

## Application for Project Information Memorandum and/or Building Consent (Form 2) Section 33 or section 45, Building Act 2004

 For Official use  
 Project Number:

Date Received:

 Items marked \* are mandatory for all applications. Complete this form in **BLOCK CAPITALS** using **BLACK** or **BLUE** ink.

### 1. Type of Application

 I request that you issue a\*:  Project Information Memorandum (PIM) only

(Tick one box only)

 for the building work  Building Consent only **OR** Amendment to Building Consent:

described in this application

 Building Consent including PIM

### 2. The Building

Valuation Roll Number:

Street Address\*:

Legal Description\*:

Lot:

DP:

Building Name (if applicable):

Number of Levels:

Level/Unit Number:

Number of Occupants\*:

Floor Area\* (all floors incl.):

Existing:

 m<sup>2</sup>

Additional:

 m<sup>2</sup>

Current lawfully authorised use: (refer NZBC A1 "Classified Use")

Approx year building first constructed: (if an addition or alteration)

### 3. The Owner [include preferred form of address, eg, Mr, Miss, Dr, if an individual]

Owner's Name\*:

Contact Person: (if owner is a company)

Mailing/ Billing Address\*:

Street Address/ Registered Office:

Phone Number:

Cell Phone:

Fax:

e-mail:

website:

### 4. The Agent (if applicable)

The Agent will be the first point of contact for communications with the Council / Building Consent Authority regarding this application / building work and will receive all correspondence including all invoices.

Agent's Name:

Contact Person: (if agent is a company)

Mailing/ Billing Address:

Street Address/ Registered Office:

Telephone Number:

Cell Phone:

Fax:

e-mail:

website:

**5. Fencing of Swimming Pools Act 1987**  
 Is a Swimming Pool, or Spa Pool, on this Site or associated with this Project\*?  
 YES  NO

**6. The Project**  
 Description of the building work\*

Will the building work result in a change of use of the building? \*  
 YES → Provide details of the new use:   
 (Refer NZBC A1 Classified Uses)  
 NO

Intended life of the building\*  
 Indefinite but not less than 50 years,  
 OR  Specified as:  Years (if less than 50 years)

List building consents (BC) previously issued for this project (if any):

BC Number:	Description:

Estimated value of the building work on which the building levy will be calculated\*  
 (including goods and services tax) [state estimated value as defined in section 7 of the Building Act 2004] \$

**7. Restricted Building Work\***  
 Will the building work include any restricted building work?  YES  NO

Please provide the following details of all licenced building practitioners who will be involved in carrying out or supervising the restricted building work (continue on another page is necessary). If these details are unknown at the time of the application, they must be supplied before the work begins. Include LBP number or registration number if treated as being licenced under section 291 of the Building Act 2004.

<b>Name:</b> <input style="width: 95%;" type="text"/>	<b>LBP Number:</b>	<input style="width: 95%;" type="text"/>
<b>Licencing Class:</b> <input style="width: 95%;" type="text"/>		
<b>Mailing Address:</b> <input style="width: 95%;" type="text"/>	<b>Phone (day):</b>	<input style="width: 95%;" type="text"/>
<b>E Mail Address:</b> <input style="width: 95%;" type="text"/>		<input style="width: 95%;" type="text"/>
<b>Name:</b> <input style="width: 95%;" type="text"/>	<b>LBP Number:</b>	<input style="width: 95%;" type="text"/>
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<b>E Mail Address;</b> <input style="width: 95%;" type="text"/>		<input style="width: 95%;" type="text"/>

<b>Name:</b>	<input type="text"/>	LBP Number:	<input type="text"/>
Licencing Class:	<input type="text"/>		
Mailing Address:	<input type="text"/>	Phone (day):	<input type="text"/>
<hr/>			
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Licencing Class:	<input type="text"/>		
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Licencing Class:	<input type="text"/>		
Mailing Address:	<input type="text"/>	Phone (day):	<input type="text"/>
<hr/>			

**8. Project Information Memorandum** *(Applicable only if applying for a PIM or combined PIM & Building Consent)*

The following matters are involved in the project:

- Subdivision
- Alterations to land contours
- New or altered connections to public utilities
- New or altered locations and/or external dimensions of buildings
- New or altered access for vehicles
- Building work over or adjacent to any road or public place
- Disposal of stormwater and wastewater
- Building work over any existing drains or sewers or in close proximity to wells or water mains
- Other matters known to the applicant that may require authorisations from the territorial authority: [specify] *(use additional sheets if required)*

**9. Building Consent** *(Not applicable if applying for Project Information Memorandum (PIM) only)*

The following plans, specifications and supporting documents are attached to this application\*:

[All plans and specifications must meet the minimum requirements set out in the regulations or required by the building consent authority.]

**10. Means of Compliance with the New Zealand Building Code**

*(Not applicable if applying for Project Information Memorandum (PIM) only)*

The building work will comply with the building code as follows\* *(use additional sheets if required):*

**Means of compliance\***

**Waiver/modification required<sup>□</sup>**

NZBC Clause	Acceptable Solution <i>(eg. AS1, AS2 etc)</i>	Alternative Solution	Waiver/modification required <sup>□</sup>	
B1 (Structure)				B1
B2 (Durability)				B2
C (Protection from Fire)				C1
D1 (Access Routes)				D1
D2 (Mechanical Installations for Access)				D2
E1 (Surface Water)				E1
E2(External Moisture)				E2
E3 (Internal Moisture)				E3
F1 (Hazardous agents on site)				F1
F2 (Hazardous building materials)				F2
F3 (Hazardous substances and processes)				F3
F4 (Safety from falling)				F4
F5 (Construction and demolition hazards)				F5
F6 (Visibility in Escape Routes)				F6
F7 (Warning systems)				F7
F8 (Signs)				F8
G1 (Personal hygiene)				G1
G2 (Laundering)				G2
G3 (Food prep. and prevention of contamination)				G3
G4 (Ventilation)				G4
G5 (Interior environment)				G5
G6 (Airborne and impact sound)				G6
G7 (Natural light)				G7
G8 (Artificial light)				G8
G9 (Electricity)				G9
G10 (Piped services)				G10
G11 (Gas as an energy source)				G11
G12 (Water supplies)				G12
G13 (Foul water)				G13
G14 (Industrial liquid waste)				G14
G15 (Solid waste)				G15
H1 (Energy efficiency provisions)				H1

\* Provide reference to the relevant compliance document(s) or detail of alternative solution in the plans and specifications.

□ State nature of waiver or modification of building code required.

**11. Compliance Schedule (Not applicable if applying for Project Information Memorandum (PIM) only)**

Are there any specified systems associated with this project? \*

**YES**, the following specified systems are being altered, added to, or removed in the course of the building work: (specified systems are defined in regulations)

**NO**, there are no specified systems associated with this project. [Go to Section 12]

	Existing	New	Modified	Removed	
SS1	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Automatic systems for fire suppression (for example, sprinkler systems)
SS2	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Automatic or manual emergency warning systems for fire or other dangers (other than a warning system for fire that is entirely within a household unit & serves only that unit).
SS3/1	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Electromagnetic or automatic doors or windows (for example, ones that close on fire alarm activation)
SS3/2	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Access Controlled Doors
SS3/3	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Interfaced fire or smoke doors or windows
SS4	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Emergency lighting systems
SS5	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Escape route pressurisation systems
SS6	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Riser mains for fire service use
SS7	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Automatic back-flow preventers connected to a potable water supply
SS8/1	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Passenger Carrying lifts
SS8/2	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Service Lifts
SS8/3	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Escalators and moving walks
SS9	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Mechanical ventilation or air conditioning systems
SS10	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Building maintenance units for providing access to the exterior and interior walls of buildings
SS11	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Laboratory fume cupboards
SS12	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Audio loops or other assistive listening systems
SS13/1	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Mechanical Smoke Control
SS13/2	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Natural Smoke Control
SS13/3	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Smoke Curtains
SS14	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Emergency power systems for, or signs relating to, a system or feature specified in any of the clauses SS1 to SS13
SS14/1	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Emergency Power Systems for a system or feature specified in any of the clauses SS1 to SS13
SS14/2	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Signs relating to Specified Systems SS1 to SS13
SS15/1	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Systems for communicating spoken information intended to facilitate evacuation
SS15/2	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Final exit (as defined by A2 of the Building Code; and
SS15/3	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Fire separations
SS15/4	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Signs for communicating information intended to facilitate evacuation
SS15/5	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Smoke separations
SS16	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Cable Cars

**Risk Group:**

**Fire Hazard Category:**

**Max Occupant Load:**

## 12. Attachments

The following documents are attached to this application:

- |  |  |
|--|--|
| <input type="checkbox"/> Plans and specifications* (refer to list at section 8)<br>1 copy for Residential<br>1 copy for Commercial / Industrial<br>PIM only – 1 copy only of: Site plan, floor plan and elevations | <input type="checkbox"/> Evidence of ownership* (Certificate of Title - full copy, not more than 6 months old, plus any Consent Notices listed thereon – obtainable from Land Information New Zealand, Sale & Purchase Agreement accompanied by Certificate of Title in the name of the current owner, as above, if applicable.) |
| <input type="checkbox"/> Project information memorandum  | <input type="checkbox"/> Compliance Schedule (for items identified at Section 10)  |
| <input type="checkbox"/> Development contribution notice   | <input type="checkbox"/> Building Consent Application Checklist* (Form 2R for Residential or Form 2C for Commercial work)  |
| <input type="checkbox"/> Planning Assessment form  |  |
| <input type="checkbox"/> Memoranda (Certificate of Design Work) from licenced building practitioner who carried out or supervised the design work that is restricted building work*                                |  |
| <input type="checkbox"/> Application Fee (refer Form 2R or Form 2C)  | \$ _____   |

<h3>13. Value of Work and Fees (GST incl)</h3> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 80%;">Main Buildings</td> <td style="width: 20%; text-align: right;">\$</td> </tr> <tr> <td>Accessory building</td> <td style="text-align: right;">\$</td> </tr> <tr> <td>Plumbing and Drainage</td> <td style="text-align: right;">\$</td> </tr> <tr> <td><b>Total Value of Work</b></td> <td style="text-align: right;"><b>\$</b></td> </tr> <tr> <td colspan="2"><b>Office Use Only</b></td> </tr> <tr> <td>PIM</td> <td style="text-align: right;">\$</td> </tr> <tr> <td>Building Consent</td> <td style="text-align: right;">\$</td> </tr> <tr> <td>ALPHA Processing Fee</td> <td style="text-align: right;">\$</td> </tr> <tr> <td>BRANZ Levy</td> <td style="text-align: right;">\$</td> </tr> <tr> <td>DBH Levy</td> <td style="text-align: right;">\$</td> </tr> <tr> <td>Certificate of Acceptance</td> <td style="text-align: right;">\$</td> </tr> <tr> <td><b>TOTAL</b></td> <td style="text-align: right;"><b>\$</b></td> </tr> <tr> <td>Receipt N°:</td> <td>_____</td> </tr> <tr> <td>Date:</td> <td>_____</td> </tr> </table>	Main Buildings	\$	Accessory building	\$	Plumbing and Drainage	\$	<b>Total Value of Work</b>	<b>\$</b>	<b>Office Use Only</b>		PIM	\$	Building Consent	\$	ALPHA Processing Fee	\$	BRANZ Levy	\$	DBH Levy	\$	Certificate of Acceptance	\$	<b>TOTAL</b>	<b>\$</b>	Receipt N°:	_____	Date:	_____	<h3>14. Other notes or comments which you as the applicant may wish to add</h3>   <h3>15. Building Consent Format</h3> <p>Please select "Building Consent in digital format" if you wish to receive an electronic version of the Building Consent via email as opposed to a paper based printed copy.</p> <input type="checkbox"/> Building Consent in digital format
Main Buildings	\$																												
Accessory building	\$																												
Plumbing and Drainage	\$																												
<b>Total Value of Work</b>	<b>\$</b>																												
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Certificate of Acceptance	\$																												
<b>TOTAL</b>	<b>\$</b>																												
Receipt N°:	_____																												
Date:	_____																												

## 16. Signature

Signed by\*:

Full Name\*:

Date\*:

I am the\*:  **Owner**       **Agent** on behalf of, and with the authority of, the owner.

Note: The Agent, if nominated, will be the first point of contact for communications with the Council/Building Consent Authority regarding this application / building work and will receive all correspondence including all invoices.