

**Commercial or Industrial PIM/Building Consent  
Application Checklist-Form 2(C)**

(in conjunction with Form 2)

Project address:

|                 |
|-----------------|
| Project Number: |
|                 |
| Complexity:     |
|                 |
| Date Received   |
|                 |

| NB: The following is required on application in sufficient detail to show compliance with all aspects of the District Plan and the New Zealand Building Code. Please complete this checklist in FULL.<br>Additional information may be requested during processing of the application.  | Supplied                 | N/A                      | Council                  |
|---|--------------------------|--------------------------|--------------------------|
| <b>PIM</b>  |                          |                          |                          |
| <b>Application Form 2:</b> Completed and signed (ensure mandatory fields are completed)   | <input type="checkbox"/> |                          | <input type="checkbox"/> |
| <b>Plans and specifications: (Size A3)</b>  |                          |                          |                          |
| <ul style="list-style-type: none"> <li>One copy of plans and specifications and 1 electronic copy of all documentation</li> <li>One copy of relevant plans and specifications for amendment</li> <li>PIM only – one copy only of: Site plan, floor plan and elevations</li> </ul>   | <input type="checkbox"/> |                          | <input type="checkbox"/> |
| <b>Application fee:</b>   |                          |                          |                          |
| <ul style="list-style-type: none"> <li>For any type of Commercial Application in this category please refer to the Kaipara District Council's current <a href="#">Fees and Charges</a> on its website.</li> </ul>   | <input type="checkbox"/> |                          | <input type="checkbox"/> |
| <b>Certificate of Title (full copy, not more than 6 months old) plus any Consent Notices listed thereon</b>   |                          |                          |                          |
| <ul style="list-style-type: none"> <li>This must be supplied with all applications without exception.</li> <li>Sale and Purchase agreement accompanied by Certificate of Title in the name of the current owner, as above, if applicable.</li> <li>Obtainable from Land Information New Zealand</li> </ul>  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| <b>Site Plan Size A3 max, showing:</b>  |                          |                          |                          |
| <ul style="list-style-type: none"> <li>All new and existing buildings, and swimming pools in relation to all buildings and boundaries</li> <li>Legal and notional boundaries (existing and proposed), easements, waterways, shared access ways/other areas with building setbacks dimensioned</li> <li>Any heritage buildings/trees or archaeological site information known</li> <li>Building and site areas (including floor areas (m<sup>2</sup>) for all floors)</li> <li>Vehicle access, crossing location, manoeuvre, parking area</li> <li>Any hard-standing (sealed or concrete) areas with proposed drainage</li> <li>Any significant trees on the site</li> <li>All activities on a site indicated</li> </ul> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| <b>Outline Floor plans</b> (for all floors)   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| <b>Outline Elevations</b>   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| <b>Outline Cross Sections:</b> (if required) to show recession plane/daylight plane and height compliance   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| <b>Hazardous Substances:</b> storage location and capacity (i.e. LPG, diesel, heating oil etcetera)   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| <b>Health Licensing:</b> surface finishes, sinks, dishwashers, food storage   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| <b>Liquor Licensing:</b> wash basins, sinks, glass washing machine  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

| Evacuation Scheme Assessment (required for PIM):                    |                          |                          | Building Sprinkled?      |                          | Council Use              |
|---|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|
|   | Yes                      | No                       | Yes                      | No                       | 2x Yes = Yes             |
| Can 100 or more people gather for different purposes or activities? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Are there facilities for more than 10 employees?                    | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Is accommodation provided for more than 5 people?                   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Are hazardous substances stored?                                    | <input type="checkbox"/> | <input type="checkbox"/> |                          |                          |                          |
| Are early childhood facilities provided?                            | <input type="checkbox"/> | <input type="checkbox"/> |                          |                          |                          |
| Is specialised care for people with disabilities provided?          | <input type="checkbox"/> | <input type="checkbox"/> |                          |                          |                          |
| Is specialised nursing, medical, or geriatric care provided?        | <input type="checkbox"/> | <input type="checkbox"/> |                          |                          |                          |
| Are people in lawful detention?                                     | <input type="checkbox"/> | <input type="checkbox"/> |                          |                          |                          |
| Can 100 or more people gather in a common venue?                    | <input type="checkbox"/> | <input type="checkbox"/> |                          |                          |                          |
| <b>Council Use Only - Evacuation Scheme required?</b>               | <input type="checkbox"/> | <input type="checkbox"/> |                          |                          |                          |

**STOP HERE IF THIS IS A PIM ONLY APPLICATION**

See Pages 2 and 3 for Building Consent  
(in addition to the above application information)

*For BCA Use only: (Please complete if PIM only, otherwise BCA staff to sign page 3)*

This application is **accepted / declined** as all relevant information **has / has not** been supplied

Signed: ..... Name: .....

| Fire Service Assessment:   |                | Yes                      | No                       | Council Use |
|--|----------------|--------------------------|--------------------------|-------------|
| Is this a fit out of an existing building?   |                | <input type="checkbox"/> | <input type="checkbox"/> |             |
| Is a change of use involved?   |                | <input type="checkbox"/> | <input type="checkbox"/> | Minor alts? |
| Are alternative solutions, or any application for a modification or waiver to the Building Code for means of escape from fire and fire fighting used (Clauses C1-C6, D1, F6 or F8) |                | <input type="checkbox"/> | <input type="checkbox"/> |             |
| <b>Council Use Only</b> - Send copy to Fire Service?   |                | <input type="checkbox"/> | <input type="checkbox"/> |             |
| Date sent:   | Date received: | Charges added to BC: \$  |                          |             |
| NCS updated: Y   | NCS updated: Y |                          |                          |             |

| Building Consent (in addition to the above)   |                          |                          |         |
|---|--------------------------|--------------------------|---------|
| Note: A Certificate of Public use may be required if public are to have access to the building prior to the issue of the Code Compliance Certificate.   | Supplied                 | N/A                      | Council |
| <b>Project Information Memorandum:</b> (if already issued) plus all attached forms  | <input type="checkbox"/> | <input type="checkbox"/> |         |
| <b>Building Code Assessment</b> showing means of compliance, e.g. AS1, AS2, Alternative Solution  | <input type="checkbox"/> | <input type="checkbox"/> |         |
| <b>Fully Detailed Foundation Plans</b>  | <input type="checkbox"/> | <input type="checkbox"/> |         |
| <b>Levels</b>   |                          |                          |         |
| • proposed and existing site levels   | <input type="checkbox"/> | <input type="checkbox"/> |         |
| • existing and proposed contours  | <input type="checkbox"/> | <input type="checkbox"/> |         |
| • drive gradients and pedestrian access   | <input type="checkbox"/> | <input type="checkbox"/> |         |
| • floor levels and finished paving levels   | <input type="checkbox"/> | <input type="checkbox"/> |         |
| <b>Drainage Plans:</b> full design details for both foul water and storm water to approved outfalls   | <input type="checkbox"/> | <input type="checkbox"/> |         |
| <b>Detailed Floor Plans</b> drawn to scale, fully dimensioned and with rooms identified   | <input type="checkbox"/> | <input type="checkbox"/> |         |
| <b>Detailed Elevations</b> including door and windows showing opening sashes  | <input type="checkbox"/> | <input type="checkbox"/> |         |
| <b>Hazardous Substances:</b> storage location and <u>capacity</u> of Hazardous Substances (i.e. LPG, diesel, heating oil etc)   | <input type="checkbox"/> | <input type="checkbox"/> |         |
| <b>Cross Sections:</b> show <b>all</b> relevant construction details, particularly for complex sections of the construction   | <input type="checkbox"/> | <input type="checkbox"/> |         |
| <b>Timber Treatment</b> : the species, grading and treatment of <b>all</b> timber specific to the project is to be <b>specified on the drawings</b> , ideally on the cross section, in addition to any specification references | <input type="checkbox"/> | <input type="checkbox"/> |         |
| <b>Insulation:</b> R-values on drawings, method of compliance identified (Schedule/Calculation/Modelling)   | <input type="checkbox"/> | <input type="checkbox"/> |         |
| <b>Electrical Plan</b> showing all lighting and electrical outlets including fitting types  | <input type="checkbox"/> | <input type="checkbox"/> |         |
| <b>Framing Details</b> including floor joist layout plans if applicable   | <input type="checkbox"/> | <input type="checkbox"/> |         |
| <b>Construction Details</b> with <b>all</b> materials, fixings etc noted  | <input type="checkbox"/> | <input type="checkbox"/> |         |
| <b>Weathertightness Details</b> all relevant flashing details   | <input type="checkbox"/> | <input type="checkbox"/> |         |
| <b>Internal Waterproofing Details</b> including <b>all</b> wet areas and surface finishes   | <input type="checkbox"/> | <input type="checkbox"/> |         |
| <b>Plumbing Details</b> including layout plan / schematic of water supply including HWC location, valving and all associated systems connected to the HWC plus water supply details   | <input type="checkbox"/> | <input type="checkbox"/> |         |
| <b>Specifications</b> information limited to and relevant to this project only  | <input type="checkbox"/> | <input type="checkbox"/> |         |
| <b>Bracing Design</b> calculations, schedule and layout plans showing specific locations in building  | <input type="checkbox"/> | <input type="checkbox"/> |         |
| <b>Roof Truss Design</b> including layout plan, all fixings and specific design for lintels where required  | <input type="checkbox"/> | <input type="checkbox"/> |         |

|  | Supplied                 | N/A                      | Council |
|--|--------------------------|--------------------------|---------|
| <b>Ground Conditions report:</b> this will be either a report to show why it is assumed that the ground is "good ground" according to the Building Code, or a specific ground assessment and foundation design by a Chartered Engineer or qualified Geotechnical Engineer  | <input type="checkbox"/> | <input type="checkbox"/> |         |
| <b>Engineers Details and Design Calculations</b> where any specific design has been carried out (e.g. steel beams)   | <input type="checkbox"/> | <input type="checkbox"/> |         |
| <b>Access and Facilities for people with disabilities:</b> for a new building all details of compliance are required including access to and within the building, for an existing building a report is required to determine what can be reasonably upgraded to comply   | <input type="checkbox"/> | <input type="checkbox"/> |         |
| <b>Fire Report:</b> a fire design statement is required to show compliance with the "C" clauses of the Building Code, and the drawings must reflect the detail in the report   | <input type="checkbox"/> | <input type="checkbox"/> |         |
| <b>Compliance Schedule:</b> fill in the last page if any of the systems are, or are to be, included or modified in the building. If any Compliance Schedule items are identified provide full details of the proposed procedures for inspections and routine maintenance and to which standard those systems will be monitored and maintained to. Provide a plan identifying the locations of all specified systems. | <input type="checkbox"/> | <input type="checkbox"/> |         |
| <b>Approvals from Other Authorities:</b> approvals for discharges to land, air, or water from NRC. Food and Health Approval for food or liquor outlets. MAF approval for meat works, etc.  | <input type="checkbox"/> | <input type="checkbox"/> |         |
| <b>Additional attached documents</b><br>1.<br>2.<br>3.<br>4.<br>5.<br>6.   |                          |                          |         |

**For BCA Use Only:**

This application is **accepted / declined** as all relevant information **has / has not** been supplied

Signed: ..... Name:

Supervised (if applicable)

Signed: ..... Name: