



## CHECKSHEET (Effective from 10 January 2008)

### PIM - Project Information Memorandum

#### Address

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Use this check sheet to assist you in lodging a complete PIM application and to avoid delays in processing. Please attach **three copies** of the following information (unless otherwise specified) with your completed PIM application form. **Tick** each box which is relevant and ensure you attach the information. If the box is not relevant, please write **NA** across the box.

Customer use		For office use only
<input type="checkbox"/>	a <b>Application form (1copy)</b> Completed and signed by the owner or by an agent on behalf of the owner.	<input type="checkbox"/>
<input type="checkbox"/>	b <b>Proof of ownership (1 copy)</b> One recent copy of <u>current</u> certificate/s of title (i.e. not older than 3 months) or where applicable one copy of purchase agreement (if recently purchased) or one copy of relevant portions of current lease	<input type="checkbox"/>
<input type="checkbox"/>	c <b>Application fee</b> 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.	<input type="checkbox"/>
<input type="checkbox"/>	d <b>Locality plan (1:500) showing:</b> Physical location of the site in relation to streets or landmarks, north point, name of building and lot and DP number.	<input type="checkbox"/>
<input type="checkbox"/>	e <b>Site plan (1:100) showing:</b> Dimensions of all boundaries, north point, finished floor levels, ground contours (extend to boundaries) / levels, site area, site coverage, street name and number, lot and DP number, outline of building, area of building, distances to boundaries	<input type="checkbox"/>
<input type="checkbox"/>	f <b>Drainage plan (1:100) showing:</b> Proposed stormwater and wastewater disposal including connections to Council mains (not required if included on site plan)	<input type="checkbox"/>
<input type="checkbox"/>	g <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, floor levels in relation to ground levels, exterior cladding nominated to all elevations	<input type="checkbox"/>
<input type="checkbox"/>	h <b>Vehicle access plans showing:</b> <ul style="list-style-type: none"> <li>• Location and extent of driveway relative to existing legal boundaries of the site, public footpath/roadway and, where relevant, other features (e.g. house, wall, fence, tree) that potentially effect</li> <li>• long-section (1:100) showing proposed levels and gradients along the centreline; on wide or tight-turning accesses, three long-sections along left, centre and right</li> <li>• location and area of parking spaces</li> </ul>	<input type="checkbox"/>

**Office use**

Application Accepted or Declined:

Date of Acceptance or Decline:

Reason for Acceptance or Decline:

Officer name and position that made the decisions:

**Notes:**

The issue of a building consent does not relieve the owner of any duty or responsibility under any other act

Please check with your local territorial authority regarding the requirement for other approvals required and fees payable. These may include:

- Consents under the Resource Management Act
- Approvals under bylaws including earthworks, vehicle crossings and road openings

The following Councils developed this checklist in partnership: Kapiti Coast District, Porirua City, Wellington City, Hutt City, Upper Hutt City.