

**Residential PIM / Building Consent Application Checklist  
Form 2 (R) (in conjunction with Form 2)**

Project address:

Project N <sup>o</sup> :
Complexity:
Date Received:

NB: The following is required on application in sufficient detail to show compliance with aspects of the District Plan and the New Zealand Building Code. Please complete this checklist in FULL. Additional information may be requested during processing of the application.	Supplied	N/A	Council
<b>PIM</b>			
<b>Application Form 2: COMPLETED</b> and signed (ensure mandatory fields are completed)	<input type="checkbox"/>		<input type="checkbox"/>
<b>Plans and specifications:</b>			
• One copy of plans and specifications (A3 size)	<input type="checkbox"/>		<input type="checkbox"/>
• One copy of relevant plans and specifications for amendments	<input type="checkbox"/>		<input type="checkbox"/>
• PIM only - 1 copy only of: Site plan, floor plan and elevations	<input type="checkbox"/>		<input type="checkbox"/>
<b>Application fee:</b> (GST Incl) For Building, alterations and other projects <b>See KDC <a href="#">current year's Fees and Charges</a> on website</b> <b>- (to be paid at time of lodgement):</b>	<input type="checkbox"/> <input type="checkbox"/>		<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>			
• This must be supplied with all applications without exception.			
• Sale and Purchase agreement accompanied by Certificate of Title in the name of the current owner, as above, if applicable.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Obtainable from Land Information New Zealand			
<b>Site Plan:</b> – A3 Size showing:			
• All new and existing buildings and swimming pools in relation to all buildings and boundaries	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Legal and notional boundaries (existing and proposed), easements, waterways, shared access ways/other areas with building setbacks dimensioned	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Any heritage buildings / trees or archaeological site information known	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Building and site areas (including floor areas (m <sup>2</sup> ) for all floors)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Vehicle access, crossing location, manoeuvre, parking area	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Any hard-standing (sealed or concrete) areas with proposed drainage	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Any significant trees on the site	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Outline Floor plans (for all floors)</b>	<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"/>

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

**SEE PAGE 2 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 2)**

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

Name: \_\_\_\_\_ Signed: .....

<b>Building Consent</b> (in addition to the above application information)	Supplied	N/A	Council
<b>Project Information Memorandum</b> (if already issued) plus all attached forms	<input type="checkbox"/>	<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"/>	<input type="checkbox"/>
<b>Fully Detailed Foundation Plans</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Levels</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• proposed & existing site levels	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• existing & proposed contours	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• drive gradients and pedestrian access	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• floor levels and finished paving levels	<input type="checkbox"/>	<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"/>	<input type="checkbox"/>
<b>Detailed Floor Plans</b> drawn to scale, fully dimensioned and annotated <b>showing</b> location of smoke alarms with rooms identified	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Detailed Elevations</b> including door and windows showing opening sashes	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Hazardous Substances:</b> storage location and capacity (ie LPG, diesel, home heating oil etc)	<input type="checkbox"/>	<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"/>	<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"/>	<input type="checkbox"/>
<b>Insulation:</b> R-values on drawings, method of compliance identified (Schedule / Calculation / Modelling)	<input type="checkbox"/>	<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"/>	<input type="checkbox"/>
<b>Framing Details</b> including floor joist layout plans if applicable	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Construction Details</b> with <b>all</b> materials, fixings etc noted	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Weathertightness Details</b> including a risk assessment matrix for <b>all</b> walls and flashings	<input type="checkbox"/>	<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"/>	<input type="checkbox"/>
<b>Plumbing Details</b> including layout plan with full schematics of water supply, including HWC location, valving and all associated systems connected to the HWC (e.g. solar, wetback etc.) plus water supply details	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Specifications:</b> Information limited to and relevant to the project only	<input type="checkbox"/>	<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"/>	<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"/>	<input type="checkbox"/>
<b>Ground Conditions report:</b> this will be either a report to verify 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"/>	<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"/>	<input type="checkbox"/>
<b>Approvals from Other Authorities:</b> Approvals for discharges to land, air, or water from NRC	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Heating Appliance</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• floor plan including detailed locations of windows, doors and smoke detectors.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• installation details including clearances, hold down details, flue installation (new or existing), flue height (approx.) and flashing type (and age if existing).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• ceiling type – flat or sloping	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• plumbing schematic for wetback installation and location of hot water cylinder (if applicable)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Solar Water Heating:</b> product specifications, elevations, plumbing schematic floor plan (as above)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Swimming/Spa Pool:</b> site plan (as per Page 1), ground condition report (as above), details of construction, fencing, gate latch and opening, backflow, discharge of pool water, hydrostatic relief valve (if applicable)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**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: