

Dwellings, Outbuildings, Swimming Pools and Other Works (Not Commercial)

Section 1 Statutory Forms

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

BUILDING UNIT

Form 2 Application for a Project Information Memorandum and/or Building Consent

Dwellings, Outbuildings, Swimming Pools and Other Works e.g. Septic Tank, Bridge, Retaining Wall, Amendments and Exemptions

Under The Building Act 2004, Sections 33, 45 & Schedule 1, Part 1, Clause 2

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/PIM correspondence and associated Building Consent 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. Applicant - only required when the applicant is not the owner or the agent e.g. leasee/tenant

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

Name of applicant: *(e.g. leasee/tenant)*

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)*

4. 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

5. Application

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

Project Information Memorandum (PIM) only

Building Consent for PIM No:

Building Consent with PIM

Building Consent without PIM *(Compliance Check applies)*

Exemption from the need for B/C

Amendment to Building Consent

(Refer Building Act 2004 Schedule 1, Part 1, Clause 2)

Please Note: Amendments must be authorised by the owner

Building Consent for Above Ground Pool and/or Non-Exempt Small Heated Pool

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

PLEASE NOTE - If USB or 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)

USB: (this is an additional charge) Post OR Pick-up

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 Applicant 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 Sections 33 and 45 of the Building Act 2004.

Name: Date:

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

6. The Project

Description of work (e.g. dwelling, alteration/addition). If an amendment, please provide a complete description of the nature of the amendment.

Specify the intended use of the building: (e.g. detached dwelling, multi-unit dwelling, show home, sleepout or outbuilding - shed/garage etc.)

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

If Yes, provide details of the new use:

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

Is this a staged consent? Yes No

If staged, provide details (e.g. Stage 1 of 3)

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 of the building work on which the building levy will be calculated (incl. GST): (state estimated value as defined in section 7 of the Building Act 2004)

\$

If this is an application to amend a building consent, advise the estimated value of amended building work (incl. GST) \$

Is this in addition to, or reduction from, what was stated with the original application?

Addition Reduction No change

7. Restricted building work

Will the building work include any restricted building work? Yes No

If Yes, provide the following details of all Licensed Building Practitioners who will be involved in carrying out or supervising the restricted building work (if these details are unknown at the time of the application, they must be supplied before the work begins).

Licence class	Name	Licensed building practitioner number (or registration number if treated as being licensed under section 291 of the Building Act 2004)
Foundations		
Carpentry		
Exterior Plasterer		
Bricklayer		
Blocklayer		
Roofer		

Key personnel**Builder**

Name:

Reg. No.:

Address:

Phone No.:

Email:

Designer(s)

Name:

Reg. No.:

Address:

Phone No.:

Email:

Certifying drainlayer

Name:

Reg. No.:

Address:

Phone No.:

Email:

Certifying plumber

Name:

Reg. No.:

Address:

Phone No.:

Email:

Certifying gasfitter

Name:

Reg. No.:

Address:

Phone No.:

Email:

Registered electrician

Name:

Reg. No.:

Address:

Phone No.:

Email:

Structural engineer

Name:

Reg. No.:

Address:

Phone No.:

Email:

8. Project Information Memorandum - this section is not applicable if this application is for a building consent only

The following matters are involved in the project:

- Subdivision
- Alterations to land contours
- New or altered connections to public utilities
- New or altered locations and/or external dimensions of buildings
- New or altered access for vehicles
- Building work over or adjacent to any road or public place
- Disposal of stormwater and wastewater
- Building work over any existing drains or sewers or in close proximity to wells or water mains
- Registered historic site or place, tick if applicable (only applies where a PIM has not previously been issued for the building work)
- Other matters known to the applicant that may require authorisations from the territorial authority:

Notes

Other notes or comments which you may wish to add, eg: Resource Consents

9. Building consent - this section is not applicable if this application is for a Project Information Memorandum only

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: (Note: if you are not sure what clauses are applicable, consult with your builder, designer or architect)

