

Lodgement checklist: commercial

Please attach this checklist with your application



Guidance information

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

All applications must be accompanied by 2 x comprehensive sets of documentation (except in Manukau where 3 x sets are required).

Standard of documentation

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

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

Drawings must be:-

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

New Zealand Fire Service (NZFS)

If your application is a type which needs to go to NZFS, please provide an electronic copy of the plans, specifications and any relevant reports in order that they may complete a review of evacuation procedures under s.21A of the NZ Fire Services Act. An evacuation procedure is a plan that describes how occupants will escape to a place of safety if there is a fire (or suspected fire). The requirements for evacuation schemes include:

- evacuation procedure
- training
- signs and notices
- firefighting equipment
- places of safety
- automatic sprinkler systems
- provision for persons with a disability
- warning systems
- maintenance of the evacuation scheme

Applications supported by a producer statement (PS): If a producer statement design (PS1) is supplied in support of an application for building consent, the architectural plans must be counter-signed by the design specialist (i.e. engineer) confirming design details unless full engineering drawings are provided. Producer statements must be dated no older than 90 days and the author must be listed on Councils Approved Author Register. For a copy of the Producer Statement Policy or a list of approved authors please visit www.aucklandcouncil.govt.nz

Specified systems: if this application involves specified systems, the application form must list all systems and identify inspection, maintenance and reporting procedures for these systems (this can be attached as separate schedule). *Page 24 of Fire Report.*

Deposit: all applications must be supported by a deposit payable at the time of lodgement. A final invoice will be sent when your building consent has been approved; the final invoice 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. *\$ 6,348.00*

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

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

Network utility operator: prior approval is required if the building is under or near high voltage transmission lines or over or near public drains.

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

Fire safety systems (the following table provides a brief overview of the processes involved with fire designs)

Note: in all cases a fire report is required:

Acceptable solutions C/AS1-7 <i>All new building work must fully comply with NZBC</i>	Fire engineering brief (FEB) and meeting	Assessment of ex. Buildings MOE from fire	NZFS design review required (Refer Gazette Notice No. 49 May 2012)	Approval
New buildings	N/A	N/A	N/A	Council regulatory review <u>or</u> PS1 from engineer listed on Auckland Council PS Register
Alterations to ex. 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 VM/2	Fire engineering brief (FEB) and meeting	Assessment of ex. buildings MOE from fire	NZFS design review required (Refer Gazette Notice No. 49 May 2012)	Approval
New buildings	Voluntary	N/A	N/A	Council regulatory review <u>or</u> Regulatory review by CPEng fire engineer listed on Auckland Council PS Register evidenced by PS2
Alterations to ex. Buildings	Voluntary	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	Voluntary	Yes		

Specific design from first principles (alternative solution)	Fire engineering brief (FEB) and meeting	Assessment of ex. buildings MOE from fire	NZFS design review required (Refer Gazette Notice No. 49 May 2012)	Approval
New buildings	Yes	N/A	Yes	Council regulatory review <u>or</u> Regulatory review by CPEng fire engineer listed on Auckland Council PS Register evidenced by PS2
Alterations to ex. Buildings	Yes	Yes	Yes	
Change of Use that results in an alteration	Yes	Yes	Yes	

FEB meetings will be held at 35 Graham Street, Auckland with all stakeholders who wish to participate in this process, in attendance. Where an FEB meeting is held Council must be involved. We anticipate, that based on the composition of participants (e.g. NZ Fire Service, insurers, etc) that the CBD is likely to be the most mutually acceptable location. Where it is not possible to attend a meeting, the FEB *maybe* discussed and agreed to via telephone conferencing or email.

Assessment of existing buildings means of escape (MOE) from fire is an analysis of the existing building for compliance with the Building Code in terms of:-

- means of escape from fire; and
- access and facilities for disabled (where these features affect the means of escape from fire)

NB Council recommends that applicants refer to Schedule 1 "Exempt Building Work" to determine whether a building consent is required for fit-outs.

If the design is to the verification method (**C/VM2**), a chartered professional engineer (CPEng) must design it. A producer statement design review (PS2) will be accepted for C/VM2 designs; however, the reviewer must be CPEng, listed on the Auckland Council Producer Statement register, and approved for fire designs. Alternatively, Councils fire engineer will review the design.

