



**THE BUILDING**

*(refer to your Rates Account for details)*

1. Site Address: \_\_\_\_\_

*(Street /Road /Township)*

Rapid Number: \_\_\_\_\_

*(Applies to Rural Properties Only)*

2. Legal description:

LOT: \_\_\_\_\_ DP/RS: \_\_\_\_\_

Valuation Roll Number: \_\_\_\_\_

**Note: Only complete items here that are applicable to your project.**

3. Building Name: \_\_\_\_\_

*(eg: where buildings have Official Names)*

4. Location of Building within Site: \_\_\_\_\_

*(Only applicable to multi-development sites)*

5. Number of Levels: \_\_\_\_\_ 6. Level/Unit No: \_\_\_\_\_

7. Floor Area – Existing: \_\_\_\_\_ New: \_\_\_\_\_ Total: \_\_\_\_\_

8. Current Lawfully Established Use: *(eg: Use on any previous consent for the existing building)*

9. Year Building First Constructed: \_\_\_\_\_

*(Only applicable to existing buildings, approximate date is acceptable, e.g. 1920s or 1960-1970)*

**THE APPLICANT / OWNER**

10. Owner's Name: \_\_\_\_\_

*(Company or organisational name)*

11. Contact Person: \_\_\_\_\_

*(If Owner is not an Individual)*

12. Mailing Address: \_\_\_\_\_

13. Street Address / Registered Office: \_\_\_\_\_

14. Phone Numbers: Daytime: \_\_\_\_\_ Mobile: \_\_\_\_\_

After Hours: \_\_\_\_\_

15. Fax: \_\_\_\_\_

16. Email: \_\_\_\_\_

17. Website: \_\_\_\_\_

18. The following evidence of ownership is attached to this application, eg:

- Certificate of Title and / or
- Sale and Purchase Agreement

**AGENT / CONTACT**

*Contact Details MUST be in New Zealand)*

19. Name of Agent: \_\_\_\_\_

20. Contact Person: \_\_\_\_\_

21. Mailing/Billing Address: \_\_\_\_\_

22. Street Address / Registered Office: \_\_\_\_\_

23. Phone Numbers: Daytime: \_\_\_\_\_ Mobile: \_\_\_\_\_

After Hours: \_\_\_\_\_

24. Fax: \_\_\_\_\_

25. Email: \_\_\_\_\_

26. Website: \_\_\_\_\_

27.  Authorisation from Agent Attached.

*(Authorisation from the owner confirming authority)*

28. **Note: The "Agent/Contact" will be the first point of contact for communications with the Council / Building Consent Authority regarding this Application / Building Work and will receive all correspondence including all invoices.**

**APPLICATION**

29. I request that a:  
(select one)

- Project Information Memorandum Only (PIM)
- Building Consent for PIM No: \_\_\_\_\_
- Building Consent (including Project Information Memorandum)
- Building Consent without PIM

be issued for the Building Work Described in this Application.

*For Office Use Only*

Fee paid

\$1190.00

Receipt \_\_\_\_\_

Date \_\_\_\_\_

## THE PROJECT

30. Type of Building Work: (eg: dwelling, dwelling relocation, commercial, farm shed, garage, demolition, etc., or combination of)

31. Will the building work result in a change of use of the building:  Yes  No

32. If "Yes", provide details of the new intended use:

(eg: domestic use, shop, implement shed, garage to bedroom)

Will Hazardous Substances be stored in the building?

33. Intended life of the building:

Indefinite but not less than 50 years

Or specified as \_\_\_\_\_ years

34. List Building Consents previously issued for **this building** (if any) (ie: is this project being constructed in stages? Is this consent for a relocated or transportable building?)

35. Estimated Value (inc GST) \$ \_\_\_\_\_

(ie: the estimated aggregate of the values of all goods and services to be supplied for the building work and includes GST).

## PROJECT INFORMATION MEMORANDUM

*This section must be completed if you are applying for a PIM.  
DO NOT complete this section if a PIM has already been issued.*

The following documents are attached to this application:

- Site plan, Floor plans, Elevations for proposed building, Certificate of Title and or Sales and Purchase Agreement  
Two copies of all information required. (All plans to be dimensioned, scaled and accurate.) *One set of plans must be A3 or A4 size.*
- Application Fee (per Council Fees and Charges Schedule)

## BUILDING CONSENT

*(DO NOT complete this section if the Application is for a Project Information Memorandum only)*

36. The following documents are attached to this application:

- 4 copies** – building plans (site plans, floor plans, elevation plans) (*one set of plans only must be A3 or A4 size*)
- 3 copies** of each – specifications, producer statements, truss details (*refer below*)
- 2 copies** – Certificate of Title and/or Sale and Purchase Agreement. Current C/T required (all transactions up to date).  
All plans to be dimensioned, scaled and accurate
- Project Information Memorandum
- Development Contribution Notice (if applicable)
- Certificate attached to Project Information Memorandum (Resource Management Act)
- Key personnel – see page 8.

37.  See page 9 for a Schedule confirming the Building Work will comply with the Building Code.

NB: Where a buildable truss design certificate is used for the granting of a building consent, an "as built" truss design must be provided to us for assessment ten days prior to the structure and pre-roof inspection. A set fee will be charged at the time of granting of the consent to cover the assessment of the as built truss design information.

Where a building consent has been granted using an "as built" truss design certificate no further information will be required unless the design/layout of the roof has changed from what was consented.



## APPLICATION INFORMATION

### (a) Project Information Memorandum (PIM)

A PIM will be issued within 20 working days provided all the required information is supplied with the application. Insufficient information could mean the application is returned. It is not mandatory to apply for a PIM. Applicants can choose not to apply for a PIM when they consider that the information would not be relevant for their building project. Note that where information is found to be necessary for processing the consent application, consent processing will be placed on hold until that information is provided and the cost will be charged as part of the consent processing fee.

A fee is required to accompany your PIM application. (Per Council's Fees and Charges Schedule.)

### (b) Building Consent (BC)

A Building Consent will be processed within a maximum allowable time of 20 working days provided all the information required has been supplied. Processing time is stopped whenever further information is required and starts again when the information is received.

Once the building consent has been processed, you will receive notification, which will include an invoice for the fees payable.

Once the fees are paid in full your Building Consent will be granted.

### (c) Combined Project Information Memorandum & Building Consent Applications

Applications for a combined PIM / BC will only be accepted when sufficient information is provided to permit the Building Consent to be processed. If insufficient information is provided then further information will be requested, or your application may be returned to you.

## INSPECTIONS

***Phone the Building Unit on (03) 311 8900 for booking inspections.***

A minimum of 48 hours notice of commencement of the building work is required to be given to the Building Consent Authority.

During the process of construction, inspections will be necessary to confirm all work complies with your approved Building Consent documentation. The Building Consent Authority requires a minimum of 24 hours notice prior to the Building Consent Authority's Building Officials visit, however this will not guarantee an inspection in 24 hours if inspection bookings are full for that day.

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 will put the issue of the Code Compliance Certificate for the work at risk.

## RESOURCE CONSENTS

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

If your application does not comply with District Plan requirements you will need to either amend your proposal to comply or apply for a Resource Consent. A Certificate will be attached to your Project Information Memorandum to notify that a resource consent is required prior to building work commencing. It is recommended that you contact the Planning Unit to determine the process from there.

## CODE COMPLIANCE

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 is completed but in any event no later than **2 years** after the granting of the Building Consent. A Code Compliance Certificate will be issued within a maximum allowable time of 20 working days provided all the information required has been supplied.

In the event that no application for Code Compliance is made, the Building Consent Authority may visit the site to determine if a CCC can be issued.



*If you are unsure about the terminology or whether your project requires a particular detail, your builder or designer will be able to assist you.*

**PROVIDE THE FOLLOWING WITH EVERY APPLICATION**

**Applications may not be accepted or returned unprocessed if the application is not fully drawn and specified and accompanied by supporting documentation.**

Applicants must mark all items provided with ✓ or mark X if not applicable.

**For office  
use only –  
these have  
arrived**

**APPLICATION FORM (one copy required)**

- Fully complete all sections.
- Means of Compliance with NZBC – Designer to complete.
- Provide the correct legal description. Council can help with this.
- Provide two copies of the current Certificate of Title or Sales and Purchase Agreement.
- Give name and contact numbers of contact person (if not the owner).
- State the project location (street address or location details as near as possible if no address).
- Sign and date the form.
- Agent Authorisation.

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**DESIGN BASIS – To be completed by the Designer**

Please list the following basis for the building design:

- Wind zone .....
- Earthquake zone .....
- Snow Zone/Altitude .....
- Corrosion zone – If Applicable .....
- Building is specifically engineer designed.
- Complies with NZS 3604: 1999.
- Both Specific Design and NZS 3604.

**DESIGN DOCUMENTS (Four copies required)**

- Weather Tightness Risk Matrix.
- Truss design layout and Producer Statement
- Bracing Calculations/Plan.
- H1 Energy efficiency calculations.

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**SITE PLAN – 4 copies**

- Overview of site showing legal boundaries as per current Title.
- Showing proposed and existing structures (including swimming pools).
- Dimensions to boundaries.
- Proposed and existing site levels.
- North Point.
- Utility infrastructure (sewer, water pipelines, septic tanks etc.) where applicable.
- Water races, drains, topographic features.

-

## DRAINAGE LAYOUT

**Four copies** to scale usually 1:100 or 1:50

- |                          |   |                          |  |
|--------------------------|---|--------------------------|--|
| <input type="checkbox"/> | Foul Water – Showing waste pipes, sizes, grades, venting. | <input type="checkbox"/> | Storm Water – Pipe sizes, grades, down pipe locations. |
| <input type="checkbox"/> | Foul Water to discharge point.                            | <input type="checkbox"/> | Storm Water drain to discharge point.                  |

## FOUNDATION LAYOUT

**Four copies** to scale usually 1:100 or 1:50

- |                          |  |                          |   |
|--------------------------|--|--------------------------|---|
| <input type="checkbox"/> | Full foundation layout plan.   | <input type="checkbox"/> | Slab thickenings, shrinkage control joints and reinforcing rebates. |
| <input type="checkbox"/> | For timber floors show all pile layout, pile types and bracing location. |                          |   |

## FLOOR PLANS

**Four copies** to scale usually 1:100 or 1:50

- |                          |   |                          |   |
|--------------------------|---|--------------------------|---|
| <input type="checkbox"/> | Layout of all floors fully dimensioned. For alterations and/or additions provide both new and existing floor plans. | <input type="checkbox"/> | Lintel sizes.                             |
| <input type="checkbox"/> | Doors and window positions and sizes.   | <input type="checkbox"/> | HWC Location.                             |
| <input type="checkbox"/> | Layout of amenity areas (laundry etc.).   | <input type="checkbox"/> | Roof Space Access.                        |
| <input type="checkbox"/> | Main structural beams that are not shown elsewhere.   | <input type="checkbox"/> | Gas Cylinder Location.                    |
|                          |   | <input type="checkbox"/> | Room names.                               |
|                          |   | <input type="checkbox"/> | Location of smoke alarms.                 |
|                          |   | <input type="checkbox"/> | Location of heating unit (if applicable). |

## EXTERIOR ELEVATIONS

**Four copies** to scale usually 1:200 or 1:50

- |                          |   |                          |   |
|--------------------------|---|--------------------------|---|
| <input type="checkbox"/> | Elevations of all external walls showing claddings. | <input type="checkbox"/> | Accurate ground levels existing and proposed.           |
| <input type="checkbox"/> | Doors and windows showing opening sections.         | <input type="checkbox"/> | Subfloor ventilation for timber floors.                 |
| <input type="checkbox"/> | Show location of Solar Panels.                      | <input type="checkbox"/> | Show roof bracing on elevations if not shown elsewhere. |