Clause (Tick relevant clause numbers of Building Code)	Means of compliance (Refer to the relevant compliance document(s) or detail of alternative solution in the plans and specifications)	Waiver/modification required (State nature of waiver or modification of building code required)
B1 Structure		
B2 Durability		
C1-C6 Protection from fire		
D1 Access routes		
D2 Mechanical installations for access		
E1 Surface water		
E2 External moisture		
E3 Internal moisture		
F1 Hazardous agents on site		
F2 Hazardous building materials		
F3 Hazardous substances and processes		
F4 Safety from falling		
F5 Construction and demolition hazards		
F6 Visibility in escape routes		
F7 Warning systems		
F8 Signs		
F9 Means of restricting access to residential pools		
G1 Personal hygiene		
G2 Laundering		
G3 Food preparation and prevention of contamination		
G4 Ventilation		
G5 Interior environment		
G6 Airborne and impact sound		
G7 Natural light		
G8 Artificial light		
G9 Electricity		
G10 Piped services		
G11 Gas as an energy source		
G12 Water supplies		
G13 Foul water		
G14 Industrial liquid waste		
G15 Solid waste		
H1 Energy efficiency		

10. Compliance schedule - this section is not applicable if there are no specified systems or if the application is for a Project Information Memorandum

The specified systems for the building are as follows: *(specified systems are defined in regulations)*

The following specified systems are being altered, added to, or removed in the course of the building work:

There are no specified systems in the building

11. Attachments

The following documents are attached to this application:

Plans and specifications (list under section 9)

Memoranda from licensed building practitioner(s) who carried out or supervised any design work that is restricted building work

Project information memorandum

Development contribution notice

Certificate attached to project information memorandum

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

National Environment Standard (NES)

This section relates to the [National Environmental Standard for Assessing & Managing Contaminants in Soil to Protect Human Health \(NES\)](#).

The NES includes regulations controlling **soil disturbance, change of use, subdivision, and removal/replacement of fuel storage systems** on properties which have been used either now or in the past for a hazardous activity or industry (known as HAIL) that may have resulted in contamination of the soil. The table below determines whether the NES applies to your proposal.

Yes No

Is the application site listed on Environment Canterbury's Listed Land Use Register (LLUR)? www.llur.ecan.govt.nz If **YES**, please include a copy of the LLUR statement with your application.

If the site is not listed on the LLUR, is an activity described on the Hazardous Substances and Industries List (HAIL) currently being undertaken on the piece of land to which this application relates, or is it more likely than not to have ever been undertaken on the land?

The HAIL list is available to view at [Hazardous Activities and Industries List \(HAIL\)](#)

Type of HAIL activity:

If the answer to either of the above questions is YES, then the NES will apply, depending on the type of activity. Please identify whether the application involves the activities below.

PLEASE NOTE - If the answer to both of the previous questions is No, you do not need to answer the remaining questions in this section.

Yes No

Has the property been recently subdivided?

Will the proposed activity involve the disturbance of more than 25m³ of soil (per 500m² of disturbed area)? Volume of soil disturbed:

Will the proposed activity involve the removal of more than 5m³ of soil (per 500m² of disturbed area) from the site? Volume of soil removal:

Does the application involve changing the use of the land to one which, because the land has been subject to a HAIL activity, is reasonably likely to harm human health? (e.g. orchard to a residence)

Does the application involve replacing or removing fuel storage systems or parts of it?

If the answer to any of the above activity questions is also YES, then the NES will apply and you will need to establish whether the proposed activity complies with the NES.

- Changing the land use will require resource consent if the permitted activity requirements of the NES are not complied with. These include provision of a Preliminary Site Investigation carried out by a suitably qualified and experienced practitioner.
- Soil disturbance or removal exceeding the specified volumes require resource consent.
- Removal or replacement of a fuel storage system will require consent if the permitted activity requirements of the NES are not complied with.

Does the proposed activity require resource consent under the NES?

If **YES**, a resource consent is required and with the application an assessment under the NES must be provided. A Detailed Site Investigation may be required.

Vehicle crossing

Is a new vehicle crossing required or an existing crossing altered for this project?

Yes No Resource consent applied for

If yes, please complete and submit the [Vehicle Crossing Application Form](#) and send to office@wmk.govt.nz

Application form

(One copy)

Office use only

These have
been provided:

All sections fully completed as applicable to the project
Means of Compliance with NZBC - designer to complete
Provide the correct legal description (Council can help with this)
Provide one copy of the current Record of Title, or Sales and Purchase Agreement
- not more than one month old
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)
Application authorised and dated
Agent relationship to owner stated (where applicable)
Certificate/s of design work (LBP)

Bookmarks

PLEASE NOTE - Our current software does not enable us to maintain bookmarks within the consent documents during processing and granting. (This may be reviewed once a software solution becomes available.)

