

Installation of Solar Water Heater

Section 1 Statutory Forms

- **Inspection List – By Council**
- **Building Consent Form (Form 5) – By Council**
- **Installation & PS3 Forms – By Council**
- **Application Form**
- **Record of Title or Sales & Purchase Agreement**

BUILDING UNIT

Form 2 Application for a Building Consent

Installation of Solar Water Heater, Amendments and Exemptions

Under The Building Act 2004, Section 45 & Schedule 1, Part 1, Clause 2

Please submit the Application for a Solar Water Heater by emailing to: **buildinginfo@wmk.govt.nz**

BC No.: _____

1. The Building

Street address (street/road/township): *(for structures that do not have a street address, state the nearest street intersection and the distance and direction from that intersection)*

Legal description of the land where the building is located: *(state legal description as at the date of application and, if the land is proposed to be subdivided, include details of relevant lot numbers and subdivision consent)*

Lot: DP: Valuation Number: Resource Consent:

Building name: *(if applicable)*

Location of building within site/block number: *(include nearest street access)*

Number of levels: Unit/Level No.:

Area: *(total floor area; indicate area affected by the building work if less than the total area)*

Existing: New: Total:

Current lawfully established use: *(include number of occupants per level and per use if more than 1)*

Year building first constructed: *(Approximate date is acceptable, eg 1920's)*

2. The Owner - all details must be the legal owner's

Name of owner: *(include preferred form of address, e.g. Mr, Mrs, Ms, Miss, Dr, if an individual)*

Contact person: *(not required if the owner is an individual. Must have a New Zealand address)*

Mailing address:

Street address/Registered office: *(if different than above)*

Phone number:

Landline: Mobile: Daytime: After hours: Fax:

Email: Website:

As the owner, where you have given authorisation for an Agent to act on your behalf, please confirm if you require a copy of Building Consent correspondence and associated Inspection Notices following the formally received notification. Yes No

The following evidence of ownership is attached to this application:

Copy of Record of Title OR Council to provide (additional charge of \$15)
(Current within 1 month of being issued and must include a deposited plan [diagram]. Where the Record of Title is not current, Council will provide this [additional charge of \$15 applies])

Signed copy of Sales and Purchase Agreement (If Record of Title is not issued)

3. Agent – only required when the application is being made on behalf of the owner

PLEASE NOTE - Authorisation is required from the owner of the property.

Name of agent:

Contact person: (not required if the applicant is an individual)

Mailing address:

Street address/Registered office: (if different than above)

Phone number:

Landline:

Mobile:

Daytime:

After hours:

Fax:

Email:

Website:

Relationship to owner: (state details of the authorisation from the owner to make the application on the owner's behalf)

PLEASE NOTE - The Agent will be the first point of contact for communications with the Council/Building Consent Authority regarding this application/building work

4. Application

I request that the following be issued for this Application: (please select one)

Building Consent for the building work described in the application

Exemption from the need for Building Consent (Refer Building Act 2004 Schedule 1, Part 1, Clause 2)

Amendment to Building Consent (**Please Note:** Amendments must be authorised by the owner).

Proposed solar system is:

Replacing or adding to existing system

New system

Estimated value of the building work: \$

Does this property have a Compliance Schedule?

Yes

No

I wish to receive my approved documentation in the following format:

PLEASE NOTE - If hard copy, please confirm if you wish to pick it up from the Council or have it posted.

Electronically via Sharefile Transfer Portal (You must be set up and registered for this option)

Hard copy: (onsite - this is an additional charge)

(post)

OR

(pick up)

PLEASE NOTE - One set of "Onsite" hard copy consented documents must be available at all times for inspections.

All consent related invoices/refunds to be billed and sent to:

Owner

Agent

Or other (If other, please complete below)

Company name: (if applicable)

Contact person:

Mailing address:

Phone number:

Landline:

Mobile:

Daytime:

After hours:

Fax:

Email:

Website:

PLEASE NOTE - Any refunds are to the receipted name unless written authorisation has been received from the receipted person or company.

