

## CENTRAL HAWKE'S BAY DISTRICT COUNCIL

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# A GUIDE TO OBTAINING A BUILDING CONSENT

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

**A Deposit only is required on application an Invoice will be sent out prior to issuing your 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
- Heat-pumps, heating, Ventilation and air conditioning systems necessary for the function of the building
- Lift and Cable cars
- Demolition and relocation of second hand buildings
- Solid fuel heaters.

## BUILDING CONSENT EXEMPTIONS

The Building Act 2004 and the November 2008 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 (hyperlink to nzlegwebsite)

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 Inspectors and other officers 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; these are available on our web site [www.chbdc.govt.nz](http://www.chbdc.govt.nz), from Councils Office at Ruataniwha St, Waipawa and also from our Service Centre & Library, Kitchener St, Waipukurau.

The application form must be completed fully and the required information should be PRINTED to ensure that it is clearly understood. A comprehensive list of supporting documentation can be found on the insert sheet provided with the application form. Do not hesitate to ask for help with any part of the form.

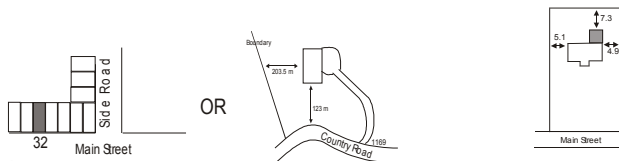
Together with your application form you are required to provide two copies of the plans and specifications. It is important that your plans are clear, concise and drawn to scale in **black ink**. They should not be drawn on graph paper under any circumstances.

## THE PLANS SHOULD INCLUDE:-

A **location plan**, a **site plan**, a **floor plan** of each floor (if there is more than one), an **elevation** of each exterior wall, **drainage plan**, **foundation layout**, and sufficient **cross-sections** to show the full nature and extent of the work.

### LOCATION PLAN

The location plan should show the location of the site in relation to known points. It need not be to scale



### SITE PLAN

The Site Plan must be drawn to scale and should show all buildings on the site and their relationship to the boundaries. Normal scale is 1:200. We recognise that this is not always possible for buildings on country properties, please ask the Duty Building Inspector what details are required if this is the case with your application.

### THE FLOOR PLAN Scale 1:50 or 1:100

The floor plan should clearly show the rooms on that floor the intended use of that room. Show the fittings within the room such as benches in the kitchen, bath and basin in the bathroom and the position of the pan in the toilet compartment.

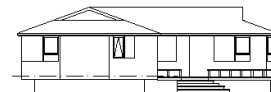


### CROSS SECTIONS Scale 1:50

Supply cross sections of the building which clearly show the method of construction, details of the materials intended to be used and accurately show floor levels and adjacent ground levels.

### ELEVATIONS Scale 1:50 or 1:100

Provide an elevation of each exterior wall showing all openings and the size of the lintel above it. Clearly show the position of bracing in each wall. For new dwellings, and substantial additions, a weather tightness matrix must be supplied for each face. This matrix is a scoring system that determines if your choice of exterior cladding must have a drained and ventilated cavity behind it or not.



### FEES & CHARGES

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### INSPECTIONS

The consent issued by council will contain a list of inspections required, additional inspections may also be required. The inspections made during construction provide the Council with the information required to issue a Code Compliance Certificate at the end of the building project

A Council officer will come and check that the work being undertaken is in accordance with the issued building consent. You are required to give us 24hours notice for all inspections. Please contact the Council on 06 8577731 to arrange an inspection. When booking the inspection basic information is required such as:- 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 please contact this office.

If the inspection failed you may need a re-inspection this could incur an extra cost. If inspections have been missed, contact us to discuss possible alternative evidence you can provide to show us the work is compliant. A subsequent inspection may not be able to be undertaken until it has been verified that the work already in place complies with the building consent.

### CODE COMPLIANCE CERTIFICATES

The Final Inspection of all work inside and out. All work is to be completed, handrails in place, HWC restrained & correctly valved, fireplace installed to manufacturers specifications, smoke alarms fitted, etc at the owners request to enable us to issue the required Code Compliance Certificate you will need to notify the council when the work has been completed. The form for this is attached to your building consent and when completed should be returned to this office. The Council then has 20 working days in which to make the decision on whether to issue the Code Compliance Certificate or not, if not a reason must be given in writing. An inspection of the work will then be carried out to ensure it complies with the consent documents and, if so, a code compliance certificate will be issued. 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.

Once Council has granted the Building Consent, it cannot be withdrawn (unless at the owners request), it must proceed towards being complete and being issued a Code Compliance Certificate.

## **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 calculation that form part of the basis of any producer statement must be included.

The Council may accept Producer Statements from approved professionals who can demonstrate they are qualified; have expertise in the specific field and have a reliable work history. Periodic audits are undertaken to verify the validity of Producer Statements.

The Council may notify you when the Building Consent is issued that a producer statement will be required and what it will be required for.

## **NEW BUILDINGS OR MAJOR EXTENSIONS**

When erecting a new building or a major extension, the following additional information is normally required.

Full Bracing Calculations

Drainage plans for both sewerage and storm water.

If the property is rural, an onsite waste assessment form completed by a council approved assessor is required.

Full Specifications

Details Of Insulation

## **COMMERCIAL AND INDUSTRIAL BUILDINGS**

Commercial buildings require additional considerations by the Council as they frequently, by their very nature, are accessible to the public and/or have large numbers of occupants. The Council is required by the Building Act to consider access for people with disabilities, fire egress, structural behaviour, and other matters over and above the usual issues checked in a single residential building.

## **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. Council cannot waive this requirement and any disagreements must be decided by the Department of Building and Housing by way of a Determination (a quasi legal opinion on a Building Act related matter). Facilities may include (but are not limited to) accessible shower and/or toilet compartments, ramps, handrails, reception counters, corridor widths etc. It is advisable to check what will be required at design change as many of these features take up considerable space and expensive redesign may be required if they are not detailed on the submitted plans.

## **STRUCTURAL**

Any building work outside the NZBC, B I Acceptable solution, will require specific design by a suitably qualified engineer. A Producer Statement of Design (PS1) will be requested at application and building consent stage. Building Consent will not be issued until these are received and approved for the project. Engineering plans and details for the structural design are required to be submitted and signed by the engineer providing the Producer Statement. The engineer will state on the Producer Statement that the structural design will achieve the requirements of the NZBC and/or relevant NZ Structural Design Standards and any assumptions i.e. ground bearing capacity.

Council may require that the design is peer reviewed to confirm the structural design meets the requirements of the relevant structural standards. This peer review may be whether or not a PS1 has been supplied. All peer review costs are borne by the applicant. If site investigation has included a geotechnical investigation and subsequent specific foundation design that geotechnical report may be subject to a separate peer review.

The Act stipulates that Council must be 'satisfied on reasonable grounds' that any building element or design meets the provisions of the various codes. As such Council has sole discretion on acceptance of producer statements and technical reports.

## **EARTHQUAKE PRONE BUILDINGS**

The Central Hawk'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 prudent (or necessary) to incorporate strengthening elements in the building work. Buildings undergoing a change of use will require strengthening regardless of where they fit within the strengthening schedule.

## **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. It should be noted that the Act specifies that any work required must be '*as nearly as is reasonably practicable*' to the modern code. This allows for discretion on the part of the Territorial Authority should there be features of the building that would preclude full strengthening to be completed. In the case of structural strengthening the Gisborne District Council has historically required that buildings be strengthened to withstand a force of .54g which equates to approximately .66 of the modern code.

## **FIRE RATING BEHAVIOUR AND EGRESS**

Fire safety in a commercial building is assessed under the NZ Building Code, C Clauses, C/AS 1. Any work in a commercial building will require a fire report (sometimes termed a fire philosophy) detailing compliance with these clauses. This will 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 C documents will be regarded as an 'alternative solution' and the Building Act requires that they be sent to the New Zealand Fire Service Design Review Unit (DRU). In this case an additional full set of construction drawings will be required as the DRU retain any plans sent to them.

## **LIFT REQUIREMENTS**

A lift may be required depending on the 'area' of the upper floors or the 'occupant loads' of the upper floors. If the 'use' or 'occupant load' changes, the building will be assessed to determine whether it complies for lift requirements.

