

7 Tick box A to D below, as appropriate :

- A** Application is for a Project Information Memorandum (PIM)
- B** Application is for Building Consent (BC) only, in accordance with PIM No :
- C** Application is for Building Consent (BC) and Project Information Memorandum (PIM)
- D** Application is for a Certificate of Acceptance (COA)
- E** Amendment to Building Consent No:

8 Confidentiality (Plans and Specifications):

I/We require the following to be treated as confidential (proof of reasons for confidentiality will be required and will only be accepted if legally valid)

- Plans (please specify which plans i.e. Floor Plans etc.) :
- Specifications
- I/We require that **all details** of this application remain confidential as required by a Council directive applied for, or already issued, in relation to a protection order currently in force under The Domestic Violence Act 1995.

9 Vehicle Crossing Required

Is this application linked to a vehicle crossing application?

YES/NO If 'YES', Application No :

(If 'YES' please include Vehicle Crossing Application)

10 Public Utility Connections Required

Is this application subject to a utility connection application?

(Drainage, Water Connection or Water Meter Installation)

- YES - Application No:.....
- NO - Existing connections in place

11 Historic Places Trust

- The property is a registered historic place, historic area or wāhi tapu area
- A PIM has already been issued for this project - PIM No :

If your property has an archaeological or historic site, you need to consult with the Historic Places Trust in regards to your project for review and approval prior to your project commencing

12 Fire Service Design Unit (3 copies - 4 where fire report required, 1 set to be A3)

Section 47 of The Building Act 2004, requires certain projects as specified by notice in the NZ Gazette to be reviewed by the New Zealand Fire Service, which may require a Memorandum, setting out advice on issues such as 'means of escape from fire' and 'water supply for fire fighting'. Not required when Fire Design Report shows compliance with the 'C' Documents of the New Zealand Building Code.

13 Compliance Schedule (where applicable – Complete Part E)

A Compliance Schedule is required for buildings with specified systems. This does **NOT** apply to single storey, residential property apart from when serviced by a cable car (lift).

14 Certificate of Acceptance

Is this application in relation to obtaining a Certificate of Acceptance (Section 96 Building Act 2004) ?

- Yes No If yes, please provide details below:

Description of Building work -

Date work carried out -

Personnel who carried out work – Please list over page in PART D: KEY PERSONNEL

Part B: Project Details

Project Information Memorandum (Complete this part only when applying for a PIM)

The project involves the following matters. Tick each applicable box and attach relevant information in **triplicate** for residential and **four copies** for Commercial Industrial or Multi-Storey. **Always include one set A3 size.**

- (a) Location, in relation to legal boundaries, and external dimensions of new, relocated, or altered buildings (Site Plan with elevations, Topography, drawn to scale).
- (b) Details of any known or potential erosion, avulsion, falling debris, filled ground, subsidence, slippage, alluvion, inundations, and hazardous contaminants on or near the site, land contours.
- (c) Provisions to be made for vehicular access, including parking. (To be shown on site plan).
- (d) Provisions to be made in building over or adjacent to any road or public place.
- (e) Provisions to be made for disposing of stormwater and wastewater. (To be shown on site plan).
- (f) Precautions to be taken where building work is to take place over existing drains or sewers or in close proximity to wells or water mains.
- (g) New connections to public utilities i.e. water supply, stormwater system, wastewater system.
- (h) Provisions to be made in any demolition work for the protection of the public, suppression of dust, suppression of noise, disposal of debris and disconnection from public utilities.
- (i) Details of any cultural or heritage significance of the building or building site, including whether it is on a marae or wahi tapu.
- (j) Copy of/or reference to, any resource consent or planning approval (including subdivision) for this project.
- (k) Details of volume of proposed excavations; include volumes for site preparation, basement and driveway.

Part C: Building Details

Complete this part only when applying for a Building Consent

This application is accompanied by: (tick each applicable box, attach relevant documents in **triplicate** (one of which must be A3 size) for residential and **four copies** (one of which must be A3 size) for Commercial, Industrial or Multi-Storey).

- 1 The drawings, specifications and other documents according to which the building is proposed to be constructed to comply with the provisions of the New Zealand Building Code, with supporting documents, if any, including:
- 2 Building Certificates.
- 3 Producer Statements (including TP 58 Effluent Design), and any alternative solutions.
- 4 References to product certification issued by the Department of Building and Housing (DBH).
- 5 References to determinations issued by the Department of Building and Housing (DBH).

For details on drawings and specifications etc, see checklist form. If applying for PIM and Building Consent together, then plans for PART B (a) can be included in PART C (1).

If a PIM has already been applied for then include a copy of any relevant authorisations (eg Resource Consents) with this application.

Part D : Key Personnel

From 30 November 2009, the Building Act 2004 requires all restricted building work to be carried out or supervised by a Licensed Building Practitioner. After this date, applications for consent can only be accepted where a Licensed Building Practitioner has been engaged and the registration number shown in the appropriate area below.

Designer

Name : Reg No : Phone No:

Address :

Mobile No : Email:

Builder (Licensed Building Practitioner From 30/11/2009)

Name : Reg No : Phone No:

Address :

Mobile No : Email:

Registered Drainlayer

Name : Reg No : Phone No:

Address :

Mobile No : Email:

Registered Plumber

Name : Reg No : Phone No:

Address :

Mobile No : Email:

Registered Electrician

Name : Reg No : Phone No:

Address :

Mobile No : Email:

Registered Gas Fitter

Name : Reg No : Phone No:

Address :

Mobile No : Email:

Other

Name : Reg No : Phone No:

Address :

Mobile No : Email:

Other

Name : Reg No : Phone No:

Address :

Mobile No : Email:

Part E: Compliance Schedule Details

E1 : Systems Necessitating a Compliance Schedule :

The building will contain the following (tick each box and attach proposed inspection, maintenance and reporting procedures).

Note : The building consent cannot be issued unless all specified systems are included.

- Automatic sprinkler systems or other systems of automatic fire protection.
- Automatic doors which form part of any fire wall and which are designed to close shut and remain shut on an alarm of fire.
- Emergency warning systems for fire or other dangers.
- Emergency lighting systems.
- Riser mains for fire service use.
- Any automatic back-flow preventer connected to a potable water supply.
- Lifts, escalators, or travelators or other similar systems.
- Mechanical ventilation or air conditioning system serving all or a major part of the building.
- Any other mechanical units for providing access to the exterior and interior walls of buildings.
- Building maintenance units for providing access to the exterior and interior walls of buildings.
- Such signs as are required by the building code in respect of the above mentioned systems.
- None of the above.

E2 : Other Systems and Features to be Included in the Compliance Schedule :

The building will contain the following : (Tick each applicable box and attach proposed inspection, maintenance and reporting procedures).

- Means of escape from fire.
- Safety Barriers.
- Means of access and facilities for use by persons with disabilities which meet the requirements of Schedule 2 of the Building Act 2004.
- Hand held hoses for fire fighting.
- Such signs as are required by the New Zealand Building Code or Schedule 2 of the Building Act 2004.

Application

- I have read the guidance notes and the information I have supplied with this application is true and complete to the best of my knowledge.

- I have completed the attached checklists

I request that you issue a (please tick):

- Project Information Memorandum
- Building Consent
- Certificate of Acceptance

for the building work described in this application

Signed by / for and on behalf of / the owner

Note : If acting for and on behalf of, please read the following declaration prior to signing

“I hereby declare that I am authorised to act as Agent of the Applicant”

Signature : **Name :**

Date :

Please Note :

Council is unable to accept your application as being lodged until all details and relevant information are provided and the application is signed and the processing fee paid. Fees for your application will be assessed by the Customer Services Section on application. Further fees may be incurred after the Building Consent is issued.

Building Consent Application Checklist/Design Review

(To Be Completed By Applicant/Designer)

Return this **completed** checklist with your application.

Include all information and documents requested.

This will ensure your consent is processed in the quickest possible time.

Name:	Date:
Address:	

Application Type					Application Number				
New building	YES	NO	N/A		Certificate of title	YES	NO	N/A	
Alterations	YES	NO	N/A		Legal description checked	YES	NO	N/A	
Additions	YES	NO	N/A		Street address	YES	NO	N/A	
Demolition	YES	NO	N/A		Name of building				
Relocation	YES	NO	N/A		Floor level	YES	NO	N/A	
Change of use	YES	NO	N/A		Current lawful use				
Stage of	YES	NO	N/A		Building history - listed	YES	NO	N/A	
Building Classification					Intended life				
Housing									
Detached	YES	NO	N/A		Floor Area				
Multi-unit	YES	NO	N/A		Ground floor				M ²
Group dwelling	YES	NO	N/A		Basement				M ²
Outbuildings					1 st floor				
Garage, barn, shed	YES	NO	N/A		2 nd floor				M ²
Swimming pool	YES	NO	N/A		Outbuildings				M ²
Glasshouse, pergola, other	YES	NO	N/A		Decks/balconies				M ²
Ancillary					Other				
Bridge, Outdoor fire, retaining wall	YES	NO	N/A		TOTAL				M ²
Office Use:					Contact Details, Address, Phone, Etc				
					Owner's details	YES	NO	N/A	
					Agent's details	YES	NO	N/A	
					Designer's details	YES	NO	N/A	
					Engineer's details	YES	NO	N/A	
					Builder details	YES	NO	N/A	
					Electrician details	YES	NO	N/A	
					Plumber details	YES	NO	N/A	
					Drainlayer details	YES	NO	N/A	
					Means of compliance (as per application form)	YES	NO	N/A	
Wind zone	Low	Med	High	Very high	Spec. Des	Corrosion zone			Earthquake region
Full Description Of Building Work									

