

# Frequently Missed Items in Building Consent Applications

**This is intended to be used before you apply for your Building Consent to ensure it is ready to be submitted. These are common items that are missed or incorrect on submitted applications. This will help save on RFIs which in turn will save time and cost on your consent application.**

## Application form

- Please use the yellow dividers to help arrange your documentation.
- Make sure it is fully completed including the authorisation section.
- Ensure the owner's name matches the Record of Title. Record of Title to be within one month of being issued.
- Building Code Compliance section needs to have a means of compliance for all relevant Code Clauses. This can be an Acceptable Solution, Verification Method, Alternative Solution, or a Product Certificate; e.g AS1, VM4, Codemark. Ensure the current document version is being used.
- National Environment Standard: If the site is listed on ECan's LLUR, you will need to include a copy of the LLUR statement.
- LBP Certificate of Design work to be site specific and include the RBW covered/supervised.
- Producer Statement - site specific, addressed to WDC, current and references/matches the submitted plans.

## Trusses and bracing

- Ensure the address and lot numbers are correct.
- Ensure the parameters are correct for the site. Wind zones, snow loads etc.
- Ensure calculations match the plans. Truss plan matches the designer's plans, and the bracing calculations are consistent with the designer's plans.
- Subfloor bracing calculations are provided where required.



## H1

- Ensure the correct Climate zone and date are correct to ensure the current calculations are being used.

## Plans

- Our application form includes a section indicating items to be included on plans. Please review these when submitting your application.
- Site plan – FFL, existing levels, datum, distances to boundaries are shown.
- Drainage – size and grade of pipes to outlet, if soak holes then dimensions of soak hole, if septic system, design and PS1, ECan rules, user manuals, and fencing design of effluent field. Strip drains and sump locations, HWC drainage and valve schematics are all detailed when required.
- Foundation – Engineer's PS1 if required (PS1 also with correct page numbers and address matching the plans), construction drawings/layout provided for planned foundation design, tiled shower details etc.

Please turn over

- Floor plans to include smoke alarm location (including alterations), water heater (HWC, gas bottle locations/heater locations), bracing plan matches calculations, downpipes shown (could be on drainage plan), window sizes indicated, hard-standing areas (patios and driveways).
- Elevations – claddings identified, risk matrix for each elevation.
- Construction drawings to include windows (head, sill, jabs) to cladding, change of cladding junctions, roofing junctions (barge, ridges, aprons, eaves, valley), bottom plate fixings, cladding details including fixings of cladding and cavity battens (where required). Wet area details (junction to wall and floor).
- Cross-sections showing truss overhangs, ceiling heights, coved ceilings (also on truss layout), insulation, ground levels and access steps, cladding clearances.
- All notes on plans are specific for the consent and not just generic copy and paste.
- Consultants' plans are to be in the Plans file not in the Support Documents file.
- Review documents and ensure plans and specifications are co-ordinated.

For a more detailed list please view our Let's Get it Right Booklet – Submitting Your Building Consent at [waimakariri.govt.nz](http://waimakariri.govt.nz)

### Specifications/technical manuals

- Ensure specifications are relevant for the proposed work, for all trades involved and all materials used.
- Ensure any Branz appraisals/Codemarks match claddings, technical manuals provided for all indicated materials, no double-ups or conflicting manuals and the current versions are supplied.

### Commercial applications

As well as the above:

- Specified Systems need to be indicated on the Compliance Schedule page, with the Specified Systems information forms provided for each Specified system.
- Ensure Producer Statements have the correct details, are for the submitted plans, signed by the relevant engineer and within 18 months of issue. (Note: Some engineers will state a 12 month timeframe.)
- Ensure accessibility has been assessed, a fire report is supplied, and all other mechanical services, emergency lighting designs etc relative to the application with relevant PS1s have been included.

**Find out more at [waimakariri.govt.nz](http://waimakariri.govt.nz), or contact Customer Services on 0800 965 468.**