## **TRADE WASTE**

Trade waste issues are more likely to arise in industrial and commercial activities where products are being manufactured, processed or refined, i.e., meat and dairy processing plants, timber treatment plants, furniture manufacturers etc. However these issues can also apply to smaller uses, such as restaurants, paint shops and truck yards. Council has a 'Trade Waste Bylaw' which governs discharges to the sewer system from commercial and industrial premises. The potential discharge will be assessed at consent processing time however if you consider that discharges from the proposed premise may require a tradewaste permit please contact the Council early in the process as this may save expensive design review and changes.

*Example: a truck wash bay and slab may require an oil interceptor sump/trap to contain oil washed from the vehicles. The oil is required to be contained and then collected and disposed of without contaminating the stormwater or sewer system.*

## **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 current 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. The PIM also discloses any other authorizations that may be required for the project, These may be refused even if the consent is issued.

## HEALTH

A building consent containing food premises, i.e., cafes, restaurants, bars etc will require approval under the Food Hygiene Regulations 1974 and the Sale of Liquor Act 1989. This will be reviewed at building consent stage. The use and occupant load of the building will be required to assess the safety and facilities in the building. Most of the previous sections discussed will apply for the consent review and 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 Licence for the premises will be required before the public is permitted to use the premise.

## COMPLIANCE SCHEDULES

Under the Building Act 2004, all buildings except single residential dwellings require a Compliance Schedule if they contain certain systems or features (e.g. fire safety systems, lifts etc). These are called 'specified systems'. A list of these specified systems is available under the compliance schedule section of the building consent application form. The items discussed above will require regular maintenance to ensure that they retain their efficiency and effectiveness. If your building contains specified systems, you must complete council form T-27.s1 Schedule of Specified Systems and supply with your application the maintenance, inspection and reporting conditions for each system. The form can be downloaded on our web site [chbdc.govt.nz](http://chbdc.govt.nz) or from our Ruataniwha Street office.

Once in place, the systems will require a yearly Building Warrant of Fitness. Further information is available in councils pamphlet: "Do you need a Compliance Schedule or Warrant of Fitness for your building?".

## USE BY THE PUBLIC

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.

## WHAT HAPPENS NEXT?

Your application may need to be seen by several Council Officers. For example Planning, Environmental Health Inspector, Technical Engineer, or maybe a Structural Engineer. Your application form is rechecked for completeness and then programmed for this purpose shortly after you make your application. Incomplete applications, or ones with inadequate details will be suspended for further information, in some cases we may return the entire application.. No work will be done on your consent until this information is received. The time required for the officers to check your proposal varies and has a bearing on how long it takes before your consent is issued. The Building Act 2004 requires Council to process consents (if not suspended for further information) within 20 working days. **Please allow for this when applying.**

*If we are required to send your consent for a peer review (this applies to engineering calculations) further time and costs may be incurred.*

*The Roading Department are required to carry out an inspection on your vehicle crossing (accessway).*

*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 Roading Dept 8578060, if you require further details.*

*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.*

## FEEES

All building consents have a set 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. 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.

## AFTER YOUR CONSENT HAS BEEN ISSUED...

Stamped & approved plans **MUST** be kept on site.

Together with your application you are required to submit two sets of drawings. One set will be sent back to you with your consent. These drawings will be stamped with the CHBDC stamp and **must be kept on the job, the inspector will not complete any inspections without this documentation.**



### Work must begin within 12 months or the consent will lapse

Building work should begin within twelve months of your consent being issued or your consent will lapse unless a time extension has been granted. Should the consent lapse then a new consent will need to be applied for that project.

You should complete the work and apply for a 'Code Compliance Certificate' within 2 years. If a Code Compliance Certificate has not been issued within this 2 year time frame an inspector will visit the site to see if the work has been completed. You may apply to council for an extension, but must do so within the given time frame for both situations.

If an application for Code Compliance Certificate has not been received before two years after the building consent was issued, 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. In some circumstances we may refuse to issue a Code Compliance Certificate, for example, if an extension of time to complete is not granted or if the work is not complete or does not comply with the building code or if you fail to supply the required documentation..

## HOW IT ALL WORKS

The chart below summarises the building consent process.