Provide Details Of Any Reports Submitted And Issue Date:										
Plans					Site plan					
Number of sets supplied					1:100 1:200 or 1:500			YES	NO	N/A
Specifications					Legal description			YES	NO	N/A
Number of sets supplied					Site area			YES	NO	N/A
Bracing Calculations					Private drainage			YES	NO	N/A
Subfloor/ Deck					Public drainage showing depth of drains, manholes etc.			YES	NO	N/A
Wall (per floor)					Dimensions – 3 minimum			YES	NO	N/A
Structural Engineering					Existing and proposed buildings			YES	NO	N/A
Number of sets supplied					North point			YES	NO	N/A
Beam layout plan		YES	NO	N/A	Contours, datum			YES	NO	N/A
Connection details		YES	NO	N/A	Finished floor level			YES	NO	N/A
Producer statement		YES	NO	N/A	Retaining walls			YES	NO	N/A
Geotechnical Engineering					Extent of cut and fill			YES	NO	N/A
Number of sets supplied					Site coverage			YES	NO	N/A
Site plan		YES	NO	N/A	Parking and vehicle access			YES	NO	N/A
Soils analysis/report		YES	NO	N/A	Protected trees			YES	NO	N/A
Producer statement		YES	NO	N/A	HWC (gas)			YES	NO	N/A
Drainage Report					Water meter (if applicable)			YES	NO	N/A
Who		YES	NO	N/A	Natural water course			YES	NO	N/A
Soil Analysis		YES	NO	N/A	Site Drainage away from house to suitable path			YES	NO	N/A
System/Design recommended under		YES	NO	N/A	Ponding			YES	NO	N/A
E2 Risk Matrix – 1 per face/elevation					Floor Plan					
• North		YES	NO	N/A	Room use denoted			YES	NO	N/A
• South		YES	NO	N/A	Window size and position			YES	NO	N/A
• East		YES	NO	N/A	Fixtures and fittings			YES	NO	N/A
• West		YES	NO	N/A	Solid fuel heating			YES	NO	N/A
Cross-Sections					HWC			YES	NO	N/A
Minimum of one along the length		YES	NO	N/A	Wall bracing - height, position, type			YES	NO	N/A
Minimum of one across the width		YES	NO	N/A	Lintels			YES	NO	N/A
Details to include					Door/window size and position			YES	NO	N/A
Fixings		YES	NO	N/A	Foundation Plan					
Footing size		YES	NO	N/A	Timber Floor And Fixings					
Subfloor ventilation and insulation		YES	NO	N/A	Pile size, centres, treatment			YES	NO	N/A
Foundations steel – size and centres		YES	NO	N/A	Fixings			YES	NO	N/A
Wall insulation		YES	NO	N/A	Footing size			YES	NO	N/A
Wall framing - sizes, centres, treatment, height		YES	NO	N/A	Bracing layout, type and position			YES	NO	N/A
Masonry and slab		YES	NO	N/A	Joists and bearers			YES	NO	N/A
Cladding		YES	NO	N/A	Concrete floor					
Cavity and battens		YES	NO	N/A	Dimensions, bays, mesh size, plumbing fixtures, point load pads, slab thickenings,			YES	NO	N/A
Building paper		YES	NO	N/A	Specific design (raft)			YES	NO	N/A
Stairs - tread, rise, pitch, height		YES	NO	N/A	Roof Framing Plan					
Decks and balconies		YES	NO	N/A	Pitched roof			YES	NO	N/A

Linings and finishes	YES	NO	N/A	Ridge beam, rafters, purlins, building paper, insulation	YES	NO	N/A
Ceiling insulation	YES	NO	N/A	Eaves	YES	NO	N/A
				Pergola	YES	NO	N/A
Electrical Plan				Fixings	YES	NO	N/A
Smoke detectors	YES	NO	N/A	Trussed Roof	YES	NO	N/A
Mechanical light and ventilation	YES	NO	N/A	Truss type	YES	NO	N/A
Elevations				Point loads identified	YES	NO	N/A
• North	YES	NO	N/A	Roof bracing	YES	NO	N/A
• South	YES	NO	N/A	Fixings	YES	NO	N/A
• East	YES	NO	N/A	Weathertightness - Flashing Details			
• West	YES	NO	N/A	Windows	YES	NO	N/A
Wall cladding	YES	NO	N/A	Balconies	YES	NO	N/A
Roof cladding	YES	NO	N/A	Parapets	YES	NO	N/A
Finished floor levels	YES	NO	N/A	Decks	YES	NO	N/A
Height in relation to boundary	YES	NO	N/A	Roof and wall junctions	YES	NO	N/A
Maximum building height	YES	NO	N/A	More than one cladding	YES	NO	N/A
Deck Construction				Pergola	YES	NO	N/A
Foundation plan	YES	NO	N/A	Other penetrations	YES	NO	N/A
Pile size, centers, treatment	YES	NO	N/A	Solid Fuel Heating			
Bearer size, span, treatment	YES	NO	N/A	Specifications	YES	NO	N/A
Joist size, centers, treatment	YES	NO	N/A	Construction details	YES	NO	N/A
Detail at junction of house	YES	NO	N/A	Floor plan	YES	NO	N/A
Fixings	YES	NO	N/A	Energy source	YES	NO	N/A
Fencing Of Swimming Pools				Outbuildings			
Pool construction details	YES	NO	N/A	Foundation plan	YES	NO	N/A
Pool specification	YES	NO	N/A	Cross-section	YES	NO	N/A
In-ground or above-ground	YES	NO	N/A	Wall bracing	YES	NO	N/A
Fencing and gate plan	YES	NO	N/A	Roof framing	YES	NO	N/A
Fencing/construction details	YES	NO	N/A	Elevations	YES	NO	N/A
Floor plan if house forms fencing	YES	NO	N/A	Drainage	YES	NO	N/A
Backflow	YES	NO	N/A	Engineer design	YES	NO	N/A

Means Of Compliance Checklist

(To Be Completed By Applicant/Designer)

Please circle all parts of New Zealand Building Code that your project complies with.

If using a verified method or have gained a waiver, please provide verification method or waiver certificate.

NZBC Clause (which of the following clauses will be involved in the proposed building work)	Means Of Compliance (refer to the relevant compliance document(s) or detail or alternative solution in the plans and specifications)			Proposed Inspections (state means of inspection. Note PS4 or certification may be required) For Office Use Only		
B1 Structure	B1/AS2	NZS 3604	NZS 4203	<input type="checkbox"/> Council	<input type="checkbox"/> Consultant	<input type="checkbox"/> Other
	NZS 4229					
B2 Durability	B2/AS1	NZS 3101	NZS 3602	<input type="checkbox"/> Council	<input type="checkbox"/> Consultant	<input type="checkbox"/> Other
	NZS 3604					
C1-C2-C3-C4 Fire	C1/AS1	C2/AS1	C3/AS1	<input type="checkbox"/> Council	<input type="checkbox"/> Consultant	<input type="checkbox"/> Other
	C4/AS1					
D1 Access routes	D1/AS1	NZS 4121		<input type="checkbox"/> Council	<input type="checkbox"/> Consultant	<input type="checkbox"/> Other
D2 Mechanical installations for access	D2/AS1	NZS 4322	EN/81	<input type="checkbox"/> Council	<input type="checkbox"/> Consultant	<input type="checkbox"/> Other
	EN/115					
E1 Surface water	E2/AS1	AS/NZS 3500		<input type="checkbox"/> Council	<input type="checkbox"/> Consultant	<input type="checkbox"/> Other
E2 External moisture	E2/AS1	SPECIFIC DESIGN		<input type="checkbox"/> Council	<input type="checkbox"/> Consultant	<input type="checkbox"/> Other
E3 Internal moisture	E3/AS1	COUNCIL STANDARDS		<input type="checkbox"/> Council	<input type="checkbox"/> Consultant	<input type="checkbox"/> Other
F1 Hazardous agents on site	F1/AS1			<input type="checkbox"/> Council	<input type="checkbox"/> Consultant	<input type="checkbox"/> Other
F2 Hazardous building materials	F2/AS1	NZS 4233		<input type="checkbox"/> Council	<input type="checkbox"/> Consultant	<input type="checkbox"/> Other
F3 Hazardous substances	F3/AS1			<input type="checkbox"/> Council	<input type="checkbox"/> Consultant	<input type="checkbox"/> Other
F4 Safety from falling	F4/AS1	FENCING OF SWIMMING POOLS ACT		<input type="checkbox"/> Council	<input type="checkbox"/> Consultant	<input type="checkbox"/> Other
F5 Construction and demolition hazards	F5/AS1			<input type="checkbox"/> Council	<input type="checkbox"/> Consultant	<input type="checkbox"/> Other
F6 Lighting for emergency	F6/AS1			<input type="checkbox"/> Council	<input type="checkbox"/> Consultant	<input type="checkbox"/> Other
F7 Warning systems	F7/AS1	NZS 4512	NZS 4515	<input type="checkbox"/> Council	<input type="checkbox"/> Consultant	<input type="checkbox"/> Other
	AS/NZS 1668					
F8 Signs	F8/AS1			<input type="checkbox"/> Council	<input type="checkbox"/> Consultant	<input type="checkbox"/> Other
G1 Personal hygiene	G1/AS1			<input type="checkbox"/> Council	<input type="checkbox"/> Consultant	<input type="checkbox"/> Other
G2 Laundering	G2/AS1			<input type="checkbox"/> Council	<input type="checkbox"/> Consultant	<input type="checkbox"/> Other
G3 Food preparation and prevention from contamination	G3/AS1			<input type="checkbox"/> Council	<input type="checkbox"/> Consultant	<input type="checkbox"/> Other
G4 Ventilation	G4/AS1	AS 1668.2		<input type="checkbox"/> Council	<input type="checkbox"/> Consultant	<input type="checkbox"/> Other

NZBC Clause (which of the following clauses will be involved in the proposed building work)	Means Of Compliance (refer to the relevant compliance document(s) or detail or alternative solution in the plans and specifications)			Proposed Inspections (state means of inspection. Note PS4 or certification may be required)		
				For Office Use Only		
G5 Interior environment	G5/AS1			<input type="checkbox"/> Council	<input type="checkbox"/> Consultant	<input type="checkbox"/> Other
G6 Airborne and impact sound	G6/AS1			<input type="checkbox"/> Council	<input type="checkbox"/> Consultant	<input type="checkbox"/> Other
G7 Natural light	G7/AS1			<input type="checkbox"/> Council	<input type="checkbox"/> Consultant	<input type="checkbox"/> Other
G8 Artificial light	G8/AS1	NZS 6703		<input type="checkbox"/> Council	<input type="checkbox"/> Consultant	<input type="checkbox"/> Other
G9 Electricity	G9/AS1			Energy works certificate		
G10 Piped services	G10/AS1	NZS 5261		Energy works certificate		
G11 Gas as an energy source	G11/AS1			Energy works certificate		
G12 Water supplies	G12/AS1	AS/NZS 3500.2	AS/NZS 3500.5	<input type="checkbox"/> Council	<input type="checkbox"/> Consultant	<input type="checkbox"/> Other
G13 Foul water	G13/AS1	AS/NZS 3500.2	BS 5572	<input type="checkbox"/> Council	<input type="checkbox"/> Consultant	<input type="checkbox"/> Other
G14 Industrial liquid waste	G14/AS1			<input type="checkbox"/> Council	<input type="checkbox"/> Consultant	<input type="checkbox"/> Other
G15 Solid waste	G15/AS1			<input type="checkbox"/> Council	<input type="checkbox"/> Consultant	<input type="checkbox"/> Other
H1 Energy efficiency	H1/AS1	NZS 4218	NZS 4243	<input type="checkbox"/> Council	<input type="checkbox"/> Consultant	<input type="checkbox"/> Other
	NZS 4214					

Waiver or modification	B1	B2	C1	C2	C3	C4	D1	D2
	E1	E2	E3	F1	F2	F3	F4	F5
	F6	F7	F8	G1	G2	G3	G4	G5
	G6	G7	G8	G9	G10	G11	G12	G13
	G14	G15	H1					

Alternative solution	B1	B2	C1	C2	C3	C4	D1	D2
	E1	E2	E3	F1	F2	F3	F4	F5
	F6	F7	F8	G1	G2	G3	G4	G5
	G6	G7	G8	G9	G10	G11	G12	G13
	G14	G15	H1					

Kaipara District Council

Dargaville

Hours 8.00 am to 5.00 pm
9.30 am to 5.00 pm (Tuesday)

Telephone 0800 727 059

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Dargaville

Kaiwaka

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8.30 am to 4.30 pm (Saturday)

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