

PIMs (Project Information Memoranda)

A Project Information Memorandum (PIM) is a report prepared by the Council containing any information or the requirements we are aware of that could affect a building project.

What is the purpose of a PIM?

It allows you to assess the feasibility of your project before your designer finalises your plans and before proceeding with a building consent application.

Note: A PIM does not authorise you to start work. You need a building consent for this.

Is a PIM compulsory?

It is not mandatory to apply for a PIM. You can choose not to apply for a PIM if you think that information within a PIM is not relevant to your building project.

What are the benefits of applying for a PIM?

Applying for a PIM early during the design phase can highlight issues that need to be addressed in the project design, including whether resource consent or specific stormwater design is needed.

A PIM can be sought before drawings have been completed to building consent standard – just a floor plan, site plan and elevation may be sufficient.

Knowing potential site issues and designing to accommodate them can also speed up and reduce the cost of the building consent process.

When should we get a PIM?

The best time to obtain a PIM is early in the design stage before completing plans and specifications and applying for a building consent.

Examples of projects requiring a building consent that may benefit from an early PIM application:

- new house or significant alterations to a house that change the footprint or add another storey
- new commercial building or additions/alterations to an existing commercial building

- additions/alterations to historic buildings
- large scale building projects like shopping malls, sports stadiums and schools
- building across two or more allotments
- building across utilities, including public stormwater or sewer
- building on land subject to natural hazards.

Examples of projects requiring a building consent where a PIM might not be relevant:

- internal alterations where the use of the building remains the same
- installation of new facilities to an existing commercial building
- marquees
- log burners
- recladding a residential dwelling with non-comparable material.

If no PIM application is made, how will the Council advise us if there are issues with the building site, services or project design?

The Council will carry out a compliance check as part of the building consent process. If issues arise, the applicant will be advised, and may need to alter the plans.

The District Plan

A PIM or Compliance Check will inform you if your proposal will comply with the District Plan, or if a Resource Consent is required.

Where a resource consent is required, you are strongly advised to obtain it before seeking a building consent to avoid possible expensive changes to your proposal.

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What is the timeframe involved?

Providing all the necessary information is supplied with the application, your PIM should be prepared within 20 working days.

How do I obtain a PIM?

Application forms are available from any of our service centres, from waimakariri.govt.nz, or contact us on 0800 965 468.

If you wish to apply for your PIM with your building consent application, you will need to complete only the Building Consent application form.

Next Steps

Submit a completed application form with:

- Proof of ownership i.e. Record of Title.
- Site plan showing:
 - Boundary dimensions, north point, site area
 - Distances from the proposed building to all boundaries and other buildings
 - Levels of the ground and finished floor level
 - Natural water courses, streams, and springs
 - All other buildings on the site
 - District Plan requirements - living/service areas, landscaping areas, driveways, site coverage %
 - Any other features of the site.
- Floor plan
 - Designated spaces
 - Overall dimensions.
- Elevations
 - Recession planes from accurate levels
 - Maximum height
 - Doors and windows
 - Floor levels and ground contours.
- Agent authorisation letter if applicable.
- The fee.

What a PIM will tell you

Information on special land features known to the Council and any special requirements.

Some examples are:

- Potential for erosion
- Flooding
- Falling debris

- Soft ground
- Subsidence
- Slippage
- Earthquake, snow and wind zones
- Avulsion (removal of land by water action)
- Alluvion (the deposition of silt from flooding)
- Presence of hazardous contaminants; which may be relevant to the design, construction or alteration of your proposed building.

Details of stormwater or wastewater utility systems which relate to your proposed building work, or which are adjacent to your building site.

Any classification on the land or existing building issued by any statutory organisation, such as Heritage New Zealand or the Department of Conservation.

Authorisations that may be required (other than the Building Consent), what you need to do to get that authorisation and what effect it may have on the design. The most common of these will be resource consents under the Resource Management Act 1991, but may also include:

- Service connections (i.e. water, sewer, stormwater etc)
- Food Premises Registration
- Liquor licences
- Heritage New Zealand
- Evacuation Scheme for Fire Safety.

The memorandum will include either:

- Confirmation that the building work may be carried out subject to the requirements of a building consent and also to all other necessary authorisations being obtained or;
- Notification that building work may not be carried out because any necessary authorisation has been refused, despite the issue of any building consent.
- Where applicable:
 - a certificate under Section 37 stating that building work may not proceed until a resource consent has been obtained, or may only proceed to the extent stated in the certificate
 - a notice advising that a development contribution under the Local Government Act 2002 will need to be paid before a code compliance certificate can be issued.

Find out more at waimakariri.govt.nz, or contact Customer Services on 0800 965 468.