Application for Project Information Memorandum and/or Building Consent (Form 2) section 33 or section 45, Building Act 2004

Office use only Project No. _____ Date received _____

1. Type of Application

I request that you issue a:

☐ Project Information Memorandum (PIM) ☐ PIM and Building Consent ☐ Building Consent

☐ An amendment to an existing Building Consent for building work described in this application

Existing PIM No. *(if applicable)* _____ Existing BC No. *(if applicable)* _____

State the reference number if this application involves a National Multiple Use or BuiltReady approval: _____

For the building work described in this application

Name _____ Signature

Date _____ ☐ Owner ☐ Agent on behalf of and with the approval of the owner

2. The Building

Valuation reference _____ Lot _____ DP _____

Legal description _____

(state legal description as at the date of application, and if the land is proposed to be subdivided, include detail of relevant lot numbers and subdivision consent)

Street address
(for structures that do not have a street address, state the nearest street intersection and the distance and direction from that intersection) _____

Legal description of land where building is located
(state legal description as at the date of application and, if the land is proposed to be subdivided, include details of relevant lot numbers and subdivision consent) _____

Building name *(if applicable)* _____

Location of building within site/block number
(include nearest street access) _____

Number of levels
(include ground level and any levels below ground) _____ Level/unit number: _____ Area *(total floor area [m^2]: indicate area affected by the building work if less than the total area)* _____

Current, lawfully established use
(include number of occupants per level and per use if more than 1) _____

Year first constructed *(appropriate date acceptable e.g. c1920s or 1960-1970)* _____

3. The Owner

Name of owner/company *(include preferred form of address e.g. Mr, Miss, Dr, if an individual)*

Contact person *(if the applicant is not an individual)*

Mailing/billing address*

Street address/registered office

Phone numbers Landline Mobile

Daytime Afterhours

Email address

Website *(if applicable)*

The following evidence of ownership is attached to this application

(copy of record of title, lease, agreement for sale and purchase, or other document showing full name of legal owner(s) of the building)

☐ Record of title ☐ Lease Agreement ☐ Agreement for sale and purchase

☐ Other:

4. The Agent *(only complete this section if the application is being made on behalf of the owner)*

Name of agent/company

Contact person (*if the agent is not an individual)*

Mailing/billing address*

Street address/registered office

Phone number Landline Mobile

Daytime Afterhours

Email address

Website

Relationship to owner

(state details of authorisation from the owner to make the application on the owner's behalf)

First point of contact for communications with the council/building consent authority *(state full name, mailing address, phone number(s), email address(es)Contact details must be in New Zealand*

☐ Owner ☐ Agent ☐ Full name and contact details supplied

5. The project *(if more than one project please list on a separate page)*

Description of the building work *(provide enough information to enable scope of work to be fully understood, (e.g. adding ensuite to house)*

Will the building work result in a change of use of the building? ☐ Yes ☐ No

If yes, please provide details of the new use (if yes, provide details of the new use of the building (e.g. home to hostel, implement shed to chemical storage, office to restaurant)

Intended life of the building if less than 50 years ☐ years

List building consents previously issued for this project *(if any) (list who issued the consent, the date of issue and the consent number)*

Estimated value of the building work on which the building levy will be calculated (including goods and services tax) *(state estimated value as defined in section 7 of the Building Act 2004)* $

6. Restricted Building Work: Building Practitioners involved in this project

Will the building work include any restricted building work? ☐ Yes ☐ No

If yes, provide the following details of all licensed building practitioners who will be involved in carrying out or supervising the restricted building work *(if these details are unknown at the time of the application, they **MUST** be supplied before the building work begins – name, licensing class and Licensed Building Practitioner's number (or registration number if treated as being licensed under S291 of the Act).*

Designer name

Licence class Registration/licence no.

Address

Telephone Mobile

Email

Engineer name

Licence class Registration/licence no.

Address

Telephone Mobile

Email

Carpenter name

Licence class | Registration/licence no.

Address

Telephone | Mobile

Email

Roofer name

Licence class | Registration/licence no.

Address

Telephone | Mobile

Email

External plasterer name

Licence class | Registration/licence no.

Address

Telephone | Mobile

Email

Brick/blocklayer name

Licence class | Registration/licence no.

Address

Telephone | Mobile

Email

Foundation specialist name

Licence class | Registration/licence no.

Address

Telephone | Mobile

Email

Plumber name

Licence class | Registration/licence no.

Address

Telephone | Mobile

Email

Gasfitter name

Licence class | Registration/licence no.

Address

Telephone | Mobile

Email

Other LBP name

Licence class | Registration/licence no.

Address

Telephone | Mobile

Email

Note: continue on another page if necessary

7. Self-certifiable plumbing

Will the building work include any self-certifiable plumbing that is intended to be self-certified? ☐ Yes ☐ No

If yes, provide the following details of the self-certification endorsed plumber(s) who will do, assist in doing, or supervise the self-certifiable plumbing *(if these details are unknown at the time of the application, they must be supplied before the building work begins):*

Name

Plumber, Gasfitters, and Drainlayers registration number

If yes, provide the following details about the self-certifiable plumbing that is intended to be self-certified.

Description of work

Continue on another page if necessary

Explanation of how work is intended to be carried out

Continue on another page if necessary

8. Self-certifiable drainlaying

Will the building work include any self-certifiable drainlaying that is intended to be self-certified? ☐ Yes ☐ No

If yes, provide the following details of the self-certification endorsed drainlayer(s) who will do, assist in doing, or supervise the self-certifiable drainlaying *(if these details are unknown at the time of the application, they **must** be supplied before the building work begins):*

Name

Plumber, Gasfitters, and Drainlayers registration number

If yes, provide the following details about the self-certifiable plumbing that is intended to be self-certified:

Description of work

Continue on another page if necessary

Explanation of how work is intended to be carried out

Continue on another page if necessary

9. Project information memorandum *(Tick the matters relevant to the project (do not fill in this section if the application is for a building consent only)*

The following matters are involved in the project

- ☐ Subdivision
- ☐ Alterations to land contours *(e.g. digging out the site for a building platform)*
- ☐ New or altered connections to public utilities
- ☐ New or altered locations and/or external dimensions to buildings
- ☐ New or altered access for vehicles
- ☐ Building work over or adjacent to any road or public place
- ☐ Disposal of stormwater and wastewater
- ☐ Building work over any existing drains or sewers or in close proximity to wells or water mains
- ☐ Is the site contaminated?
- ☐ Will the building be sited on sloping ground, or near to a bank, a stream or a coastal zone?
- ☐ Other matters know to the applicant that may require authorisation from the territorial authority (KDC) *(specify)*

10. Building Consent *(Only complete this section if the application is for a building consent)*

The following plans and specifications are attached to this application

☐ Refer to documents indicated on the applicant checklist ☐ Other documents *(please specify)*

(***Note:*** *All plans and specifications must meet the minimum set out in the regulations or as required by the building consent authority)*

The building work will comply with the building code as follows:

Building Code Clause *(tick relevant clause numbers of building code)*	Means of compliance *(refer to the relevant compliance document(s) or detail of alternative solution in the plans and specification; if not applicable, state n/a)*				Waiver/modification required *(state nature of waiver or modification of building code required; if not applicable, state n/a)*
	Acceptable Solution *(specify)*		**Other Means of compliance – Verification Method or Alternative Solution** (if ☐ Other, then list at the end of this section)		
☐ **B1** Structure	☐ B1/AS1 ☐ NZS3604 ☐ NZS4229	☐ B1/AS3 ☐ Other	☐ B1/VM1 ☐ A/SNZS1170 ☐ SED	☐ B1/VM4 ☐ Other	
☐ **B2** Durability	☐ B2/AS1			☐ Other	
☐ **C1** Objectives of clauses C2 to C6 (protection from fire)	☐ C/AS1	☐ C/AS2	☐ C/VM1 ☐ C/VM2	☐ Other	
☐ **D1** Access routes	☐ D1/AS1	☐ NZS4121	☐ Other		
☐ **D2** Mechanical installations for access	☐ D2/AS1 ☐ D2/AS3	☐ D2/AS2 ☐ NZS4121	☐ Other		
☐ **E1** Surface water	☐ E1/AS1 ☐ E1/AS2	☐ AS3500	☐ E1/VM1	☐ Other	
☐ **E2** External moisture	☐ E2/AS1 ☐ E2/AS3	☐ E2/AS2	☐ E2/VM1 ☐ E2/AS3	☐ Other	
☐ **E3** Internal moisture	☐ E3/AS1	☐ ES/AS2	☐ Other		
☐ **F1** Hazardous agents on site	☐ F1/AS1		☐ F1/VM1	☐ Other	
☐ **F2** Hazardous building materials	☐ F2/AS1		☐ Other		
☐ **F3** Hazardous substances and	☐ F3/AS1		☐ F3/VM1	☐ Other	
☐ **F4** Safety from falling	☐ F4/AS1		☐ Other		
☐ **F5** Construction and demolition hazards	☐ F5/AS1		☐ Other		
☐ **F6** Visibility in escape routes	☐ F6/AS1		☐ Other		
☐ **F7** Warning systems	☐ F7/AS1		☐ Other		
☐ **F8** Signs	☐ F8/AS1	☐ NZS4121	☐ Other		
☐ **F9** Means of restricting access to residential pools	☐ F9/AS1 ☐ Schedule, FSA 1987	☐ F9/AS2	☐ Other		
☐ **G1** Personal hygiene	☐ G1/AS1	☐ NZS4121	☐ Other		
☐ **G2** Laundering	☐ G2/AS1	☐ NZS4121	☐ Other		

Building Code Clause *(tick relevant clause numbers of building code)*	Means of compliance *(refer to the relevant compliance document(s) or detail of alternative solution in the plans and specification; if not applicable, state n/a)* **Acceptable Solution** *(specify)*		**Other Means of compliance – Verification Method or Alternative Solution** (if ☐ Other, then list at the end of this section)		**Waiver/modification required** *(state nature of waiver or modification of building code required; if not applicable, state n/a)*
☐ **G3** Food preparation and prevention of contamination	☐ G3/AS1	☐ NZS4121	☐ Other		
☐ **G4** Ventilation	☐ G4/AS1		☐ G4/VM1	☐ Other	
☐ **G5** Interior environment	☐ G5/AS1		☐ Other		
☐ **G6** Airborne and impact sound	☐ G6/AS1		☐ G6/VM1	☐ Other	
☐ **G7** Natural light	☐ G7/AS1	☐ G7/AS2	☐ G7/VM1	☐ Other	
☐ **G8** Artificial light	☐ G8/AS1		☐ G8/VM1	☐ Other	
☐ **G9** Electricity	☐ G9/AS1		☐ G9/VM1	☐ Other	
☐ **G10** Piped services	☐ G10/AS1		☐ G10/VM1	☐ Other	
☐ **G11** Gas as an energy source	☐ G11/AS1		☐ Other		
☐ **G12** Water supplies	☐ G12/AS1 ☐ G12/AS3	☐ G12/AS2	☐ G12/VM1	☐ Other	
☐ **G13** Foul water	☐ G13/AS1 ☐ AS3500	☐ G13/AS2 ☐ G13/AS3	☐ G13/VM1 ☐ Other	☐ G13/VM4	
☐ **G14** Industrial liquid waste	☐ G14/AS1		☐ G14/VM1	☐ Other	
☐ **G15** Solid waste	☐ G15/AS1				
☐ **H1** Energy efficiency	☐ H1/AS1	☐ H1/AS2	☐ H1/VM1 ☐ H1/VM3	☐ H1/VM2 ☐ Other	
☐ **Other**	☐ BCH Back Country Huts ☐ SH Simple House				

Waiver/Modification required
(list supporting documents)

Alternative Solution
(list supporting documents)

11. Compliance Schedule *(do not fill in this section if this is an application for a Project Memorandum only)*

Does the building have any specified system? *(specified systems are defined in regulations)*

☐ The specified systems for the building are as follows: (specified systems are defined in regulations) **OR**

☐ The following specified systems are being altered, added to, or removed in the course of the building work **OR**

☐ There are **NO** specified systems in the building (Note: if unsure whether your building has specified systems, talk to the BCA or your architect)

The following specified systems are being altered, added to, or removed in the course of the building work: (check those that are applicable)	Existing	New or added	Altered	Removed
SS1 Automatic systems for fire suppression (e.g. sprinkler systems)	☐	☐	☐	☐
SS2 Automatic or manual emergency warning systems for fire or other dangers (other than a warning system or fire that is entirely within a household unit and serves only that unit)	☐	☐	☐	☐
SS3 Electromagnetic or automatic doors or windows (e.g. ones that close on the fire alarm activation)				
• SS3/1 Automatic doors	☐	☐	☐	☐
• SS3/2 Access controlled doors	☐	☐	☐	☐
• SS3/3 Interfaced fire or smoke doors or window	☐	☐	☐	☐
• SS4 Emergency lighting systems	☐	☐	☐	☐
• SS5 Escape route pressurisation systems	☐	☐	☐	☐
• SS6 Riser mains for use by fire services	☐	☐	☐	☐
• SS7 Automatic back-flow presenters connected to a potable water supply	☐	☐	☐	☐
SS8 Lifts, escalators, travellators, or other systems for moving people or goods within buildings				
• SS8/1 Passenger carrying lifts	☐	☐	☐	☐
• SS8/2 Service lifts	☐	☐	☐	☐
• SS8/3 Escalators and moving walks (travellators)	☐	☐	☐	☐
SS9 Mechanical ventilation	☐	☐	☐	☐
• SS9/1 Mechanical ventilation	☐	☐	☐	☐
• SS9/2 Air conditioning systems	☐	☐	☐	☐
SS10 Building maintenance units providing access to exterior and interior walls of buildings	☐	☐	☐	☐
SS11 Laboratory fume cupboards	☐	☐	☐	☐
SS12 Audio loops or other assistive listening systems	☐	☐	☐	☐
• SS12/1 Audio loops	☐	☐	☐	☐
• SS12/2 FM radio frequency systems and infrared beam transmission systems	☐	☐	☐	☐
SS13 Smoke Control Systems	☐	☐	☐	☐
• SS13/1 Mechanical smoke control	☐	☐	☐	☐
• SS13/2 Natural smoke control	☐	☐	☐	☐
• SS13/3 Smoke curtains	☐	☐	☐	☐

The following specified systems are being altered, added to, or removed in the course of the building work: (check those that are applicable)	Existing	New or added	Altered	Removed
SS14 Emergency power systems for, or signs relating to, a system or feature specified in any of clauses 1 to 13				
• SS14/1 Emergency power systems	☐	☐	☐	☐
• SS14/2 Signs in relation to any specified system 1-13	☐	☐	☐	☐
SS15 Any or all of the following systems and feature, so long as they form part of a building's means of escape from fire, and so long as those means also contain any or all of the systems or features specified in clauses 1 to 6, 9 and 13.				
• SS15/1 Systems for communicating spoken information intended to facilitate evacuation	☐	☐	☐	☐
• SS15/2 Final exits	☐	☐	☐	☐
• SS15/3 Fire separations (as defined by the building code)	☐	☐	☐	☐
• SS15/4 Signs for communicating information intended to facilitate evacuation	☐	☐	☐	☐
• SS15/5 Smoke separations	☐	☐	☐	☐
SS16 Cable Cars	☐	☐	☐	☐

12. Attachments *(note all plans and specifications must meet the minimum requirements set out in the regulations or required by the BCA).*

The following documents are attached to this application:

☐ Plans and specifications *(list)*

☐ Alternative plans and specifications *(if the applicant wants to obtain pre-approval for possible product substitutions, list)*

☐ Current (CodeMark) product certificate(s)

☐ Alternative (CodeMark) product certificate(s) (*if the applicant wants to obtain pre-approval for possible product substitutions)*

☐ Current (BuiltReady) manufacturer's certificate(s) referred to in section 45(1)(bb) of the act.

☐ Current manufacturer's certificate(s) referred to in section 45(1)(bc) of the act

☐ Memoranda (Certificates of Design Work) from licensed building practitioners who carried out or supervised any design work that is restricted building work

☐ Project Information Memorandum

- [ ] Development contribution notice
- [ ] Certificate attached to project information memorandum
- [ ] Other relevant information: please specify

DOCUMENT CHECK: PLEASE CHECK THAT YOU HAVE PROVIDED ALL THE REQUIRED INFORMATION