



Commercial Building Consent Application Checklist

Form 2 (C) (in conjunction with Form 2)

Please attach this checklist with your application

GUIDANCE INFORMATION

Documentation must cover all items identified in bold font throughout this lodgement checklist. If any of the required information is not provided, the building consent application may be rejected.

The checklist is designed to ensure applicants know up front what information is required, please ensure you read it and answer all the applicable questions.

All applications must be submitted online only.

Standard of Documentation:

Section 7 of the Building Act defines 'plans and specifications' as drawings, specifications, and other documents according to which a building is to be constructed, altered, demolished or removed. Documentation is required to be of a high, professional standard. Refer to the Ministry of Business, Innovation & Employment (MBIE) publication 'Guide to applying for a building consent'. A copy may be obtained from www.building.govt.nz

Drawings must be:

- Produced to scale on white background. Minimum size font of 12 or if CAD 2.5
- Produced in black ink, or colour and are legible (no freehand drawings)
- Each drawing must contain.
 - A drawing number and title
 - Site address and legal description (Lot and DP number)
 - Designer's name and contact details
 - Owner's name and contact details
 - Be date for version control
 - Space must be left for issue stamps and revision notes
- Specifications must be project specific and include the latest edition of relevant supporting documentation (installation details), BRANZ and CodeMark Certificates. An index for the supporting documentation would be helpful.

Fire Emergency New Zealand (FENZ):

Refer to the Fire Safety Systems table on the following page and Fire Protection Guide (AC1826 section 4) for the type of applications which require to be forwarded to FENZ for review. Click the link for more information about the [Fire engineering brief | Fire and Emergency New Zealand](#) process and to view the Fire Protection Guide.

Applications supported by a Producer Statement (PS):

If an application is supported by a producer statement, the architectural plans must be counter-signed by the Design Engineer confirming design details.

Specified systems:

If this application involves specified systems, the application form must list all system, provide system design information (this means make, model and location for the specified system) and performance standards.

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VEHICLE CROSSING

All building consent applicants should advise whether the property has an existing vehicle crossing that will be used to serve the new building or development. If you do not have an existing crossing OR are building within 1.0 metres of the road corridor OR a new building on a vacant lot, then a new vehicle crossing application must be submitted to Kaipara District Council, who act as the receiving agent for Northern Transport Authority (NTA). A "Vehicle Crossing Application Form" and description of the approval process, can be viewed and downloaded from the website <https://www.kaipara.govt.nz/> by selecting Roading from the Services menu <https://www.kaipara.govt.nz/services/roads-footpaths>. The completed form together with the fee must be submitted to a Kaipara District Council office or email to: council@kaipara.govt.nz

Yes	No	N/A			
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	New Vehicle crossing <u>OR</u>	<input type="checkbox"/> Building within 1.0 metre of road corridor
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Existing vehicle crossing		

FIRE SAFETY SYSTEMS

The following table provides a brief overview of the processes involved with fire designs.

Note: A fire report is required unless the building work does not include fire cells.

Acceptable solution C/AS2

All new building work must fully comply with NZBC.

	Fire engineering brief (FEB) and meeting	Assessment of ex. Buildings MOE from fire	FENZ design review (Refer Gazette Notice No. 49 May 2012)	Approval
New buildings	N/A	N/A	N/A	Council regulatory review and/or PS1 from engineer
Alterations to existing buildings	N/A	Yes	Only if design has more than a minor effect on a specified system relating to fire safety.	
Change of Use that results in an alteration	N/A	Yes	Only if design has more than a minor effect on a specified system relating to fire safety.	

Verification Method C/VM2

	Fire engineering brief (FEB) and meeting	Assessment of ex. Buildings MOE from fire	FENZ design review (Refer Gazette Notice No. 49 May 2013)	Approval
New buildings	Yes	N/A	Depending on FEB requirements	Council regulatory review and/or regulatory review by fire engineer
Alterations to existing buildings	Yes	Yes	Only if design has more than a minor effect on a specified system relating to fire safety.	
Change of Use that results in an alteration	Yes	Yes	Only if design has more than a minor effect on a specified system relating to fire safety.	

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Alternative Solution

	Fire engineering brief (FEB) and meeting	Assessment of ex. Buildings MOE from fire	FENZ design review (Refer Gazette Notice No. 49 May 2012)	Approval
New buildings	Yes	N/A	Yes	Council regulatory review and/or PSI
Alterations to existing buildings	Yes	Yes	Yes	
Change of Use that results in an alteration	Yes	Yes	Yes	

Click this link for more information about the [Fire engineering brief | Fire and Emergency New Zealand](#) process and to view the Fire protection guide.

1. Checklist Items - General items

Entire section N/A

Customer use		Description	Council use only		
Yes	N/A		Yes	No	N/A
<input type="checkbox"/>	<input type="checkbox"/>	Application form completed in full and signed	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	Application has been paid as per Kaipara District Councils Fees & Charges	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	Project specifications to be complete, site specific and include relevant supporting documentation (installation details)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	Building description is accurate and describes the work involved in the project	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	Full Record of Title (no older than 3 months) including all consent notices and encumbrances; sale and purchase agreement or lease agreement	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	Letter of authorisation from owner if application is submitted by an agent, company, trust or person other than the owner	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	Building within 2m of or over a Council drain requires approval.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	Application made to or approval received to build over or near a drain or main trunk line.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
		□ Application has been made	□ Approval is attached		
<input type="checkbox"/>	<input type="checkbox"/>	Bridging design and details to build over the drain	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	CCTV video/DVD and report provided for building over / near public stormwater drains	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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<input type="checkbox"/>	<input type="checkbox"/>	Does the development involve or rely on work to public infrastructure? If so, has Engineering Planning Approval (EPA) been applied for/approved? Provide a copy of the EPA (stamped plans) for connections to public services – supply & drainage pipes. If not yet approved, provide the application number:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	Copies of project-specific specifications – products technical literature, appraisals and design reports provided.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Amendments Entire section N/A <input type="checkbox"/>					
Customer use		Description	Council use only		
Yes	N/A		Yes	No	N/A
<input type="checkbox"/>	<input type="checkbox"/>	Has the original consent been issued? (if not, this change is considered a revision not an amendment)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	Description of building work accurately summarise the changes	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	Plans clouded to show changes	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Site Information (scale 1:100 for urban and 1:200 for rural) Entire section N/A <input type="checkbox"/>					
Customer use		Description	Council use only		
Yes	N/A		Yes	No	N/A
<input type="checkbox"/>	<input type="checkbox"/>	Legal description including Lot, DP and street address, north point, land contours or spot levels with datum indicated; siting dimensions and details of all existing and proposed buildings (from boundaries and other buildings including notional boundaries if appropriate) and common areas.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	All existing and proposed sanitary drainage (including on-site treatment systems) indicated with distances to boundaries	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	Location of sediment control fences if required?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	Site boundaries, setbacks (at least two measurements including the closest boundary) and easements clearly shown and dimensioned	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	If the site is prone to natural hazards refer KDC guidance document and supply all additional information required for assessment.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	All existing and proposed private and public drains including location of sumps and invert level at the critical locations, e.g. outfall/connection point	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	Retaining wall details (cut, fill, height of retained ground using spot levels)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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<input type="checkbox"/>	<input type="checkbox"/>	Location and dimensions of all signage indicated	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
<input type="checkbox"/>	<input type="checkbox"/>	All buildings on site should be included on the site plan; or where relevant, the whole building rather than just part of the building where the building work is proposed. For cross-lease sites, it may mean providing plans for all the jointly owned cross-leases (not just the share of the cross-lease where the building work is located). For unit titled properties, the whole building including land owned by the body corporate.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
4. Floor plan (scale 1:100 or 1:50)					Entire section N/A <input type="checkbox"/>			
Customer use					Description			
Yes	N/A				Council use only			
<input type="checkbox"/>	<input type="checkbox"/>	Existing and proposed layout and use			<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>			
<input type="checkbox"/>	<input type="checkbox"/>	Internal/external stairs, handrails and flooring/decking shown			<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>			
<input type="checkbox"/>	<input type="checkbox"/>	Finished floor levels shown			<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>			
5. Plans					Entire section N/A <input type="checkbox"/>			
Customer use					Description			
Yes	N/A				Council use only			
<input type="checkbox"/>	<input type="checkbox"/>	A minimum of two cross sections through the length and width of the building with finished ground levels and floor levels indicated. Note: Additional cross sections may be required at critical areas for compliance assessment			<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>			
<input type="checkbox"/>	<input type="checkbox"/>	Cross-reference details on elevations to details plan drawings, for example roof/wall junctions, eaves, balustrade, parapets, penetrations, control joints, window flashings and cladding clearances from finished ground, deck and roof			<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>			
<input type="checkbox"/>	<input type="checkbox"/>	Foundation details, terraces, steps, balustrades indicated as to proximity to services			<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>			
<input type="checkbox"/>	<input type="checkbox"/>	Floor, wall and roof construction details provided indicating size, height, timber treatment, grading, insulation, lining and cladding			<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>			
<input type="checkbox"/>	<input type="checkbox"/>	Existing/finished ground and floor levels			<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>			
6. Planning Information					Entire section N/A <input type="checkbox"/>			
Customer use					Description			
Yes	N/A				Council use only			
<input type="checkbox"/>	<input type="checkbox"/>				<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>			

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<input type="checkbox"/>	<input type="checkbox"/>	Copy of approved resource consent and conditions together with stamped plans if applicable.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	Location, dimension and gradient of car parking/manoeuvring/vehicle crossing shown on the plan	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	All areas of impermeable coverage, building and landscaping shown, and calculations provided	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	All streams and riparian margins shown on the plan	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	All trees protected by the District Plan (height, girth and drip line) shown	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	Height in relation to boundary controls shown at the critical points and with the maximum height control shown including relevant ground and floor levels	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	Area and volume of proposed earthworks	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	Details of any proposed signage.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

7. Structural engineering producer statements

Entire section N/A

Customer use		Description	Council use only		
Yes	N/A		Yes	No	N/A
<input type="checkbox"/>	<input type="checkbox"/>	Agreement to provide producer statement construction, if applicable.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	Producer statements completed in full and signed	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	Plans signed and dated by engineer or structural drawings provided or schedule listing work covered if supported by producer statement	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	Construction monitoring levels identified on the PS1			

B1 structural design reports (scale 1:100 or 1:50)

Entire section N/A

Customer use		Description	Council use only		
Yes	N/A		Yes	No	N/A
<input type="checkbox"/>	<input type="checkbox"/>	Barrier specific design – drawings and engineering calculation with producer statement	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	Soil and ground stability: geotechnical report and plans	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	Suspended ceiling seismic design report, calculations and PS1			

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<input type="checkbox"/>	<input type="checkbox"/>	Structural steel quality means or compliance report to NZS5131			
B1 foundation design (scale 1:100 or 1:50)					Entire section N/A <input type="checkbox"/>
Customer use	Yes	N/A	Description	Council use only	
				Yes	No
<input type="checkbox"/>	<input type="checkbox"/>		Slab construction; concrete, stell reinforcing, slab thickening and control joints specified, detailed and dimensioned. IF SED, e.g. rib-raft, provide engineers design.	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>		Cross section of footing details including height in relation to ground levels shown	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>		For excavation close to the boundary, and/or existing building, a construction methodology is required to demonstrate other property and/or existing building are adequately protected from the excavation		
<input type="checkbox"/>	<input type="checkbox"/>		Details of underpinning/neighbour's approval provided		
<input type="checkbox"/>	<input type="checkbox"/>		Proposed method of temporary support for excavation shown, i.e. soldier pile system		
<input type="checkbox"/>	<input type="checkbox"/>		Details of ground anchors/neighbour's approval and sub-grade lease agreement		
B1 framing design (scale 1:100 or 1:50)					Entire section N/A <input type="checkbox"/>
Customer use	Yes	N/A	Description	Council use only	
				Yes	No
<input type="checkbox"/>	<input type="checkbox"/>		Joist layout plan for all levels including joist size, centres, timber treatment and grading details for all floors and decks.	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>		Wall and roof framing and bracing plan (pitched roof) including fixing details	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>		Structural engineer's drawings and specification for fire ratings to primary and secondary elements.		
C Protection from fire					Entire section N/A <input type="checkbox"/>
Customer use	Yes	N/A	Description	Council use only	
				Yes	No
<input type="checkbox"/>	<input type="checkbox"/>		Acceptable solutions C/AS1 and/or C/AS2		
<input type="checkbox"/>	<input type="checkbox"/>		Verification method (VM2) or Alternative Design		

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		<input type="checkbox"/> Copy of stakeholder engagement including FENZ, Council and peer reviewer correspondence <input type="checkbox"/> Fire engineering brief					
<input type="checkbox"/>	<input type="checkbox"/>	Details of all passive fire protection measures including fire dampers and collars with supporting product technical data sheets					
<input type="checkbox"/>	<input type="checkbox"/>	Details of all surface finishes					
Existing Buildings s.112 and s.115					Entire section N/A <input type="checkbox"/>		
Customer use	Yes	N/A	Description		Council use only		
					Yes	No	N/A
<input type="checkbox"/>	<input type="checkbox"/>		<u>Building score sheet</u> in accordance with MBIE recommendation				
<input type="checkbox"/>	<input type="checkbox"/>		Assessment report of as near as is reasonably practicable (s.112)				
<input type="checkbox"/>	<input type="checkbox"/>		Relevant provisions of the Building Code for a change of use have been addressed (s.115)				
D1 accessibility					Entire section N/A <input type="checkbox"/>		
Customer use	Yes	N/A	Description		Council use only		
					Yes	No	N/A
<input type="checkbox"/>	<input type="checkbox"/>		Accessibility Report provided to address section s.118 of the building act and Building Code clause D1. Show the requirements on plans		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
			<input type="checkbox"/> New <input type="checkbox"/> Existing				
<input type="checkbox"/>	<input type="checkbox"/>		Accessible route, building entrances, car parking and signage		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
			<input type="checkbox"/> New <input type="checkbox"/> Existing				
<input type="checkbox"/>	<input type="checkbox"/>		Accessible stairs, ramps and lifts		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
			<input type="checkbox"/> New <input type="checkbox"/> Existing				
<input type="checkbox"/>	<input type="checkbox"/>		Accessible toilets, showers, laundering, kitchens and public counters		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
			<input type="checkbox"/> New <input type="checkbox"/> Existing				
D2 lifts, escalators and elevators					Entire section N/A <input type="checkbox"/>		
Customer use	Yes	N/A	Description		Council use only		
					Yes	No	N/A
<input type="checkbox"/>	<input type="checkbox"/>		Manufacturer's specifications and design plans, engineering calculations, PS1 or CodeMark.		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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E1 surface water						Entire section N/A		
Customer use		Description			Council use only			
Yes	N/A	Yes	No	N/A	Yes	No	N/A	
<input type="checkbox"/>	<input type="checkbox"/>	General site drainage plans, location and size of rainwater heads, scuppers, internal gutters, spouting and downpipes indicated.	<input type="checkbox"/>					
<input type="checkbox"/>	<input type="checkbox"/>	Erosion and sediment control plan; report and plans	<input type="checkbox"/>					
<input type="checkbox"/>	<input type="checkbox"/>	Civil engineering plans, stormwater calculations or Infrastructure capacity report provided	<input type="checkbox"/>					
<input type="checkbox"/>	<input type="checkbox"/>	Flooding and surface water (overland flow paths); reports and plans	<input type="checkbox"/>					
<input type="checkbox"/>	<input type="checkbox"/>	Details of decentralised stormwater disposal systems should be provided, e.g. detention tanks, pumps and location, size, volume and depth of excavations (if applicable), show design details and distances from buildings and boundaries on plans	<input type="checkbox"/>					
<input type="checkbox"/>	<input type="checkbox"/>	Stormwater detention tank drawings if required. Detention / retention tank capacity report and calculations provided.	<input type="checkbox"/>					
<input type="checkbox"/>	<input type="checkbox"/>	Stormwater on site disposal design and calculations. Soakage report provided and details show on plans.	<input type="checkbox"/>					
E2 External moisture						Entire section N/A		
Customer use		Description			Council use only			
Yes	N/A	Yes	No	N/A	Yes	No	N/A	
<input type="checkbox"/>	<input type="checkbox"/>	Cladding system design summary and compliance methodology	<input type="checkbox"/>					
<input type="checkbox"/>	<input type="checkbox"/>	Envelope Engineering Design (test reports, calculations and plans)						
<input type="checkbox"/>	<input type="checkbox"/>	Producer Statement – PS1/PS2 (External Envelope Engineer)						
<input type="checkbox"/>	<input type="checkbox"/>	Elevations for each external wall including cross references to construction details fully describing junctions and interfaces within and between all claddings	<input type="checkbox"/>					
<input type="checkbox"/>	<input type="checkbox"/>	Detailing of all roof and wall junctions, kick-out /diverter flashings, saddle flashings, eaves, balustrades, parapets, penetrations, control joints, cladding clearances from ground, deck, and roof, joinery sill, head and jamb flashings.	<input type="checkbox"/>					
<input type="checkbox"/>	<input type="checkbox"/>	3D detailing of complex roof and deck edge / perimeter wall junctions						

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<input type="checkbox"/>	<input type="checkbox"/>	Cladding system technical specifications, installation instructions (all cladding systems) and maintenance requirements	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	Reclad applications only – quality assurance programme (provisional format)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	Retaining wall details (cut, fill, height of retained ground, tanking membrane and drainage) and height of wall indicated	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	Details of proposed exterior signage, louvres – durable fixing designed by Structural Engineer, penetration details if fixed through claddings			

E3 Internal Moisture

Entire section N/A

Customer use		Description			Council use only		
Yes	N/A				Yes	No	N/A
<input type="checkbox"/>	<input type="checkbox"/>	Waterproofing details and lining finishes specified for wet areas			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
		<input type="checkbox"/> Floors <input type="checkbox"/> Walls					

F1 hazardous agents on site

Entire section N/A

Customer use		Description			Council use only		
Yes	N/A				Yes	No	N/A
<input type="checkbox"/>	<input type="checkbox"/>	Site contamination report and plans			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	Hazardous agents or contamination site investigation report with remedial action details provided			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

F2 hazardous building materials

Entire section N/A

Customer use		Description			Council use only		
Yes	N/A				Yes	No	N/A
<input type="checkbox"/>	<input type="checkbox"/>	Glazing (windows, doors, façade) specifications and compliance standards, e.g. NZS 4223.3.2016			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	Cover sheet for glazed barriers to detail compliance method					
<input type="checkbox"/>	<input type="checkbox"/>	Details of handling and storage of hazardous materials provide, e.g. asbestos report if identified, a management plan according to the Asbestos Regulations 29015			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

F3 hazardous substances and processes

Entire section N/A

Customer use		Description			Council use only		
Yes	N/A				Yes	No	N/A

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<input type="checkbox"/>	<input type="checkbox"/>	Hazardous substances type, class and quantity	
<input type="checkbox"/>	<input type="checkbox"/>	Test certifier report provided for compliance with Hazardous Substances and New Organisms (HSNO) Act	
<input type="checkbox"/>	<input type="checkbox"/>	Details of HSNO Compliance certifier, including name and certifier number (Test Certifier listed on the WorkSafe website).	

F4 safety from falling

Entire section N/A

Customer use		Description	Council use only		
Yes	N/A		Yes	No	N/A
<input type="checkbox"/>	<input type="checkbox"/>	Calculations, plans and specifications provided	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	Balustrade compliance with B1 and B2 demonstrated	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	PS1 provided and signed off by engineer	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

F5 construction and demolition hazards

Entire section N/A

Customer use		Description	Council use only		
Yes	N/A		Yes	No	N/A
<input type="checkbox"/>	<input type="checkbox"/>	Details and measures provided for public safety during construction			
<input type="checkbox"/>	<input type="checkbox"/>	Will a Certificate for Public Use Application be required for proposed work within the existing building? If yes, click this link for further information Certificate for Public Use, Kaipara District Council			

Demolition, removal or relocation

Entire section N/A

Customer use		Description	Council use only		
Yes	N/A		Yes	No	N/A
<input type="checkbox"/>	<input type="checkbox"/>	Services capped and sealed inside boundary	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	All existing buildings to be demolished or removed shown on site plan	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	Safety plan or report detailing safe handling and disposal of hazardous materials provided	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	Pollution prevention plan covering control of noise and dust provided	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	Protection measures for barricading the site to prevent public access	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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<input type="checkbox"/>	<input type="checkbox"/>	Third part report confirming suitability to relocate building if applicable	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
F6 visibility in escape routes					Entire section N/A <input type="checkbox"/>		
Customer use Yes		Description	Council use only				
			Yes	No	N/A		
<input type="checkbox"/>	<input type="checkbox"/>	Design shows location and illumination of emergency lighting system including calculation and specification	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
<input type="checkbox"/>	<input type="checkbox"/>	PS1 provided and signed off by engineer – plans and specification provided for emergency lighting design.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
F7 warning systems					Entire section N/A <input type="checkbox"/>		
Customer use Yes		Description	Council use only				
			Yes	No	N/A		
<input type="checkbox"/>	<input type="checkbox"/>	Warning systems location and the standards they are designed to are identified in the fire report					
F8 signs					Entire section N/A <input type="checkbox"/>		
Customer use Yes		Description	Council use only				
			Yes	No	N/A		
<input type="checkbox"/>	<input type="checkbox"/>	All signage, such as exit signs, directional signs and manual call points are identified in the fire report and/or architectural plans					
<input type="checkbox"/>	<input type="checkbox"/>	Accessible signage is identified					
<input type="checkbox"/>	<input type="checkbox"/>	Signs for hazardous substances and non-potable water outlets, or other signs required identified, as per applicable building code clauses or standard.					
F9 means of restricting access to residential pools and pool specs					Entire section N/A <input type="checkbox"/>		
Customer use		Description			Council use only		
Yes	N/A	<input type="checkbox"/> Swimming pool	<input type="checkbox"/> Small heated pool	Yes	No	N/A	
<input type="checkbox"/>	<input type="checkbox"/>	Pool specifications, i.e. type, brand, installation, etc			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	Engineering calculations and producer statements provided for structural design elements (refer to engineering section)			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	Site plan with location of proposed pool and pool fencing including any gates; gates to show opening direction (refer also to site plan section) and any changes in ground level			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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<input type="checkbox"/>	<input type="checkbox"/>	Immediate pool area specified, i.e. pool isolated	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	Manufacturer's specification for fencing	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	Plan to show details of fencing, i.e. materials, height, gate mechanisms (closing and latching devices) and latch heights specified.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	If building is used as part of pool +fencing: <ul style="list-style-type: none"> <input type="checkbox"/> Floor plan indicating location and opening direction of all doors opening into pool area <input type="checkbox"/> Construction details and type of self-closing / latching devices for all doors opening into pool area <input type="checkbox"/> Elevations including any windows opening into pool area and details of locking mechanisms, i.e. restrictors. 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	If boundary fencing is used as part of pool fencing: <ul style="list-style-type: none"> <input type="checkbox"/> Photos showing all intersecting fences. Note – no climbable intersecting fences, rails etc permitted <input type="checkbox"/> Photos showing both sides of fence. Note – no climbable projections permitted within 1.2m of fence, i.e. trees, sheds etc. <input type="checkbox"/> Cross-section showing details of fencing (height, openings, materials, etc). 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

G1 personal hygiene

Entire section N/A

Customer use		Description	Council use only		
Yes	N/A		Yes	No	N/A
<input type="checkbox"/>	<input type="checkbox"/>	Calculation for compliance with G1.3.1 for number of sanitary facilities provided			
<input type="checkbox"/>	<input type="checkbox"/>	Sanitary facilities layout provided for the building			
<input type="checkbox"/>	<input type="checkbox"/>	Accessible sanitary facilities are shown on the plans			

G2 laundering

Entire section N/A

Customer use		Description	Council use only		
Yes	N/A		Yes	No	N/A
<input type="checkbox"/>	<input type="checkbox"/>	Plans and specifications provided to demonstrate: <ul style="list-style-type: none"> • Adequate activity space • Accessible facilities for camping grounds only (G2.3.4) 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

G3 food preparation and prevention of contamination

Entire section N/A

Only housing, old people's home, early childhood centres, work camps & buildings for preparation, packaging or the storage of food

Customer use		Description	Council use only		
Yes	N/A		Yes	No	N/A

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<input type="checkbox"/>	<input type="checkbox"/>	Plans and specifications provided to demonstrate: <ul style="list-style-type: none"> Appliance / fixtures to storage, preparation, cooking and utensil washing Internal lining and work surfaces impervious and easy clean floor coverings, walls and junctions Exposed building elements located and shaped to avoid accumulation of dirt Adequate activity space and accessible facilities for accessible buildings (note – camping grounds and accessible units in Communal Residential buildings – G3.3.5) 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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G4 ventilation

Entire section N/A

Customer use		Description	Council use only		
Yes	N/A		Yes	No	N/A
<input type="checkbox"/>	<input type="checkbox"/>	Engineering calculations provided for ventilation system(s) in building spaces including basements and commercial kitchen range hoods			
<input type="checkbox"/>	<input type="checkbox"/>	All details shown on plans	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	Manufacturer's specifications	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> Natural ventilation <input type="checkbox"/> Mechanical ventilation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	PS1 provided and signed off by engineer	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

G5 interior environment

Entire section N/A

Customer use		Description	Council use only		
Yes	N/A		Yes	No	N/A
<input type="checkbox"/>	<input type="checkbox"/>	Heating to a min. of 16 degrees to old people's home and early childhood centres			
<input type="checkbox"/>	<input type="checkbox"/>	Habitable space has adequate and accessible space in old people's home			
<input type="checkbox"/>	<input type="checkbox"/>	Building has assistive listening systems in theatres, cinemas, public halls, assembly spaces in old people's homes occupied by more than 20 people and in communal residential spaces (hotel, retirement village, work camp, hospitals, prisons) and communal non-residential spaces (clubroom, church, museum, college, university) occupied by more than 250 people.			

G6 airborne and impact sound

Entire section N/A

Customer use		Description	Council use only		
Yes	N/A		Yes	No	N/A

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<input type="checkbox"/>	<input type="checkbox"/>	Acoustic design; design and plans	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	Acoustic report and plans applicable to walls and floor/ceiling assemblies between abutting occupancies for the protection of habitable spaces of household units.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	Acoustic report is provided and;	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
		<ul style="list-style-type: none"> PS1 provided and signed off by engineer Plans, specifications and calculations as applicable Sound transmission class STC not less than 55 Impact insulation class IIC not less than 55 for abutting floor/ceiling including decks in apartment buildings 			

G7 natural light

Natural light and awareness of the outside applies to housing including apartment buildings, old people's homes and early childhood centres

Entire section N/A

Customer use		Description	Council use only		
Yes	N/A		Yes	No	N/A
<input type="checkbox"/>	<input type="checkbox"/>	<ul style="list-style-type: none"> Plans, specifications and modelling as applicable Natural light provided through openings in the external walls to provide not less than 30 lux at floor level 75% of the standard year PS1 for modelling carried out by a lighting engineer Awareness of the outside provided directly through openings in the external walls or through another space 			

G8 artificial light

(Artificial light is applicable to all buildings except outbuildings and ancillary buildings)

Entire section N/A

Customer use		Description	Council use only		
Yes	N/A		Yes	No	N/A
<input type="checkbox"/>	<input type="checkbox"/>	<ul style="list-style-type: none"> Minimal illuminance at floor level at 20 lux Verification method to NZS6703 Lighting plans and specifications 			

G9 electricity

Electrical installation in buildings must be safe for their intended use

Entire section N/A

Customer use		Description	Council use only		
Yes	N/A		Yes	No	N/A
<input type="checkbox"/>	<input type="checkbox"/>	<ul style="list-style-type: none"> Plans and specifications provided and to appropriate standards and adopted by electrical safety regulations Light switches, plug socket outlets are accessible in accessible buildings Self-certification energy work under section 43 of the Building Act 2004 			

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G11 gas as an energy source

In buildings where gas is used as an energy source, the supply system shall be safe and adequate for its intended use.

Building consent is not required for energy work (gas). The design and construction of gas fitting can be certified by a gas fitter who will provide a Gas Certificate under section 43 of the Building Act 2004.

Entire section N/A

Customer use		Description	Council use only		
Yes	N/A		Yes	No	N/A
<input type="checkbox"/>	<input type="checkbox"/>	Specifications (pipe materials and appliance installation details) for hazardous liquids (boiler and freezer pipes, flammable, toxic and corrosive liquid pipes) and gas pipes appliances.			
<input type="checkbox"/>	<input type="checkbox"/>	Gas pipes and combustion appliances not located in prohibited areas – refer AS/NZS 5601.1			
<input type="checkbox"/>	<input type="checkbox"/>	Clearances (window openings, drains, etc)			

G12 water supplies

This clause requires buildings provided with water outlets, sanitary fixtures or sanitary appliances to have safe and adequate water supplies, including where hot water is necessary. It sets out requirements to avoid scalding, injury, leaks, contamination, illness and the prevention of legionella growth.

Entire section N/A

Customer use		Description	Council use only		
Yes	N/A		Yes	No	N/A
<input type="checkbox"/>	<input type="checkbox"/>	Potable water supply – town supply connections or alternative source for domestic supply	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	Water supply/reticulation design and calculations for domestic supply including hot water and adequate flow rates	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	PS1 from Hydraulic Engineer on Council's Producer Statement Author list for water supply reticulation for mid-rise and high-rise buildings	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	Schematic plans showing location and adequate number of all fixtures and plumbing fittings -pipe sizes, gradients, vents and operating devices and valves	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	Backflow prevention devices, if required, to protect potable/town supply approximately specified for the contamination hazard	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	Manufacturer's specifications for detention tank, retention tank and storage tank if applicable.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Water heaters (solar or heat pump)

Entire section N/A

Customer use		Description	Council use only		
Yes	N/A		Yes	No	N/A

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<input type="checkbox"/>	<input type="checkbox"/>	Floor plans showing location and capacity of hot water cylinder	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	Solar panel frame connection and weatherproofing details including flashing details	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	At least two elevations provided to show position/inclination of solar panels	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	Manufacturer's specifications and technical data sheets provided	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	Engineering calculations/producer statements provided for structural design elements, taking into account the capacity of the supporting roof structure.			

G13 foul water

Entire section N/A

Customer use		Description	Council use only		
Yes	N/A		Yes	No	N/A
<input type="checkbox"/>	<input type="checkbox"/>	Drainage schematic on plans and specifications provided show discharge pipe materials, sizes, gradient, venting, ORG< and access points	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	PS1frim Hydraulic/Civil Engineer on Council's Producer Statement Author list for plumbing waste and sanitary sewer for mid-rise and high-rise buildings recommended	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	Infrastructure capacity report sanitary			
<input type="checkbox"/>	<input type="checkbox"/>	On-site waste water disposal and TP58 report	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	Details of sewer disposal systems provided, e.g. septic tanks, pumps and effluent disposal including locations, size, volume and depth of excavations if applicable.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

G14 industrial liquid waste

Examples – trade premises in which industrial liquid waste or foul water is collected, generated, treated or disposed of such as restaurants, retail butcher, bakeries, dry cleaners, dental surgery, etc. These buildings must be provided with adequate spaces and facilities to discharge industrial waste safely, avoiding the likelihood of blockage, leakage or contamination.

Entire section N/A

Customer use		Description	Council use only		
Yes	N/A		Yes	No	N/A
<input type="checkbox"/>	<input type="checkbox"/>	The types of trade waste and amount of discharge affect whether the trade is low risk or prohibited trade waste. Refer to the Wastewater Drainage Bylaw			

G15 solid waste

Buildings with space and facilities for collection, safe holding and disposal of solid waste.

Entire section N/A

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Customer use		Description	Council use only		
Yes	N/A		Yes	No	N/A
<input type="checkbox"/>	<input type="checkbox"/>	Plans provided showing space for holding solid waste in the buildings			
<input type="checkbox"/>	<input type="checkbox"/>	Calculation for sizing the space used for storing solid waste and the longest carry distance			
<input type="checkbox"/>	<input type="checkbox"/>	Dedicated space, walls and floor should be easy to clean and impermeable, adequately ventilated, provided with hose tap and graded floor, waste and vermin proof.			
<input type="checkbox"/>	<input type="checkbox"/>	Refuse chutes should be adequately sized, easy to clean and fireproofed.			

H1 Energy efficient

This provision requires many buildings, such as housing and commercial buildings to achieve an adequate degree of energy efficiency to modify temperature, humidity, ventilation, the provision of hot water, HVAC and artificial lighting.

Does not apply to assembly service buildings, industrial buildings, ancillary or out-buildings.

Entire section N/A

Customer use		Description	Council use only		
Yes	N/A		Yes	No	N/A
<input type="checkbox"/>	<input type="checkbox"/>	Energy efficiency (H1) report and calculations.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Council only

Other relevant consent numbers:

Building complexity: C3 C2 C1

Application accepted: YES NO, include reason(s) not accepted in the comments section below

Fire engineer (PS Register) YES NO N/A

Engineering NZ Register checked YES NO N/A

Name of technical co-ordinator:

Contact with customer:

Reason for decision/comments:

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