|  |  |
| --- | --- |
| Residential PIM / Building Consent Application Checklist Form 2 (R) (in conjunction with Form 2)**Project address:**       | Project No: |
|  |
| Complexity: |
|  |
| Date Received: |
|  |

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| --- | --- | --- | --- |
| **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. 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:*** One copy of plans and specifications (A3 size)
* One copy of relevant plans and specifications for amendments
* PIM only - 1 copy only of: Site plan, floor plan and elevations
 | [ ] [ ] [ ]  |  | **[ ]** **[ ]** **[ ]**  |
| **Application fee:** (GST Incl) For Building, alterations and other projects **See KDC** [current year’s Fees and Charges](http://www.kaipara.govt.nz/site/kaiparadistrictcouncil/files/pdf/2017_2017_Feesandcharges/Fees%20Charges%202017-2018%20FINAL.pdf) **on 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*** 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:** – A3 Size 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
 | [ ] [ ] [ ] [ ] [ ] [ ] [ ]  | [ ] [ ] [ ] [ ] [ ] [ ] [ ]  | **[ ]** **[ ]** **[ ]** **[ ]** **[ ]** **[ ]** **[ ]**  |
| **Outline Floor plans (for all floors)**  | [ ]  | [ ]  | **[ ]**  |
| **Outline Elevations**  | [ ]  | [ ]  | **[ ]**  |
| **Outline Cross Sections:** (if required to showrecession 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)***

**For BCA Use only: (Please complete if PIM only, otherwise BCA staff to sign page 2)**

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

Name:  Signed:

|  |  |  |  |
| --- | --- | --- | --- |
| **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 & existing site levels
* existing & 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 annotated **showing** location of smoke alarms with rooms identified | [ ]  | [ ]  | [ ]  |
| **Detailed Elevations** including door and windows showing opening sashes | [ ]  | [ ]  | **[ ]**  |
| **Hazardous Substances:** storage location and capacity (ie 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 | [ ]  | [ ]  | [ ]  |
| **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 | [ ]  | [ ]  | [ ]  |
| **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).
* ceiling type – flat or sloping
* plumbing schematic for wetback installation and location of hot water cylinder (if applicable)
 | [ ] [ ] [ ] [ ]  | [ ] [ ] [ ] [ ]  | [ ] [ ] [ ] [ ]  |
| **Solar Water Heating:** product specifications, elevations, plumbing schematicfloor 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) | [ ]  | [ ]  | [ ]  |

**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: