide engineers design.                                       |                  |    |     |
|              |     | Cross section of footing details including height in relation to ground levels shown                                                                                                                           |                  |    |     |
|              |     | For excavation close to the boundary, and / or existing building, a construction methodology is required to demonstrate other property and / or existing building are adequately protected from the excavation |                  |    |     |
|              |     | Details of underpinning / neighbour's approval provided                                                                                                                                                        |                  |    |     |
|              |     | Proposed method of temporary support for excavation shown, i.e. soldier pile system                                                                                                                            |                  |    |     |
|              |     | Details of ground anchors / neighbour's approval and sub-grade lease agreement                                                                                                                                 |                  |    |     |

## B1 framing design (scale 1:100 or 1:50)

Entire section N/A

| Customer use |     | Description                                                                                                                   | Council use only |    |     |
|--------------|-----|-------------------------------------------------------------------------------------------------------------------------------|------------------|----|-----|
| Yes          | N/A |                                                                                                                               | Yes              | No | N/A |
|              |     | Joist layout plan for all levels including joist size, centres, timber treatment and grading details for all floors and decks |                  |    |     |
|              |     | Wall and roof framing and bracing plan (pitched roof) including fixing details                                                |                  |    |     |
|              |     | Structural engineer's drawings and specifications for fire ratings to primary and secondary elements                          |                  |    |     |

**C protection from fire**

Entire section N/A

| Customer use |     | Description                                                                                                                                                                 | Council use only |    |     |
|--------------|-----|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------|----|-----|
| Yes          | N/A |                                                                                                                                                                             | Yes              | No | N/A |
|              |     | Acceptable Solutions C/AS1 and/or C/AS2                                                                                                                                     |                  |    |     |
|              |     | Verification method (VM2) <u>or</u> Alternative Design<br>Copy of stakeholder engagement including FENZ, Council and peer reviewer correspondence<br>Fire engineering brief |                  |    |     |
|              |     | Details of all passive fire protection measures including fire dampers and collars with supporting product technical data sheets                                            |                  |    |     |
|              |     | Details of all surface finishes                                                                                                                                             |                  |    |     |

**Existing buildings s.112 and s.115**

Entire section N/A

| Customer use |     | Description                                                                              | Council use only |    |     |
|--------------|-----|------------------------------------------------------------------------------------------|------------------|----|-----|
| Yes          | N/A |                                                                                          | Yes              | No | N/A |
|              |     | <a href="#">Building Score Sheet</a> in accordance with MBIE recommendation              |                  |    |     |
|              |     | Assessment report of as near as is reasonably practicable (s.112)                        |                  |    |     |
|              |     | Relevant provisions of the Building Code for a change of use have been addressed (s.115) |                  |    |     |

**D1 accessibility**

Entire section N/A

| Customer use |     | Description                                                                                                                                             | Council use only |    |     |
|--------------|-----|---------------------------------------------------------------------------------------------------------------------------------------------------------|------------------|----|-----|
| Yes          | N/A |                                                                                                                                                         | Yes              | No | N/A |
|              |     | Accessibility Report provided to address section s.118 of the building act, and Building Code clause D1. Show the requirements on plans<br>New Existing |                  |    |     |
|              |     | Accessible route, building entrances, car parking and signage<br>New Existing                                                                           |                  |    |     |
|              |     | Accessible stairs, ramps and lifts<br>New Existing                                                                                                      |                  |    |     |
|              |     | Accessible toilets, showers, laundering, kitchens and public counters<br>New Existing                                                                   |                  |    |     |

**D2 lifts, escalators and elevators**

Entire section N/A

| Customer use |     | Description                                                                               | Council use only |    |     |
|--------------|-----|-------------------------------------------------------------------------------------------|------------------|----|-----|
| Yes          | N/A |                                                                                           | Yes              | No | N/A |
|              |     | Manufacturer's specifications and design plans, engineering calculations, PS1 or CodeMark |                  |    |     |

**E1 surface water**

Entire section N/A

| Customer use |     | Description                                                                                                                      | Council use only |    |     |
|--------------|-----|----------------------------------------------------------------------------------------------------------------------------------|------------------|----|-----|
| Yes          | N/A |                                                                                                                                  | Yes              | No | N/A |
|              |     | General site drainage plans, location and size of rainwater heads, scuppers, internal gutters, spouting, and downpipes indicated |                  |    |     |
|              |     | Erosion and sediment control plan; report and plans                                                                              |                  |    |     |
|              |     | Civil engineering plans, stormwater calculations or Infrastructure capacity report provided                                      |                  |    |     |
|              |     | Flooding and surface water (overland flow paths); reports and plans                                                              |                  |    |     |

## E1 surface water

Entire section N/A

| Customer use |     | Description                                                                                                                                                                                                                                        | Council use only |    |     |
|--------------|-----|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------|----|-----|
| Yes          | N/A |                                                                                                                                                                                                                                                    | Yes              | No | N/A |
|              |     | Details of decentralised stormwater disposal systems should be provided, e.g. detention tanks, pumps and location, size, volume and depth of excavations (if applicable), show design details and distances from buildings and boundaries on plans |                  |    |     |
|              |     | Stormwater detention tank drawings if required. Detention / retention tank capacity report and calculations provided.                                                                                                                              |                  |    |     |
|              |     | Stormwater on site disposal design and calculations. Soakage report provided and details show on plans.                                                                                                                                            |                  |    |     |

## E2 external moisture

Entire section N/A

| Customer use |     | Description                                                                                                                                                                                                                                   | Council use only |    |     |
|--------------|-----|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------|----|-----|
| Yes          | N/A |                                                                                                                                                                                                                                               | Yes              | No | N/A |
|              |     | Cladding system design summary and compliance methodology                                                                                                                                                                                     |                  |    |     |
|              |     | Envelope Engineering Design (test reports, calculations and plans)                                                                                                                                                                            |                  |    |     |
|              |     | Producer Statement – PS1 / PS2 (External Envelope Engineer)<br>Click <a href="#">here</a> for Façade Guidance (AC1827)                                                                                                                        |                  |    |     |
|              |     | Elevations for each external wall including cross references to construction details fully describing junctions and interfaces within and between <b>all</b> claddings                                                                        |                  |    |     |
|              |     | Detailing of all roof and wall junctions, kick-out / diverter flashings, saddle flashings, eaves, balustrades, parapets, penetrations, control joints, cladding clearances from ground, deck, and roof, joinery sill, head and jamb flashings |                  |    |     |
|              |     | 3D detailing of complex roof and deck edge / perimeter wall junctions                                                                                                                                                                         |                  |    |     |
|              |     | <b>Cladding system technical specifications, installation instructions (all cladding systems) and maintenance requirements</b>                                                                                                                |                  |    |     |
|              |     | Reclad applications only – quality assurance programme (provisional format)                                                                                                                                                                   |                  |    |     |
|              |     | Reclad applications only – <a href="#">Agreement to provide a quality assurance programme during construction</a> (AC2329)                                                                                                                    |                  |    |     |
|              |     | Retaining wall details (cut, fill, height of retained ground, tanking membrane and drainage) and height of wall indicated                                                                                                                     |                  |    |     |
|              |     | Details of proposed exterior signage, louvres – durable fixing designed by Structural Engineer, penetration details if fixed through claddings                                                                                                |                  |    |     |

## E3 internal moisture

Entire section N/A

| Customer use |     | Description                                                                                            | Council use only |    |     |
|--------------|-----|--------------------------------------------------------------------------------------------------------|------------------|----|-----|
| Yes          | N/A |                                                                                                        | Yes              | No | N/A |
|              |     | Waterproofing details and lining finishes specified for wet areas<br>Floors                      Walls |                  |    |     |

## F1 hazardous agents on site

Entire section N/A

| Customer use |     | Description                                                                                       | Council use only |    |     |
|--------------|-----|---------------------------------------------------------------------------------------------------|------------------|----|-----|
| Yes          | N/A |                                                                                                   | Yes              | No | N/A |
|              |     | Site contamination report and plans                                                               |                  |    |     |
|              |     | Hazardous agents or contamination site investigation report with remedial action details provided |                  |    |     |

**F2 hazardous building materials**

Entire section N/A

| Customer use |     | Description                                                                                                                                                         | Council use only |    |     |
|--------------|-----|---------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------|----|-----|
| Yes          | N/A |                                                                                                                                                                     | Yes              | No | N/A |
|              |     | Glazing (windows, doors, façade), specifications and compliance standards, e.g. NZS 4223.3.2016                                                                     |                  |    |     |
|              |     | Cover sheet for glazed barriers to detail compliance method                                                                                                         |                  |    |     |
|              |     | Details of handling and storage of hazardous materials provide, e.g. asbestos report<br>If identified, a management plan according to the Asbestos Regulations 2015 |                  |    |     |

**F3 hazardous substances and processes**

Entire section N/A

| Customer use |     | Description                                                                                                               | Council use only |    |     |
|--------------|-----|---------------------------------------------------------------------------------------------------------------------------|------------------|----|-----|
| Yes          | N/A |                                                                                                                           | Yes              | No | N/A |
|              |     | Hazardous substances type, class and quantity                                                                             |                  |    |     |
|              |     | Test certifier report provided for compliance with Hazardous Substances and New Organisms (HSNO) Act                      |                  |    |     |
|              |     | Details of HSNO Compliance Certifier, including name and certifier number (Test Certifier listed on the WorkSafe website) |                  |    |     |

**F4 safety from falling**

Entire section N/A

| Customer use |     | Description                                                                        | Council use only |    |     |
|--------------|-----|------------------------------------------------------------------------------------|------------------|----|-----|
| Yes          | N/A |                                                                                    | Yes              | No | N/A |
|              |     | Calculations, plans and specifications provided                                    |                  |    |     |
|              |     | Balustrade compliance with B1 and B2 demonstrated                                  |                  |    |     |
|              |     | PS1 provided and signed off by engineer on Council Producer Statement Authors list |                  |    |     |

**F5 construction and demolition hazards**

Entire section N/A

| Customer use |     | Description                                                                                                                                                          | Council use only |    |     |
|--------------|-----|----------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------|----|-----|
| Yes          | N/A |                                                                                                                                                                      | Yes              | No | N/A |
|              |     | Details and measures provided for public safety during construction                                                                                                  |                  |    |     |
|              |     | Will a Certificate for Public Use application be required for proposed work within the existing building?<br>If yes, click <a href="#">here</a> for more information |                  |    |     |

**Demolition, removal or relocation**

Entire section N/A

| Customer use |     | Description                                                                                | Council use only |    |     |
|--------------|-----|--------------------------------------------------------------------------------------------|------------------|----|-----|
| Yes          | N/A |                                                                                            | Yes              | No | N/A |
|              |     | Services capped and sealed inside boundary                                                 |                  |    |     |
|              |     | All existing buildings to be demolished or removed shown on site plan                      |                  |    |     |
|              |     | Safety plan or report detailing safe handling and disposal of hazardous materials provided |                  |    |     |
|              |     | Pollution prevention plan covering control of noise and dust provided                      |                  |    |     |
|              |     | Protection measures for barricading the site to prevent public access                      |                  |    |     |
|              |     | Third party report confirming suitability to relocate building if applicable               |                  |    |     |

## F6 visibility in escape routes

Entire section N/A

| Customer use |     | Description                                                                                                                                         | Council use only |    |     |
|--------------|-----|-----------------------------------------------------------------------------------------------------------------------------------------------------|------------------|----|-----|
| Yes          | N/A |                                                                                                                                                     | Yes              | No | N/A |
|              |     | Design shows location and illumination of emergency lighting system including calculation and specification                                         |                  |    |     |
|              |     | PS1 provided and signed off by engineer on Council Producer Statement Authors list; plans and specifications provided for emergency lighting design |                  |    |     |

## F7 warning systems

Entire section N/A

| Customer use |     | Description                                                                                       | Council use only |    |     |
|--------------|-----|---------------------------------------------------------------------------------------------------|------------------|----|-----|
| Yes          | N/A |                                                                                                   | Yes              | No | N/A |
|              |     | Warning systems location and the standards they are designed to are identified in the fire report |                  |    |     |

## F8 signs

Entire section N/A

| Customer use |     | Description                                                                                                                                            | Council use only |    |     |
|--------------|-----|--------------------------------------------------------------------------------------------------------------------------------------------------------|------------------|----|-----|
| Yes          | N/A |                                                                                                                                                        | Yes              | No | N/A |
|              |     | All signage, such as exit signs, directional signs and manual call points are identified in the fire report and/or architectural plans                 |                  |    |     |
|              |     | Accessible signage is identified                                                                                                                       |                  |    |     |
|              |     | Signs for hazardous substances and non-potable water outlets, or other signs required identified, as per applicable building code clauses or standards |                  |    |     |

## F9 means of restricting access to residential pools and pool specs

Entire section N/A

| Customer use |     | Description                                                                                                                                                                                                                                                                                                                                                                          | Council use only |    |     |
|--------------|-----|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------|----|-----|
| Yes          | N/A |                                                                                                                                                                                                                                                                                                                                                                                      | Yes              | No | N/A |
|              |     | Swimming pool      Small heated pool                                                                                                                                                                                                                                                                                                                                                 |                  |    |     |
|              |     | Pool specifications, i.e. type, brand, installation, etc.                                                                                                                                                                                                                                                                                                                            |                  |    |     |
|              |     | Engineering calculations and producer statements provided for structural design elements (refer to engineering section)                                                                                                                                                                                                                                                              |                  |    |     |
|              |     | Site plan with location of proposed pool and pool fencing including any gates; gates to show opening direction (refer also to site plan section) and any changes in ground levels                                                                                                                                                                                                    |                  |    |     |
|              |     | Immediate pool area specified, i.e. pool isolated                                                                                                                                                                                                                                                                                                                                    |                  |    |     |
|              |     | Manufacturer's specification for fencing                                                                                                                                                                                                                                                                                                                                             |                  |    |     |
|              |     | Plans to show details of fencing, i.e. materials, height, gate mechanisms (closing and latching devices) and latch heights specified                                                                                                                                                                                                                                                 |                  |    |     |
|              |     | <b>If building is used as part of fencing:</b><br>Floor plan indicating location and opening direction of all doors opening into pool area<br>Construction details and type of self-closing / latching devices for all doors opening into pool area<br>Elevations including any windows opening into pool area and details of locking mechanisms, i.e. restrictors                   |                  |    |     |
|              |     | <b>If boundary fencing is used as part of pool fencing:</b><br>Photos showing all intersecting fences. Note – no climbable intersecting fences, rails, etc. permitted<br>Photos showing both sides of fence. Note – no climbable projections permitted within 1.2m of fence, i.e. trees, sheds, etc.<br>Cross-section showing details of fencing (height, openings, materials, etc.) |                  |    |     |

**G1 personal hygiene**

Entire section N/A

| Customer use |     | Description                                                                       | Council use only |    |     |
|--------------|-----|-----------------------------------------------------------------------------------|------------------|----|-----|
| Yes          | N/A |                                                                                   | Yes              | No | N/A |
|              |     | Calculation for compliance with G1.3.1 for number of sanitary facilities provided |                  |    |     |
|              |     | Sanitary facilities layout provided for the building                              |                  |    |     |
|              |     | Accessible sanitary facilities are shown on the plans                             |                  |    |     |

**G2 laundering**

Entire section N/A

| Customer use |     | Description                                                                                                                                                                                  | Council use only |    |     |
|--------------|-----|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------|----|-----|
| Yes          | N/A |                                                                                                                                                                                              | Yes              | No | N/A |
|              |     | Plans and specifications provided to demonstrate: <ul style="list-style-type: none"> <li>Adequate activity space</li> <li>Accessible facilities for camping grounds only (G2.3.4)</li> </ul> |                  |    |     |

**G3 food preparation and prevention of contamination**

Only housing, old people's home, early childhood centres, work camps & buildings for preparation, packaging or the storage of food.

Entire section N/A

| Customer use |     | Description                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              | Council use only |    |     |
|--------------|-----|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------|----|-----|
| Yes          | N/A |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          | Yes              | No | N/A |
|              |     | Plans and specifications provided to demonstrate: <ul style="list-style-type: none"> <li>Appliance / fixtures to storage, preparation, cooking and utensil washing</li> <li>Internal lining and work surfaces impervious and easy clean floor coverings, walls and junctions</li> <li>Exposed building elements located and shaped to avoid accumulation of dirt</li> <li>Adequate activity space and accessible facilities for accessible buildings (note – camping grounds and accessible units in Communal Residential buildings – G3.3.5)</li> </ul> |                  |    |     |

**G4 ventilation**

Entire section N/A

| Customer use |     | Description                                                                                                                           | Council use only |    |     |
|--------------|-----|---------------------------------------------------------------------------------------------------------------------------------------|------------------|----|-----|
| Yes          | N/A |                                                                                                                                       | Yes              | No | N/A |
|              |     | Engineering calculations provided for ventilation system(s) in building spaces including basements and commercial kitchen range hoods |                  |    |     |
|              |     | All details shown on plans                                                                                                            |                  |    |     |
|              |     | Manufacturer's specifications                                                                                                         |                  |    |     |
|              |     | Natural ventilation      Mechanical ventilation                                                                                       |                  |    |     |
|              |     | PS1 provided and signed off by engineer on Council Producer Statement Authors list                                                    |                  |    |     |

**G5 interior environment**

Entire section N/A

| Customer use |     | Description                                                                                                                                                                                                                                                                                                                                                           | Council use only |    |     |
|--------------|-----|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------|----|-----|
| Yes          | N/A |                                                                                                                                                                                                                                                                                                                                                                       | Yes              | No | N/A |
|              |     | Heating to a min. of 16 degrees to old people's home and early childhood centres                                                                                                                                                                                                                                                                                      |                  |    |     |
|              |     | Habitable space has adequate and accessible space in old people's home                                                                                                                                                                                                                                                                                                |                  |    |     |
|              |     | Building has assistive listening systems in theatres, cinemas, public halls, assembly spaces in old people's homes occupied by more than 20 people and in communal residential spaces (hotel, retirement village, work camp, hospitals, prisons) and communal non-residential spaces (clubroom, church, museum, college, university) occupied by more than 250 people |                  |    |     |

**G6 airborne and impact sound**

Entire section N/A

| Customer use |     | Description                                                                                                                                                                                                                                                                                                                                                                                                        | Council use only |    |     |
|--------------|-----|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------|----|-----|
| Yes          | N/A |                                                                                                                                                                                                                                                                                                                                                                                                                    | Yes              | No | N/A |
|              |     | Acoustic design; design and plans                                                                                                                                                                                                                                                                                                                                                                                  |                  |    |     |
|              |     | Acoustic report and plans applicable to walls and floor/ceiling assemblies between abutting occupancies for the protection of habitable spaces of household units                                                                                                                                                                                                                                                  |                  |    |     |
|              |     | Acoustic report is provided and: <ul style="list-style-type: none"> <li>PS1 provided and signed off by engineer on Council Producer Statement Author list</li> <li>Plans, specifications and calculations as applicable</li> <li>Sound transmission class STC not less than 55</li> <li>Impact insulation class IIC not less than 55 for abutting floor/ceiling including decks in apartment buildings.</li> </ul> |                  |    |     |

**G7 natural light**

Natural light and awareness of the outside applies to housing including apartment buildings, old people's homes and early childhood centres.

Entire section N/A

| Customer use |     | Description                                                                                                                                                                                                                                                                                                                                                                                                                                                                      | Council use only |    |     |
|--------------|-----|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------|----|-----|
| Yes          | N/A |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  | Yes              | No | N/A |
|              |     | <ul style="list-style-type: none"> <li>Plans, specifications and modelling as applicable</li> <li>Natural light provided through openings in the external walls to provide not less than 30 lux at floor level 75% of the standard year</li> <li>PS1 for modelling carried out by a lighting engineer on Council's Producer Statement Author list</li> <li>Awareness of the outside provided directly through openings in the external walls or through another space</li> </ul> |                  |    |     |

**G8 artificial light**

Artificial light is applicable to all buildings except outbuildings and ancillary buildings.

Entire section N/A

| Customer use |     | Description                                                                                                                                                                        | Council use only |    |     |
|--------------|-----|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------|----|-----|
| Yes          | N/A |                                                                                                                                                                                    | Yes              | No | N/A |
|              |     | <ul style="list-style-type: none"> <li>Minimum illuminance at floor level of 20 lux</li> <li>Verification method to NZS 6703</li> <li>Lighting plans and specifications</li> </ul> |                  |    |     |

**G9 electricity**

Electrical installation in buildings must be safe for their intended use.

