



Commercial or Industrial PIM / Building Consent Application Checklist Form 2 (C) (in conjunction with Form 2)

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. Additional information may be requested during processing of the application.	Supplied	N/A	Council
PIM			
Online application form 2: COMPLETED (ensure mandatory fields are completed)			
Plans and specifications: <ul style="list-style-type: none"> • PIM only – Site plan, floor plan and elevations 			
Application fee: <ul style="list-style-type: none"> • For any type of Commercial Application in this category please refer to the Kaipara District Council's current Fees and Charges on our website. 			
Certificate of Title (full copy, not more than 6 months old) plus any Consent Notices listed thereon <ul style="list-style-type: none"> • This must be supplied with all applications without exception. 			
Site plan size, showing:			
<ul style="list-style-type: none"> • All new and existing buildings, and swimming pools in relation to all buildings and boundaries 			
<ul style="list-style-type: none"> • Legal and notional boundaries (existing and proposed), easements, waterways, shared access ways/other areas with building setbacks dimensioned 			
<ul style="list-style-type: none"> • Any heritage buildings/trees or archaeological site information known 			
<ul style="list-style-type: none"> • Building and site areas (including floor areas (m²) for all floors) 			
<ul style="list-style-type: none"> • Vehicle access, crossing location, manoeuvre, parking area 			
<ul style="list-style-type: none"> • Any hard-standing (sealed or concrete) areas with proposed drainage 			
<ul style="list-style-type: none"> • Any significant trees on the site 			
<ul style="list-style-type: none"> • All activities on a site indicated 			
Outline floor plans (for all floors)			
Outline elevations			
Outline cross sections: (if required) to show recession plane/daylight plane and height compliance			
Hazardous substances: storage location and capacity (i.e. LPG, diesel, heating oil etcetera)			
Health licensing: surface finishes, sinks, dishwashers, food storage			
Liquor licensing: wash basins, sinks, glass washing machine			

Evacuation Scheme Assessment (required for PIM):	Yes	No	Building Sprinkled?		Council Use
			Yes	No	2x Yes = Yes
Can 100 or more people gather for different purposes or activities?					
Are there facilities for more than 10 employees?					
Is accommodation provided for more than 5 people?					

Evacuation Scheme Assessment (required for PIM):	Yes	No
Are hazardous substances stored?		
Are early childhood facilities provided?		
Is specialised care for people with disabilities provided?		
Is specialised nursing, medical, or geriatric care provided?		
Are people in lawful detention?		
Can 100 or more people gather in a common venue?		
Council Use Only - Evacuation Scheme required?		

STOP HERE IF THIS IS A PIM ONLY APPLICATION

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

Fire Service Assessment:	Yes	No	Council Use		
Is this a fit out of an existing building?					
Is a change of use involved?	Minor alterations?	Yes		No	
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)					

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
Project information memorandum: (if already issued) plus all attached forms			
Building code assessment: showing means of compliance, e.g. AS1, AS2, Alternative Solution			
Fully detailed foundation plans			
Levels			
• proposed and existing site levels			
• existing and proposed contours			
• drive gradients and pedestrian access			
• floor levels and finished paving levels			
Drainage plans: full design details for both foul water and storm water to approved outfalls			
Detailed floor plans: drawn to scale, fully dimensioned and with rooms identified			
Detailed elevations: including door and windows showing opening sashes			
Hazardous substances: storage location and <u>capacity</u> of Hazardous Substances (i.e. LPG, diesel, heating oil etc.)			
Cross sections: show all relevant construction details, particularly for complex sections of the construction			

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Building Consent (in addition to the above)			
	Supplied	N/A	Council
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.			
Timber treatment: the species, grading and treatment of all timber specific to the project is to be specified on the drawings , ideally on the cross section, in addition to any specification references			
Insulation: R-values on drawings, method of compliance identified (Schedule/Calculation/Modelling)			
Electrical plan: showing all lighting and electrical outlets including fitting types			
Framing details: including floor joist layout plans if applicable			
Construction details: with all materials, fixings etc noted			
Weathertightness details: all relevant flashing details			
Internal waterproofing details: including all wet areas and surface finishes			
Plumbing details: 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, gas bottle, location and restraints if applicable			
Non-reticulated wastewater system: KDC producer statement for effluent system, elected system specifications and site suitability report.			
Specifications: information limited to and relevant to this project only			
Bracing design: calculations, schedule and layout plans showing specific locations in building			
Roof truss design: including layout plan, all fixings and specific design for lintels where required			
Ground conditions report: 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			
Engineers details and design calculations: where any specific design has been carried out (e.g. steel beams)			
Access and facilities for people with disabilities: 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			
Fire report: 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			
Compliance schedule: 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.			
Approvals from other authorities: 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.			

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