If a **specific design** is proposed, the designer must first obtain Council approval before proceeding with the design. The designer must put a case to Council explaining the reasons for going down this path; such applications will only be considered where the circumstances are so unique that C/AS1-7 or C/VM2 cannot be used.

All **new building work** must fully comply with the Building Code for existing buildings undergoing an **alteration to existing buildings** and any **change of use**. In addition, the **existing building** must comply as nearly as reasonably practicable in terms of means of escape from fire and access and facilities for disabled persons.

For further guidance please refer to our Fire Protection policy which is available on our website

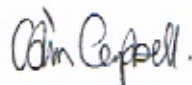
SITE ADDRESS

 Property address **362 MATAKANA VALLEY ROAD, MATAKANA**
DECLARATION

I/We confirm that all the information/documentation as indicated on this checklist is provided
All relevant sections of this checklist must be completed (please tick ✓ as applicable)

☐ Solid fuel burner	☐ Solar water heater / heat pump water heater	☐ Pool / spa pool
☐ Section 71	☐ Section 75	☐ Section 112
☐ Section 115		

Applicant, agent or owner's signature:



Date: 28/11/17

Name (print):

COLIN CAMPBELL

Role: ARCHITECT

VEHICLE CROSSING

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

Yes	No	N/A	☐ New vehicle crossing <u>OR</u>	☐ Building within 1.0m of road corridor
☐	☐	☐	☒ Existing vehicle crossing	

NZ Fire Service

 Entire section N/A ☒

Customer use			Description	Council use only		
Yes	No	N/A		Yes	No	N/A
☐	☐	☒	Electronic copy of the plans, specifications and any relevant reports (e.g. USB) Please note failure to provide an electronic copy may cause delays	☐	☐	☐
☐	☐	☒	Evacuation procedure; training; signs and notices; firefighting equipment; places of safety; automatic sprinkler systems; provision for persons with a disability; warning systems and maintenance of the evacuation scheme	☐	☐	☐

GENERAL REQUIREMENTS

 Entire section N/A ☐

Customer use			Description	Council use only		
Yes	No	N/A		Yes	No	N/A
☐	☒	☐	Has a pre-application meeting been held If yes, please attach a copy of the minutes with this application)	☐	☐	☐
☒	☐	☐	Application form completed in full and signed	☐	☐	☐
☒	☐	☐	Application fee attached as per Auckland Council fee schedule	☐	☐	☐
☒	☐	☐	Project description is accurate and describes the work involved in the project	☐	☐	☐
☒	☐	☐	Certificate of title (no older than 90 days) including all consent notices and encumbrances; sale and purchase agreement or lease agreement	☐	☐	☐
☒	☐	☐	Letter of authorisation from owner if application is submitted by an agent, company or trust	☐	☐	☐
☐	☐	☒	Building within 2m of or over a Council drain and / or within 10m of a WATERCARE main truck line requires Watercare Services Ltd (WSL) or other Network Utility Operator (NUO) approval.	☐	☐	☐

GENERAL REQUIREMENTS							Entire section N/A ☐		
Customer use			Description	Council use only					
Yes	No	N/A		Yes	No	N/A			
☐	☐	☒	Do you have approval from WSL or NUO to building over or near a drain or main trunk line? ☐ Application has been made ☐ Approval is attached (Please tick one).	☐	☐	☐			
☐	☐	☒	Have you provided bridging design details to build over the drain?	☐	☐	☐			
☐	☐	☒	CCTV video / DVD and report provided for building over / near public stormwater drains.	☐	☐	☐			
☐	☐	☒	Neighbours approval for drainage (section 461 LGA) provided	☐	☐	☐			
☐	☐	☒	Does the development involve or rely upon work to public infrastructure? If so, has Engineering Plan Approval been applied for / approved?	☐	☐	☐			
☐	☐	☒	Lease agreements (i.e. air space) provided	☐	☐	☐			

PLANNING INFORMATION							Entire section N/A ☒		
Customer use			Description	Council use only					
Yes	No	N/A		Yes	No	N/A			
☐	☐	☒	Copy of approved resource consent and conditions together with stamped plans provided?	☐	☐	☐			
☐	☐	☒	Location, dimensions and gradient of car parking/ manoeuvring/ vehicle crossing shown on the plan	☐	☐	☐			
☐	☐	☒	All areas of impermeable coverage, building and landscaping shown and calculations provided	☐	☐	☐			
☐	☐	☒	Are all streams and riparian margins shown on the plan	☐	☐	☐			
☐	☐	☒	Are 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?	☐	☐	☐			

ENGINEERING PLAN APPROVAL (EPA)							Entire section N/A ☒		
Customer use			Description	Council use only					
Yes	No	N/A		Yes	No	N/A			
☐	☐	☒	Copy of engineering plan approval for public drainage, water, parks or road works)	☐	☐	☐			

SPECIFICATIONS, DESIGN REPORTS AND CALCULATIONS							Entire section N/A ☐		
Customer use			Description	Council use only					
Yes	No	N/A		Yes	No	N/A			
☒	☐	☐	Two copies of project-specific specifications and design reports provided	☐	☐	☐			
☐	☐	☒	Barrier specific design - drawings and engineering calculations with producer statement	☐	☐	☐			
☐	☐	☒	Timber barrier designed in accordance with MBIE Guidance	☐	☐	☐			
☒	☐	☐	Waterproofing details and lining finishes specified for wet areas ☒ Floors ☒ Walls	☐	☐	☐			
☒	☐	☐	Soil and ground stability; geotechnical report and plans	☐	☐	☐			
☐	☐	☒	Site contamination; report and plans	☐	☐	☐			
☐	☐	☒	Flooding and surface water; report and plans	☐	☐	☐			
☐	☐	☒	Erosion and sediment control plan; report and plans	☐	☐	☐			
☒	☐	☐	Energy efficiency (H1) report and calculations	☐	☐	☐			
☐	☐	☒	Acoustic design; report and plans	☐	☐	☐			

SPECIFIED SYSTEMS				Entire section N/A ☐		
Customer use			Description	Council use only		
Yes	No	N/A		Yes	No	N/A
☒	☐	☐	Are there any specified systems in this building ☒ new ☐ existing	☐	☐	☐
☐	☐	☒	If existing building, has a copy of the existing compliance schedule been supplied	☐	☐	☐
☒	☐	☐	If any specified systems, is there a description of each new or altered system and a list of the inspection, maintenance and reporting procedures for each specified system together with a plan showing the location of each new or altered system	☐	☐	☐
☒	☐	☐	Plans showing location of all emergency lighting and design specifications provided? (PS1 optional)	☐	☐	☐

AMENDMENTS				Entire section N/A ☒		
Customer use			Description	Council use only		
Yes	No	N/A		Yes	No	N/A
☐	☐	☐	Has the original consent been issued? (If not, this change is considered a revision not an amendment).	☐	☐	☐
☐	☐	☐	Does the description of building work accurately summarise the changes?	☐	☐	☐
☐	☐	☐	Plans clouded to show changes? (two copies minimum provided)	☐	☐	☐

SITE PLAN (SCALE 1:100 FOR URBAN AND 1:200 FOR RURAL)				Entire section N/A ☐		
Customer use			Description	Council use only		
Yes	No	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. Location of HWC if external	☐	☐	☐
☒	☐	☐	All existing and proposed sanitary/storm water drainage (including on-site treatment systems) indicated with distances to boundaries	☐	☐	☐
☒	☐	☐	Retaining wall details (cut, fill, height of retained ground, waterproof membrane and drainage) and height of wall indicated	☐	☐	☐
☐	☐	☒	Location and dimensions of all signage indicated	☐	☐	☐

DRAINAGE (SCALE 1:100 OR 1:50)				Entire section N/A ☐		
Customer use			Description	Council use only		
Yes	No	N/A		Yes	No	N/A
☐	☐	☒	Infrastructure capacity report (sanitary and / or stormwater) provided	☐	☐	☐
☐	☐	☒	On-site waste water disposal and TP58 report	☐	☐	☐
☐	☐	☒	Soakage report provided and details shown on plans	☐	☐	☐
☐	☐	☒	Details of storm water/sewer disposal systems provided? E.g. detention tanks, pumps and effluent disposal including location, size, volume and depth of excavations (if applicable)	☐	☐	☐
☐	☐	☒	Detention / retention tanks shown with distances from buildings and boundaries and calculations provided	☐	☐	☐
☐	☐	☒	Application form for stormwater detention tank review attached	☐	☐	☐

PLUMBING (SCALE 1:100 OR 1:50)						Entire section N/A ☐		
Customer use			Description	Council use only				
Yes	No	N/A		Yes	No	N/A		
☒	☐	☐	Plumbing layout and schematic showing HWC, wastes, venting water supply / backflow protection, pipe material and falls	☐	☐	☐		
☐	☐	☒	Stormwater disposal design and calculations	☐	☐	☐		
☒	☐	☐	Location and size of rainwater heads, scuppers, internal gutters, spouting and downpipes indicated	☐	☐	☐		
☒	☐	☐	Location and number of all fixtures and fittings (including location of cleaner's sink, kitchen sinks, hand-basins, etc)	☐	☐	☐		

SUB OR MID-FLOOR FRAMING PLAN (SCALE 1:100 OR 1:50)						Entire section N/A ☒		
Customer use			Description	Council use only				
Yes	No	N/A		Yes	No	N/A		
☐	☐	☐	Joist layout plan for all levels including joist size, centres, timber treatment and grading details for all floors and decks.	☐	☐	☐		

FOUNDATION AND SUPERSTRUCTURE DESIGN (SCALE 1:100 OR 1:50)						Entire section N/A ☐		
Customer use			Description	Council use only				
Yes	No	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	☐	☐	☐		
☐	☐	☒	Suspended timber floor construction: pile type, treatment, size, embedment depth and layout specified, detailed and dimensioned.	☐	☐	☐		
☐	☐	☒	Subfloor framing details, including size, centres, fixings, timber treatment and grading details for all subfloor and deck framing	☐	☐	☐		
☐	☒	☐	Is there excavation close to the boundary	☐	☐	☐		
☐	☐	☒	Proposed method of temporary support for excavation shown (i.e. soldier pile system)	☐	☐	☐		
☐	☐	☒	Details of ground anchors / neighbours approval and lease agreement	☐	☐	☐		
☐	☐	☒	Details of underpinning / neighbours approval provided	☐	☐	☐		

FLOOR PLAN (SCALE 1:100 OR 1:50)						Entire section N/A ☐		
Customer use			Description	Council use only				
Yes	No	N/A		Yes	No	N/A		
☒	☐	☐	Existing and proposed layout and use	Yes	No	N/A		
☒	☐	☐	Internal / external stairs, handrails and decking shown	Yes	No	N/A		
☒	☐	☐	Finished floor levels shown	Yes	No	N/A		

BUILDING ENVELOPE / ELEVATIONS (SCALE 1:100 OR 1:50)						Entire section N/A ☐		
Customer use			Description	Council use only				
Yes	No	N/A		Yes	No	N/A		
☐	☐	☐	Cladding system design summary and compliance methodology	☐	☐	☐		
☐	☐	☒	Facade Engineering Design (test reports, calculations and plans)	☐	☐	☐		
☐	☐	☒	Producer Statement – PS1 / PS2 (Facade Engineer)	☐	☐	☐		
☒	☐	☐	Elevations for each external wall including cross-references to construction details fully describing junctions and interfaces within and between all claddings	☐	☐	☐		

BUILDING ENVELOPE / ELEVATIONS (SCALE 1:100 OR 1:50)						Entire section N/A ☐		
Customer use			Description	Council use only				
Yes	No	N/A		Yes	No	N/A		
☒	☐	☐	Detailing of all roof and wall junctions, kick-out/diverter flashings, saddle flashings, eaves, balustrades, parapets, penetrations, control joints, cladding clearance from ground, deck, and roof, joinery sill, head and jamb flashings	☐	☐	☐		
☐	☐	☒	3D detailing of complex roof and deck edge / perimeter wall junctions	☐	☐	☐		
☐	☐	☒	Control of external fire spread - external wall cladding systems fire test documentation	☐	☐	☐		
☒	☐	☐	Cladding system technical specifications, installation instructions (all cladding systems) and maintenance requirements	☐	☐	☐		
☐	☐	☒	Reclad applications only: Quality assurance programme (provisional format)	☐	☐	☐		
☐	☐	☒	Reclad applications only: Agreement to provide a quality assurance programme during construction (AC2329)	☐	☐	☐		

ROOF AND ROOF FRAMING PLAN (SCALE 1:100 OR 1:50)						Entire section N/A ☐		
Customer use			Description	Council use only				
Yes	No	N/A		Yes	No	N/A		
☐	☐	☒	M/F producer statement for computer software, fabricator design statement and truss layout plan supplied and roof bracing plan including fixing details	☐	☐	☐		
☒	☐	☐	Roof framing and bracing plan (pitched roof) including fixing details	☐	☐	☐		
☒	☐	☐	Location and size of rainwater heads, scuppers, internal gutters, spouting and downpipes	☐	☐	☐		

CROSS-SECTIONS - GENERAL (SCALE 1:100 OR 1:50)						Entire section N/A ☐		
Customer use			Description	Council use only				
Yes	No	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	☐	☐	☐		
☒	☐	☐	Cross sections with cross-references to details of roof / wall junctions, eaves, balustrade, parapets, penetrations, control joints, window flashings and cladding clearances from finished ground, deck and roof	☐	☐	☐		
☒	☐	☐	Retaining wall details (cut, fill, height of retained ground, waterproof membrane and drainage) and height of wall indicated	☐	☐	☐		
☒	☐	☐	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	☐	☐	☐		
☒	☐	☐	Finished ground / floor levels for floor and roof systems	☐	☐	☐		

PUBLIC SAFETY DURING CONSTRUCTION						Entire section N/A ☐		
Customer use			Description	Council use only				
Yes	No	N/A		Yes	No	N/A		
☒	☐	☐	Details and measures provided for public safety during construction	☐	☐	☐		
☐	☐	☒	Site / traffic management plan provided addressing public access, delivery access and storage areas, as well as dust and noise controls	☐	☐	☐		
☐	☐	☒	Will a certificate for public use application be required for proposed work within the existing building (refer guidance document AC1813 for further info)	☐	☐	☐		

FIRE PROTECTION						Entire section N/A	☐
Customer use			Description	Council use only			
Yes	No	N/A		Yes	No	N/A	
☐	☐	☒	Assessment of ex. Buildings MOE from fire analysis of s.112 existing building compliance (refer section "Important notes" on page 2)	☐	☐	☐	
☒	☐	☐	Design documentation is in accordance with IPENZ Practice Note 22 • Documents provide justification that design complies with NZBC	☐	☐	☐	
☒	☐	☐	Acceptable Solutions C/AS1-7	☐	☐	☐	
☐	☐	☒	Verification method (VM2) or SED ☐ Letter of acknowledgement from NZFS confirming their involvement in the FEB process ☐ Copy of Councils "Outcome of FEB process" ☐ Fire engineering brief ☐ Inspection procedures ☐ Compliance schedule requirements (includes inspection and maintenance)	☐	☐	☐	
☒	☐	☐	Details of all passive fire protection measures including fire dampers and collars with supporting product technical data sheets	☐	☐	☐	
☒	☐	☐	Details of all surface finishes	☐	☐	☐	

ACCESSIBILITY						Entire section N/A	☐
Customer use			Description	Council use only			
Yes	No	N/A		Yes	No	N/A	
☒	☐	☐	Access and facilities for disabled persons provided in accordance with Building Act / Building Code requirements and shown on plans ☐ new ☐ existing	☐	☐	☐	
☒	☐	☐	Accessible route, building entrances, car-parking and signage ☐ new ☐ existing	☐	☐	☐	
☒	☐	☐	Accessible stairs, ramps and lifts ☐ new ☐ existing	☐	☐	☐	
☒	☐	☐	Accessible toilets, showers, laundering, kitchens and public counters ☐ new ☐ existing	☐	☐	☐	

LIFTS, ESCALATORS AND ELEVATORS						Entire section N/A	☐
Customer use			Description	Council use only			
Yes	No	N/A		Yes	No	N/A	
☐	☐	☒	Manufacturer's specifications and design plans; engineering calculations	☐	☐	☐	

FOOD PREMISES						Entire section N/A	☒
Customer use			Description	Council use only			
Yes	No	N/A		Yes	No	N/A	
☐	☐	☐	Details provided with regards to the type of business and operations	☐	☐	☐	
☐	☐	☐	Number of staff and patrons indicated	☐	☐	☐	
☐	☐	☐	Details of surface finishes in food preparation, cooking, servery, storage and dishwashing areas provided	☐	☐	☐	
☐	☐	☐	Full details and location of appliances (cooking / fridges/ freezers) provided	☐	☐	☐	
☐	☐	☐	Liquor licence application submitted	☐	☐	☐	

HAZARDOUS SUBSTANCES						Entire section N/A	☒
Customer use			Description	Council use only			
Yes	No	N/A		Yes	No	N/A	
☐	☐	☐	Details of handling and storage of hazardous materials provided	☐	☐	☐	
☐	☐	☐	Hazardous substances type, class and quality	☐	☐	☐	

HAZARDOUS SUBSTANCES				Entire section N/A ☒		
Customer use			Description	Council use only		
Yes	No	N/A		Yes	No	N/A
☐	☐	☐	Test certifier report provided for compliance with hazardous substances and new organisms (HSNO) Act	☐	☐	☐

DEMOLITION, REMOVAL or RELOCATION (if included as part of building project)				Entire section N/A ☒		
Customer use			Description	Council use only		
Yes	No	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	☐	☐	☐

MECHANICAL SERVICES ENGINEERING				Entire section N/A ☒		
Customer use			Description	Council use only		
Yes	No	N/A		Yes	No	N/A
☐	☐	☐	Engineering calculations provided for ventilation system(s)	☐	☐	☐
☐	☐	☐	All details shown on plans and design specifications provided	☐	☐	☐
☐	☐	☐	Manufacturer's specifications/technical data sheets provided for ventilation system(s)	☐	☐	☐

PRODUCER STATEMENTS				Entire section N/A ☐		
Customer use			Description	Council use only		
Yes	No	N/A		Yes	No	N/A
☒	☐	☐	Engineering calculations and drawings?	☐	☐	☐
☒	☐	☐	Agreement to provide producer statement construction if applicable?	☐	☐	☐
☒	☐	☐	Producer statements completed in full and signed (where provided) and author on Council register	☐	☐	☐
☒	☐	☐	Plans signed and dated by engineer or structural drawings provided or schedule listing work covered if supported by producer statement	☐	☐	☐
☒	☐	☐	Construction monitoring levels and inspections identified?	☐	☐	☐

POOL AND POOL FENCING				Entire section N/A ☒		
Customer use			Description	Council use only		
Yes	No	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	☐	☐	☐

POOL AND POOL FENCING						Entire section N/A	☒
Customer use			Description	Council use only			
Yes	No	N/A		Yes	No	N/A	
☐	☐	☐	Plans to show details of fencing, i.e. materials, height, gate mechanisms (closing and latching devices) and latch heights specified	☐	☐	☐	
☐	☐	☐	If building is used as part of fencing: ☐ Floor plan indicating location and opening direction of all doors opening into pool area ☐ Construction details and type of self-closing / latching devices for all doors opening into pool area ☐ Elevations indicating any windows opening into pool area and details of locking mechanisms i.e. restrictors	☐	☐	☐	
☐	☐	☐	If boundary fencing used as part of pool fencing: ☐ Photos showing all intersecting fences note: no climbable intersecting fences, rails, etc permitted ☐ Photos showing both sides of fence note: no climbable projections permitted within 1.2m of fence (i.e. trees, sheds, etc) ☐ Cross-section showing details of fencing (height, openings, materials, etc)	☐	☐	☐	

SOLID FUEL BURNER						Entire section N/A	☒
Customer use			Description	Council use only			
Yes	No	N/A		Yes	No	N/A	
☐	☐	☐	Location of solid fuel appliance shown on floor plan	☐	☐	☐	
☐	☐	☐	Location of all windows and doors in close proximity to appliance shown	☐	☐	☐	
☐	☐	☐	Location of hot water cylinder (if wetback) and details of valves and water supply pipes	☐	☐	☐	
☐	☐	☐	Type and capacity of hot water cylinder Note: HWC must be open vented low pressure system if wetback installed	☐	☐	☐	
☐	☐	☐	Cross section through building to show penetrations through floor joists (only required where building is two or more stories)	☐	☐	☐	
☐	☐	☐	Cross section through roof showing roof material and flashing details; floor construction (i.e. timber / concrete floor) and type of restraint (i.e. method of fixing appliance to hearth and hearth to floor)	☐	☐	☐	
☐	☐	☐	Cross section through chimney where false chimney surround constructed	☐	☐	☐	
☐	☐	☐	Elevation or photo of external wall that the appliance is being installed on to show location and height of flue; dimensions to be included (and clearances from upper storey windows where flue penetrates a lower storey)	☐	☐	☐	
☐	☐	☐	Manufacturer's specifications, indicating make and model, installation instructions, clearances, flue details, flashing details, hearth insulating method, etc	☐	☐	☐	
☐	☐	☐	Method of ventilation specified (Opening window; air duct; air blower)	☐	☐	☐	
☐	☐	☐	National Environmental Standard: details of emission and thermal efficiency ratings for model installed	☐	☐	☐	
☐	☐	☐	National Environmental Standard Authorisation number:	☐	☐	☐	
☐	☐	☐	Heritage buildings: approval required from Heritage NZ and / or Planning Team	☐	☐	☐	

WATER HEATERS (SOLAR OR HEAT PUMP)						Entire section N/A	☐
Customer use			Description	Council use only			
Yes	No	N/A		Yes	No	N/A	
☒	☐	☐	Location and capacity of hot water cylinder and temperature or pressure relief valve discharge point provided	☐	☐	☐	
☐	☐	☒	Supporting structural components in the roof space are details provided	☐	☐	☐	
☐	☐	☒	Connection and weatherproofing details, including flashing details, provided	☐	☐	☐	

WATER HEATERS (SOLAR OR HEAT PUMP)						Entire section N/A	☐
Customer use			Description	Council use only			
Yes	No	N/A		Yes	No	N/A	
☐	☐	☒	At least two elevations provided to show compliance with height to boundary restrictions and position / inclination of panels	☐	☐	☐	
☐	☐	☒	Location of solar panels in relation to rafters / trusses details provided	☐	☐	☐	
☐	☐	☒	Span and centres of rafters / trusses and under purlins if applicable details provided	☐	☐	☐	
☐	☐	☒	Weight of panels; size of panel (area); and dimensions to edge of roof	☐	☐	☐	
☒	☐	☐	Temperature or pressure valve discharge point details provided	☐	☐	☐	
☒	☐	☐	Specifications and technical data sheets provided	☐	☐	☐	
☐	☐	☒	Engineering calculations / producer statements provided for structural design elements	☐	☐	☐	
☐	☐	☐	Product certification / appraisal certificates	☐	☐	☐	

EXISTING BUILDINGS S.112 and S.115						Entire section N/A	☒
Customer use			Description	Council use only			
Yes	No	N/A		Yes	No	N/A	
☐	☐	☐	Assessment of as near as is reasonably practicable s.112	☐	☐	☐	
☐	☐	☐	Relevant provisions of the Building Code for a change of use (s.115) have been addressed	☐	☐	☐	
☐	☐	☐	Seismic assessment report for buildings constructed pre 1976 or 1982 – 1995 (>3 storeys) with reinforced concrete columns	☐	☐	☐	
☐	☐	☐	Buildings with long span steel roof trusses (20m or more in length) built prior to May 2012 must have a CPEng report attached	☐	☐	☐	

COUNCIL USE					
Consent number:			PIM number:		
Other relevant consent numbers:					
Building complexity level	C1 ☐	C2 ☐	C3 ☐		
Application accepted:	☐ Yes ☐ No		If NO, state the reason(s) why application not accepted below in comments section:		
Fire engineer (CPEng):	☐ Yes ☐ No ☐ NA		Council Registration N°:		
IPENZ register checked:	☐ Yes ☐ No ☐ NA		Chartered professional engineer N°:		
Name of Lodgement Officer:			Signature:		Date:

COMMENTS	