Project Information Memorandum (PIM)

This section must be completed if you are applying for a PIM. **DO NOT** complete this section if a PIM has already been issued. The following documents are attached to this application:

Site plan, Floor plans, Elevations for proposed building (electronic preferred or if hard-copy minimum size A3)
Record of Title, or Sales and Purchase Agreement if Record of Title is not issued. Current Record of Title required (current within one month of application)
Application fee (as per Council Fees and Charges Schedule)

Building consent

This section must be completed if you are applying for a building consent. **DO NOT** complete this section if the Application is for a Project Information Memorandum only.

The following documents are attached to this application:

1 copy - building plans (site plans, floor plans, elevation plans. All plans to be dimensioned, scaled and accurate electronic preferred or if hard-copy minimum size A3)
1 copy of each - specifications, producer statements, truss details (refer below)
1 copy - Record of Title or Sale and Purchase Agreement if Record of Title is not issued. Current Record of Title required (current within one month of application)
Restricted building work - see page 4
Key personnel - see page 5
Building work compliance with the Building Code - see page 7

PLEASE NOTE - Swimming Pool document checklist on the following page to be completed if applicable.

Swimming pools (as applicable)

Office use only

*These have
been provided:*

Site plan, showing location of pool and existing buildings, location of fence, boundaries and existing waterways

Fence construction. Show the height, gates, self-closing device, construction type etc (see “A Guide to Pool Fencing”)

Also show how any doors or windows that form part of the fence will comply

Brand and model of pool:

Size of the pool:

Drainage plan. Show discharge point

Producer statement (where applicable)

Installation instructions/manual

Show filling point for pool (tap) and backflow protection

Design basis

(To be completed by the designer)

Please list the following basis for the building design:

Wind zone

Earthquake zone

Snow zone/altitude

Corrosion zone (if applicable)

Building is specifically engineer-designed

Complies with NZS 3604:2011

Both specific design and NZS 3604:2011

Design documents

(One copy)

Weather tightness risk matrix

Truss design layout and Producer Statement

Bracing calculations/plan

H1 Energy efficiency calculations

Site plan

(One copy, electronic preferred or if hard-copy minimum size A3)

Overview of site showing legal boundaries as per current Record of Title

Showing proposed and existing structures (including swimming pools)

Distances to boundaries

Proposed and existing site levels

North point

Utility infrastructure (sewer, water pipelines, septic tanks etc) where applicable

Water races, drains, topographic features

Drainage layout

(One copy to scale usually 1:100 or 1:50, electronic preferred or if hard copy minimum size A3)

- Foul water - showing waste pipes, sizes, grades, venting
- Foul water to discharge point
- Storm water - pipe sizes, grades, downpipe locations
- Storm water drain to discharge point

Office use only

These have been provided:

Foundation layout

(One copy to scale usually 1:100 or 1:50, electronic preferred or if hard copy minimum size A3)

- Full foundation layout plan
- For timber floors, show all pile layout, pile types and bracing location
- Slab thickenings, shrinkage control joints and reinforcing rebates

Floor plans

(One copy to scale usually 1:100 or 1:50, electronic preferred or if hard copy minimum size A3)

- Layout of all floors fully dimensioned. For alterations and/or additions provide both new and existing floor plans
- Doors and window positions and sizes
- Layout of amenity areas (laundry etc)
- Main structural beams that are not shown elsewhere
- Lintel sizes
- HWC location
- Roof space access
- Gas cylinder location
- Room names
- Location of smoke alarms
- Location of heating unit (if applicable)

Exterior elevations

(One copy to scale usually 1:100 or 1:50, electronic preferred or if hard copy minimum size A3)

- Elevations of all external walls showing claddings
- Doors and windows showing opening sections
- Show location of solar panels
- Accurate ground levels existing and proposed
- Subfloor ventilation for timber floors
- Show roof bracing on elevations if not shown elsewhere

Cross section and construction details

(One copy to scale usually 1:50 or 1:20 for sections and 1:10 for details - minimum scale, electronic preferred or if hard copy minimum size A3)

- Roof lines, overhangs, floor levels, ground levels
- Major vertical dimensions
- Foundation, wall and roof structure materials
- Upper level decks or balconies over lower level room must be fully detailed including the stormwater disposal and overflow precautions

Stairs, handrails and balustrade showing pitch and head clearances
Structural connections, posts to footings, beams to posts, trusses or beams to walls
Component fixing information is to be provided for all structural and framing components
Foundation and footing details and reinforcing. Show height from finished floor to ground level
Pile details for timber floors
Floor bracing details
Timber grade and treatment
Damp proof membranes, building papers and insulation systems/materials
Flashing details and documents
Roof penetrations
Shower floor details and wall to shower base junction detail
Sealing to wet area fixtures
Water splash prevention
All other building components that are not otherwise detailed or are unusual in any way

Specification

(One copy)

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. A brief accurate specification is usually best.

Provide a written specification to cover all of the trades involved in the project. All materials used in the project are fully specified including fixings of all materials and components

The specification can be written on the drawings as long as all materials are fully covered

Important things to include in your application

(One copy - where relevant)

The chartered professional engineer's Producer Statement

The engineer's monitoring schedule if the engineer chooses to do site monitoring

All structural calculations

Structural details showing connections and details of the components

Solar technical details and plumbing schematic

Log fire and flue installation instructions

If log fire secondhand, engineer's certification required

Current potable water test (current within 18 months)

Effluent disposal design & ECan's copy of the submitted application form or approval

Wastewater system designs when required to be done by a chartered professional engineer such as in a hazard zone

Supporting manufacturer's trade literature and appraisals / certificates included

Geotechnical report

Geotechnical report provided, if applicable. Record report number:

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. Project Information Memorandum (PIM):**

A PIM will be issued within 20 working days provided all the required information is supplied with the application. Processing time is stopped whenever further information is required and starts again when the correct information is received.

It is not mandatory to apply for a PIM. Applicants can choose not to apply for a PIM when they consider that the information would not be relevant for their building project.

A fee is required to accompany your PIM application (as per Council's Fees and Charges Schedule).

b. Compliance Check:

Where a PIM is not sought, a Compliance Check will be undertaken to ensure your proposal complies with the District Plan.

c. 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, and any Resource Consent requirements have been resolved.

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](#).

d. Combined Project Information Memorandum & Building Consent Applications:

Applications for a combined PIM/BC will only be accepted when sufficient information is provided to permit the Building Consent to be processed.

If insufficient information is provided, then further information will be requested, or your application may be returned to you.

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

Levies payable

Under the Building Act 2004 s53, s55 s402 Council are authorised to collect levies for the MBIE (Building Levy Order 2005) and BRANZ (Building Research Levy Act 1969). Levies are only payable on building works where the construction value exceeds a prescribed amount.

[Building Act 2004](#)

[Building Levy Order 2005](#)

[Building Research Levy Act 1969](#)

Fees

The application for a PIM and/or Building Consent must be accompanied by the fees as described in Sections 33 and 45 of the Building Act 2004. The work to process a PIM and/or Building Consent will be invoiced and needs to be paid in full before the PIM and/or 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.

Resource consent

Your application will be assessed by the Planning Unit of the Council to determine whether your project complies with the relevant District Plan requirements.

If your application does not comply with District Plan requirements, you will need to either amend your proposal to comply or apply for a Resource Consent. A Certificate will be attached to your Project Information Memorandum to notify that a Resource Consent is required prior to building work commencing. It is recommended that you phone the Planning Unit on 0800 965 468 to discuss the process.

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 Sections 33 and 45 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/PIM and associated Building Consent Inspection Notices in "The owner" section of this application form, or by notifying Council during the Building Consent/PIM and/or Code Compliance Certificate process.

Section 2

Geotech, Engineer Reports & Conditions PS1 & 2s

- Calculations
- A4 Details

Section 3

Truss Details & Bracing Details

- **Manufacturers bracing instruction and construction documentation**
- **Design IT Calcs**
- **Hyspan etc.**

Section 4

H1 Calculations

Risk Matrix

Section 5

Specifications

Section 6

Technical Information

- **Septic Tank & Effluent Design incl. fencing**
- **ECan Approval Documents**
- **Gas Fire**
- **Heating Unit**
- **Solar Panels**
- **Central Heating Systems**
- **Manufacturer's Literature**
- **A4 Details/Acceptable Solution Extract**
- **Well/Water Test**