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.

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 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 for certain projects 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 of a substantial building project, 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 services and compliance check along with the initial vetting of plans as the first stage of building consent processing. If issues exist, the applicant will be advised by letter. Processing of the consent will generally be placed on-hold until any issues are resolved and costs will be charged as part of the processing fee.
Things you need to know about PIMS

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); or,
- 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 the New Zealand Historic Places Trust 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, but may also include:

- Service connections (i.e. Water, sewer, stormwater etc)
- Food Premises Registration
- Liquor licences
- Historic Places Trust
- Evacuation Scheme for Fire Safety.

The memorandum will include either:

- Confirmation, subject to other provisions of the Act, that you may carry out the building work subject to the requirements of the Building Consent and all other necessary authorisations being obtained; or
- Notification that building work may not be undertaken
- Advice of any development contributions that need to be paid on the project.

The District Plan

It is the owner’s responsibility to determine whether a proposal complies with the District Plan. A PIM does not provide any form of approval, but will advise 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.

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?

PIM application forms are available from any of our service centres, from www.waimakariri.govt.nz, or contact us on 03 311 8900.

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

What do I need to apply?

- Application form, with all details completed
- Complete copy (all pages) of an up to date certificate of title for your property
- Site plan showing:
  - arrow showing location of North
  - distance from the project to all boundaries
  - natural water courses, streams, springs
  - all other buildings on site
  - any other features of the site
- Floor plans and elevations
- Agent authorisation letter if applicable
- The fee