Owner (or agent) completes application, plans, required reports and lodges with Council	If any required information is missing the application will not be accepted
↓	
Council produces Relevant Project Information, or a Project Information Memorandum if requested.	Site specific hazards are identified and Resource Consent issues are highlighted
↓	
Building Consent processed and conditions attached	Request for more information may be made by Council. Application processing will be suspended until required information is received
↓	
Building Consent is Posted out to Applicant or a letter with the Invoice. Work May begin when you receive the consent.	If a PIM is requested it may be issued with a section 37 notice, which means that building work cannot commence until a Resource Consent is granted A Form 4 can be issued, so work can begin prior to Resource consent being signed, once approval has been given.
↓	
<b><i>BUILDING WORK MUST START WITHIN 12 MONTHS OF THE CONSENT BEING ISSUED, OR THE OWNER MAY APPLY FOR AN EXTENSION OR THE CONSENT WILL LAPSE AND A NEW CONSENT WILL BE REQUIRED PRIOR TO THE WORK STARTING</i></b>	
Building Inspections are booked with Council and inspections carried out at the prescribed intervals	Council may issue a Notice to Fix for any non-compliant work
↓	
Owner notifies Council as soon as building work is completed to standard and all conditions of the consent are met. Owner completes and signs Form 6 – Application for Code Compliance Certificate (CCC)	You should have the work completed within 2 years of being issued your consent, or you should apply for an extension. You need to allow up to 20 working days for the Code Compliance Certificate to be issued or refused.
↓	
Outstanding charges are paid and CCC uplifted & Compliance Schedule & Compliance Schedule Statement issued.	

## MAJOR AMENDMENTS

After a Building Consent has been issued no deviation or alteration from the original plans and specifications is permissible without the written approval of the inspector. You will need to lodge appropriate drawings documenting the alterations and apply for an alteration to your building consent. You will be charged for this so it is important to ensure that the details you submit in your original application are correct. A building inspector will be happy to discuss the changes with you when on-site and inform you of the required documentation. The amendment will be processed the same as a new consent by Council officers. On issuing the amendment any extra fees required will be added to the consent fees at time of issuing the Code Compliance Certificate, minor amendments can be dealt with on site by the inspector.

## COMPLIANCE SCHEDULE:

For buildings not used wholly as a single household unit, that contain specified systems, or has a cable car attached to it, will require a compliance schedule. From 31 March 2008, a single household unit will require a compliance schedule, if it contains a cable car or is serviced by a cable car.

Specified systems are defined as follows:

1. Automatic systems for fire suppression (for example, sprinkler systems).
2. Automatic or manual emergency warning systems for fire or other dangers (other than a warning system for fire that is entirely within a household unit and serves only that unit).
3. Electromagnetic or automatic doors or windows (for example, ones that close on fire alarm activation).
4. Emergency lighting systems.
5. Escape route pressurisation systems.
6. Riser mains for use by fire services.
7. Automatic back-flow preventers connected to a potable water supply.
8. Lifts, escalators, travelators, or other systems for moving people or goods within buildings.
9. Mechanical ventilation or air conditioning systems.
10. Building maintenance units providing access to exterior and interior walls of buildings.
11. Laboratory fume cupboards.
12. Audio loops or other assistive listening systems.
13. Smoke control systems.
14. Emergency power systems for, or signs relating to, a system or feature specified in any of clauses 1 to 13
15. Any or all of the following systems and features, so long as they form part of a building's means of escape from fire, and so long as those means also contain any or all of the systems or features specified in clauses 1 to 6, 9, and 13:
  - (a) systems for communicating spoken information intended to facilitate evacuation; and
  - (b) final exits (as defined by clause A2 of the building code); and
  - (c) fire separations (as so defined); and
  - (d) signs for communicating information intended to facilitate evacuation; and
  - (e) smoke separations (as so defined).

A compliance schedule lists the systems and features, including the inspection, maintenance and reporting procedures needed to keep them in good working order. The Council issues a Compliance Schedule which lists the features of your building and the inspection and reporting procedures.