Terms of trade

I/We understand that:

Building Consents shall be paid for when the consent is collected/uploaded or if the consent is not collected/uploaded within three months after the date of consent being granted, the work done to date portion i.e. admin and processing costs of the account will be due and payable. The balance of the invoice will be payable when the consent is collected/uploaded.

All other accounts shall be paid by the 20th day of the month following the month in which the invoice is issued.

I/We agree to pay according to these terms for any goods or services you supply to us. Failure to meet these Terms of Trade may result in any credit arrangement being withdrawn with any balance becoming payable within seven days. Should failure to meet the terms of trade result in debt recovery and/or legal proceedings, any costs whatsoever incurred in the collection of the debt including debt collector's fees and commissions and legal costs, charges and expenses on a solicitor and own client basis will be added to the account and will be payable by me/us.

Application authorisation

By entering your name in the box below you are giving your authority for this application to proceed under Section 45 of the Building Act 2004.

Name:

Date:

I am the: Owner Agent on behalf of, and with the authority of the owner

5. The Project

Description of building work: *(Provide sufficient information below to enable scope of work to be fully understood) e.g. installation of solar water heater system to existing dwelling. If an amendment, please provide a complete description of the nature of the amendment)*

Specify the intended use of the building: *(e.g. residential)*

Will the building work result in a change of use of this building? Yes No

If yes, provide details:

Will hazardous substances be stored in the building? Yes No

Intended life of the building:

Indefinite but not less than 50 years Or specified as years

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

Estimated value (incl. GST): *(i.e. the estimated aggregate of the values of all goods and services to be supplied for the building work and includes GST)*

\$

6. Key Personnel

Builder

Name:

Reg. No.:

Address:

Phone No.:

Email:

Designer(s)

Name:

Reg. No.:

Address:

Phone No.:

Email:

Solar provider

Name:

Reg. No.:

Address:

Phone No.:

Email:

Solar installer

Name:

Reg. No.:

Address:

Phone No.:

Email:

Registered plumber

Name:

Reg. No.:

Address:

Phone No.:

Email:

Registered engineer(s)

Name:

Reg. No.:

Address:

Phone No.:

Email:

Other

Name:

Reg. No.:

Address:

Phone No.:

Email:

7. Building consent

The following plans and specifications are attached to this application, or refer to the Appendix section for plans and specifications provided:

The building work will comply with the Building Code as follows:

Clause <i>(Tick relevant clause numbers of Building Code)</i>	Means of compliance <i>(Tick relevant compliance path(s) for each clause selected)</i>		
	Acceptable Solution	Verification Method	Alternative Solution
B1 Structure	B1/AS1 G12/AS2	B1/VM1	_____
B2 Durability	B2/AS1 G12/AS2	B2/VM1	_____
C1-C6 Protection from fire	C/AS1	C/VM1	_____
E1 Surface water	E1/AS1	E1/VM1	_____
E2 External moisture	E2/AS1 G12/AS2	E2/VM1	_____
F2 Hazardous building materials	F2/AS1 G12/AS2		_____
F5 Construction and demolition hazards	F5/AS1		_____
F7 Warning systems	F7/AS1		_____
G9 Electricity	G9/AS1	G9/VM1	_____
G12 Water supplies	G12/AS1 G12/AS2	G12/VM1	_____
H1 Energy efficiency	H1/AS1 G12/AS2 G12/AS1	H1/VM1	_____

8. Attachments

The following documents are attached to this application:

Plans and specifications *(list)*:

Alternative plans and specifications *(if the applicant wants to obtain pre-approval for possible product substitutions, list)*:

Current (CodeMark) product certificate(s)

Alternative (CodeMark) product certificate(s) *(if the applicant wants to obtain pre-approval for possible product substitutions)*

Current (BuiltReady) manufacturer's certificate(s)

Memoranda (Certificates of Design Work) from licensed building practitioner) who carried out or supervised any design work that is restricted building work

Completed relevant application checklist(s) – refer to Appendix

Please continue on the Appendix as follows for further information requested by the Waimakariri District Council.