## CROSS SECTION AND CONSTRUCTION DETAILS

**Four copies** to scale usually 1:50 or 1:20 for sections and 1:10 for details (minimum scale).

- |                          |  |                          |  |
|--------------------------|--|--------------------------|--|
| <input type="checkbox"/> | Roof lines, overhangs, floor levels, ground levels.  | <input type="checkbox"/> | Pile details for timber floors.  |
| <input type="checkbox"/> | Major vertical dimensions.   | <input type="checkbox"/> | Floor bracing details.   |
| <input type="checkbox"/> | Foundation, wall and roof structure and materials.   | <input type="checkbox"/> | Timber grade and treatment.  |
| <input type="checkbox"/> | Upper level decks or balconies over lower level room must be fully detailed including the storm water disposal and overflow precautions. | <input type="checkbox"/> | Damp proof membranes and building papers.  |
| <input type="checkbox"/> | Stairs, handrails and balustrade showing pitch and head clearances.  | <input type="checkbox"/> | Insulation systems and materials.  |
| <input type="checkbox"/> | Structural connections, posts to footings, beams to posts, trusses or beams to walls.  | <input type="checkbox"/> | Flashing details and documents.  |
| <input type="checkbox"/> | Component fixing information is to be provided for all structural and framing components.  | <input type="checkbox"/> | Roof penetrations.   |
| <input type="checkbox"/> | Foundation and footing details and reinforcing. Show height from finished floor to ground level.   | <input type="checkbox"/> | Shower floor details and wall to shower base junction detail.                            |
|                          |  | <input type="checkbox"/> | Sealing to wet area fixtures.  |
|                          |  | <input type="checkbox"/> | Water splash prevention  |
|                          |  | <input type="checkbox"/> | All other building components that are not otherwise detailed or are unusual in any way. |

**SPECIFICATION – Three copies**

**The specification must be for the project. We will not accept standard specifications unless they relate directly to the building and they cover the project accurately and fully. Multi-choice specifications will not be accepted. A brief accurate specification is usually best.**

- |   |   |
|---|---|
| <input type="checkbox"/> Provide a written specification to cover all of the trades involved in the project. All materials used in the project are fully specified including fixings of all materials and components. | <input type="checkbox"/> The specification can be written on the drawings as long as all materials are fully covered. |
|---|---|

**SPECIFIC DESIGNS – Three copies**

For all components that require specific design provide the following:

- |  |  |
|--|--|
| <input type="checkbox"/> The Chartered Professional Engineer's Producer Statement.                         | <input type="checkbox"/> Log fire and flue installation instructions.  |
| <input type="checkbox"/> The engineer's monitoring schedule if the engineer chooses to do site monitoring. | <input type="checkbox"/> Current Potable Water Test.   |
| <input type="checkbox"/> All structural calculations.  | <input type="checkbox"/> Effluent disposal design & ECan's copy of the submitted application form or approval.                             |
| <input type="checkbox"/> Structural details showing connections and details of the components.             | <input type="checkbox"/> Wastewater system designs when required to be done by a Chartered Professional Engineer such as in a hazard zone. |
| <input type="checkbox"/> Solar technical details and plumbing schematic.                                   |  |

# CODE COMPLIANCE

Complete as far as possible in all cases

(Give names, addresses, and telephone numbers. Give relevant registration numbers if known)

BUILDER		
Name: .....	Reg. N <sup>o</sup> : .....	
Address: .....		
Phone N <sup>o</sup> : .....	Fax N <sup>o</sup> : .....	Email: .....

DESIGNER(S)		
Name: .....	Reg. N <sup>o</sup> : .....	
Address: .....		
Phone N <sup>o</sup> : .....	Fax N <sup>o</sup> : .....	Email: .....

REGISTERED DRAINLAYER		
Name: .....	Reg. N <sup>o</sup> : .....	
Address: .....		
Phone N <sup>o</sup> : .....	Fax N <sup>o</sup> : .....	Email: .....

CRAFTSMAN PLUMBER		
Name: .....	Reg. N <sup>o</sup> : .....	
Address: .....		
Phone N <sup>o</sup> : .....	Fax N <sup>o</sup> : .....	Email: .....

CRAFTSMAN GASFITTER		
Name: .....	Reg. N <sup>o</sup> : .....	
Address: .....		
Phone N <sup>o</sup> : .....	Fax N <sup>o</sup> : .....	Email: .....

REGISTERED ELECTRICIAN		
Name: .....	Reg. N <sup>o</sup> : .....	
Address: .....		
Phone N <sup>o</sup> : .....	Fax N <sup>o</sup> : .....	Email: .....

STRUCTURAL ENGINEER		
Name: .....	Reg. N <sup>o</sup> : .....	
Address: .....		
Phone N <sup>o</sup> : .....	Fax N <sup>o</sup> : .....	Email: .....

OTHER CONTRACTOR – TYPE: .....		
Name: .....	Reg. N <sup>o</sup> : .....	
Address: .....		
Phone N <sup>o</sup> : .....	Fax N <sup>o</sup> : .....	Email: .....

## Application for project information memorandum and/or building consent

The building work will comply with the building code as follows:

[if you're not sure which clauses are applicable, consult with your builder, designer or architect.]

Clause	Means of compliance	Waiver / modification required
[tick relevant clause numbers of building code]	[refer to the relevant compliance document(s) or detail of alternative solution in the plans and specifications; if not applicable put n/a]	[state nature of waiver or modification of building code required; if not applicable, put n/a]
<input type="checkbox"/> B1 Structure		
<input type="checkbox"/> B2 Durability		
<input type="checkbox"/> C1 Outbreak of fire		
<input type="checkbox"/> C2 Means of escape		
<input type="checkbox"/> C3 Spread of fire		
<input type="checkbox"/> C4 Structural stability during fire		
<input type="checkbox"/> D1 Access routes		
<input type="checkbox"/> D2 Mechanical installations for access		
<input type="checkbox"/> E1 Surface water		
<input type="checkbox"/> E2 External moisture		
<input type="checkbox"/> E3 Internal moisture		
<input type="checkbox"/> F1 Hazardous agents on site		
<input type="checkbox"/> F2 Hazardous building materials		
<input type="checkbox"/> F3 Hazardous substances and processes		
<input type="checkbox"/> F4 Safety from falling		
<input type="checkbox"/> F5 Construction and demolition hazards		
<input type="checkbox"/> F6 Lighting for emergency		
<input type="checkbox"/> F7 Warning systems		
<input type="checkbox"/> F8 Signs		
<input type="checkbox"/> G1 Personal hygiene		
<input type="checkbox"/> G2 Laundering		
<input type="checkbox"/> G3 Food preparation and prevention of contamination		
<input type="checkbox"/> G4 Ventilation		
<input type="checkbox"/> G5 Interior environment		
<input type="checkbox"/> G6 Airborne and impact sound		
<input type="checkbox"/> G7 Natural light		
<input type="checkbox"/> G8 Artificial light		
<input type="checkbox"/> G9 Electricity		
<input type="checkbox"/> G10 Piped services		
<input type="checkbox"/> G11 Gas as an energy source		
<input type="checkbox"/> G12 Water supplies		
<input type="checkbox"/> G13 Foul water		
<input type="checkbox"/> G14 Industrial liquid waste		
<input type="checkbox"/> G15 Solid waste		
<input type="checkbox"/> H1 Energy efficiency		

All the relevant information on this form is required to be provided under the Building Act and Resource Management Act for the Environmental Services Unit to process your application. Under these Acts this information has to be made available to members of the public. The information contained in this application may be made available to other units of the Council. You have the right to access the personal information held about you by the Council which can be readily retrieved. You can also request that the Council correct any personal information it holds about you.

### APPLICANT'S SIGNATURE

Signed by or for and on behalf of the Applicant \_\_\_\_\_

Owner  or Agent Date: \_\_\_\_\_

Note: if acting "for and on behalf", please read the following declaration before signing: "I hereby declare that I am authorised to act as Agent of the Applicant" and enclose a letter of authorisation from the owner.