



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

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.
- Each drawing must contain.
 - A drawing number and title
 - Designer's name and contact details
 - Address of property
 - Be dated 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.

Site address

Property address and legal description

Declaration

I/we confirm that all information/documentation as indicated on this checklist is provided. If this Residential Building Consent application includes a Solid fuel Heater, Solar Water Heater/Heat Pump Water Heater, or a Pool/Spa Pool **all relevant sections of this checklist must be completed** (please tick as applicable):

	Solid fuel heater		Solar water heater		Pool/spa pool
Owner/agent signature:			Date:		

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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.

Yes	No	N/A	
			New Vehicle Crossing OR Building <u>within</u> 1.0 metre of road corridor
			Existing vehicle crossing

General requirements (N/A confirms not applicable) Entire Section N/A

Customer Use		Description	Council Use Only		
Yes	N/A		Yes	No	N/A
		Application form completed in full			
		Application fee (deposit) as per Kaipara District Council's fee and charges Invoiced at the time of application received.			
		<i>Project description is accurate and describes all work involved in the project</i>			
		<i>Building within 2 metres of, or over a public drain or within 10 metres of a WSL trunk line requires Water Services Ltd (WSL) or other NUO approval</i>			
		Have you provided bridging design details to build over the drain?			
		CCTV video / DVD and report provided for building over / near public drains?			
		Certificate of title (no older than 90 days) including all consent notices and encumbrances and sale and purchase agreement or lease agreement as applicable			
		Letter of authorisation from the owner if the application is submitted by an agent, company or trust			

Memorandum / Certificate of design work (CoW) Entire section N/A

Customer Use		Description	Council Use Only		
Yes	N/A		Yes	No	N/A
		The designer has provided a memorandum of design for restricted building work and is completed in full and personally signed by a LBP?			
		The engineer has provided a memorandum of design for restricted work and in completed in full and personally signed by an engineer?			
		Owner/Builder Declaration provided if no design memorandum submitted for RBW?			

Amendments			Entire Section N/A		
Customer Use		Description	Council Use Only		
Yes	N/A		Yes	No	N/A
		Has the original consent been issued? (If not, this change is considered a revision, not an amendment)			
		Description of building work accurately summarises the changes/scope of amended building works?			
		Plans clouded to show changes? Revisions noted and plan numbers adjusted and dated.			

Site information (Scale 1:100 for Urban Areas and 1:200 for Rural Areas)			Entire Section N/A		
Customer Use		Description	Council Use Only		
Yes	N/A		Yes	No	N/A
		Street address indicated and North point shown? <i>Legal description (Lot & DP number) indicated?</i>			
		Location of sediment control fences if required?			
		Land contours or spot levels shown at regular intervals. Locations of all site service connections, powerlines, infrastructure, overland flow paths and natural hazards			
		Site boundaries, setbacks and easements clearly shown and dimensioned			
		All existing and proposed buildings clearly defined with dimensions from boundaries and other buildings (including notional boundaries if appropriate)			
		If the site is prone to natural hazards refer to KDC guidance document and supply all additional information required for assessment			

Foundation information (Scale 1:100 or 1:50)			Entire Section N/A		
Customer Use		Description	Council Use Only		
Yes	N/A		Yes	No	N/A
		Slab construction (<i>i.e. concrete steel reinforcing, slab thickening & control joints</i>) detailed and dimensioned. If SED (e.g. waffle) provide engineer's design			
		Cross section and required details			
		Subfloor framing details and deck framing (<i>i.e. pile type, treatment, size, embedment depth & layout, bearers, jack studs, braces, fixings</i>)			
		Joist layout plan for all floors and decks			

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Floor plan (Scale 1:100 or 1:50)			Entire Section N/A		
Customer Use		Description	Council Use Only		
Yes	N/A		Yes	No	N/A
		Existing and proposed layout and use of each space labelled?			
		<i>All stairs, handrails and decking shown?</i>			
		Finished floor levels shown in relation to existing and proposed ground levels?			
		<i>Location of smoke alarms, HWC (if internal) and mechanical extraction for bathrooms and kitchens shown?</i>			

Bracing information			Entire Section N/A		
Customer Use		Description	Council Use Only		
Yes	N/A		Yes	No	N/A
		Bracing calculations, specifications and layout (roof, wall, subfloor and deck)?			

Elevations (Scale 1:100 or 1:50)			Entire Section N/A		
Customer Use		Description	Council Use Only		
Yes	N/A		Yes	No	N/A
		Elevations for each external wall provided (show openings, cladding materials and safety glass noted where required) Risk Matrix calculations to be provided on the elevations			
		Existing and finished ground levels/ floor levels indicated?			
		External stairs, handrails and decking shown?			
		<i>Sub floor ventilation and access panel indicated? Gas bottles and califont shown with clearances if appropriate.</i>			

Cross-sections (Scale 1:100 or 1:50)			Entire Section N/A		
Customer Use		Description	Council Use Only		
Yes	N/A		Yes	No	N/A
		A minimum of two cross sections through the length and width of the building (One must be through the staircase if the proposal has one)			
		Retaining wall details (cut, fill, height of retained ground, waterproof membrane and drainage barrier) and height of wall indicated			
		Cross sections / details of all roof and wall junctions (eaves, balustrade, parapet, apron, penetrations, control joints and sill/head/jamb flashings, etc)			
		Floor, wall and roof construction shown (size, height, timber treatment, grading, insulation, lining and cladding)?			
		Finished ground levels and floor levels			