Appendix - further information requested by the Waimakariri District Council

Please Note

- Your application may be rejected if the information outlined in this checklist is not provided.
- The pre-paid fees are based on average processing times and number of inspections.
- If your application requires longer to process, or re-inspections are required, you will receive an additional invoice.
- Daylight angles, ground levels at boundary and building, finished floor levels and building heights are not required if the building is single storey and the solar panel is set back at least 5 metres from the boundary or the solar panel is mounted parallel with the roof surface, just above the roof surface and below the ridgeline.

Checklist

Specify and provide with application

Building Element – Site information

Completed application form

Set of plans / specifications (electronic preferred or if hard-copy, minimum size A3)

Record of Title / Sales & Purchase (1 copy)

Wind Zone (please tick) M H VH Specific Design

Sea Spray Zone or other corrosion zone

Building Element – Drawn Information / Specifications / Details

Location, orientation, pitch/angle, solar panel/collectors array - show on plans

Elevations: show daylight angles, ground levels, finished floor levels and building

(See point 4 in the above Please Note section)

Floor plan with smoke alarms shown

Testing certification to AS/NZS 2712 : 2007

Method of Legionella bacteria prevention

Support frame design on roof:

Brand and model of system:

Collector size:

Weight:

Structural Support:

Plumbing layout schematic including relief and tempering valves

Installation and owner's manuals, and solar system controller manuals

HWC location, size, earthquake restraints, structural support

Frost protection - specify method of protection

Panel/collector to roof fixings details

Detail weather tightness of pipe and cable penetrations through roof

Office
use only

Office use only

Further information required? Yes No

Date/time received:

Officer:

Date/time vetted/accepted:

Officer:

Office use only

Amount paid: \$

Date:

Officer:

Fee paid on application

Deposit invoice sent

Date payment processed:

Receipt:

Officer:

Important information

All the relevant information on this form is required to be provided under the Building Act 2004 and/or Resource Management Act 1991 for the Waimakariri District Council to assess your application. Under these Acts this information has to be made available to members of the public if requested. 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.

Application information

a) 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 correct information is received.

Once the Building Consent has been granted, 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 issued. Work must not start until the Building Consent is issued.

A Building Consent lapses and is of no effect if the building work to which it relates does not commence within 12 months after the date of issue of the Building Consent or any further period that the Building Consent Authority may allow. You may request an extension which will need to be agreed to by Council (fees apply), refer to [building application forms and fact sheets](#).

b) If the applicant does not own the land, they must provide written approval from the owner to submit this application.

Fees

The application for a Building Consent must be accompanied by the fees as described in Section 45 of the Building Act 2004. Any additional work to process the Building Consent will be invoiced and needs to be paid in full before the Building Consent can be granted, refer to [building services fees and charges](#).

Inspections

During the process of construction, inspections will be necessary to confirm all work complies with your approved Building Consent documentation. Please phone the Council Building Unit on 03 311 8906 at least **48 hours** in advance of requiring an inspection. Bookings are subject to demand and the availability of Inspectors, **please be advised that it is not always possible to carry out an inspection within 48 hours**.

The inspections required will be set out in the Building Consent documentation issued by the Council. Failure to have a prescribed inspection carried out may put the issue of the Code Compliance Certificate at risk.

All inspections including re-inspections are subjected to a separate charge, even if carried out on the same day.

Code compliance certificate

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 for a Code Compliance Certificate as soon as practicable after the building work is completed. In any event no later than two (2) years after the granting of the Building Consent, Council is required to decide whether or not a Code Compliance Certificate can be issued. If your project will not be completed within two years you may request an extension which will need to be agreed to by Council (fees apply), refer to [building application forms and fact sheets](#).

Agency

The owner may authorise an agent to submit an application on their behalf.

The Agent will be the first point of contact for all communications with the Council/Building Consent Authority regarding this application under Section 45 and if authorised, the application for a Code Compliance Certificate under Section 92 of the Building Act 2004. They will receive all correspondence and must be authorised by the Owner. All amendments require new authorisation.

The owner can elect to receive a copy of correspondence regarding this Building Consent and associated Inspection Notices in “The owner” section of this application form, or by notifying Council during the Building Consent and/or Code Compliance Certificate process.

Section 2

Specifications