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| Commercial or Industrial PIM/Building Consent Application Checklist‑Form 2(C)(in conjunction with Form 2)Project address:       | Project Number: |
|  |
| Complexity: |
|  |
| Date Received |
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| **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. Please complete this checklist in FULL.****Additional information may be requested during processing of the application.** | **Supplied** | **N/A** | **Council** |
| **PIM**  |
| **Application Form 2:** Completed and signed(ensure mandatory fields are completed) | [ ]  |  | **[ ]**  |
| **Plans and specifications: (Size A3)*** One copy of plans and specifications and 1 electronic copy of all documentation
* One copy of relevant plans and specifications for amendment
* PIM only – one copy only of: Site plan, floor plan and elevations
 | [ ]  |  | **[ ]**  |
| **Application fee:** * **For any type of Commercial Application in this category please refer to the Kaipara District Council’s current** [Fees and Charges](http://www.kaipara.govt.nz/site/kaiparadistrictcouncil/files/pdf/2017_2017_Feesandcharges/Fees%20Charges%202017-2018%20FINAL.pdf) **on its website.**
 | [ ]  |  | **[ ]**  |
| **Certificate of Title (full copy, not more than 6 months old) plus any Consent Notices listed thereon*** 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.
* Obtainable from Land Information New Zealand
 | [ ]  | [ ]  | **[ ]**  |
| **Site Plan Size A3 max, showing:** * All new and existing buildings, and swimming pools in relation to all buildings and boundaries
* Legal and notional boundaries (existing and proposed), easements, waterways, shared access ways/other areas with building setbacks dimensioned
* Any heritage buildings/trees or archaeological site information known
* Building and site areas (including floor areas (m²) for all floors)
* Vehicle access, crossing location, manoeuvre, parking area
* Any hard-standing (sealed or concrete) areas with proposed drainage
* Any significant trees on the site
* All activities on a site indicated
 | [ ]  | [ ]  | **[ ]**  |
| **Outline Floor plans** (for all floors) | [ ]  | [ ]  | **[ ]**  |
| **Outline Elevations**  | [ ]  | [ ]  | **[ ]**  |
| **Outline Cross Sections:** (if required) to showrecession 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 | [ ]  | [ ]  | **[ ]**  |

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| **Evacuation Scheme Assessment (required for PIM):** |  |  | **Building Sprinkled?** | **Council Use** |
| **Yes** | **No** | **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? | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  |
| 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)**

***For BCA Use only: (Please complete if PIM only, otherwise BCA staff to sign page 3)***

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

Signed: Name:

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| **Fire Service Assessment:** | **Yes** | **No** | **Council Use** |
| Is this a fit out of an existing building? | [ ]  | [ ]  |       |
| Is a change of use involved? | [ ]  | [ ]  | Minor alts?       |
| 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) | [ ]  | [ ]  |       |
| **Council Use Only** - Send copy to Fire Service? | [ ]  | [ ]  |       |
| Date sent:       | Date received:       | Charges added to BC: $       |
| *NCS updated:* *Y* | *NCS updated:* *Y* |       |

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| **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 toscale, fully dimensioned and with rooms identified | [ ]  | [ ]  |  |
| **Detailed Elevations** including door and windows showing opening sashes | [ ]  | [ ]  |  |
| **Hazardous Substances:** storage location and capacity of Hazardous Substances (i.e. LPG, diesel, 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**  all relevant flashing details | [ ]  | [ ]  |       |
| **Internal Waterproofing Details** including **all** wet areas and surface finishes | [ ]  | [ ]  |       |
| **Plumbing Details** including layout plan / schematic of water supply including HWC location, valving and all associated systems connected to the HWC plus water supply details | [ ]  | [ ]  |       |
| **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 | [ ]  | [ ]  |       |

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|  | **Supplied** | **N/A** | **Council** |
| **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. | [ ]  | [ ]  |       |
| **Additional attached documents**1.
2.
3.
4.
5.
6.
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**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: