



Residential PIM / Building Consent Application Checklist Form 2 (R)

(in conjunction with Form 2)

	Supplied	N/A	Council
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. Additional information may be requested during processing of the application.			
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: (GST Incl) For building, alterations and other projects refer to Kaipara District Council's current Fees and Charges on our website. - (to be paid at time of lodgement)			
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:			
<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 			
Outline Floor plans (for all floors)			
Outline Elevations			
Outline Cross Sections: (if required to show recession plane / daylight plane and height compliance)			

STOP HERE IF THIS IS A PIM ONLY APPLICATION

SEE PAGE 2 FOR BUILDING CONSENT
(in addition to the above application information)

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Building Consent (in addition to the above application information)	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 stormwater to approved outfalls			
Detailed Floor Plans drawn to scale, fully dimensioned and annotated showing location of smoke alarms with rooms identified			
Detailed Elevations including door and windows showing opening sashes			
Hazardous Substances: storage location and capacity (i.e. LPG, diesel, home heating oil etc.)			
Cross Sections: show all relevant construction details, particularly for complex sections of the construction			
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 including a risk assessment matrix for all walls and flashings			
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 the 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 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			
Engineers Details and Design Calculations: where any specific design has been carried out (e.g. steel beams)			
Approvals from Other Authorities: Approvals for discharges to land, air, or water from NRC			

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Building Consent (in addition to the above application information)	Supplied	N/A	Council
Heating Appliance			
• floor plan including detailed locations of windows, doors and smoke detectors.			
• installation details including clearances, hold down details, flue installation (new or existing), flue height (approx.) and flashing type (and age if existing)			
• roof/ceiling type – pitched and material			
• plumbing schematic for wetback installation and location of hot water cylinder (if applicable)			
Solar Water Heating: product specifications, elevations, plumbing schematic floor plan (as above)			
Swimming/Spa Pool: 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)			

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