Office Use only Consent No:

CHECKSHEET

Single Residential Dwelling and Accessory Building

Use for single stand-alone dwellings, dwelling additions and/or alteration, repiling, garages, decks, gazebos, sheds, retaining walls etc.

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.

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	1	*GENERAL* – Complete for all applications	For office use only
	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) (three copies)** 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**

Customer use			For office use only
	2	***DEMOLITION/REMOVAL*** Complete for all projects involving demolition of significant parts of buildings or the demolition or removal of whole buildings **Note:** *Where the project is **only** for the complete removal or demolition of a building you are not required to complete any further sections*	
	a	**Means of barricading the site** Provide details of temporary barriers, gates which swing inwards or other means of restricting public access to the area	**a**
	b	**Proposed tipping location for demolition materials** (address/landfill)	**b**
	c	**Hazardous building materials** Provide safety plan detailing the safe handling and disposal of hazardous materials	**c**
	d	**Site management plan** Showing management to control silt run off, noise and dust	**d**
	e	**Access to and from the site** (use of kerb and crossings)	**e**
	f	**Specify termination of existing services** – water, sewer, storm water	**f**
	g	**Details about the building such as:** Number of storeys, type of materials building is constructed of – photographs of building would be useful	**g**
	h	**Need to contact the relevant service authorities specified below to advise then of extent of your work** e.g. electricity, gas, drainage, water, transport, telecommunications, cable television etc	**h**
	i	**Contact and provide details to Council's Transportation and traffic department**	**i**
	j	**Proposed destination for relocated building**	**j**
	3	***FOUNDATIONS/FLOOR*** Complete for all new buildings, for existing buildings where the footprint of the building will change or where an additional storey is being added	
	a	**Foundation plan (1:100/1:50) showing:**	**a**
		Dimensions of all new foundations	
		Footing details	
		If a concrete slab show basic details including reinforcing and contractions joints	
		Piles and footings	
		If the addition is an upper story show details on upgrading existing foundations, joints, piles etc	
		Indicate ventilation to sub floor spaces	
	b	**Subfloor bracing** Provide subfloor bracing plan and calculations for all piled structures. Where the structure is specifically engineered, this should be included with the structural calculations. Subfloor bracing plan and calculations are required where an additional storey is to be added.	**b**
	c	**Foundation details** Details including reinforcing and connections	**c**
	4	***CONSTRUCTION*** Complete for all new structures or alterations to existing structures	
	a	**Existing floor plan (1:100/1:50)** Provide details of all levels, designated spaces, all removals, sanitary fixtures and smoke detectors	**a**
	b	**Proposed floor plans (1:100/1:50)** Provide all room dimensions, location of partitions, all designated spaces, all floors (new or altered), location of sanitary fixtures, stairs, barriers, handrails, floor joists and beams, floor joist layout for each level with timber floors, smoke detectors	**b**

	c	**Wall bracing plan (1:100/1:50)** Show bracing details and calculations for wall bracing (also required for existing lower storeys where an additional storey is being added).	**c**
		Sub-floor bracing for decks projecting more than 2m from the house. Location, type and number of bracing elements to indicate compliance with NZS 3604:1999 (include calculations).	
		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).	
	d	**Sections and details (1:50/1:20/1:10)** Show stairs, handrails, decks and decking, insulation systems and materials to floor, walls and roof	**d**
		Show barriers providing safety from falling. Specific engineering design required where details doesn't comply with NZBC B1/AS2	
		Show framing sizes, beams, lintels, trusses, including fixing and other structural items. Lintels carrying point loads, such as from girder trusses, require specific engineering design	
		Roof cladding, eaves, fascias, gutters, flashing to openings	
		Fire rated systems on all walls – closer than 1 metre to boundary	
		Stud heights of rooms and total height from lowest ground floor level to top of ridge	
		Truss layout supported by design certificate and design of fixing details and load path to ground	
		Retaining wall details e.g. type, height of retained ground, relationship to boundary, waterproof membrane and proposed drainage	
	e	**Fire Report** For domestic dwellings of 4 storeys or more, or buildings providing more than one household unit	**e**
	5	***STRUCTURAL*** Complete for all projects incorporating specific structural design	
	a	**Structural calculations** 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	**a**
	b	**Producer statements** 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. (Note all structural producer statements are required to have accompanying calculations).	**b**
	6	***EXTERNAL*** Complete for new buildings or existing buildings with alterations to the external shell	
	a	**Elevations (1:100/1:50)** Accurate lines from 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)	**a**
	b	**Risk assessment** (Risk matrix in E2/AS1 may be used) Consider exposure, design and detailing to support appropriate selection of cladding	**b**
	c	**Cladding details (1:50/1:20/1:10)** Provide details around all penetrations, joinery and other junctions at a level appropriate to the level of risk e.g. roof/wall, balcony/wall, junction of different types of cladding, backflashing details for cavity systems	**c**
	d	**Product certification** Supply copies of product certificates relied on as compliance documents	**d**
	e	**Alternative solutions**	**e**

		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 statements of independence) etc to demonstrate compliance	
	7	***SERVICES*** Complete for all projects with new installation or alteration of plumbing or drainage services	
	a	**Plumbing and drainage plan (1:100)**	**a**
		Show fixtures and fittings, hot water system (s)	
		If the building is more than one storey with sanitary fittings on upper floors, provide an isometric layout showing wastes, pipes and falls	
		Drainage layout with inspection bends and junctions indicated for both sewer and storm water	
		Any other drainage on site including council mains and retaining wall field drains	
		Ventilation of sanitary rooms	
		Calculations of sizing of downpipes	
	8	***CHANGE OF USE*** Complete for all existing buildings where the proposal involves forming a household unit where one did not exist before e.g. conversion of garage or shed to residential unit	
	a	**Assessment of the building for compliance with building code** Section 115(a) of the Building Act 2004 required that the work comply fully with all clauses of the building code.	**a**
	b	**Reasonably practicable** The above assessment must relate to all building code clauses. If the proposal is for the project to meet anything less than full compliance with any clauses, 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 reasonable practicable.	**b**
	9	***SPECIFICATIONS*** Complete for all applications Note: specification must be specific to project and cover all aspects of proposed work.	
	a	**Specification: General**	**a**
		Elements of structure (size, spacing, timber treatment)	
		Finish of fixings to meet durability requirements	
		Plumbing and drainage materials and design that installation is to comply with	
		Wet area surfaces Glazing	
		Flooring slip resistance for access routes Ventilation systems	
		Type of smoke detectors (including existing smoke detectors where they will remain)	
	b	**External claddings** For each of the following claddings provide details of product name, manufacturer, maintenance requirements and warranties offered Building wraps, wall & roof claddings, membranes (roofs & decks) tanking, joinery	**b**

Office use

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

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:

……

……

……

Reason for Decision:

……

……

……

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