



Applicants must tick all items provided or mark NA if not applicable.

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.

For office use only - these have arrived

- APPLICATION FORM (one copy required)
Fully complete all sections.
Provide the correct legal description. Council can help with this.
Provide two copies of the current Certificate of Title.
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.

DESIGN BASIS

Please list the following basis for the building design:

- Wind zone
Wind region
Earthquake zone
Snow zone
Corrosion zone
Building is specifically engineer designed
Complies with NZS 3604: 1999
Both Specific Design and NZS 3604

FLOOR PLANS

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

- Layout of all floors fully dimensioned. For alterations and/or additions provide both new and existing floor plans drawn to scale.
Lintel sizes.
Doors and window positions and sizes.
Room names.
Layout of amenity areas (laundry etc.)
Location of smoke alarms.
Main structural beams that are not shown elsewhere.

EXTERIOR ELEVATIONS

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

- Elevations of all external walls showing claddings.
Accurate ground levels existing and proposed.
Doors and windows showing opening sections.
Subfloor ventilation for timber floors.
Day lighting or recession plane lines
Show roof bracing on elevations if not shown elsewhere.

FOUNDATION LAYOUT

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

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

CROSS SECTION AND DETAILS

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

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|--|--|
| <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"/> Damp proof membranes and building papers. |
| <input type="checkbox"/> Structural connections, posts to footings, beams to posts, trusses or beams to walls. | <input type="checkbox"/> Insulation systems and materials. |
| <input type="checkbox"/> Foundation and footing details and reinforcing. Show height to finished ground and floor. | <input type="checkbox"/> Component fixing information is to be provided for all structural and framing components. |
| <input type="checkbox"/> Upper level decks or balconies over lower level room must be fully detailed including the stormwater disposal and overflow precautions. | <input type="checkbox"/> Stairs, handrails and balustrade showing pitch and head clearances. |
| <input type="checkbox"/> Upper level floor framing layout. | <input type="checkbox"/> Log fire and flue installation instructions. |
| <input type="checkbox"/> Shower floor details and wall to shower base junction detail. | <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.

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|---|---|
| <input type="checkbox"/> Provide a written specification to cover all of the following items. It is important that all materials used in the project are fully specified. | <input type="checkbox"/> A brief accurate specification is usually best. |
| <input type="checkbox"/> 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. |
| <input type="checkbox"/> Finish of all materials. | |

ENGINEER'S DESIGNS – Three copies

For all components that require specific design provide the following:

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|---|--|
| <input type="checkbox"/> All structural calculations. | <input type="checkbox"/> The engineer's monitoring schedule if the engineer chooses to do site monitoring. Note that Council will use this to determine how many inspections it will do and may also decide to inspect some of the same items. |
| <input type="checkbox"/> The Chartered Professional Engineer's Producer Statement (if the engineer wants to lodge one). | <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"/> Structural details showing connections and details of the components. | |

SITE PLAN – 4 copies

- Overview of site showing legal boundaries as per current Title
 - Showing proposed and existing structures
 - Dimensions to boundaries
 - Utility infrastructure (sewer, water pipelines, septic tanks etc.) where applicable

Water races, drains, topographic features

- Existing and proposed vehicle entrances with dimensions to property boundaries and adjacent crossings
- Scaled
- Dimensioned
- Orientation
- Accurate