A compliance schedule must be applied for at the same time a building consent application is made and will be issued at the same time a code compliance certificate is issued. The maintenance, reporting, and the performance standards of each specified system must accompany the application. The Building Act places the responsibility of inspecting buildings on the building owner, who must arrange for inspections, keep records and display certificates confirming the building meets all the safety requirements identified on the compliance schedule.

Accompanying the compliance schedule is a Compliance Schedule Statement that specifically relates to the first 12 months from the completion of the building. Then every year on the anniversary of the Compliance Schedule the owner must issue a Warrant of Fitness to the local Council, which confirms that the owner's responsibility has been met and the building is safe. The copy of the Warrant of Fitness must be displayed in a public place in the building together with notification of where the inspection reports are held and may be viewed.

### MultiProof 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.

Additional Information.

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)

# WHAT CAN MY BUILDING INSPECTOR CHECK!

## Please give your building inspector time to carry out the inspection for code compliance properly do not rush

*This is probably one of the most misunderstood subjects from the general publics' point of view.*

Most people are under the impression that when they take out their Building Consent, that this means that nothing can possibly go wrong with their project.

After all, the council building inspector will be on the job regularly to make sure that things are all perfect! Right?

Unfortunately, wrong!

The job your Building Inspector does, and by law, the only job they can do, is to check on your behalf that your job complies with the New Zealand Building Code, and therefore the Building Act of 2004.

WHAT??

Basically, this means that we can only check that structurally your building is safe, and ultimately it won't leak.

What cannot be checked or commented on in general, are build quality, or products applied to your building that have been fitted contrary to the manufacturers' recommendations.

The only exceptions to this are when this affects the structural integrity, or durability of your building.

A fairly good example of this is your common dry wall board, most commonly called GIB board.

This is often used now as part of the bracing of a new house or alteration. These sheets, where used, must comply with the manufacturers' instructions on their installation, or they can be failed, and asked to be re fitted.

However, the rest of the GIB in your house should be fitted to recommendations, but we cannot enforce it. So what! How will that affect me, you say?

If the rest of the wall board is fitted contrary to recommendations, there is the possibility that some or all of the joints will fail, and crack. Thus affecting the aesthetic finish of your home. This without reinstalling the wall board can be impossible to fix.

Because this is 'aesthetic', and does not affect the structural integrity of your home, we cannot comment on it, even though it may cause you distress and money.

Ultimately, most people trust that things will be done properly on their job by the people that they have employed. Sometimes this just does not happen.

Our advice to the public in this case, is to get all the manufacturers brochures for your building products, from your local supplier. They are generally easy to follow, with lots of recommendations and diagrams to follow. As the consent holder, you have the responsibility to ensure your tradesmen follow these instructions, or ask them why not?

Become pro-active in your project, and then, as one big team, the odds are strongly in your favour that everything will indeed be ok.

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**APPLICATION FOR BUILDING CONSENT**  
 and/or Project Information Memorandum

Section 33 or section 45, Building Act 2004

SECTION 1

THE BUILDING [Project Location]	
<b>Street address/rapid number of building:</b> [for structures that do not have a street address, state the nearest street intersection and the distance and direction from that intersection]  	<b>Legal description of land where building is located:</b> [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: _____
<b>Number of levels:</b> [include ground level and any levels below ground]  	<b>Location of building within site:</b> [include nearest street access]  
<b>Area:</b> Existing floor area: _____ New floor area: _____ Total floor area: _____	<b>Current, lawfully established, use:</b> [include number of occupants per level and per use if more than one level]  

SECTION 2

OWNER [must be completed for all applications and all details must be the owners]	
<b>Name of owner:</b> [include preferred form of title, e.g. Mr, Miss, Dr if an individual and the contact persons name if a company, trust of similar]	
<b>Owner's mailing address:</b>  	<b>Street address/Registered office:</b>  
<b>Owner's contact details:</b> Landline: _____ Mobile: _____ After hours: _____ Facsimile Number: _____ Email: _____ Website: _____	
<b>Evidence of ownership:</b> [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 certificate of title, no more than three months old	
<b>Year first constructed:</b> [approximate date is acceptable e.g.: c1920's or 1960-1970]	
<p align="right"><b>If you require help obtaining a copy call 8577731</b></p>	

