



# CHECKSHEET

## Multi Residential, Industrial or Commercial Buildings

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 specs, calculations, Certificate of Title etc** with your completed Building Consent Application form.

Where the project falls within the prescribed parameters for referral to the NZ Fire Service for comment, a fourth copy of the plans and fire report may be required, together with copies of all previous fire reports referenced.

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](http://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	<b>1</b>	<b>GENERAL</b> – Complete for all applications	For office use only
	a	<b>Building consent application form (one copy)</b> Completed and signed by owner or an agent on behalf of owner	<b>a</b>
	b	<b>Proof of ownership (two copies)</b> 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 <a href="http://www.linz.govt.nz">www.linz.govt.nz</a> .	<b>b</b>
	c	<b>Site Plan (1:100)</b> 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)	<b>c</b>
	d	<b>Application fee</b> Applications <b>will not be accepted</b> 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.	<b>d</b>
Customer use	<b>2</b>	<b>EXISTING BUILDING</b> Complete for all existing buildings	For office use only
	a	<b>Existing Floor plan (1:100/1:50) showing:</b> • Dimensions of internal floor plate	<b>a</b>

	<ul style="list-style-type: none"> <li>• Location exits</li> <li>• Location and dimensions of lift and lift car</li> <li>• Exit door sizes</li> <li>• Location and dimensions of exit stairs</li> <li>• Location and dimension of toilets and cleaners sink</li> </ul>	
<b>b</b>	<b>Existing fire protection plan (1:100/1:50) showing:</b> All specified systems	<b>b</b>
<b>c</b>	<b>Means of escape from fire</b> Assessment of means of escape for the whole building including floor plans showing egress routes to safe place. The assessment must incorporate a statement that the assessor is suitably experienced/qualified and has carried out a site inspection as part of the assessment.	<b>c</b>
<b>d</b>	<b>Accessibility (for buildings/uses listed in Schedule 2 of the Building Act 2004)</b> Assessment of access and facilities for people with disabilities for the whole building. The assessment must incorporate a statement that the assessor is suitably experienced/qualified and has carried out a site visit inspection as part of the assessment.	<b>d</b>
<b>e</b>	<b>Application for discretion re upgrades (pursuant to section 112(2) of the Building Act 2004) including</b> <ul style="list-style-type: none"> <li>• Supporting information as to why the project would not proceed if the building was required to comply</li> <li>• Description of improvements proposed related to means of escape from fire and access and facilities for people with disabilities</li> </ul>	<b>e</b>
<b>3</b>	<b>CHANGE OF USE</b> Complete for existing buildings where the proposal will change the established use of all or part of the buildings	
<b>a</b>	<b>Fire assessment</b>	<b>a</b>
	In addition to the assessment of means of escape documentation must also include assessment of the building in its new use for structural stability in fire and protection afforded to other sleeping areas and other property	
<b>b</b>	<b>Structural assessment</b> Assessment against non-specific codes (NZS3604 and NZS4229) or engineering assessment included as part of the structural specific design	<b>b</b>
<b>c</b>	<b>Sanitary facilities</b> Assessment of existing facilities within the building comparative to current code and levels of amenity provided by the Acceptable Solutions.	<b>c</b>
<b>d</b>	<b>Additional household units</b> An assessment of the building is required with respect to all building code clauses. If the proposal is for the project to meet anything less than full compliance with any clauses of the building code, your application must clearly state your reasoning, with supporting documentation, and show how you will meet the highest level of compliance that can be considered reasonably practicable.	<b>d</b>
<b>4</b>	<b>ACCESSIBILITY</b> Complete for all building with uses listed in schedule 2 of the building act 2004	
<b>a</b>	<b>Access and facilities for the disabled (1:100/1:50) for the <u>whole</u> building showing:</b> <ul style="list-style-type: none"> <li>• Access routes</li> <li>• Accessible toilet compartment</li> <li>• Width of access routes</li> <li>• Lift car controls</li> <li>• Accessible stairs</li> <li>• Dimension of toilet compartment</li> <li>• Accessible car parks (for new buildings)</li> </ul>	<b>a</b>

		<ul style="list-style-type: none"> <li>• Accessible low heights counters (including reception)</li> <li>• Location &amp; heights of fittings (toilet pan, basin, urinal, shower) handrails on both sides</li> </ul>	
	<b>b</b>	<p><b>Reasonably practicable</b> Your proposal is required to fully comply with the building code. Where upgrading to fully comply with the building code for the above is not proposed you are required to supply supporting documentation making the case as to why it is not reasonably practicable to do so.</p>	<b>b</b>
	<b>5</b>	<p><b>FOUNDATIONS/FLOOR</b> Complete for all new buildings or existing buildings with new foundations or altered footprint</p>	
	<b>a</b>	<p><b>Site plan (1:100) showing</b> 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)</p>	<b>a</b>
	<b>b</b>	<p><b>Foundation plan (1:100/1:50) showing:</b></p> <ul style="list-style-type: none"> <li>• Dimensions of all new foundations</li> <li>• Sub-floor, including bracing</li> <li>• Footing details including reinforcing and connections</li> <li>• If a concrete slab, show basic details including reinforcing and contraction joints</li> <li>• Piles and footings including reinforcing and connections</li> <li>• Indicate ventilation to sub floor spaces</li> <li>• If addition is an upper storey, show detail on upgrading existing foundations, piles etc</li> </ul>	<b>b</b>
	<b>c</b>	<p><b>Subfloor bracing</b> Provide subfloor bracing plan and calculations for all piled structures. Where the structure is specifically engineered, this should be included with the structural calculations</p>	<b>c</b>
	<b>d</b>	<p><b>Foundation details</b> Sections and details including reinforcing and connections</p>	<b>d</b>
	<b>6</b>	<p><b>CONSTRUCTION</b> Complete for new buildings and for projects with existing walls removed or new walls added</p>	
	<b>a</b>	<p><b>Proposed floor plan (1:100/1:50) showing</b></p> <ul style="list-style-type: none"> <li>• Location of partitions</li> <li>• Room dimensions</li> <li>• All designated spaces</li> <li>• Plan of complete floor showing where work is to take place</li> </ul>	<b>a</b>
	<b>b</b>	<p><b>Bracing plan (1:100/1:50) showing:</b></p> <ul style="list-style-type: none"> <li>• Bracing details and calculations for wall bracing</li> <li>• Location, type and number of bracing elements</li> <li>• If the bracing was specifically designed by a structural engineer, provide calculations (required for specific design wind zones and lateral distribution of upper floor loads where lower storey bracing is provided in walls beyond the upper storey footprint)</li> </ul>	<b>b</b>
	<b>c</b>	<p><b>Sections and details (1:50/1:20/1:10) showing:</b></p> <ul style="list-style-type: none"> <li>• Stairs, handrails, decks and decking</li> <li>• Insulations systems and materials to floors, walls and roof</li> <li>• Barriers providing safety from falling. Specific design required where detail does not comply with NZBC B1/AS2</li> <li>• Details of fire rated partitions from floor to underside of floor above (if more than one fire cell)</li> <li>• Details of sound rated partitions and floor/ceiling construction</li> <li>• Framing sizes, beams, lintels, trusses including fixing and other structural items. Lintels carrying point loads require specific design</li> </ul>	<b>c</b>

	<ul style="list-style-type: none"> <li>• Roof cladding, eaves, fascias, gutters, flashings to openings</li> <li>• Fire rated systems on all walls in relation to boundary distance (calculations required)</li> <li>• Stud heights of rooms and total height from lowest ground floor level to top</li> <li>• Truss layout supported by design certificate and design of fixing details and load path to ground</li> <li>• Retaining wall details e.g. type, height of retained ground, relationship to boundary, waterproof membrane and proposed drainage</li> <li>• Membrane and proposed drainage</li> </ul>	
<b>7</b>	<b>STRUCTURAL</b> Complete for all projects incorporating specific structural design	
<b>a</b>	<b>Structural calculations</b> If any design work required the services of a structural engineer, attach 2 copies of the calculations with this application along with structural drawings. The calculations must be prefaced with information explaining the design philosophy and justification of assumptions and methodologies used in analysis	<b>a</b>
<b>b</b>	<b>Producer Statements</b> If this application for consent relies on any producer statements certifying compliance with the New Zealand Building Code, a copy must be attached with this application. ( <i>Note</i> all structural producer statements are required to have accompanying calculations).	<b>b</b>
<b>8</b>	<b>EXTERNAL</b> Complete for all new buildings or existing buildings where there are alterations to the external shell	
<b>a</b>	<b>Elevations (1:100/1:50) showing</b> Accurate lines from boundary to boundary on each elevation, relevant District Plan daylight control lines, the maximum height on each elevation, location of door and window openings, fixed and opening sashes, sill heights, floor levels in relation to ground levels, exterior cladding nominated to all elevations, down pipes and spouting, ventilators to sub-floor area (suspended floors only)	<b>a</b>
<b>b</b>	<b>Risk assessment</b> (Risk matrix in E2/AS1 may be used) Consider exposure, design and detailing to support appropriate selection of cladding	<b>b</b>
<b>c</b>	<b>Cladding details</b> Provide details around all penetrations/joinery and other junctions at a level appropriate to the level of risk	<b>c</b>
<b>d</b>	<b>Product certification</b> Supply copies of product certificates relied on as compliance documents	<b>d</b>
<b>e</b>	<b>Alternative solutions</b> If the proposal uses products or systems that are not covered in the Acceptable Solutions of clause E2 of the building code provide supporting current information including independent test results (full signed reports), case studies, expert opinion (including evidence of experience/qualification, basis for forming opinion, and statement of independence) etc to demonstrate compliance	<b>e</b>
<b>9</b>	<b>SERVICES</b> Complete for all projects with new installation or alteration of plumbing or drainage services	
<b>a</b>	<b>Plumbing and drainage plan (1:100) showing:</b> ( <i>Note</i> : if you have supplied drainage details for surface water disposal on the site plan, no drainage plan is required) <ul style="list-style-type: none"> <li>• Fixtures and fittings, hot water system(s)</li> <li>• Nominate plumbing/drainage design to be installed</li> <li>• If the building is more than one storey with sanitary fittings on upper floors, provide an isometric layout showing wastes, pipes and falls</li> <li>• Drainage layout with inspection bends and junctions indicated for both sewer and</li> </ul>	<b>a</b>

		<ul style="list-style-type: none"> <li>storm water</li> <li>• Any other drainage on site including council mains and retaining wall field drains</li> <li>• Ventilation of sanitary rooms</li> <li>• HVAC drawings</li> <li>• Trade waste pre-treatment system</li> <li>• Location and details of back flow prevention devices</li> </ul>	
	<b>10</b>	<b><i>FIRE</i></b> To be completed for all applications	
	<b>a</b>	<b>Proposed fire protection plan (1:100/1:50) showing:</b> <i>(if applicable)</i> <ul style="list-style-type: none"> <li>• Smoke alarm</li> <li>• Sprinkler system</li> <li>• Emergency lights</li> <li>• Fire alarm sounders</li> <li>• Any 'protected' path</li> <li>• Thermal (heat) detectors</li> <li>• Fire hose reels</li> <li>• Fire alarms call points</li> <li>• 'Open path' travel to exits</li> <li>• Method or systems for fire rating penetrations through or between fire cells</li> </ul>	<b>a</b>
	<b>b</b>	<b>Fire report</b> Discussing the philosophy behind the proposal and demonstrating compliance with the building code. The report must state whether the proposal fully complies with the acceptable solutions or is an alternative solution. An assessment of the building, based upon site inspection by a competent person is required for all existing buildings. A supporting peer review is required for all alternative solutions. The peer reviewer must be previously agreed by Council for the specific project.	<b>b</b>
	<b>c</b>	<b>Alternative solutions</b> Where the proposal is to meet the requirements of the building code by any means other than those covered in the Compliance Documents provide a supporting, current, signed design report including independent test results, calculations and/or computer modelling (indicating the validity of assumptions and applicability to project) consideration of various scenarios (indicating that they cover worse case scenarios) and comparison with the levels of safety offered by compliance with acceptable solutions. The designer must have established experience/qualifications. For alternative solutions that deviate significantly from acceptable solutions, independent peer review may be required.	<b>c</b>
	<b>d</b>	<b>Reasonably practicable</b> The proposal is required to meet full compliance with the building code. Where upgrading to fully comply with the fire clauses of the building code is not proposed you are required to supply supporting documentation, making the case as to why full compliance is not reasonably practicable.	<b>d</b>
	<b>e</b>	<b>DRU check sheet</b> A completed check sheet for all applications for buildings with a purpose as defined in the Fire Service Act 1975	<b>e</b>
	<b>11</b>	<b><i>SPECIFICATIONS</i></b> Complete for all applications	
	<b>a</b>	<b>Specification</b> <i>(Note: the specifications must be specific to the project and cover all aspects of the proposed work)</i> <ul style="list-style-type: none"> <li>• Elements of structure (size, spacing, timber treatment)</li> <li>• Plumbing and drainage materials and design that installation is to comply with</li> <li>• Wet area surfaces</li> <li>• HVAC system sounders</li> <li>• Flooring slip resistance</li> <li>• Glazing</li> <li>• Quality assurance programmes</li> </ul>	<b>a</b>

	<b>b</b>	<b>External claddings</b> For each of the following claddings provide details of the product name, manufacturer, maintenance requirements and warranties offered <ul style="list-style-type: none"> <li>• Building wraps</li> <li>• Wall claddings</li> <li>• Roof claddings</li> <li>• Membranes (roofs and decks)</li> <li>• Tanking</li> <li>• Joinery</li> </ul>	<b>b</b>
	<b>12</b>	<b>COMPLIANCE SCHEDULE</b> Complete for all buildings that contain systems or features that are required	
	<b>a</b>	<b>Existing compliance schedule</b> Provide a copy of the existing compliance schedule and details of proposed changes. Confirmation that the building has a current warrant of fitness (one copy of the current BWOFF or confirmation from Council records).	<b>a</b>
	<b>b</b>	<b>Specified systems</b> For each specified system to be installed or altered provide details of the system and the proposed maintenance and testing regime for inclusion in the compliance schedule.	<b>b</b>
	<b>13</b>	<b>SITE MANAGEMENT &amp; PROTECTION OF PUBLIC</b> Complete for all building	
	<b>a</b>	<b>Gantries and hoardings</b> Provide details of barriers for the protection of public and for restricting public access to site, details of gantries, scaffolding and hoardings	<b>a</b>
	<b>b</b>	<b>Site management plan covering:</b> Delivery and storage of materials, management to control silt run off, noise and dust, traffic management and parking	<b>b</b>
	<b>c</b>	<b>Hazardous building materials</b> Delivery and storage of materials, management to control silt run off, noise and dust, traffic management and parking	<b>c</b>
	<b>14</b>	<b>HAZARDOUS SUBSTANCES AND PROCESSES</b> Complete for all projects where the building use involves the storage, or use of or processing with hazardous substances	
	<b>a</b>	<b>Details</b> Provide details of the materials used or stored, their hazardous substances classification (HSNO), individual container size and aggregate volume	<b>a</b>
	<b>b</b>	<b>Plans and specifications describing:</b> <ul style="list-style-type: none"> <li>• Spaces where hazardous substances are stored and used and the method of disposal of waste</li> <li>• Consideration of containment, pressure relief, electrical hazardous area zoning and ventilation</li> </ul>	<b>b</b>
	<b>c</b>	<b>Fire report</b> Include specific consideration of these activities	<b>c</b>
	<b>15</b>	<b>FOOD PREMISES</b> Complete for all projects with an intended use including the manufacture, storage, preparation or sale of food products	
	<b>a</b>	<b>Details</b> <ul style="list-style-type: none"> <li>• Indication of type of business, including general food types to be prepared and beverages to be served</li> <li>• Water supply and sewage disposal connecting to town supply. Full details will be required if private system proposed</li> </ul>	<b>a</b>

	<ul style="list-style-type: none"> <li>• Number of staff</li> <li>• Number of patrons (seated and standing)</li> <li>• Full details of surface finishes in food preparation, cooking, server, storage and dish wash areas</li> <li>• Full details of location of all appliances and fixtures in food preparation, co0oking server, storage and dish wash areas including fridges, freezers, joinery, plumbing fittings and extract hood</li> <li>• Designation of proposed use for each area</li> </ul>	
<p><i>Office use</i></p> <p><b>Accepted</b>                      <b>Declined</b>                      <b>Date</b>.....</p> <p>.....</p> <p><b>Reason for Acceptance/Decline</b>                      <b>Signature of Officer</b></p>		

**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
<b>Residential outbuildings and ancillary buildings</b>	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.
<b>Detached dwellings (SH or SR)</b>	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.
<b>Commercial, Industrial and Communal</b>	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.
<b>High rise and/or specialist buildings</b>	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.

<b>Building Officials</b> – 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