



CHECKSHEET

Minor Works (swimming pools and minor plumbing and drainage works)

Address _____

This check sheet shows you the information that has to be supplied with your building consent application. Please attach **three copies of plans, two copies of Certificate of Title and any other information**, that is provided with your completed Building Consent Application form.

Please tick each relevant box in the Customer Use column as you attach the information. If the box is not relevant to your application, write **NA** across the box. Please check each section carefully and complete those sections that are relevant to your project.

The New Zealand Building Code is available at www.dbh.govt.nz to help complete the application for your building work.

Once you have attached all the required information, please check for completeness as an incomplete application or lack of any supporting information will mean that your application cannot be accepted for processing.

Customer use		For office use only
1	GENERAL – Complete for all applications	
a	Building consent application form (one copy) Completed and signed by owner or an agent on behalf of owner	a
b	Proof of ownership (two copies) A current (less than 3 months old), legible Certificate of Title (CT) and Deposited Plan (DP) Diagram together with a copy of any consent notices, covenants, bonds or easements plans listed on that CT. Certificates of Title, DP diagrams, and other information may be obtained from Land Information New Zealand at www.linz.govt.nz .	b
c	Site Plan (1:100) Dimensions of all boundaries, north point, finished floor levels, ground contours (extended to boundaries) and/or levels, site area, street name and number, lot and DP number, outline of building and distances to boundaries. Include on the site plan the designated wind zone of the site (e.g. specific design, very high, high, medium or low)	c
d	Application fee Applications will not be accepted without payment of the appropriate fees. Fees payable are set out in the published fee schedule of the council that has jurisdiction over the project site.	d

2	<i>MINOR PLUMBING AND/OR DRAINAGE</i> Complete only for projects for plumbing/drainage projects that do not have associated building work (where proposal includes plumbing and building work use the Single Residential Dwelling and Accessory Building Checksheet)	
a	Existing floor plan (1:100/1:50) showing: Location of fixtures, fittings and/or drainage Location and type of smoke detectors	a
b	Proposed floor plan (1:100) showing: Fixtures, fittings and hot water systems. If the building is more than one storey high with sanitary fixtures on the upper floors, provide an isometric layout showing wastes, pipes and falls. Ventilation of sanitary rooms. Location and type of smoke detectors.	b
c	Drainage plan (1:500) showing: (Note: if you have supplied drainage details for surface water disposal on the site plan, no drainage is required) Drainage layout with inspection bends and junctions indicated for both sewer and stormwater. Any other drainage on site, including retaining wall field drains	c
3	<i>SWIMMING POOLS</i> Complete where the proposal is for the installation of a swimming pool	
a	Drainage plan (1:100) showing Details of disposal of backwash from pool	a
b	Backflow prevention Provide information on how the pool is to be filled and the method of preventing backflow	b
c	Pool Construction plans Construction drawings showing details of how the pool is constructed	c
d	Pool fencing Provide details of the pool fencing in accordance with fencing of swimming pools act	d
<i>Office use</i>		
Accepted	Declined	Date.....
.....	
Reason for Acceptance/Decline		Signature of Officer

Notes: The issue of a building consent does not relieve the owner of any duty or responsibility under any other Act. Please check with local territorial authority regarding requirements for other approvals and fees payable. These may include: Consents under Resource Management Act, approvals under bylaws including earthworks, vehicle crossings & road openings.

Building Consent Number:.....

Date:.....

Site Address:.....

Project description:.....

Vetted by:

Level of Building (Circle one)

R1	R2	R3	C1	C2	C3
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Level Description	Level	Building Work Description
Residential outbuildings and ancillary buildings	R1	Residential outbuildings and ancillary buildings – as defined by the Building Regulations 1992. Detached dwellings (SH) designed to a common standard (e.g. NZS 3604, NZS 4229) that are single storey and have an E2/AS1 risk matrix score less than or equal to 6.
Detached dwellings (SH or SR)	R2	Detached dwellings (SH) designed to a common standard (e.g. NZS 3604, NZS 4229) that are less than or equal to two storeys and have an E2/AS1 risk matrix score less than or equal to 12.
	R3	Detached dwellings (SH) or other dwellings (SR) that are less than or equal to three storeys but limited to vertical plane fire separation and direct egress to the outside. E2/AS1 risk matrix score of 13-20.
Commercial, Industrial and Communal	C1	Commercial, industrial and communal non residential buildings and their associated outbuildings and ancillary buildings equal to or less than two storeys and an occupancy load of equal to or less than 100 people or SR or SA residential buildings up to two storeys and with horizontal fire separation.
	C2	Commercial, industrial, communal residential and communal non residential buildings equal to or less than four storeys and an occupancy load of equal to or less than 500 people or SC or SD that are single storey.
High rise and/or specialist buildings	C3	All uses of buildings that are over four storeys high, or contain over 500 occupants or SC or SD greater than single storey.

Decision:

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Reason for Decision:

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Date of Decision:

Outcome:.....

*******Refer consent to admin*******

Technical Assessors (completed when consent loaded onto ACS system)

Check the skills matrix to identify any consultants that may be required for checking the application. Who should undertake a technical check and/or see this application?

If specialist consultants are required refer to Councils database of consultants to select the appropriate consultant. Copy of the relevant information and instruction/transfer sheet to be couriered to the appropriate consultant.

Building Officials – Limitations apply refer skills matrix	
BCO (R1, R2, C1)	Yes / No
P&D (R1, R2, C1)	Yes / No
Other consultants (R3, C2, C3)	Yes / No
Health	Yes / No