

CHECKLIST FOR LODGING A BUILDING CONSENT

Use this checklist to assist you in lodging a Building Consent Application, the list is not exhaustive but will help avoid delays in processing.

Please attach two copies of the following information (unless otherwise specified) with your Application form.

Tick each box, which is relevant and ensure you attach the information. If the box is not relevant please write N/A across the box.

Council prefer plans to be on A3 paper.

GENERAL

- Building Consent Application Form (1 copy)
Completed in full and signed by the owner or agent on behalf of the owner.
- Evidence of ownership (1 copy)
One recent copy of current certificate of title (not older than three months), or one copy of purchase agreement of relevant portions of current lease.
- PIM, building consent or both?
 - Project information memorandum (PIM) only
 - Building consent only
 - Combined PIM/building consent application
- Depending on which is nominated, complete the application form accordingly using the forms guidance notes
- Project details
Ensure that the building work is described sufficiently to enable the scope of work to be fully understood
- Building code clauses:
You will need to identify the relevant clauses and means of compliance on the NZ Building code against which the project will be checked. A checklist is provided with the application form for this purpose. Example: The dwellings structural wall framing timbers

Clause	Means of compliance	Waver/Modification required
B1 Structure	NZS 3604 Timber Framing	N/A

SITE PLAN (1:100) SHOWING:

- Dimensions of all boundaries, north point, finished floor levels, ground contours (extended to boundaries) levels, site area, street name and number, lot and DP number, outline of building, area of building, distances to boundaries
- Location of this structure in relation to other proposed or existing buildings on the site and neighbouring boundaries
- Distances to any plantation forest or adjoining land if less than 30 metres. Distances to any crop or orchard where pesticides are used on adjoining land if less than 30 metres
- Calculations of total site coverage
- Location and distance from the building to any watercourse on or adjoining the site
- Location of any water bore or well within 20 metres of an effluent disposal field
- Easements

PLUMBING AND DRAINAGE PLAN (1:100) SHOWING:

(note: if you have supplied drainage details and surface water disposal on the site plan, no drainage plan is required)

- Fixtures and fittings, hot water systems(s)
- Nominate plumbing/drainage design to be installed (NZBC Acceptable Solution or AS:3500)
- If the building is more than one storey with sanitary fittings on upper floors, provide an isometric layout showing wastes, pipes and falls
- Drainage layout with inspection bends and junctions indicated for both sewer and stormwater
Nominate drain diameters and minimum grades and discharge pipe diameters and mini grades, note fixture vents where required
- Nominate invert levels at head of drains and at laterals
- Any other drainage on site including council mains and retaining wall field drains
- Ventilation of sanitary rooms
- Septic tank design with calculations (ie. AS/NZS 1547 or specific design)
- North point

BRACING PLAN: (1:100/1:50) SHOWING:

- Bracing details and calculations for both wall and subfloor bracing
- Subfloor bracing for decks projecting more than 2m from the house
- If the bracing was specifically designed by a registered engineer, attach a copy of the engineers producer statement and inspection schedule

FOUNDATION PLAN (1:100/1:50) SHOWING:

- Dimensions of all new foundations
- Sub-floor framing; including bracing
- Footing details
- Piles and footings
- If a concrete slab; show basic details including reinforcing and control joints, rebates, slab thickenings
- North point

FLOOR PLAN (1:100/1:50) SHOWING:

- | | |
|---|---|
| <input type="checkbox"/> Floor plan for each level | <input type="checkbox"/> Ceiling access |
| <input type="checkbox"/> Door and window lintels | <input type="checkbox"/> Garage door lintel |
| <input type="checkbox"/> Floor joist layout for each level with timber floor including solid blocking | <input type="checkbox"/> Smoke alarms |
| <input type="checkbox"/> Identify all room spaces | <input type="checkbox"/> Room ventilation |
| <input type="checkbox"/> Room dimensions | <input type="checkbox"/> North point |

DESIGN RISK MATRIX ASSESSMENT

- Complete a design risk matrix assessment on all walls in accordance with NZ building Code E2 - External Moisture

ELEVATIONS (1:100/1:50) SHOWING:

- Accurate ground lines from boundary to boundary on each elevation, relevant District Plan daylight control lines, the maximum height on each elevation; location of door and window openings; safety glass; fixed and opening sashes; sill heights; floor levels in relation to ground levels, exterior cladding nominated to all elevations; spouting, ventilators to sub-floor area (suspended floor only)

SECTIONS AND DETAILS (1:50/1:20/1:10) SHOWING:

- Concrete foundations (footings, slab, thickenings, reinforcing, compacted fill, DPM)
- Timber sub-floor framing (piles, bearers, bracing, ventilation, joists, flooring, timber treatment)
- Wall framing (sizes, beams, lintels, truss fixings, point loads, timber treatment)
- Exterior claddings, flashings, drained cavities
- Waterproofing details and specifications for wet area showers
- Any high risk detail (e.g. upsloping eaves flashing, roof ending in wall, enclosed balustrades etc)
- Junctions between differing cladding types
- If stucco, full stucco specifications (backing material, reinforcing, spacers, control joint method and locations, number of coats, seal finish etc.)
- Window flashings and wall opening flashings
- Roof construction (cladding, pitch, eaves, gutters, flashings)
- Verandah construction (beams, posts, fixings, base pads)
- Deck construction (joists, beams, stringers, supports, waterproofing, flashings, bracing)
- Barriers (sizes, construction, base fixings, height, infill etc)
- Stairs (sizes, barriers, head room, hand rail, landings)
- Roof truss layout and design from pre-cutter (noting specific design of lintels outside scope of NZS 3604)
- Fire rated systems on all walls (and eaves within 0.65m) closer than 1.0m from any boundary
- Retaining wall details

STRUCTURAL AND CALCULATIONS:

- If any design work required the services of a registered engineer, attach a copy of the calculations with this application along with structural drawings and producer statement with inspection schedule.

SPECIFICATION: (drawings often form specs)

- Elements of structure (size, spacing, timber treatment)
- Glazing and window restrictors where required

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- Finish of fixings to meet durability provisions (stainless steel or galvanised)
 - Wet area surfaces
 - Plumbing and drainage materials and design that installation is to comply with
 - Wall, ceiling and floor insulation
- Note: specifications must be specific to the project. General specification will not be accepted.

PRODUCER STATEMENTS:

- If this application for consent relies on any producer statements certifying compliance with the NZ Building Code, a copy must be attached with this application.

VEHICLE ACCESS PLAN/S

- Location and extent of driveway relative to existing legal boundaries of the site, public footpath/roadway and, where relevant, other features (eg. house, wall, fence, tree, streets or landmarks)
- Details of proposed kerb crossing required (length and location); and specifications
- Long-section (1:100) showing proposed levels and gradient along the centreline; on wide or tight-turning accesses, three long-sections along left; centre and right
- Proposed surface; drainage works, and safety barriers where applicable

FIRE REPORT

- For domestic dwellings of four storeys or more; or buildings providing more than one household unit or commercial buildings

HEATING

- If the plans show a free-standing or in-built solid fuel burning heater, a copy of the manufacturer's data and instructions for installing the heater must be attached with this application.

OUTDOOR SWIMMING POOLS AND SPAS

- If the plan shows an outdoor swimming pool or spa, fencing details of the immediate pool area must be provided with this application (Fencing of Swimming Pools Act 1987 and NZ Building Code refers).

WATER SUPPLY

- If the site can be supplied by a piped water connection from water mains; you must complete a water connection application. If not relevant, indicate on the plans the method of collecting and storing potable water.

RESOURCE CONSENTS

- Your application will be assessed by the Planning and Consents Division of the Council to determine whether your project complies with the relevant District Plan requirements.

If your application does not comply with the Nelson Resource Management Plan requirements you will need to either amend your proposal to comply or apply for a Resource Consent. A Certificate will be attached to your Project Information Memorandum that a Resource Consent is required prior to building work commencing.

WORK CANNOT COMMENCE UNTIL THE CONSENT IS GRANTED AND PAID FOR

Once all of the above attachments have been compiled along with the completed building consent application form and this check sheet, you can lodge your building consent application