

## Building Consent Checklist (*Residential*)

*The following Items need to be attached to your application.  
If any of the applicable parts of the application are missing, your application may be refused at the pre-vetting meeting.*

*Please read the 'IMPORTANT INFORMATION' attached!*

(Please allow 20 working days for the processing of ALL consents)

Please not all boxes may apply to your consent

For further information regarding obtaining a copy please call 8577731

- |   |                          |
|---|--------------------------|
| <b>Certificate of Title (CT) with Diagram</b> Less than 3 months old  | <input type="checkbox"/> |
| <b>Fully completed application form</b>   | <input type="checkbox"/> |
| <b>Deposit see (fees &amp; charges sheet)</b> extra charges may apply   | <input type="checkbox"/> |
| <b>Smoke alarms shown on plans</b>  | <input type="checkbox"/> |
| <b>2 Complete sets of plans</b>   | <input type="checkbox"/> |
| 3 if applying for resource consent, this is a separate application  |                          |
| <b>Specifications (MUST be job specific only)</b>   | <input type="checkbox"/> |
| 2 sets (3 sets if applying for resource consent.) <b>They <u>MUST</u> include full details for any heating systems e.g. fire and flue kits, manufacturers' installation details for each etc)</b>   |                          |
| <b>Site plan</b>  | <input type="checkbox"/> |
| (Accurate to CT diagram, to scale and including spot heights, distances to boundaries, slopes and any significant natural land hazards or features e.g. streams, water courses, dams, wet lands.)   |                          |
| <b>Floor plans</b>  | <input type="checkbox"/> |
| (to scale and fully dimensioned)  |                          |
| <b>Drainage plans</b>   | <input type="checkbox"/> |
| (to scale, dimensioned and include sub-floor drains and exterior drainage to intended connection points i.e. network systems e.g. sewer, water, storm water, or to on-site disposal points. Inverts <b>MUST</b> be shown where known i.e. longitudinal drainage plan!!) |                          |
| <b>Longitudinal Drainage Plan</b> (See above notes on drainage)   | <input type="checkbox"/> |
| <b>Plumbing and electrical schematic drawings</b>   | <input type="checkbox"/> |
| <b>Cross sectional construction details</b>   | <input type="checkbox"/> |
| (to scale and dimensioned for foundations, framing, drains, cladding systems, exterior joinery, heights of the building and side distances to boundaries etc)   |                          |
| <b>All Flashing details</b>   | <input type="checkbox"/> |
| (for all exterior joinery, roof and wall cladding systems and penetrations through them e.g. water pipes, flues, air conditioning etc)  |                          |
| <b>Roof Truss design</b>  | <input type="checkbox"/> |
| (supplied from the truss manufacturer, including layout and load calculations etc)  |                          |
| <b>Bracing calculations</b>   | <input type="checkbox"/> |
| (walls and / or sub-floor)  |                          |
| <b>H1 Insulation calculations</b>   | <input type="checkbox"/> |
| <b>E2 Risk Matrix (for each elevation)</b>  | <input type="checkbox"/> |
| <b>E1 Surface and Roof water calculations</b>   | <input type="checkbox"/> |
| <b>On-Site Wastewater design</b>  | <input type="checkbox"/> |
| <b>Potable water supply identified</b>  | <input type="checkbox"/> |
| (Bore water requires a test report on potability for new dwellings, and rainwater tanks must comply with the local fire-fighting connection bylaws)   |                          |
| <b>Alternative solutions</b>  | <input type="checkbox"/> |
| <b>Waivers or modifications to Building Code applied for</b>  | <input type="checkbox"/> |
| to the Building Code identified and applied for   |                          |
| <b>Producer Statements for specific design</b> (Author on our register)?  | <input type="checkbox"/> |

## Building Consent Checklist (Commercial)

(Please allow 20 working days for the processing of ALL consents)

All consents must have a Certificate of Title less than 3 months old.  
For further information regarding obtaining a copy please call 8577731

- |   |                          |
|---|--------------------------|
| <b>Certificate of Title (CT) with Diagram</b> Less than 3 months old  | <input type="checkbox"/> |
| <b>Fully completed application form</b>   | <input type="checkbox"/> |
| <b>Deposit (see fees &amp; charges)</b> extra charges may apply   | <input type="checkbox"/> |
| <b>Fire safety precautions shown on plans</b>   | <input type="checkbox"/> |
| <br>  |                          |
| <b>2 Complete sets of plans</b>   | <input type="checkbox"/> |
| 3 if applying for resource consent, this is a separate application  |                          |
| <b>Specifications</b>   | <input type="checkbox"/> |
| 2 sets (3 sets if applying for resource consent.) They must include full details for any heating systems e.g. fire and flue kits, manufacturers' installation details for each etc)   |                          |
| <b>Site plan</b>  | <input type="checkbox"/> |
| (Accurate to CT diagram, to scale and including spot heights, distances to boundaries, slopes and any significant natural land hazards or features e.g. streams, water courses, dams, wet lands.)                               |                          |
| <b>Floor plans</b>  | <input type="checkbox"/> |
| (to scale and fully dimensioned)  |                          |
| <b>Drainage plans</b>   | <input type="checkbox"/> |
| (to scale, dimensioned and include sub-floor drains and exterior drainage to intended connection points i.e. network systems e.g. sewer, water, storm water, or to on-site disposal points. Depths should be shown where known) |                          |
| <b>Full plumbing and electrical schematic drawings</b>  | <input type="checkbox"/> |
| <br>  |                          |
| <b>Cross sectional construction details</b>   | <input type="checkbox"/> |
| (to scale and dimensioned for foundations, framing, drains, cladding systems, exterior joinery, heights of the building and side distances to boundaries etc)   |                          |
| <b>All Flashing details</b>   | <input type="checkbox"/> |
| (for all exterior joinery, roof and wall cladding systems and penetrations through them e.g. water pipes, flues, air conditioning etc)  |                          |
| <b>Roof Truss design</b>  | <input type="checkbox"/> |
| (supplied from the truss manufacturer, including layout and load calculations etc)  |                          |
| <b>Bracing calculations</b>   | <input type="checkbox"/> |
| (walls and / or sub-floor)  |                          |
| <b>H1 Insulation calculations</b>   | <input type="checkbox"/> |
| <b>E2 Risk Matrix (for each elevation)</b>  | <input type="checkbox"/> |
| <br>  |                          |
| <b>E1 Surface and Roof water calculations</b>   | <input type="checkbox"/> |
| <br>  |                          |
| <b>On-Site Wastewater design</b>  | <input type="checkbox"/> |
| <br>  |                          |
| <b>Potable water supply identified</b>  | <input type="checkbox"/> |
| (Bore water requires a test report on potability for new dwellings, and rainwater tanks must comply with the local fire-fighting connection bylaws)   |                          |
| <b>Alternative solutions</b>  | <input type="checkbox"/> |
| <br>  |                          |
| <b>Waivers or modifications to Building Code applied for</b>  | <input type="checkbox"/> |
| to the Building Code identified and applied for   |                          |
| <br>  |                          |
| <b>Fire report supplied</b>   | <input type="checkbox"/> |
| <b>Accessibility design supplied</b>  | <input type="checkbox"/> |
| <b>Producer statement supplied</b> (Is the author on our register)?   | <input type="checkbox"/> |
| <b>Specified Systems identified</b> (if applicable)   | <input type="checkbox"/> |
| <br>  |                          |
| <b>Maintenance, operating and reporting procedures for the specified systems supplied</b> (if applicable)   | <input type="checkbox"/> |
| <br>  |                          |
| <b>Amendments to compliance schedule and the specified systems applied for</b>  | <input type="checkbox"/> |

### **IMPORTANT INFORMATION!!!**

*Although you may be applying for 'Building Consent', it is extremely important that applicants are aware of their responsibilities under the Building Act 2004.*

#### **14B Responsibilities of owner**

An owner is responsible for -

- (a) Obtaining any necessary consents, approvals, and certificates:
- (b) Ensuring that building work carried out by the owner complies with the building consent, or if there is no Building consent, with the building code:

When applying for a building consent please ensure that you have obtained all the other potential permissions required as part of the process for example

- Do you need resource consent as part of the process?  
Do you need permission from Hawke's Bay Regional Council?  
Have you applied for these and had them approved?  
*Please contact our Planning department  
if you are unsure, (06)8578060*
  - Do you need approval for a vehicle crossing? Have you applied for one and had it approved?  
*Please contact our Land Transport department  
for advice and information,(06) 8578060*
  - Do you need to connect to the network for sewer, water and storm water? Have you made the necessary application and obtained approval?  
*Please contact our Technical Services department  
for advice and information,(06) 8578060*
- 

#### **Under Section 14b of the Building Act**

The owner is responsible for all of the necessary consents and approvals.

Part of Section 51 part 2 states -

- 2) The issue of a building consent does not, of itself, -
  - (a) Relieve the owner of the building or proposed building to which the building consent relates of any duty or responsibility under any other Act relating to or affecting the building or proposed building; or
  - (b) Permit the construction, alteration, demolition, or removal of the building or proposed building if that construction, alteration, demolition, or removal would be in breach of any other Act.

If you are in any doubt about what is required please telephone the appropriate department for advice.

When you have completed your application please phone (06) 8577731 and book a pre vetting building consent appointment.

If you are also applying for a Resource Consent it is recommended that you also book an appointment with one of our planners and any other departmental officer who may also be involved.

Your application must be complete to be accepted after the pre-vetting meeting or it will be refused until it is completed to our requirements.

At the time of lodgment you will be required to pay the Building Consent Deposit, you may also have to pay other fees as part of other applications, such as resource consent, service connection or a vehicle crossing application.

**Please check any of these requirements before booking any appointments as this will save you time and money**

## **MINIMUM STANDARDS FOR DRAWINGS AND SPECIFICATIONS**

For Building Consents in general (*and where applicable, Resource Consent*) the following minimum standards of drawings will apply:

- Only work relevant to the building consent application is shown on the plans (future plans may be shown to help with the planning of services)
- Specifications are ONLY relevant to the project.
- Private storm water drainage is identified e.g. On-site disposal or to public system.  
If the application requires on-site disposal of storm water, details of how the water will be collected and disposed of must be included in the application.
- If the drinking water comes from a bore, a testing certificate confirming that the water is potable is required.
- Private foul water drainage is identified: e.g. septic tank and effluent.  
If the application requires on-site wastewater disposal, the type of system being installed shall be identified along with engineering calculations stating capacity and site limitations, if any. For example, a 4500 litre septic tank with bio-filter and 160 m of effluent drainage, as shown on a CHBDC On-site Wastewater site and soil evaluation form.

**When you have completed your application please phone (06) 8577731 if you want a pre-lodgment building consent appointment where an Building Control Officer will check your application**

If you are also applying for a Resource Consent please also book an appointment with one of our planners and any other departmental officer who may also be involved.

Your application must be complete in order to be accepted after vetting at the pre-lodgment meeting, or it will be refused until it has been completed to our requirements.

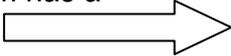
At the time of lodgment you will be required to pay the Building Consent Deposit, you may also have to pay other fees as part of other applications, such as resource consent, service connection or a vehicle crossing application.

**Please check any of these requirements before booking any appointments as this will save you time and money**

- Any network drainage connection points are shown on the plans (This information can be sourced from CHBDC)
- Subfloor and wall bracing calculations accompany the application (if applicable)
- Engineering calculations accompany the application (as applicable, with a current and signed Producer Statement PS1 from the engineer responsible, clearly showing the owners name and address and what their PS1 actually covers).
- Supplementary reports accompany the application such as fire, acoustic, geotechnical.
- All applications should be accompanied by a risk assessment addressing weather tightness factors (e.g. an E2 risk matrix).
- Two or three sets of plans have been supplied (Depending on whether you are applying for resource consent at the same time?)

Note: An additional set of plans, specifications and a fire report will be required for applications that are to be submitted to the New Zealand Fire Service Commission, who will retain this set of documents for their records.

- Each set shall be clearly labeled and packed in sets (i.e., project information memorandum, building consent authority copy and site copy).
- Plans must be drawn to an appropriate scale so measurements can be checked. Acceptable scales: site plan 1:100, 1:200, 1:500 depending on area; cross-section 1:50; elevations 1:100; weather tightness risk features or construction details 1:10–1:20 or 1:50, etc.
- Drawings shall include: a drawing number and title; designer's name and contact details; owner's name; project address; scale, key, etc.
- Drawings that demonstrate dimensions and calculations (site coverage, height in relation to boundary, contours, etc).
- Plans are printed on white paper, drawn in black ink, are legible and clearly describe the work being undertaken, typically A1, A2, or A3 sheet sizes.
- Specifications, calculations, design reports and the like must be printed on white paper, drawn in black ink and be legible. If you are in any doubt about what is required please telephone the appropriate department for advice

Your Building Consent Application form has a section on page 1 that asks for the  Pick the appropriate description from below and insert this into this box.

## CLASSIFIED USES

### 1.0 EXPLANATION

**1.0.1** For the purposes of this building code *buildings* are classified according to type, under seven categories.

**1.0.2** A *building* with a given classified use may have one or more *intended uses* as defined in the Act.

### 2.0 HOUSING

**2.0.1** Applies to *buildings* or use where there is self care and service (internal management). There are three types:

#### 2.0.2 Detached dwellings

Applies to a *building* or use where a group of people live as a single household or family. Examples: a holiday cottage, boarding house accommodating fewer than 6 people, dwelling or hut.

#### 2.0.3 Multi-unit dwelling

Applies to a *building* or use which contains more than one separate household or family. Examples: an attached dwelling, flat or multi-unit apartment.

#### 2.0.4 Group dwelling

Applies to a *building* or use where groups of people live as one large extended family. Examples: within a commune or marae.

### 3.0 COMMUNAL RESIDENTIAL

**3.0.1** Applies to *buildings* or use where assistance or care is extended to the *principal users*. There are two types:

#### 3.0.2 Community service

Applies to a residential *building* or use where limited assistance or care is extended to the *principal users*. Examples: a boarding house, hall of residence, holiday cabin, *backcountry hut*, hostel, hotel, motel, nurse's home, retirement village, time-share accommodation, a work camp, or camping ground.

#### 3.0.3 Community care

Applies to a residential *building* or use where a large degree of assistance or care is extended to the *principal users*. There are two types:

(a) **Unrestrained**; where the *principal users* are free to come and go. Examples: a hospital, an old people's home or a health camp.

(b) **Restrained**; where the *principal users* are legally or physically constrained in their movements. Examples: a borstal or drug rehabilitation centre, an old people's home where substantial care is extended, a prison or hospital.

### “Current, lawfully established use: Classified Use”

### 4.0 COMMUNAL NON-RESIDENTIAL

**4.0.1** Applies to a *building* or use being a meeting place for people where care and service is provided by people other than the *principal users*. There are two types:

#### 4.0.2 ASSEMBLY SERVICE

Applies to a *building* or use where limited care and service is provided. Examples: a church, cinema, clubroom, hall, museum, public swimming pool, stadium, theatre, or where runanga (the assembly house).

#### 4.0.3 ASSEMBLY CARE

Applies to a *building* or use where a large degree of care and service is provided. Examples: an early childhood education and care centre, college, day care institution, centre for handicapped persons, kindergarten, school or university. Schedule 1 clause A1 4.0.3: amended, on 1 December 2008, by section 60(2) of the Education Amendment Act 2006 (2006 No 19).

### 5.0 COMMERCIAL

**5.0.1** Applies to a *building* or use in which any natural resources, goods, services or money are either developed, sold, exchanged or stored. Examples: an amusement park, auction room, bank, car-park, catering facility, coffee bar, computer centre, fire station, funeral parlour, hairdresser, library, office (commercial or government), Police station, post office, public laundry, radio station, restaurant, service station, shop, showroom, storage facility, television station or transport terminal.

### 6.0 INDUSTRIAL

**6.0.1** Applies to a *building* or use where people use material and physical effort to:  
(a) extract or convert natural resources,  
(b) produce goods or energy from natural or converted resources,  
(c) repair goods, or  
(d) store goods (ensuing from the industrial process).  
Examples: an agricultural building, agricultural processing facility, aircraft hanger, factory, power station, sewage treatment works, warehouse or utility.

## 7.0 OUTBUILDINGS

**7.0.1** Applies to a *building* or use which may be included within each classified use but are not intended for human habitation,

and are accessory to the principal use of associated *buildings*.  
Examples: a carport, farm *building*, garage, greenhouse, machinery room, private swimming pool, public toilet, or shed.

## 8.0 ANCILLARY

**8.0.1** Applies to a *building* or use not for human habitation and which may be exempted from some amenity provisions, but which are required to comply with structural and safety-related aspects of the *building code*. Examples: a bridge, derrick, fence, free-standing outdoor fireplace, jetty, mast, path, platform, pylon, retaining wall, tank, tunnel or dam.

CENTRAL HAWKE'S BAY



**CENTRAL HAWKE'S BAY DISTRICT COUNCIL**

Ruataniwha Street, PO Box 127, Waipawa 4240, New Zealand  
Telephone: (06) 857-8060, Fax: (06) 857-7179  
Email: [info@chbdc.govt.nz](mailto:info@chbdc.govt.nz)  
[www.chbdc.govt.nz](http://www.chbdc.govt.nz)

# A GUIDE TO OBTAINING A BUILDING CONSENT

**PLEASE CALL 8577731 TO BOOK YOUR PRE LODGEMENT APPOINTMENT**

**A DEPOSIT WILL BE REQUIRED**

**ALL OTHER FEES WILL BE INVOICED PRIOR TO THE ISSUE OF YOUR BUILDING CONSENT**

This document sets out in simple terms what is required to obtain a building consent.

## **WHAT REQUIRES A BUILDING CONSENT**

A building consent is required for most work

- New Buildings
- Additions / Alterations (contact the Building Office with reference to minor alteration work)
- Structural building work
- Plumbing work
- Drainage work
- Lift and Cable cars
- Demolition and relocation of second hand buildings
- Solid fuel heaters

If unsure call the Building Team – 8577731

## **BUILDING CONSENT EXEMPTIONS**

The Building Act 2004 and the November 2013 amendment has a list of building work that does not require a building consent. This information is contained in Schedule 1 of the Act. The contents of schedule 1 can be viewed on the New Zealand Legislation Web Site

- Use this link for further information:
- [www.dbh.govt.nz/building-amendment-act-2013](http://www.dbh.govt.nz/building-amendment-act-2013) This document, which can be downloaded, also describes the types of building work that under Schedule 1k may give you the option of applying to the local authority for a 'discretionary exemption' from requiring to obtain a Building Consent.
- A PDF version is available on the CHBDC web-site also.
- We can print this and any other appropriate information off for you (Fees will apply)

Section 17 of the Building Act states that all building work must comply with the building code  
The Building Officers can be contacted to establish whether proposed building work is exempt.

Plans of the exempt work once completed with a covering letter with the names of the contractors should be submitted to the Council for inclusion in the property file

While the Building Act provides for exemptions there may be other laws that you need to comply with.

These include but are not limited to the following:-

- The Building Code
- The Resource Management Act 1991
- Plumbers, Gasfitters, and Drainlayers Act 1976
- The Electricity Act 1992
- The Health Act 1956

Any Local Government Bylaws

## HOW DO I GET BUILDING CONSENT

The Councils Building Control Officers and other staff involved in the processing of Building Consent applications need to know in detail the type and the extent of the building work you wish to undertake.

Every application must be made on the prescribed form and these are available on our web site [www.chbdc.govt.nz](http://www.chbdc.govt.nz) (please click on 'get a consent' on the home page) and from Councils Offices at Ruataniwha St, Waipawa and also from our Service Centre & Library, Kitchener St, Waipukurau.

Fireplace application forms are the same as the normal building consent application form (FORM2).

Please complete the application after following the attached checklist and reading the guidance

documents supplied with your application pack. Building Control Officers will help with this as far as possible but cannot fill out your form or supply design advice.

It may be that you need to consult a professional for help with filling out your application correctly?

When you have collated all of the required information for your project and filled out all the required parts of the forms you may need to book a pre-lodgment meeting.\*(See below)

The pre-lodgment meeting will be conducted with the help of a Building Control Officer.

This meeting is ONLY to check that your application contains the minimum information required in order for your application to be lodged, it is not to check if all of the content actually complies with the Building Code!

If ALL of the required information has been supplied then your application will be accepted, at which point you will be required to pay the Building Consent Deposit.

If your application is incomplete you will be given a list of what is still required and your application will probably be refused.

When you have obtained the missing information you will need to re-book another pre-lodgment meeting and the process will be repeated.

## POSTAL AND ELECTRONIC APPLICATIONS

When it is impractical for you to visit the council offices e.g. you live well outside the CHB area, then postal and electronic applications will be the most practical way for you to apply for a Building Consent.

When they arrive they will be pre-checked by a Building Control Officer, Planner and Engineering Officer.

Exactly the same criteria will have to be met for the application to be accepted.

After following the guidance advice supplied with the application in conjunction with completing the checklist should ensure the quality and content of your application.

You should also include the Building Consent Deposit or have \*electronically banked this prior to posting the application in.

If your application meets the required minimum standards it will be accepted.

If it does not then it will be returned to you with a list of things to attend to along with your cheque.

When you have attended to the missing information you may re-submit the application.

\*Electronic payments will be credited back to your bank account (fees may apply)

You can pay directly at an ANZ branch or through Internet banking.

When making the minimum deposit payment, please use the following account details:

CHBDC bank for your reference is ANZ (Waipukurau branch)

Account number: 01-0777-0038665-00

Your reference: BC Deposit.

## PROJECT INFORMATION MEMORANDUM

A project Information memorandum (PIM) contains specific information that the Council has that may affect your site/ or proposed project. This information may be useful when designing the structure such as:- wind zone, district plan requirements, development contributions, flooding, subsidence, erosion, land structure and currant drainage positions.

The PIM since November 2009 amendments to the Building Act 2004 is voluntary and need not be applied for, however vital information may not be revealed until the consent has been processed.

### NOTE:

If you have obtained a PIM you should supply this with your Building Consent application  
The PIM also discloses any other authorizations that may be required for the project.

**These may be refused even if the Building Consent is granted and issued.**

## WHAT HAPPENS NEXT

Once accepted the Building Consent Authority has 20 working days to process your application.(Statutory timeframe)

The Building Consent Application has will be checked by each relevant council department against their required information.

You may receive letters, e-mails, phone calls or a combination of these from departments other than the BCA requesting further information.

The request from other departments does not stop the statutory clock.

The BCA will check your plans and specifications for compliance with the New Zealand Building Code.

If it feels that further information is deemed necessary in order to establish compliance with the Building Code it may request this information from you or your authorized agent.

At this point the application and statutory clock are suspended until that information is supplied.

It is possible to receive more than one further information request from the BCA depending on the quality and content of the information that has been subsequently supplied

Once compliance has been established your consent will be granted.

You will be informed in writing of this and you may then have it posted out (fees may apply), or pick it up from the council offices at which stage the consent will have been 'issued'.

If compliance cannot be established for any reason your consent may be refused.

It will then be returned to you with the reasons for the refusal to grant the consent.

### Multi Proof Consents

These consents are processed by the Department of Building and Housing and are to be processed within a 10day time frame. The Council will look at the siting, correct wind and snow zones, any plumbing and drainage and sub floor elements, storm water and sewerage disposal

## AFTER YOUR CONSENT HAS BEEN ISSUED

Together with your application you were required to submit at least two sets of drawings and specifications.

One set will be sent back to you with your consent.

Stamped & approved plans will be supplied to you and they MUST be on site at all times and available for the Building Control Officer to check.

These drawings will be stamped 'Job Copy' or 'Site Copy'.



**The inspector may not complete any inspections without this documentation.**

**Work must begin within 12 months from the date the consent was granted or the consent will lapse.**

**If you cannot start work within this time frame but still intend to do so you may contact the BCA and request a time extension.**

**If you do not start within this new time frame your consent may lapse!**

## INSPECTIONS

The consent issued by the council, who are the CHB Building Consent Authority (BCA), will contain a list of the inspections agreed upon by the applicant and the BCA that have deemed to be required in order for the BCA to be assured that once they have inspected the project under this regime, that compliance with the Building Code and consented drawings will have been achieved.

The inspections made during construction provide the Council with the evidence required for them to issue a Code Compliance Certificate at the end of the building project.

The inspections are listed in the anticipated construction order that they will be required.

A copy of 'Inspection terminology' is supplied with the consent to help clarify what each inspection entails and what stage you should be at when you request that the inspection be done.

When an inspection is done the inspector will check that the work has been completed in accordance with your consented drawings.

If the work does comply with the consented drawings then your inspection sheet will note the passed inspection, the date and the BCO's name or initials.

If the inspection fails you will be given the reasons why and a site instruction or Notice to Fix, and either of these may result in another inspection being required and additional costs.

You will continue with the inspection regime until all of the inspection have been completed and passed.

Please give as much notice as possible for the inspection as it is not always possible to be there with less than 48 hours notice.

Your inspection will be booked in as far as is possible to meet your needs, however we may not be able to meet that need during times of heavy workloads..

When booking the inspection please tell us:- Building Consent Number, type of inspection ie (foundation, pre-slab, pre-line, plumbing, and Drainage), Site address, name of person making booking, contact phone number.

This is all on the site inspection sheet issued with your building consent.

If you require further information regarding inspections, and to make bookings please contact this office on 06 8577731

## AMENDMENTS TO YOUR BUILDING CONSENT

### APPLICATION FOR AN AMENDMENT TO A BUILDING CONSENT

#### SECTION 45 BUILDING ACT 2004

An application for an amendment to a building consent must—

(a) In the case of a minor variation, be made in accordance with section 45A; and

(b) In all other cases, be made as if it were an application for a building consent, and this section, and sections 48 to 51 apply with any necessary modifications.

Guidance on amendments to a Building Consent is available as a publication on [www.dbh.govt.nz](http://www.dbh.govt.nz) and also on [www.chbdc.govt.nz](http://www.chbdc.govt.nz) in PDF format, We can print this off for you.

Please contact the BCA and discuss your proposed amendment before beginning the work in order to confirm what sort of amendment it is, and whether it will be approved or not!

**This could save could time and money.**

### 45A MINOR VARIATIONS TO BUILDING CONSENTS

- (1) An application for a minor variation to a building consent—
  - (a) is not required to be made in the prescribed form; but
  - (b) must comply with all other applicable requirements of section 45.
- (2) Sections 48 to 50 apply, with all necessary modifications, to an application for a minor variation.
- (3) A building consent authority that grants a minor variation—
  - (a) must record the minor variation in writing; but
  - (b) is not required to issue an amended building consent.

Section 45A: inserted, on 1 February 2010, by section 16 of the Building Amendment Act 2009 (2009 No 25).

## **2 YEARS FROM THE DATE OF GRANTING YOUR BUILDING CONSENT!**

You should complete the work and apply for a 'Code Compliance Certificate' within 2 years from the date that the Building Consent was granted.

If a Code Compliance Certificate has not been issued or applied for within this 2 year time frame you will receive a reminder letter from us asking you why this is, and requesting information on the status of the project.

You must tell us if completing the work within the 2 years might not be possible.

You may apply to council for an extension of time on you Building Consent, but must do so within the given 2 year time frame.

If an application for Code Compliance Certificate has not been received before two years after the Building Consent was granted, the Council is obliged to undertake an inspection and decide whether or not to issue a Code Compliance Certificate.

If you apply for an extension of time to complete your building project an officer may grant an extension after reviewing the file, however after the reviewed and agreed time frame has been established and granted you should complete the work by that due date!

## **CODE COMPLIANCE CERTIFICATES**

When all of the work has been completed please arrange for a final inspection and the supply of your completed application for a Code Compliance Certificate.

The form for this is attached to your building consent, and when completed should be either posted back to the Council as part of booking a final inspection, or may be handed to the Building Control Officer on the day of the inspection.

Please ensure that the owner or owner's agent has signed the application, and that all of the required documentation has been complied to go with it. This information is listed in advisory notes as part of you Building Consent pack.

If your final inspection is failed for some reason you will be issued with a Notice To Fix (NTF).

This form will list the items that require attention in order to establish compliance with the Building Code, and also the mutually agreed timeframe for this work to be completed in.

At this point if you have applied for your CCC the application will be suspended until the work has been completed.

When you have completed the remedial work you may require an additional inspection in order to have your Code Compliance Certificate (CCC) issued.

The Council then has a total maximum time of 20 working days in which to make the decision on whether to issue the Code Compliance Certificate or not.

Whenever the request is refused (as with the failed final inspection, or any other reason) you will be given the reasons in writing and the opportunity to appeal the decision or carry out any remedial work under an NTF.

Another inspection of the work may then be carried out to ensure it complies with the consented documents and, if so, a code compliance certificate will be issued.

If compliance with the Building Code cannot be adequately established the BCA may refuse to issue the CCC.

Any cost incurred by the Council additional to that paid at the time of issue of the building consent is payable prior to the issue of the Code Compliance Certificate.

## FURTHER ADVISORY NOTES AND INFORMATION

*The Land Transport Department are required to carry out an inspection on your vehicle crossing (access way). If your crossing does not comply with Council Standards you will be requested to submit a vehicle crossing application form (separate fee of \$174) and upgrade the vehicle crossing to meet the current standards, this will be at your own cost. Please contact the Land Transport Dept 8578060, if you require further details.*

### **Development Levies**

*New Dwellings, Relocates & other substantial development will be subject to development levies as per Council policy. These levies can vary between \$1250.00 & \$6000 for dwellings & more commercial and industrial developments depending on location & intensity. Please contact the Council for further details.*

## PRODUCER STATEMENTS

A producer statement, while not specifically mentioned in the Building Act 2004, can be invaluable additional information to assist the Council in determining compliance with the Building Code. This states that certain work will be carried out in accordance with certain technical specifications and will comply with the Building Code.

A producer Statement could cover any of the following areas:-Design, Design review, construction, construction review.

Producer Statements should be submitted on forms supplied by the professional organisations involved, such as charter professional engineers. Copies of calculations that form part of the basis of any producer statement must be included.

The author of the Producer Statement must be on the BCA (Building Consent Authority) register in order for their producer statement to be accepted as part of the application.

However as part of your application they may also apply to be accepted by completing and supplying the BCA application form.

This is available online by following this link for a Producer Statement Author application:

<http://www.chbdc.govt.nz/assets/documents/Departments/Regulatory/Consents/Building-2012/producer-statement-author-application.pdf>

which is also available from the BCA main office in Waipawa or we can post or e-mail you the application by requesting one from the BCA administrator on (06) 8577731.

The acceptance is discretionary on the part of the BCA and should the application be refused it is likely that the Building Consent application will also be refused.

Once their application has been reviewed and if it is accepted your application will continue.

Please read the guidance under producer statements on the attached checklist.

## ACCESS AND FACILITIES FOR PEOPLE WITH DISABILITIES

The *Building Act Section 118 and Schedule 2* outline a large range of commercial buildings to which access and facilities for people with disabilities are to be provided for.

This schedule describes most commercial buildings and/or building use.

The objective of NZ Building Code section D1.1 (c) is to *'ensure people with disabilities are able to enter and carry out normal activities and functions within buildings'*.

They are not to be discriminated due to their disability, which may be a short-term accident or long-term disability.

You must ensure that your Building Consent Application has allowed for any required changes under the legislation in the Building Act 2004.

It is advisable to check what will be required at the design stage of the application as it is highly likely that some part of your building work may trigger the provisions of this part of the Building Act and the Building Code.

The DBH web-site has more information available and publications on 'Accessibility': [www.dbh.govt.nz](http://www.dbh.govt.nz)

Some information is also available on the council web-site where this and other publicly available information can be printed off for you (Fees will apply).

## EARTHQUAKE PRONE BUILDINGS

The Central Hawke's Bay District Council has an earthquake prone building policy which has been formally adopted by Council.

Any building built prior to the implementation of New Zealand Structural Standard 4203 (1976) will be subject to this policy.

An applicant is advised that if they are considering alterations to a building that may be subject to this policy that they should discuss the issues with a Council officer as it may be necessary to incorporate strengthening elements regardless of the nature of the work to which your building consent applies.

Buildings undergoing a change of use will require strengthening regardless of where they fit within the strengthening schedule.

Residential dwellings are not included by and large in this legislation, unless it comprises of more than 2 stories and contains 3 or more household units.

## CHANGE OF USE

The change of use of a building, whether that change requires building work or not, will trigger the 'change of use' provisions of the Act. Section 114 and 115 stipulate the matters that must be considered for any change of use of a building.

The applicant will need to consider all the requirements of section 115(b).

The specific degree of structural strengthening required (if any) cannot be assessed until a comprehensive evaluation of existing building strength is made.

## FIRE PROTECTION REQUIREMENTS

Fire safety in a commercial building is assessed under the NZ Building Code, C Clauses.

Most work in a commercial building will require a fire report, but this requirement can be discussed before you make an application.

This fire report will demonstrate how the building will continue to comply with the Building Code with respect to protection from and means of escape from fire.

This would be required at application stage.

Any fire rated construction, i.e. walls, floors or ceilings are to be shown on the plans and sections and construction details provided.

The proposed work may be 'just an office fit-out' but this can impact on means of escape and the positioning of sprinkler and smoke alarm heads. Any design outside the 'scope' of the C documents acceptable solutions will have to be dealt with through the 'verification method' by a 'Qualified Fire Engineer', and the Building Act requires that they be sent to the New Zealand Fire Service Design Review Unit (DRU) for assessment.

In this case an additional full set of construction drawings will be required as the DRU retain any plans sent to them.

## HEALTH

A building consent applied for work where the intention is to turn a building into premises intended for the sale and consumption of food e.g. cafes, restaurants, bars etc will require approval under the Food Hygiene Regulations 1974 and the Sale of Liquor Act 1989 as well as the Building Act, and may also as with other commercial premises require local planning approval.

This will be reviewed at building consent stage.

The Environmental Health Officer(s) will require specifications, plans and elevations detailing the following:

- Surface finishes
- Ventilation
- Wash hand facilities
- Food storage facilities
- Cooking and cleaning facilities, sinks, dishwasher
- Grease trap and backflow devices
- Menu specifying type food being prepared and served in the premises.

A Health License for the premises will be required before the public is permitted to use the premise.

You may also require a liquor license?

Please contact the CHBDC Environmental Health Officer and Liquor Licensing Officer for guidance as part of your application.

Please also seek planning advice for permitted activities in the area prior to applying for your Building consent

Obtaining consent under any other legislation than the Building Act is the applicant's responsibility.

## USE OF A BUILDING BY THE PUBLIC TO WHICH A BUILDING CONSENT APPLIES

If the building is classified as a building for public use under the Building Act 2004 it is illegal for members of the public to use the building until the Code Compliance Certificate has been issued or a Certificate of Public Use applied for and granted by the Council.

Please check with the Council when submitting the consent whether this restriction will apply.

## COMPLIANCE SCHEDULES

Under the Building Act 2004, all buildings except single residential dwellings require a Compliance Schedule if they contain specified systems or features (e.g. fire safety systems, lifts etc).

A list of these specified systems is available under the compliance schedule section of the building consent application form.

The systems involved will require regular maintenance to ensure that they retain their efficiency and effectiveness.

If your building contains specified systems, you must complete the Schedule of Specified Systems and supply with your application the maintenance, inspection and reporting conditions for each system.

Information can be downloaded on our web site [chbdc.govt.nz](http://chbdc.govt.nz) or from our Ruataniwha Street office (printed material will be charged)

When your building work is completed you will be given a compliance schedule Statement, and an annual Building Warrant of Fitness (BWOFF) will be required as long as the building contains any specified systems.

## FEES

All building consents have a deposit that is to be paid at the time of application.

As your application is processed charges are accrued.

Then the inspections required are scheduled and charges added for these.

Depending on the value of work there may be Government levies.

There may also be Development Levies (previously discussed) which can be paid when issuing the consent, but **must** be paid before a CCC will be issued.

When the consent is granted you will be notified by mail.

An invoice for the building consent fee will accompany this notification.

You are required to pay for your consent on collection, we allow three months between notification of a granted consent and collection, after this time we will review your consent and other action may be taken.

If no extra fees are required your consent will be posted out to you.

## RESTRICTED BUILDING WORK (RBW)

From 1st March 2012 only LBP's may carry out or supervise certain types of building work – known as “restricted building work” – on homes and small to medium sized apartments. Restricted building work is work that is deemed to be critical to the integrity of the building, namely:

- Design and construction that relates to the structure (load-bearing walls; foundations, etc)
- Design and construction that relates to moisture penetration (roofs, cladding, etc)
- Design of fire safety systems for small to medium sized apartments.

**The scheme has seven licence classes:**

- Designers
- Carpenters
- External plasterers
- Bricklayers and blocklayers
- Foundation specialists
- Roofers
- Site (ie: on-site supervisors or managers)

From March 2012 it is an offence for an unlicensed person to carry out or supervise any restricted building work and it is an offence to knowingly engage an unlicensed person to carry out or supervise restricted building work unless they have obtained an **'owner builder exemption'** from the Building Control Authority.

If during the course of the work you decide that you wish to carry on some of the RBW yourself under an owner builder exemption but did not fill out a FORM 2b with the initial application, then you will need to fill out a Form 2c, available from the council offices and on the CHBDC web-site [www.chbdc.govt.nz/get a consent](http://www.chbdc.govt.nz/get_a_consent)

Licensed Building Practitioners (LBPs), these are listed on the Department of Building & Housings website. [www.dbh.govt.nz](http://www.dbh.govt.nz) (search find an LBP).

## OWNER BUILDER EXEMPTION APPLICATIONS

Restricted Building Work may also be done by a non-licensed person when the applicant is the owner and has applied for an Owner Builder Exemption under Section 45 (5) of The Building Act 2004.

This type of application must be accompanied by a statutory declaration on the prescribed form as to the owner builder status with regards to the building work and / or design work.

This statutory declaration form is attached to the rear of the standard Building Consent application form

In order for your application under this status to be accepted you must comply with all of the criteria to be classified as an owner builder.

Further information can be obtained from the following web sites:-

Department of Building and Housing.

[www.dbh.govt.nz](http://www.dbh.govt.nz)

Consumer Build

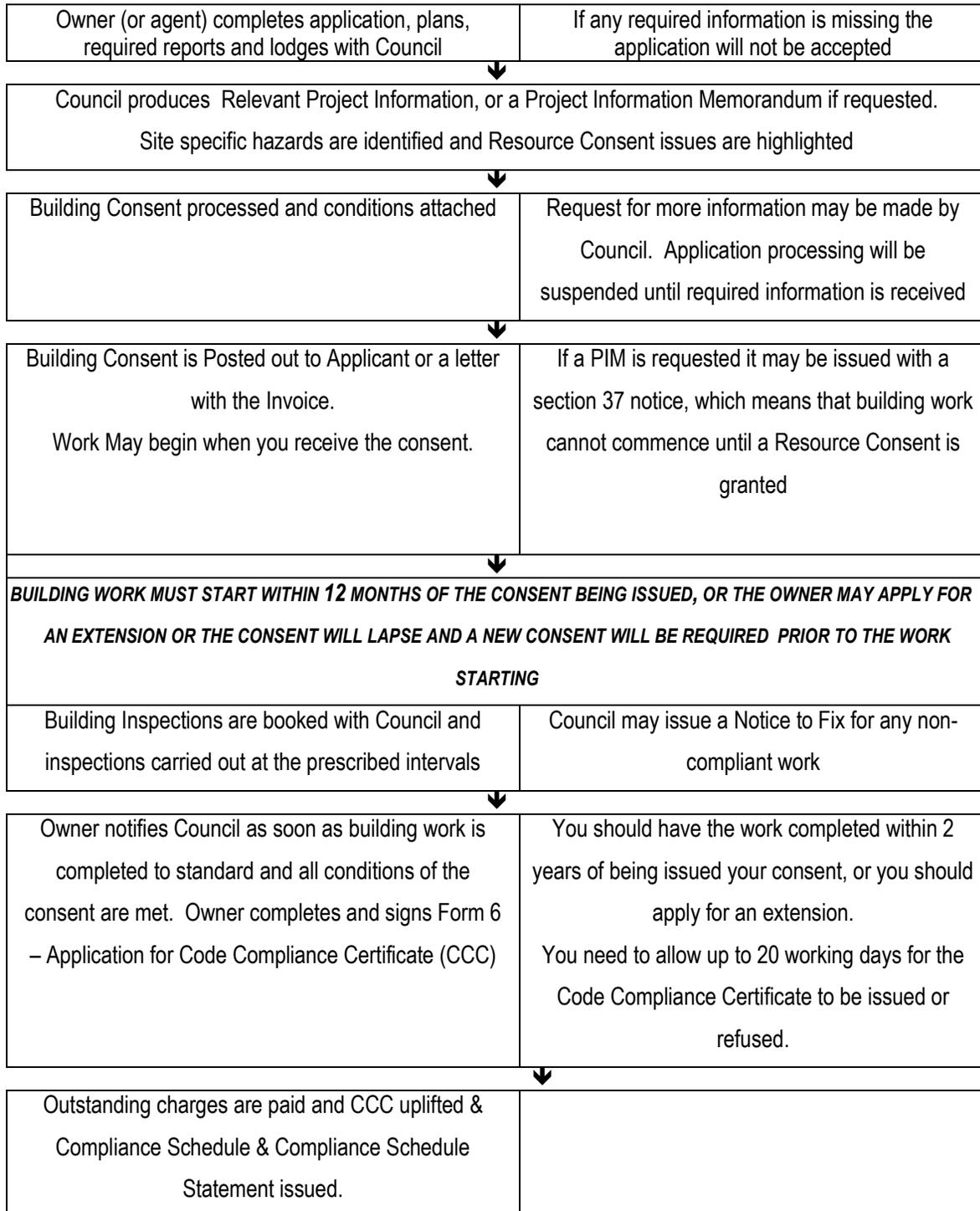
[www.consumerbuild.org.nz](http://www.consumerbuild.org.nz)

Department of internal Affairs

[www.legislation.govt.nz](http://www.legislation.govt.nz)

### HOW IT ALL WORKS

The chart below summarises the building consent process.



## **BUILDING CONSENT INSPECTION REGIME**

### BUILDING CONSENT INSPECTIONS REQUIRED?

Section 7 of the Building Act 2004 defines plans and specifications as follows:

**Plans and specifications—**

(a) Means the drawings, specifications, and other documents according to which a building is proposed to be constructed, altered, demolished, or removed; **and**

(b) **Includes the proposed procedures for inspection** during the construction, alteration, demolition, or removal of a building; and

*(Excerpt from section 7 of the Building Act 2004)*

**YES      NO      N/A**

Have you supplied an inspection regime for your project?

Would you like the Building Consent Authority to provide a list of the inspections that they feel are required, to be satisfied on reasonable grounds that when completed and passed, should result with the issue of a Code of Compliance Certificate?

**Applicant Name:** \_\_\_\_\_

**Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

# Application for PIM and/or Building Consent

Section 33 or 45 Building Act 2004 Form 2

Section 1

<b>The Building</b> [Project Location]	
Street address/rapid number of building: [for structures that do not have a street address, state the nearest street intersection and the distance and direction from that intersection] _____ _____	Legal description of land where building is located: [state legal description as at the date of application and, if subdivision is proposed include details of relevant lot numbers and subdivision consent] Lot: _____ DP: _____ Sec No: _____ Blk No: _____ Val No: _____ ML No: _____ Blk name & No: _____
Building name: [if applicable] _____	Location of building within site: [include nearest street access] _____
Number of levels: [include ground level and any levels below ground]	Level/Unit number: [if applicable]
Area: Existing floor area: _____ New floor area: _____ Total floor area: _____	Current, lawfully established, use: [include number of occupants per level and per use if more than one level] _____
Year first constructed: [approximate date is acceptable e.g.: c1920's or 1960-1970]	

Section 2

<b>Owner</b> [must be completed for all applications and all details must be the owners]	
Name of owner: [include preferred form of title, e.g. Mr, Miss, Dr if an individual and the contact persons name if a company, trust of similar] _____	
Owner's mailing address: _____ _____	Street address/Registered office: _____ _____
Owner's contact details: Landline: _____ Mobile: _____ After hours: _____ Facsimile Number: _____ Email: _____ Website: _____	
Evidence of ownership: [please attach one of the following, as appropriate to the circumstances, showing full name of legal owner(s) of the building/land] <input type="checkbox"/> Copy of historical certificate of title, no more than 3 months old <input type="checkbox"/> Agreement for sale and purchase <input type="checkbox"/> Lease <input type="checkbox"/> Other _____ <input type="checkbox"/> Council to obtain historical certificate of title (cost as per Council fee schedule) If supplying a sale & purchase agreement, a current certificate of title must be supplied, even if it has the previous owners name on it.	
For office use:  <b>BC No:</b> _____  <b>Valuation No:</b> _____  <b>UPI No:</b> _____	

**Agent** [only required if application is being made on behalf of the owner]

Owners authorisation to act as agent: [complete section below, or alternatively:  authorisation letter attached]

I, \_\_\_\_\_ as owner of the above property, authorise \_\_\_\_\_  
to act as my agent.

Signature: [of building owner(s)] \_\_\_\_\_ Date: \_\_\_\_\_

Name of agent: [include the contact persons name if a company, trust of similar] \_\_\_\_\_

Agent's mailing address: _____ _____ _____	Street address/Registered office: _____ _____ _____
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Agent's contact details:

Landline: \_\_\_\_\_ Mobile: \_\_\_\_\_

After hours: \_\_\_\_\_ Facsimile Number: \_\_\_\_\_

Email: \_\_\_\_\_ Website: \_\_\_\_\_

Relationship to owner: [state details and provide written authorisation from the owner to make the application on the owner's behalf]

First Point of Contact for communications with Council/building consent Authority: (this must be a New Zealand Address)

Full Name: \_\_\_\_\_ Email: \_\_\_\_\_

Postal Address: \_\_\_\_\_ Phone: \_\_\_\_\_

\_\_\_\_\_ Fax: \_\_\_\_\_

**TYPE OF APPLICATION:** I request that you issue a:

Building Consent

PIM (Project Information Memorandum) only

Building Consent and PIM (Project Information Memorandum)

Building Consent Only in accordance with existing PIM (Project Information Memorandum) [please complete details below]  
Project Information Memorandum was applied for on \_\_\_/\_\_\_/\_\_\_ [if applicable] was issued on \_\_\_/\_\_\_/\_\_\_

**General**

Debtor: [the person responsible for the account]

Owner  Agent  Other: Address: \_\_\_\_\_ Phone: \_\_\_\_\_

First point of contact: [for communications with Council]

Owner  Agent  Other: Address: \_\_\_\_\_ Phone: \_\_\_\_\_

**Signed by the owner:** Signature: \_\_\_\_\_ Name: \_\_\_\_\_ Date: \_\_\_\_\_

OR **Signed by the agent:** [on behalf of, and with authority from the owner]  
Signature: \_\_\_\_\_ Name: \_\_\_\_\_ Date: \_\_\_\_\_

Privacy Information: The information you have provided on this form is required so that your building consent application can be processed under the Building Act 2004. The Council collates statistics relating to issued building consents and has a statutory obligation to regularly forward these to Statistics NZ. The Council stores the information on a public register which must be supplied (as previously determined by the Ombudsman) to whosoever requests the information. Under the Privacy Act 1993 you have the right to see and correct personal information the Council holds about you.

Section 3

Section 4

Section 5

### The Project

Description of the building work: [provide sufficient description of building work to enable scope of work to be fully understood]

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Will the building work result in a change of use of the building?

Yes                       No

If yes, provide details of the new use

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Intended life of the building if less than 50 years:

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List building consents previously issued for this project (if any): [list who issued the consent, the date of issue and the consent number]

---

Estimated value of the building work on which the levy will be calculated (including goods and services tax):  
[state estimated value as defined in section 7 of the Building Act 2004]

\$ \_\_\_\_\_

### Restricted Building Work

Will the building work include any restricted building work?      Yes \*[enter personnel below]      No

If Yes, provide the following details of all licensed building practitioners who will be involved in carrying out or supervising the restricted building work:  
[if these details are unknown at the time of the application, they must be supplied before the work begins]  
With the exception of a Design Memorandum, it MUST be supplied at the time of application

Name	Licensing class	Licensed building practitioner number [or registration number if treated as being licensed under section 291 of the Building Act 2004]
<b>Note:</b> continue below if necessary		
_____	_____	_____
_____	_____	_____
_____	_____	_____

**Details for other personnel who will carry out the work** [In addition to any listed above]

**Designer:**  
 Business/Name: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 Landline: \_\_\_\_\_ Mobile: \_\_\_\_\_  
 Fax: \_\_\_\_\_ Registration: \_\_\_\_\_

**Builder:**  
 Business/Name: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 Landline: \_\_\_\_\_ Mobile: \_\_\_\_\_  
 Fax: \_\_\_\_\_ Registration: \_\_\_\_\_

**Cladding Installer:**  
 Business/Name: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 Landline: \_\_\_\_\_ Mobile: \_\_\_\_\_  
 Fax: \_\_\_\_\_ Registration: \_\_\_\_\_

**Roofer:**  
 Business/Name: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 Landline: \_\_\_\_\_ Mobile: \_\_\_\_\_  
 Fax: \_\_\_\_\_ Registration: \_\_\_\_\_

**Electrician:**  
 Business/Name: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 Landline: \_\_\_\_\_ Mobile: \_\_\_\_\_  
 Fax: \_\_\_\_\_ Registration: \_\_\_\_\_

**Gasfitter:**  
 Business/Name: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 Landline: \_\_\_\_\_ Mobile: \_\_\_\_\_  
 Fax: \_\_\_\_\_ Registration: \_\_\_\_\_

**Plumber:**  
 Business/Name: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 Landline: \_\_\_\_\_ Mobile: \_\_\_\_\_  
 Fax: \_\_\_\_\_ Registration: \_\_\_\_\_

**Drainlayer:**  
 Business/Name: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 Landline: \_\_\_\_\_ Mobile: \_\_\_\_\_  
 Fax: \_\_\_\_\_ Registration: \_\_\_\_\_

**Fireplace Installer:**  
 Business/Name: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 Landline: \_\_\_\_\_ Mobile: \_\_\_\_\_  
 Fax: \_\_\_\_\_ Registration: \_\_\_\_\_

**Other [specify]::**  
 Business/Name: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 Landline: \_\_\_\_\_ Mobile: \_\_\_\_\_  
 Fax: \_\_\_\_\_ Registration: \_\_\_\_\_

**Other [specify]:**  
 Business/Name: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 Landline: \_\_\_\_\_ Mobile: \_\_\_\_\_  
 Fax: \_\_\_\_\_ Registration: \_\_\_\_\_

**Other [specify]::**  
 Business/Name: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 Landline: \_\_\_\_\_ Mobile: \_\_\_\_\_  
 Fax: \_\_\_\_\_ Registration: \_\_\_\_\_

**Project Information Memorandum**

The following matters are involved in the project:

<input type="checkbox"/> Subdivision	<input type="checkbox"/> Alterations to land contours
<input type="checkbox"/> New or altered connections to public utilities	<input type="checkbox"/> Disposal of storm water and wastewater
<input type="checkbox"/> New or altered locations and/or external dimensions of buildings	<input type="checkbox"/> Building work over any existing drains or sewers or in close proximity to wells or water mains
<input type="checkbox"/> New or altered access for vehicles	<input type="checkbox"/> Building work over or adjacent to any road or public place
<input type="checkbox"/> Other matters known to the applicant that may require authorisations from the territorial authority [specify]:	

**Building Consent**

The Following Plans & Specifications are attached to this application:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Section 6

**Building Code Compliance**

Please supply a design summary with your application or list all of the appropriate design Standards used to demonstrate compliance with the Building Code Clauses below.

Please also identify any alternative solutions as part of the application, and where required any waivers or modifications to the Building Code Clauses)

**PLEASE NOTE: INCORRECT OR INCOMPLETE MEANS OF COMPLIANCE, WITHOUT HAVING IDENTIFIED WAIVERS OR MODIFICATIONS OR ALTERNATIVE SOLUTIONS IS SUFFICIENT REASON TO REFUSE THIS APPLICATION!  
 PLEASE FILL OUT ALL OF THE APPROPRIATE BOXES HERE OR IN YOUR SEPARATE DESIGN SUMMARY.**

The building work will comply with the building code as follows: [must be completed in full by the designer]

<b>Clause</b> Identify which clauses will be involved in the building work	<b>Means of compliance</b> Tick N/A if not applicable. If " <input checked="" type="checkbox"/> Other " please specify. – Continue on a separate page if required.
---	---

B1	Structure	N/A <input type="checkbox"/> VM1 <input type="checkbox"/> VM4 <input type="checkbox"/> AS1 <input type="checkbox"/> AS3 <input type="checkbox"/> other <input type="checkbox"/>
B2	Durability	N/A <input type="checkbox"/> VM1 <input type="checkbox"/> AS1 <input type="checkbox"/> other <input type="checkbox"/>
C1-6	Protection from fire	N/A <input type="checkbox"/> C/VM1 <input type="checkbox"/> C/VM2 <input type="checkbox"/> C/AS1 <input type="checkbox"/> C/AS2 <input type="checkbox"/> C/AS3 <input type="checkbox"/> C/AS4 <input type="checkbox"/> C/AS5 <input type="checkbox"/> C/AS6 <input type="checkbox"/> C/AS7 <input type="checkbox"/> other <input type="checkbox"/>
D1	Access routes	N/A <input type="checkbox"/> VM1 <input type="checkbox"/> AS1 <input type="checkbox"/> other <input type="checkbox"/>
D2	Mechanical installations for access	N/A <input type="checkbox"/> AS1 <input type="checkbox"/> AS2 <input type="checkbox"/> AS3 <input type="checkbox"/> other <input type="checkbox"/>
E1	Surface water	N/A <input type="checkbox"/> VM1 <input type="checkbox"/> AS1 <input type="checkbox"/> other <input type="checkbox"/>
E2	External moisture	N/A <input type="checkbox"/> VM1 <input type="checkbox"/> AS1 <input type="checkbox"/> AS2 <input type="checkbox"/> other <input type="checkbox"/>
E3	Internal moisture	N/A <input type="checkbox"/> AS1 <input type="checkbox"/> other <input type="checkbox"/>
F1	Hazardous agents on site	N/A <input type="checkbox"/> VM1 <input type="checkbox"/> other <input type="checkbox"/>
F2	Hazardous building materials	N/A <input type="checkbox"/> AS1 <input type="checkbox"/> other <input type="checkbox"/>
F3	Hazardous substances etc	N/A <input type="checkbox"/> VM1 <input type="checkbox"/> other <input type="checkbox"/>
F4	Safety from falling	N/A <input type="checkbox"/> AS1 <input type="checkbox"/> other <input type="checkbox"/>
F5	Construction & demolition hazards	N/A <input type="checkbox"/> AS1 <input type="checkbox"/> other <input type="checkbox"/>
F6	Visibility in escape routes	N/A <input type="checkbox"/> AS1 <input type="checkbox"/> other <input type="checkbox"/>
F7	Warning systems	N/A <input type="checkbox"/> AS1 <input type="checkbox"/> other <input type="checkbox"/>
F8	Signs	N/A <input type="checkbox"/> AS1 <input type="checkbox"/> other <input type="checkbox"/>
G1	Personal hygiene	N/A <input type="checkbox"/> AS1 <input type="checkbox"/> other <input type="checkbox"/>
G2	Laundrying	N/A <input type="checkbox"/> AS1 <input type="checkbox"/> other <input type="checkbox"/>
G3	Food preparation etc	N/A <input type="checkbox"/> AS1 <input type="checkbox"/> other <input type="checkbox"/>

**Building Code Compliance - Continued**

G4	Ventilation	N/A <input type="checkbox"/> VM1 <input type="checkbox"/> AS1 <input type="checkbox"/> other <input type="checkbox"/>
G5	Interior environment	N/A <input type="checkbox"/> AS1 <input type="checkbox"/> other <input type="checkbox"/>
G6	Airborne and impact sound	N/A <input type="checkbox"/> VM1 <input type="checkbox"/> AS1 <input type="checkbox"/> other <input type="checkbox"/>
G7	Natural light	N/A <input type="checkbox"/> VM1 <input type="checkbox"/> AS1 <input type="checkbox"/> other <input type="checkbox"/>
G8	Artificial light	N/A <input type="checkbox"/> VM1 <input type="checkbox"/> AS1 <input type="checkbox"/> other <input type="checkbox"/>
G9	Electricity	N/A <input type="checkbox"/> VM1 <input type="checkbox"/> AS1 <input type="checkbox"/> other <input type="checkbox"/>
G10	Piped services	N/A <input type="checkbox"/> VM1 <input type="checkbox"/> AS1 <input type="checkbox"/> other <input type="checkbox"/>
G11	Gas as an energy source	N/A <input type="checkbox"/> AS1 <input type="checkbox"/> other <input type="checkbox"/>
G12	Water supplies	N/A <input type="checkbox"/> VM1 <input type="checkbox"/> AS1 <input type="checkbox"/> AS2 <input type="checkbox"/> other <input type="checkbox"/>
G13	Foul water	N/A <input type="checkbox"/> VM1 <input type="checkbox"/> VM4 <input type="checkbox"/> AS1 <input type="checkbox"/> AS2 <input type="checkbox"/> AS3 <input type="checkbox"/> other <input type="checkbox"/>
G14	Industrial liquid waste	N/A <input type="checkbox"/> VM1 <input type="checkbox"/> AS1 <input type="checkbox"/> other <input type="checkbox"/>
G15	Solid waste	N/A <input type="checkbox"/> AS1 <input type="checkbox"/> other <input type="checkbox"/>
H1	Energy	N/A <input type="checkbox"/> VM1 <input type="checkbox"/> AS1 <input type="checkbox"/> other <input type="checkbox"/>
SH	Simple House	N/A <input type="checkbox"/> SHAS1 <input type="checkbox"/> other <input type="checkbox"/>

**Waiver/modification/alternative solution to NZ Building Code required for following parts of code:**

[State nature of waiver or modification of building code required]:

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**Compliance Schedule Details** (Not required for PIM only applications)

Does the building have any specified systems [Specified Systems are defined in regulations; if you are not sure whether your building has specified systems, talk to the Council or your architect]?

- No, there are no specified systems in the building [go to section 8]
- Yes, please complete the following
  - The specified systems for the building are as follows: [complete column for existing in table below] and if;
  - Specified systems are being altered, added to, or removed in the course of the building work: [complete column for new/altered in table below]
  - The building includes a cable car (includes residential dwelling)

...continued: **Compliance Schedule Details** [complete this section only if you answered yes for the previous question]

**If there are specified systems, please select which of these are contained in the building:**

Existing	New/Altered		Existing	New /Altered	
<input type="checkbox"/>	<input type="checkbox"/>	<b>1</b> Automatic systems for fire suppression e.g. sprinklers	<input type="checkbox"/>	<input type="checkbox"/>	<b>12</b> Audio loops or other assistive listening systems
<input type="checkbox"/>	<input type="checkbox"/>	<b>2</b> Automatic or manual emergency warning systems for fire or other dangers	<input type="checkbox"/>	<input type="checkbox"/>	<b>12/1</b> Audio Loops
	<input type="checkbox"/>	<b>3</b> Electromagnetic or automatic doors or windows (e.g. ones that close on fire alarm activation)	<input type="checkbox"/>	<input type="checkbox"/>	<b>12/2</b> FM systems & infrared beam transmission systems
<input type="checkbox"/>	<input type="checkbox"/>	<b>3/1</b> Automatic doors			<b>13</b> Smoke control systems
<input type="checkbox"/>	<input type="checkbox"/>	<b>3/2</b> Access controlled doors	<input type="checkbox"/>	<input type="checkbox"/>	<b>13/1</b> Mechanical smoke control
<input type="checkbox"/>	<input type="checkbox"/>	<b>3/3</b> Interfaced fire or smoke doors or windows	<input type="checkbox"/>	<input type="checkbox"/>	<b>13/2</b> Natural smoke control
<input type="checkbox"/>	<input type="checkbox"/>	<b>4</b> Emergency lighting systems	<input type="checkbox"/>	<input type="checkbox"/>	<b>13/3</b> Smoke curtains
<input type="checkbox"/>	<input type="checkbox"/>	<b>5</b> Escape route pressurisation systems			<b>14</b> Emergency power systems for, or signs relating to a system or feature specified in clauses 1 to 13
<input type="checkbox"/>	<input type="checkbox"/>	<b>6</b> Riser mains for use by fire service	<input type="checkbox"/>	<input type="checkbox"/>	<b>14/1</b> Emergency power systems relating to system in clauses 1-13
<input type="checkbox"/>	<input type="checkbox"/>	<b>7</b> Any automatic backflow preventer connected to a potable water supply	<input type="checkbox"/>	<input type="checkbox"/>	<b>14/2</b> Signs relating to a system specified in clauses 1-13
	<input type="checkbox"/>	<b>8</b> Lifts, escalators, travelators or other systems for moving people or goods within buildings			<b>15</b> Any of the following systems, that form part of a building's means of escape and so long as those means also contain any or all of the systems or features specified in 1-6, 9 & 13:
<input type="checkbox"/>	<input type="checkbox"/>	<b>8/1</b> Passenger carrying lifts	<input type="checkbox"/>	<input type="checkbox"/>	<b>15/1</b> Systems to communicate spoken info to facilitate evacuation
<input type="checkbox"/>	<input type="checkbox"/>	<b>8/2</b> Service lifts	<input type="checkbox"/>	<input type="checkbox"/>	<b>15/2</b> Final exits
<input type="checkbox"/>	<input type="checkbox"/>	<b>8/3</b> Escalators & moving walkways	<input type="checkbox"/>	<input type="checkbox"/>	<b>15/3</b> Fire separations
<input type="checkbox"/>	<input type="checkbox"/>	<b>9</b> Mechanical ventilation or air conditioning systems	<input type="checkbox"/>	<input type="checkbox"/>	<b>15/4</b> Signs for communicating information to facilitate evacuation
<input type="checkbox"/>	<input type="checkbox"/>	<b>10</b> Building maintenance units for providing access to the exterior and interior walls of buildings	<input type="checkbox"/>	<input type="checkbox"/>	<b>15/5</b> Smoke separations
<input type="checkbox"/>	<input type="checkbox"/>	<b>11</b> Laboratory fume cupboards			

**Attachments** The following plans and specifications are attached to this application:

- |   |   |
|---|---|
| <input type="checkbox"/> Plans and Specifications [as listed in the attached checklist] | <input type="checkbox"/> Project Information Memorandum                           |
| <input type="checkbox"/> Completed Application Checklist                                | <input type="checkbox"/> Certificate attached to a Project Information Memorandum |
| <input type="checkbox"/> Development Contribution notice                                | <input type="checkbox"/> Certificate of Design                                    |
| <input type="checkbox"/> Evidence of Ownership  |   |

**First Point of Contact details are required to be a New Zealand Address**

**PLEASE ALLOW 20 WORKING DAYS FOR THE PROCESSING OF YOUR BUILDING CONSENT**

**Additional fees MAY be charged prior to us issuing your Building Consent**