Entire section N/A

| Customer use |     | Description                                                                                                                                                                                                                                                                                                                         | Council use only |    |     |
|--------------|-----|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------|----|-----|
| Yes          | N/A |                                                                                                                                                                                                                                                                                                                                     | Yes              | No | N/A |
|              |     | <ul style="list-style-type: none"> <li>Plans and specifications provided and to appropriate standards and adopted by electrical safety regulations</li> <li>Light switches, plug socket outlets are accessible in accessible buildings</li> <li>Self-certification energy work under section 43 of the Building Act 2004</li> </ul> |                  |    |     |

## G10 piped services

Applicable to reticulated piped services carrying hot, cold, flammable, corrosive, or toxic fluids in buildings. Those services must be constructed to provide adequate safety for people by ensuring piping systems are constructed to avoid leaks or damage, contamination, adverse interaction between services and contact. Pipe materials, size, welding, jointing, isolation valves, shut off systems, vent lines, corrosion controls.

System may include, but is not limited to, medical gases in hospitals, hot water heating systems, HVAC systems, gas pips, chilled water pipes, etc.

Entire section N/A

| Customer use |     | Description                                                                                                                                          | Council use only |    |     |
|--------------|-----|------------------------------------------------------------------------------------------------------------------------------------------------------|------------------|----|-----|
| Yes          | N/A |                                                                                                                                                      | Yes              | No | N/A |
|              |     | Compliance path:<br>Acceptable solution for gas reticulation<br>Verification method to AS/NZS 5601.1 appendix E<br>Plans and specifications provided |                  |    |     |
|              |     | PS1 provided and signed off by engineer on Council's Producer Statement Authors list                                                                 |                  |    |     |

## G11 gas as an energy source

In buildings where gas is used as an energy source, the supply system shall be safe and adequate for its intended use.

Building consent is not required for energy work (gas). The design and construction of gas fitting can be certified by a gas fitter who will provide a Gas Certificate under section 43 of the Building Act 2004.

Entire section N/A

| Customer use |     | Description                                                                                                                                                                                | Council use only |    |     |
|--------------|-----|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------|----|-----|
| Yes          | N/A |                                                                                                                                                                                            | Yes              | No | N/A |
|              |     | Specifications (pipe materials and appliance installation details) for hazardous liquids (boiler and freezer pipes, flammable, toxic and corrosive liquid pipes) and gas pipes appliances. |                  |    |     |
|              |     | Gas pipes and combustion appliances not located in prohibited areas – refer AS/NZS 5601.1                                                                                                  |                  |    |     |
|              |     | Clearances (window openings, drains, etc.)                                                                                                                                                 |                  |    |     |

## G12 water supplies

This clause requires buildings provided with water outlets, sanitary fixtures or sanitary appliances to have safe and adequate water supplies, including where hot water is necessary. It sets out requirements to avoid scalding, injury, leaks, contamination, illness and the prevention of legionella growth.

Entire section N/A

| Customer use |     | Description                                                                                                                                                | Council use only |    |     |
|--------------|-----|------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------|----|-----|
| Yes          | N/A |                                                                                                                                                            | Yes              | No | N/A |
|              |     | Potable water supply – town supply connections or alternative source for domestic supply                                                                   |                  |    |     |
|              |     | Water supply / reticulation design and calculations for domestic supply including hot water and adequate flow rates                                        |                  |    |     |
|              |     | PS1 from Hydraulic Engineer on Council's Producer Statement Author list for water supply reticulation for mid-rise and high-rise buildings                 |                  |    |     |
|              |     | Schematic plans showing location and adequate number of all fixtures and plumbing fittings – pipe sizes, gradients, vents and operating devices and valves |                  |    |     |
|              |     | Backflow prevention devices, if required, to protect potable/town supply approximately specified for the contamination hazard                              |                  |    |     |
|              |     | Manufacturer's specifications for detention tank, retention tank and storage tank if applicable                                                            |                  |    |     |

### Water heaters (solar or heat pump)

Entire section N/A

| Customer use |     | Description                                                                                                                                               | Council use only |    |     |
|--------------|-----|-----------------------------------------------------------------------------------------------------------------------------------------------------------|------------------|----|-----|
| Yes          | N/A |                                                                                                                                                           | Yes              | No | N/A |
|              |     | Floor plans showing location and capacity of hot water cylinder                                                                                           |                  |    |     |
|              |     | Solar panel frame connection and weatherproofing details including flashing details                                                                       |                  |    |     |
|              |     | At least two elevations provided to show position / inclination of solar panels                                                                           |                  |    |     |
|              |     | Manufacturer's specifications and technical data sheets provided                                                                                          |                  |    |     |
|              |     | Engineering calculations / producer statements provided for structural design elements, taking into account the capacity of the supporting roof structure |                  |    |     |

### G13 foul water

Entire section N/A

| Customer use |     | Description                                                                                                                                                            | Council use only |    |     |
|--------------|-----|------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------|----|-----|
| Yes          | N/A |                                                                                                                                                                        | Yes              | No | N/A |
|              |     | Drainage schematic on plans and specifications provided show discharge pipe materials, sizes, gradient, venting, ORG, and access points                                |                  |    |     |
|              |     | PS1 from Hydraulic / Civil Engineer on Council's Producer Statement Author list for plumbing waste and sanitary sewer for mid-rise and high-rise buildings recommended |                  |    |     |
|              |     | Infrastructure capacity report sanitary                                                                                                                                |                  |    |     |
|              |     | On-site waste water disposal and TP58 report                                                                                                                           |                  |    |     |
|              |     | Details of sewer disposal systems provided, e.g. septic tanks, pumps and effluent disposal including location, size, volume and depth of excavations if applicable     |                  |    |     |

### G14 industrial liquid waste

Examples – trade premises in which industrial liquid waste or foul water is collected, generated, treated or disposed of such as restaurants, retail butcher, bakeries, dry cleaners, dental surgery, etc. These buildings must be provided with adequate spaces and facilities to discharge industrial waste safely, avoiding the likelihood of blockage, leakage or contamination.

Entire section N/A

| Customer use |     | Description                                                                                                                                                                                                                                                                                                            | Council use only |    |     |
|--------------|-----|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------|----|-----|
| Yes          | N/A |                                                                                                                                                                                                                                                                                                                        | Yes              | No | N/A |
|              |     | The types of trade waste and amount of discharge affect whether the trade is low risk or prohibited trade waste. Refer to the Trade Waste Bylaw 2013 at <a href="http://www.watercare.co.nz">www.watercare.co.nz</a> and confirm whether your project is:<br>Low risk trade waste      Prohibited trade waste      N/A |                  |    |     |
|              |     | Low risk trade waste requirements met - refer to Schedule 1 in the Trade Waste Bylaw 2013                                                                                                                                                                                                                              |                  |    |     |
|              |     | Conditional trade waste agreement - refer to Schedule 3 in the Trade Waste Bylaw 2013                                                                                                                                                                                                                                  |                  |    |     |

### G15 solid waste

Buildings with space and facilities for collection, safe holding and disposal of solid waste.

Entire section N/A

| Customer use |     | Description                                                                                                                                                   | Council use only |    |     |
|--------------|-----|---------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------|----|-----|
| Yes          | N/A |                                                                                                                                                               | Yes              | No | N/A |
|              |     | Plans provided showing space for holding solid waste in the buildings                                                                                         |                  |    |     |
|              |     | Calculation for sizing the space used for storing solid waste and the longest carry distance                                                                  |                  |    |     |
|              |     | Dedicated space, walls and floor should be easy clean and impermeable, adequately ventilated, provided with hose tap and graded floor, waste and vermin proof |                  |    |     |
|              |     | Refuse chutes should be adequately sized, easy to clean and fireproofed                                                                                       |                  |    |     |

## H1 energy efficiency

This provision requires many buildings, such as housing and commercial buildings, to achieve an adequate degree of energy efficiency to modify temperature, humidity, ventilation, the provision of hot water, HVAC and artificial lighting.

Does not apply to assembly service buildings, industrial building, ancillary or out-buildings

Entire section N/A

| Customer use |     | Description                                    | Council use only |    |     |
|--------------|-----|------------------------------------------------|------------------|----|-----|
| Yes          | N/A |                                                | Yes              | No | N/A |
|              |     | Energy efficiency (H1) report and calculations |                  |    |     |

## Council only

Other relevant consent numbers:

Building complexity: C1 C2 C3

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

Fire engineer (PS Register): Yes No N/A Council registration no:

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

Name of Technical Co-ordinator: Date:

Contact with customer:

Reasons for decision/ comments: