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| **BC78 - APPLICATION CHECKLIST FOR A BUILDING CONSENT** |

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| This check sheet shows you the information that has to be supplied with your building consent application.Please attach **one copy** of the following information *(unless otherwise specified)* with your completed Building Consent Application form. **Please tick each relevant box in the selection box as you attach the information. If the section is not relevant to your application check the Not Applicable box. If a part of a section is not relevant leave the check box blank.** Please check each section carefully and complete those sections that are relevant to your project. This check sheet is to be submitted with the building consent application.Once you have attached all the required information, **please check for completeness** as an incomplete application or lack of any supporting information will mean that your application cannot be accepted for processing.**Requests for further information cause delays in the issue of your building consent.** |

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| **Attached documents included for:** | Applicant / Agent to complete | Council vetting use only |
| **General – complete for all applications** |
| **Building Consent Application form**Completed and signed by the owner or by an agent on behalf of the owner (check project scope) | [ ]  | [ ]  Checked |
| **Agent authorisation -** Signed by owner | [ ]  | [ ]  Checked |
| **Restricted Building Work (RBW)**A design memorandum is required from 1 or more licensed building practitioners (LBP) who have carried out or supervised the design work | [ ]  | [ ]  Checked |
| **Proof of ownership**One recent copy of current certificate(s) of title (not older than 3 months) and one copy of purchase agreement (if recently purchased) or one copy of relevant portions of current lease | [ ]  | [ ]  Checked |
| **Locality plan showing:**Physical location of the subject building in relation to streets or landmarks, north point, name of building and lot and DP number | [ ]  | [ ]  Checked |
| **Building code compliance**Schedule confirming the building work will comply with the Building Code is completed | [ ]  | [ ]  Checked |
| **Site conditions**Site conditions complied with in any geotechnical report, engineer’s report or certificate of work (if required) | [ ]  | [ ]  Checked |
| **Specific design -** Provide producer statements and inspections schedules | [ ]  | [ ]  Checked |
| **Alternative solutions -** Identified as alternative solutions | [ ]  | [ ]  Checked |
| **Deposit**Applications will not be accepted without payment of the appropriate deposit or full fee. Fees payable are published in the Building Fees and Charges document. | [ ]  | [ ]  Checked |
| **Value of work**Build value must include design, engineering, earthworks, materials, labour, GST. Must be at calculated at normal commercial rates, including all work that no payment is made for (e.g. owner’s own labour). | [ ]  | [ ]  Checked |
| **Amendment to existing building consent – [ ]  Applicable [ ]  Not applicable** |
| **Amendments must meet the following criteria:**Same certificate of title as original consent; same use and risk group (building category); like for like construction | [ ]  | [ ]  Checked |
| **Foundations / Floor -** **[ ]  Applicable** **[ ]  Not applicable** |
| **Complete for all new buildings; for existing buildings where the footprint of the building will change or where an additional storey is being added** |
| **Site plan (1:100) showing:**Dimensions of all boundaries, north point, finished floor levels, ground contours (extended to boundaries) and/or levels, site area, street name and number, lot and DP number, outline of building and distances to boundaries, easements, water courses, hazards etc | [ ]  | [ ]  Checked |
| **Foundation plan (1:100 / 1:50) showing:**Dimensions of all new foundations, sub-floor, including bracing, footing details, piles and footings.If a concrete slab, show basic details including reinforcing and contractions joints. If the addition is an upper storey show details on upgrading existing foundations, joints, piles, etc, indicate ventilation to sub floor spaces. | [ ]  | [ ]  Checked |
| **Subfloor bracing**Provide subfloor bracing plan and calculations for all piled structures. Where the structure is specifically engineered, this should be included with the structural calculations. Bracing to comply with site conditions.Subfloor bracing plan and calculations are required where an additional storey is to be added. Subfloor bracing for decks projecting more than 2m from the house. | [ ]  | [ ]  Checked |
| **Foundation details -** Details including reinforcing and connections | [ ]  | [ ]  Checked |
| **Construction - [ ]  Applicable [ ]  Not applicable** |
| **Complete for all new structures or alterations to existing structures** |
| **Existing floor plan (1:100 / 1:50) showing: *(for additions and alterations only)***All levels, all designated spaces, all removals, sanitary fixtures, smoke detectors | [ ]  | [ ]  Checked |
| **Proposed floor plans (1:100 / 1:50) showing:**Room dimensions, location of partitions, all designated spaces, all floors (new or altered), location of sanitary fixtures, stairs, barriers, handrails, floor joists and beams, floor joist layout for each level with timber floors, smoke detectors, access into the building (including ground and floor levels). | [ ]  | [ ]  Checked |
| **Wall bracing plan (1:100 / 1:50) showing:**Bracing details and calculations for wall bracing (also required for existing lower storeys where an additional storey is being added). Location, type and number of bracing elements to indicate compliance with NZS 3604 (include calculations). Bracing to comply with site conditions.If the bracing was specifically designed by a structural engineer, provide calculations (required for specific design wind zones and lateral distribution of upper floor loads where lower storey bracing is provided in walls beyond the upper storey footprint). | [ ]  | [ ]  Checked |
| **Sections and details (1:50 / 1:20 / 1:10) showing:**Stairs, handrails, decks and decking, insulation systems and materials to floors, walls and roof including a calculation sheet showing the method of compliance with H1 of the Building Code. Specific engineering design required for barriers providing safety from falling on upper decks.Materials information, framing sizes, beams, lintels, trusses including fixing and other structural items. Lintels carrying point loads, such as form girder trusses, require specific engineering design. Roof cladding, eaves, fascias, gutters, flashings to openings. Fire rated systems on all walls closer than 1 metre to boundary. Stud heights of rooms and total height from lowest ground floor level to top of ridge. Truss layout supported by design certificate and design of fixing details and load path to ground. Retaining wall details e.g. type, height of retained ground, relationship to boundary, waterproof membrane and proposed drainage. Truss design details. Truss design to comply with site conditions. *Please provide relevant details only and cross reference where applicable.* | [ ]  | [ ]  Checked |
| **Structural - [ ]  Applicable [ ]  Not applicable** |
| **Structural calculations**If any design work required the services of structural engineer, attach a copy of the calculations with this application along with structural drawings.The calculations must be prefaced with information explaining the design philosophy and justification of assumptions and methodologies used in analysis. | [ ]  | [ ]  Checked |
| **Producer statements**If this application for consent relies on any producer statements certifying compliance with the New Zealand Building Code, a copy must be attached with this application. (Note: all structural producer statements are required to have accompanying calculations). A peer review of the SED may be required.If a peer review is proposed or has been completed for the SED then confirmation is required at the consent application stage that the peer reviewing engineer is a CPEng and has the correct competence to complete the peer review. A printout from the IPENZ register for CPEng engineers confirming their CPEng status and a letter from IPENZ confirming their area of expertise is required. | [ ]  | [ ]  Checked |
| **External - [ ]  Applicable [ ]  Not applicable** |
| **Complete for new buildings or existing buildings with alterations to the external shell** |
| **Existing elevations (1:100 / 1:50)**Accurate existing elevations detailing location of door and window openings, sill heights, floor levels in relation to ground levels, exterior cladding nominated to all elevations. | [ ]  | [ ]  Checked |
| **Proposed elevations (1:100 / 1:50)**Accurate 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, fixed and opening sashes, sill heights, floor levels in relation to ground levels, exterior cladding nominated to all elevations, down pipes and spouting, ventilators to sub-floor area (suspended floors only). | [ ]  | [ ]  Checked |
| **Risk assessment**(Risk matrix in E2/AS1 may be used).Consider exposure, design and detailing to support appropriate selection of cladding. | [ ]  | [ ]  Checked |
| **Thermal H1 calculations -** Accurate calculations with correct wall types | [ ]  | [ ]  Checked |
| **Cladding details (1:50 / 1:20 / 1:10)**Provide the details used around all penetrations, joinery and other junctions at a level appropriate to the level of risk, e.g. roof/wall, balcony/wall, junction of difference types of cladding, back flashing details for cavity systems. | [ ]  | [ ]  Checked |
| **Retaining wall -** Producer statement, inspection schedule, cross section  | [ ]  | [ ]  Checked |
| **Product certification -** Supply copies of product certificates relied on as compliance documents. | [ ]  | [ ]  Checked |
| **Alternative solutions**If the proposal uses products or systems that are not covered in the Acceptable Solutions of the building code, provide supporting current information including independent test results (full signed reports), case studies, expert opinion (including evidence of experience/qualification, basis for forming opinion, and statement of independence) etc to demonstrate compliance. | [ ]  | [ ]  Checked |
| **Services - [ ]  Applicable [ ]  Not applicable** |
| **Complete for all projects with new installation or alteration of plumbing or drainage services** |
| **Drainage plan and plumbing details**Fixtures and fittings, hot water system(s); solar hot water heating.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, any other drainage on site including council mains and retaining wall field drains.Ventilation of sanitary rooms. Calculations for sizing of downpipes, gutters and soakage pits. | [ ]  | [ ]  Checked |
| **On-site effluent disposal system -** Producer statement, specifications and site evaluation, inspection schedule | [ ]  | [ ]  Checked |
| **Specifications – complete for all applications** |
| **Specification – general**Elements of structure (size, spacing, timber treatment) finish of fixings to meet durability requirements, plumbing and drainage materials and design that installation is to comply with, wet area surfaces, ventilation systems, flooring slip resistance for access routes, glazing, type of smoke detectors (including existing smoke detectors where they will remain). Any relevant installation instructions. | [ ]  | [ ]  Checked |
| **External claddings**For each of the following claddings provide details of the product name, manufacturer, maintenance requirements and warranties offered:Building wraps; wall claddings; roof claddings; membranes (roofs and decks); tanking; joinery. | [ ]  | [ ]  Checked |
| **Change of Use - [ ]  Applicable [ ]  Not applicable** |
| **Complete for all existing buildings where the proposal involves forming a household unit where one did not exist before** |
| **Assessment of the building for compliance with the building code**Section 115(a) of the Building Act 2004 requires that the work comply fully with all clauses of the building code, as near as reasonably practicable. | [ ]  | [ ]  Checked |
| **Reasonably practicable**The above assessment must relate to all building code clauses. If the proposal is for the project to meet anything less than full compliance with any clauses, your application must clearly state your reasoning, with supporting documentation, and show you how you will meet the highest level of compliance that can be considered reasonably practicable. | [ ]  | [ ]  Checked |
| **Gas Appliances - [ ]  Applicable [ ]  Not applicable** |
| **Location** | [ ]  | [ ]  Checked |
| **Installation instructions** | [ ]  | [ ]  Checked |

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| **Solar Hot Water System - [ ]  Applicable [ ]  Not applicable** |
| **Supporting information**Elevations, testing certificate AS/NZS 2712:2007, Legionella protection, roof supports / seismic restraints, hot water cylinder (tempering and relief), collector, frost protection, cladding penetrations, wind zone (NZS 3604:2011), backflow prevention. | [ ]  | [ ]  Checked |

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| **Solid Fuel Burner - [ ]  Applicable [ ]  Not applicable** |
| **Producer statements -** For second hand or rebuilt solid fuel burners (if applicable) | [ ]  | [ ]  Checked |
| **Certification -** For second hand or rebuilt solid fuel burners (urban and rural less than 2ha) (if applicable) | [ ]  | [ ]  Checked |
| **Installation instructions** | [ ]  | [ ]  Checked |
| **Smoke detectors** | [ ]  | [ ]  Checked |
| **Oil/diesel tank -** Tank location; specification (if applicable) | [ ]  | [ ]  Checked |
| **Wet back / boiler system** | [ ]  | [ ]  Checked |

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| **Swimming Pool / Barrier - [ ]  Applicable [ ]  Not applicable** |
| **Pool supporting information**Site plan, plan / details, specifications, drainage / disposal, foundations, hydrostatic valve, backflow preventer. | [ ]  | [ ]  Checked |
| **Pool barrier supporting information**Plan, height of barrier, location, barrier design, gates / self-closers, audible warnings, locking. Alternative solutions. | [ ]  | [ ]  Checked |
| **Commercial applications ONLY** | Applicant / Agent to complete | Council vetting use only |
| **General** |
| **Occupant load** | [ ]  | [ ]  Checked |
| **Is this an alteration -** Provide an evaluation to show Building Act 2004 section 112 is complied with | [ ]  | [ ]  Checked |
| **Is this a change of use -** Provide an evaluation to show Building Act 2004 section 115 is complied with | [ ]  | [ ]  Checked |
| **Was building designed before NZS4203:1976 -** Earthquake prone building policy applies | [ ]  | [ ]  Checked |
| **Plumbing/ Drainage**  |
| **Assessment of G1 -** Number of sanitary facilities | [ ]  | [ ]  Checked |
| **Any other drainage on site** e.g. council mains | [ ]  | [ ]  Checked |
| **Details required for NCC Technical Services and EIL**Grease trap/grease converter - sizing calculations and specifications required.Liquid waste disposal system complies with building code clause G14. | [ ]  | [ ]  Checked |
| **Toby, mains water supply and backflow prevention**Specify type of back flow prevention if required (needed for boiler, solar heater, swimming pool, spa, sprinkler system, hospital, hair dresser, etc) | [ ]  | [ ]  Checked |
| **Hot water cylinder**For hot water systems: specification, valve, drainage and seismic restraint detail must be supplied.Temperature water is to be supplied at to personal sanitary fixtures. | [ ]  | [ ]  Checked |
| **Fire Safety Analysis – complete for all commercial applications** |
| **Report provided -** Design detail include on all relevant architectural plans | [ ]  | [ ]  Checked |
| **Application to be forwarded to the NZ Fire Service Commission?**Does the building need an approved evacuation scheme?Does the design comply with a compliance doc? F6, F8, C docs, verification method?Is a waiver or modification required to the fire safety clauses?Application within the scope of the Gazette notice? (incl. subdivision) | [ ]  | [ ]  Checked |
| **Fire designer's floor plan**Shows escape route (including dimensions), position and types of signage, lighting, final exit, passive systems etc | [ ]  | [ ]  Checked |
| **Specified Systems - [ ]  Applicable [ ]  Not applicable** |
| **Appendix A completed –** Building consent **a**pplication  | [ ]  | [ ]  Checked |
| **Inspection maintenance and reporting –** Specific to each specified system | [ ]  | [ ]  Checked |
| **Plan showing locations of systems** | [ ]  | [ ]  Checked |
| **Access and Facilities for the Disabled - [ ]  Applicable [ ]  Not applicable** |
| **Accessibility report**Accessible car parks;route - hand rails; stair – tread, rise, pitch, height; accessible counters; lift car; escalators / travelators; toilet / shower; kitchen; laundry; assistive listening systems | [ ]  | [ ]  Checked |
| **Certificate of Public Use - [ ]  Applicable [ ]  Not applicable** |
| **Completed application form** - Required for buildings that are to be used by the public while building work is happening or before code compliance is issued | [ ]  | [ ]  Checked |

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| **Official Use Only** |
| **Engineering conditions** | [ ]  Checked |
| **Fire report** | [ ]  Checked |
| **Building category:** [ ]  **R1** [ ]  **R2** [ ]  **R3** [ ]  **C1** [ ]  **C2** [ ]  **C3** | [ ]  Checked |
| **Estimated value of work** $1,400 per square metre | [ ]  Checked |
| **Processing locations**[ ]  Contributions [ ]  Resource Consents [ ]  Geotech [ ]  Structural EQB [ ]  Infrastructure [ ]  Health [ ]  Trade Waste | [ ]  Checked |
| **Truss design to site conditions** | [ ]  Checked |
| **Wind zone** [ ]  Low [ ]  Medium [ ]  High [ ]  Very high [ ]  Extra high [ ]  Specific design | [ ]  Checked |
| **Exposure zone** [ ]  B [ ]  C [ ]  D | [ ]  Checked |
| **Section 75 applicable** *(not relevant to internal alterations)* | [ ]  Checked |
| **Section 72 applicable** | [ ]  Checked |
| **Fire evacuation scheme required –** [ ]  **Y** [ ]  **N** | [ ]  Checked |
| **Schedule 2** The building is listed in schedule 2 **–** [ ]  **Y** [ ]  **N** | [ ]  Checked |
| **Building Consent Application** **[ ]  Accepted [ ]  Rejected** |
| **Building Officer**  | Name: |  |
| Signature: |  |
| Date: |  |

***Please retain for your records – do not submit with your application***

**Building Consent Application Notes**

**General Information**

All applications will be checked for completeness prior to be accepted for processing. Please ensure that you have compiled your documents carefully and completed the check sheet to avoid delays in accepting your application. If your application is incomplete it will not be accepted and the statutory clock will not start until the missing information has been provided.

Building consent processing time is stopped whenever further information is required and starts again when the information is received.

Work must not start until all fees relating to the building consent are paid, the building consent is issued, and any recourse consent requirements have been dealt with (e.g. amended plans have been provided to comply with the Resource Management Plan) or a recourse consent has been granted.

Under the Building Act 2004 a consent will lapse 12 months after issue if work has not commenced.

**Fees**

A deposit or full fee is payable at lodgement of your building consent application. Fees include reasonable processing, inspection and administration time, planning check and code compliance certificate. Levies and/or contributions may also be chargeable. Once the building consent has been processed, you will receive notification which will include an invoice for the remainder of fees payable. Additional processing time and/or failed/missed inspections may incur additional costs.

Please check Council fees and charges before submitting your building consent application:

<http://nelson.govt.nz/building-and-property/building-consents-2/building-consent-fees/>

**PIMs**

A Project Information Memorandum (PIM) is a report issued by Council under the Building Act to help you decide whether your building project is possible and practical. Obtaining a PIM is voluntary, however you should apply for a PIM at an early stage, ideally before applying for a building consent. A fee of $285 applies for all PIMs.

**Issued Consent Documents**

Your building consent approved documentation will be provided to you in electronic format on a USB stick. If you would like to receive your documents in hard copy you will need to inform the Building Consent Authority when you submit your application. Note that the maximum size provided by Council is A3, and additional fees will apply for this service.

**Inspections**

During the process of construction, inspections will be necessary to confirm all work complies with your approved building consent documentation. Please ring Council building inspections on 546 0334 well in advance of requiring an inspection to ensure that a time can be arranged.

The inspections required will be set out in the building consent documentation issued by the Building Consent Authority. Failure to have a prescribed inspection carried out and to be provided with confirmation that the work has been approved by the inspecting authority may put the issue of the code compliance certificate at risk.

**Code Compliance Certificate**

A building consent is not completed until it has been issued with a code compliance certificate. The owner is required to complete a separate application form to apply for a code compliance certificate as soon as practicable after the building work has been completed. In any event, **no later than two years** after the granting of the building consent, Council is required to decide whether or not a code compliance certificate can be issued.

**Copy of property title**

You have two options for obtaining a copy of your title:

1. From LINZ

Council customers can order a copy of a land record – such as a title (computer register) or survey plan – from LINZ by:

* **Ordering online** using the Land Record Order Service on the LINZ website:  [www.linz.govt.nz/survey-titles](http://www.linz.govt.nz/survey-titles), or
* **Faxing or posting** a completed Land Record Order Form to the LINZ processing centre that handles requests for the land district where the property is located (as listed on the form).

Customers can obtain the Land Record Order Form by:

* + **Calling** 0800 ONLINE (0800 665 463); or
	+ **Emailing** info@linz.govt.nz  to request a copy of the form.
	1. From a search agent

 Many land professionals throughout New Zealand, such as search agents, offer public search services. Search agents can be found in the Yellow Pages under Land information, legal agents, lawyers, surveyors – land, real estate agents, and property management.

**Smoke Alarms in Houses**

Smoke alarms must be installed in new homes and in existing homes when alterations are made.

They are required to be installed in the following rooms, and must be shown on floor plans accompanying building consent applications, and will be checked after consent issue by Council Inspectors at final inspection:

* ***On all*** escape routes on all levels of household,
* ***In all*** bedrooms, OR within 3m of every sleeping space door, provided the alarms are audible to sleeping occupants on the other side of the closed doors, and
* ***All*** smoke detectors must be fitted with a “hush facility”

**Guidance Notes: Building Code Clauses**

(*an application for Building Consent* ***must*** *include a schedule confirming how your building work will comply with the Building Code, please* ***use the******sheet enclosed – Part 3: Compliance****).*

The PIM/Building Consent Application form under the Building Act 2004 Regulations requires applications to identify the relevant clauses of the Building code against which the building will be checked, and what ‘means of compliance’ are to be used under each relevant Clause.

The Building Code Clauses range from B1: Structure through to H1: Energy Efficiency and define the performance criteria required to be achieved for each part of a building. The Building Consent application form lists the clauses in order.

**Acceptable Solution**

Each Building Code Clause has an ‘Acceptable Solution’ i.e. a specific method of construction or installation of a building element that will meet the Building Code performance criteria, a ‘means of compliance’ (i.e. following the pictures and text in the book).

**Example 1:**

Timber wall framing structure for dwellings is most commonly constructed to the NZS 3604 Timber Framed Buildings Standard; this is described in the Building Code Clauses as ***B1/AS1 NZS 3604 Timber Framed Buildings***:

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| **Building Code Clause** Tick relevant clause numbers of building Code | **Means of Compliance**Tick relevant compliance path(s) for each clause selected |
| **Acceptable Solution** | **NZS 4121 Accessible Design** | **Verification Method** | **Alternative Solution**See and use BAM 123 |
| 🗹 | B1 Structure | 🗹 B1/AS1 🞏 B1/AS2 🞏 B1/AS3 |  | 🞏 B1/VM1 🞏 B1/VM4 | 🞏 |

**Example 2:**

Sanitary plumbing and Sewer drains, is most commonly covered with Acceptable Solution **G13/AS1** or Further Acceptable Solution **Australian Standard AS3500.2** (with modifications):

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| 🗹 | G13 Foul water | 🗹 G13/AS1 🞏 G13/AS2 🞏 G13/AS3 |  | 🞏 G13/VM1 🞏 G13/VM4 | 🞏 |

**Alternative Solution**

Means of compliance other than ‘Acceptable Solutions’ are often used; these are known as ***Alternative Solutions***  i.e. examples of the construction method are not contained in the list of Building Code Acceptable Solutions.

**Example:**

Proprietary exterior cladding systems, such as polystyrene backed, acrylic texture, coated wall claddings (known as EIFS systems) that have undergone laboratory performance testing and are the subject of a product appraisal. Such systems are reliant on approved applicators strictly adhering to the tested and approved application specifications.

Alternative Solution product testing methods to prove compliance with the Building Code’s performance criteria are known as Verification Methods –

**Example**: **E2/VM1** to meet external weather-tightness requirements.

If a Building Consent application contains work that does not meet the performance requirements of the Building Code then you will need to note this in the Waiver/Modification section on the schedule and supply details relating to the request for a waiver or a modification.