<b>Council use only:</b> Building Consent Number: _____ Property ID: _____
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The following Councils have developed and adopted this form in partnership:



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## SECTION 3

THE AGENT	
<b>Name of agent:</b> [include the contact persons name if a company, trust of similar]	
<b>Agent's mailing address:</b> _____ _____	<b>Street address/Registered office:</b> _____ _____
<b>Agent's contact details:</b> Landline: _____ Mobile: _____ After hours: _____ Facsimile Number: _____ Email: _____ Website: _____	
<b>Relationship to owner:</b> [state details and provide written authorisation from the owner to make the application on the owner's behalf]	

## SECTION 4

THE PROJECT	
<b>Description of the building work:</b> [provide sufficient description of building work to enable scope of work to be fully understood] _____ _____ _____	
<b>List building consents previously issued for this project (if any):</b> [list who issued the consent, the date of issue and the consent number] _____	<b>Estimated value of the building work on which the levy will be calculated (including goods and services tax):</b> [state estimated value as defined in section 7 of the Building Act 2004] \$ _____
<b>Will the building work result in a change of use of the building?</b> <input type="checkbox"/> Yes <input type="checkbox"/> No	<b>If yes, provide details of the new use:</b> _____
<b>Designers licenced building practitioner details:</b> LBP Number: Area of Practice: <input type="checkbox"/> Design 1 <input type="checkbox"/> Design 2 <input type="checkbox"/> Design 3	
<b>Intended life of the building if less than 50 years:</b> _____	
<b>Type of application:</b> I request that you issue a: <input type="checkbox"/> PIM (Project Information Memorandum) only <input type="checkbox"/> Building Consent and PIM (Project Information Memorandum) <input type="checkbox"/> Building Consent only	

The building work will comply with the building code as follows: (to be completed by the designer)

## SECTION 5

PROJECT INFORMATION MEMORANDUM DETAILS	
<b>NOTE:</b> A Project Information Memorandum (PIM), will not be issued as part of this application unless it has been sought or obtained separately <i>Please select:</i>	
<input type="checkbox"/> Project Information Memorandum was applied for on ___/___/___	
<input type="checkbox"/> Project Information Memorandum Number: _____ was issued on ___/___/___	
<input type="checkbox"/> Project Information Memorandum is required (please complete details below :)	
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]:	

**Clause**

Identify which clauses will be involved in the building work

**Means of compliance**

Refer to relevant compliance document(s) or detail of alternative solution in the plans and specifications.  
Tick N/A if not applicable. If  Other " please specify.

<b>B1</b>	Structure	<input type="checkbox"/> N/A	<input type="checkbox"/> B1/AS2/AS1	<input type="checkbox"/> NZS3604	<input type="checkbox"/> NZS4229	<input type="checkbox"/> NZS4203	<input type="checkbox"/> Other:
<b>B2</b>	Durability	<input type="checkbox"/> N/A	<input type="checkbox"/> B2/AS1	<input type="checkbox"/> NZS3101	<input type="checkbox"/> NZS3602	<input type="checkbox"/> NZS3604	<input type="checkbox"/> Other:
<b>C1-4</b>	Fire	<input type="checkbox"/> N/A	<input type="checkbox"/> C1/AS1				<input type="checkbox"/> Other:
<b>D1</b>	Access routes	<input type="checkbox"/> N/A	<input type="checkbox"/> D1/AS1	<input type="checkbox"/> NZS4121			<input type="checkbox"/> Other:
<b>D2</b>	Mechanical installations for access	<input type="checkbox"/> N/A	<input type="checkbox"/> D2/AS1	<input type="checkbox"/> NZS4332	<input type="checkbox"/> EN81	<input type="checkbox"/> EN115	<input type="checkbox"/> Other:
<b>E1</b>	Surface water	<input type="checkbox"/> N/A	<input type="checkbox"/> E1/AS1	<input type="checkbox"/> AS/NZS3500.3			<input type="checkbox"/> Other:
<b>E2</b>	External moisture	<input type="checkbox"/> N/A	<input type="checkbox"/> E2/AS1	<input type="checkbox"/> Specific design and testing			
<b>E3</b>	Internal moisture	<input type="checkbox"/> N/A	<input type="checkbox"/> E3/AS1				<input type="checkbox"/> Other:
<b>F1</b>	Hazardous agents on site	<input type="checkbox"/> N/A	<input type="checkbox"/> F1/AS1				<input type="checkbox"/> Other:
<b>F2</b>	Hazardous building materials	<input type="checkbox"/> N/A	<input type="checkbox"/> F2/AS1	<input type="checkbox"/> NZS4223			<input type="checkbox"/> Other:
<b>F3</b>	Hazardous substances etc	<input type="checkbox"/> N/A	<input type="checkbox"/> F3/AS1				<input type="checkbox"/> Other:
<b>F4</b>	Safety from falling	<input type="checkbox"/> N/A	<input type="checkbox"/> F4/AS1	<input type="checkbox"/> FSP Act			<input type="checkbox"/> Other:
<b>F5</b>	Construction & demolition hazards	<input type="checkbox"/> N/A	<input type="checkbox"/> F5/AS1				<input type="checkbox"/> Other:
<b>F6</b>	Lighting for emergency	<input type="checkbox"/> N/A	<input type="checkbox"/> F6/AS1				<input type="checkbox"/> Other:
<b>F7</b>	Warning systems	<input type="checkbox"/> N/A	<input type="checkbox"/> F7/AS1	<input type="checkbox"/> AS/NZS1668	<input type="checkbox"/> NZS4512	<input type="checkbox"/> NZS4515	<input type="checkbox"/> Other:
<b>F8</b>	Signs	<input type="checkbox"/> N/A	<input type="checkbox"/> F8/AS1				<input type="checkbox"/> Other:
<b>G1</b>	Personal hygiene	<input type="checkbox"/> N/A	<input type="checkbox"/> G1/AS1				<input type="checkbox"/> Other:
<b>G2</b>	Laundering	<input type="checkbox"/> N/A	<input type="checkbox"/> G2/AS1				<input type="checkbox"/> Other:
<b>G3</b>	Food preparation etc	<input type="checkbox"/> N/A	<input type="checkbox"/> G3/AS1				<input type="checkbox"/> Other:
<b>G4</b>	Ventilation	<input type="checkbox"/> N/A	<input type="checkbox"/> G4/AS1	<input type="checkbox"/> AS1668.2			<input type="checkbox"/> Other:
<b>G5</b>	Interior environment	<input type="checkbox"/> N/A	<input type="checkbox"/> G5/AS1				<input type="checkbox"/> Other:
<b>G6</b>	Airborne and impact sound	<input type="checkbox"/> N/A	<input type="checkbox"/> G6/AS1				<input type="checkbox"/> Other:
<b>G7</b>	Natural light	<input type="checkbox"/> N/A	<input type="checkbox"/> G7/AS1				<input type="checkbox"/> Other:
<b>G8</b>	Artificial light	<input type="checkbox"/> N/A	<input type="checkbox"/> G8/AS1	<input type="checkbox"/> NZS6703			<input type="checkbox"/> Other:
<b>G9</b>	Electricity	<input type="checkbox"/> N/A	<input type="checkbox"/> G9/AS1				<input type="checkbox"/> Other:
<b>G10</b>	Piped services	<input type="checkbox"/> N/A	<input type="checkbox"/> G10/AS1	<input type="checkbox"/> NZS5261			<input type="checkbox"/> Other:
<b>G11</b>	Gas as an energy source	<input type="checkbox"/> N/A	<input type="checkbox"/> G11/AS1				<input type="checkbox"/> Other:
<b>G12</b>	Water supplies	<input type="checkbox"/> N/A	<input type="checkbox"/> G12/AS1	<input type="checkbox"/> AS/NZS3500.1	<input type="checkbox"/> AS/NZ3500.4		<input type="checkbox"/> Other:
<b>G13</b>	Foul water	<input type="checkbox"/> N/A	<input type="checkbox"/> G13/AS1	<input type="checkbox"/> AS/NZS3500.2	<input type="checkbox"/> BS5572		<input type="checkbox"/> Other:
<b>G14</b>	Industrial liquid waste	<input type="checkbox"/> N/A	<input type="checkbox"/> G14/AS1				<input type="checkbox"/> Other:
<b>G15</b>	Solid waste	<input type="checkbox"/> N/A	<input type="checkbox"/> G15/AS1				<input type="checkbox"/> Other:
<b>H1</b>	Energy	<input type="checkbox"/> N/A	<input type="checkbox"/> H1/AS1	<input type="checkbox"/> NZS4214	<input type="checkbox"/> NZS4218	<input type="checkbox"/> NZS4243	<input type="checkbox"/> ALF Design Manual <input type="checkbox"/> Other:

**Waiver / modification/alternative solution to NZ Building Code required for following parts of code**  
[state nature of waiver or modification of building code required]

## COMPLIANCE SCHEDULE DETAILS

(Not required for PIM only applications)

[Specified systems are defined in regulations; if you are not sure whether your building has specified systems, talk to the BCA or your architect]

- The specified systems for the building are as follows: [complete table below]
- The following specified systems are being altered, added to, or removed in the course of the building work: [complete table below]
- A compliance schedule is required for the cable car system

If there is a specified system(s), please select which of these are contained in the building:					
Existing	New		Existing	New	
<input type="checkbox"/>	<input type="checkbox"/>	1) Automatic systems for fire suppression (e.g. sprinkler systems)	<input type="checkbox"/>	<input type="checkbox"/>	12) Audio loops or other assistive listening systems
<input type="checkbox"/>	<input type="checkbox"/>	2) Automatic or manual emergency warning systems for fire or other dangers	<input type="checkbox"/>	<input type="checkbox"/>	13) Smoke control systems
<input type="checkbox"/>	<input type="checkbox"/>	3) Electromagnetic or automatic doors or windows (e.g. ones that close on fire alarm activation)	<input type="checkbox"/>	<input type="checkbox"/>	14) Emergency power systems for, or signs relating to, a system or feature specified in clauses 1 to 13
<input type="checkbox"/>	<input type="checkbox"/>	4) Emergency lighting systems			15) Any or all of the following systems and features, so long as they form part of a building's means of escape from fire, and so long as those means also contain any or all of the systems or features specified in clauses 1-6, 9 & 13:
<input type="checkbox"/>	<input type="checkbox"/>	5) Escape route pressurisation systems			
<input type="checkbox"/>	<input type="checkbox"/>	6) Riser mains for use by fire service			
<input type="checkbox"/>	<input type="checkbox"/>	7) Any automatic backflow preventer connected to a potable water supply	<input type="checkbox"/>	<input type="checkbox"/>	15a) Systems for communicating spoken information intended to facilitate evacuation; and
<input type="checkbox"/>	<input type="checkbox"/>	8) Lifts, escalators, travelators or other systems for moving people or goods within buildings	<input type="checkbox"/>	<input type="checkbox"/>	15b) Final exits (as defined by clause A2 of the building code); and
<input type="checkbox"/>	<input type="checkbox"/>	9) Mechanical ventilation or air conditioning systems	<input type="checkbox"/>	<input type="checkbox"/>	15c) Fire separations (as so defined); and
<input type="checkbox"/>	<input type="checkbox"/>	10) Building maintenance units for providing access to the exterior and interior walls of buildings	<input type="checkbox"/>	<input type="checkbox"/>	15d) Signs for communicating information intended to facilitate evacuation; and
<input type="checkbox"/>	<input type="checkbox"/>	11) Laboratory fume cupboards	<input type="checkbox"/>	<input type="checkbox"/>	15e) Smoke separations (as so defined)

- No compliance schedule is required. There are no specified systems in the building

## ATTACHMENTS

The following plans and specifications are attached to this application:

[All plans and specifications must meet the minimum requirements set out in the regulations or required by the building consent authority. Please refer to the schedule included with this form for complete details of plans, specifications and documents which may be required to support your application]

- Project Information Memorandum  Certificate attached to PIM
- Development Contribution Notice  Evidence of ownership
- Plans and Specifications including application for any alternative Solutions
- Compliance Schedules:- Provide Maintenance / Reporting as defined by the Building Code

## 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.

**THE OWNER MUST SIGN THIS FORM OR GIVE WRITTEN AUTHORISATION TO THE AGENT**

SECTION 9