Cross-sections (Scale 1:100 or 1:50)				Entire Section N/A		
Customer Use		Description	Council Use Only			
Yes	N/A		Yes	No	N/A	
		<i>Current Manufacturer's technical specifications/installation instructions and maintenance requirements for all cladding systems</i>				
		<i>Insulation to new H1(including slab A/P calculation) and external building wraps, tanking products specified?</i>				

Roof plan and roof framing information (Scale 1:100 or 1:50)				Entire Section N/A		
Customer Use		Description	Council Use Only			
Yes	N/A		Yes	No	N/A	
		Producer statement for computer software, fabricator design statement and truss layout plan supplied?				
		Roof drainage plan provided (<i>Catchment area calculations and size of; rainwater heads, scuppers, internal gutters, valleys, spouting, and downpipes indicated?</i>)				

Plumbing and drainage plan (Scale 1:100 or 1:50)				Entire Section N/A		
Customer Use		Description	Council Use Only			
Yes	N/A		Yes	No	N/A	
		Existing and proposed fixtures fittings?				
		Details of storm water/sewer disposal systems provided? (<i>i.e. detention tanks, pumps effluent disposal including location, size, volume & depth of excavations</i>)				
		All existing and proposed sanitary/storm water drainage (including on-site treatment systems, reserve fields and cut off drains) indicated with distances to boundaries)				
		Soakage report provided and details shown on plans?				
		<i>First flush diverters or min. 20 micron filter on tank water supply, locate wastes, pipes and outlets, including sizes and gradients, shown in relation to mid-floor framing or slab construction. Schematic for more than one level.</i>				

Specific engineering design (SED)				Entire Section N/A		
Customer Use		Description	Council Use Only			
Yes	N/A		Yes	No	N/A	
		Engineering calculations and drawings?				
		Producer statements completed in full and signed and author Council register?				
		Plans signed and dated by engineer with calculations and structural drawings provided?				

Engineering plan approval (EPA)				Entire Section N/A			
Customer Use		Description			Council Use Only		
Yes	N/A				Yes	No	N/A
		Copy of engineering plan approval for public drainage, water, parks or road works for new subdivisions/lots/dwellings					

Swimming / spa pool and pool fencing				Entire Section N/A			
Customer Use		Description			Council Use Only		
Yes	N/A				Yes	No	N/A
		Swimming pool	Spa pool				
		Pool specifications i.e. type, brand, installation, etc.					
		Engineering calculations / producer statements provided for structural design elements (refer to SED section)					
		Site plan with location of proposed pool and pool fencing (including any gates; gates to show opening direction and any changes in ground level, backflow/overflow/back wash plumbing)					
		Immediate pool area specified (i.e. pool isolated)					
		<i>Manufacturer's specifications for fencing</i>					
		Plans to show details of fencing (i.e. materials, height, closing and latching devices and latch heights specified)					
		If building is used as part of fencing:					
		Floor plan indicating location and opening projection of all doors opening into pool area					
		<i>Construction details and type of self-closing / latching devices for all doors leading into pool area</i>					
		Elevations indicating any windows opening into pool area (and details of compliance with NZ Building Code Clause F9 for example restrictors)					
		If boundary fencing is used as part of pool fencing:					
		Photos showing all intersecting fences (Note: no climbable intersecting fences, rails, etc. permitted)					
		Photos showing both sides of the fence (to demonstrate compliance with NZBC F9 that there are no climbable projections within 1.2 m of the fence)					
		Cross-section showing details of fencing (height, opening materials, etc.)					

Solid fuel heater appliance				Entire Section N/A			
Customer Use		Description			Council Use Only		
Yes	N/A				Yes	No	N/A
		Location of solid fuel heating appliance and smoke alarms shown on floor plan?					
		<i>Location of all windows and doors in close proximity to appliance shown?</i>					

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Solid fuel heater appliance		Entire Section N/A		
	Location of hot water cylinder (if wetback provided)?			
	Indication that existing structures will not be compromised for refitted appliances			
	Cross section through roof showing roof material and flashing details: floor construction (i.e. timber / concrete floor) and type of restraint (i.e. method of fixing the appliance to hearth and hearth to floor)			
	<i>Cross section through chimney where false chimney surround is constructed</i>			
	Elevation or photo of external wall where the appliance is being installed to show location and height of flue (dimensions to be included and clearances from upper storey windows where flue penetrates a lower story)			
	<i>Wetback details; details of valves & water supply pipes including type/capacity of HWC. Note; HWC must be open vented low pressure system if wetback installed</i>			
	Manufacturer's specifications (make and model, installation instructions, clearances, flue details, flashing details, hearth insulating method, etc.)			
	National Environmental Standard: details of emission and thermal efficiency ratings for model installed for properties less than 2ha.			
	<i>Heritage buildings; approval required from NZ Historic Places Trust/Planning Team</i>			

Solar water heaters		Entire Section N/A		
Customer Use		Council Use Only		
Yes	N/A	Description		
Yes	N/A	Yes	No	N/A
		Location and capacity of hot water cylinder (temperature and pressure relief valve discharge point provided)?		
		<i>Are details or supporting structural components in the roof space provided?</i>		
		<i>Connection and weatherproofing details, including flashing details provided?</i>		
		At least two elevations and roof plan provided to show compliance with height to boundary restrictions and position / inclination of solar panels?		
		<i>Location of solar panels in relation to rafters / trusses details provided?</i>		
		<i>Span and centres of rafters / trusses and under purlins if applicable details provided?</i>		
		Specifications and technical data sheets provided?		
		Engineering calculations / producer statements provided for structural design elements (refer to SED section)		
		Product certification / appraisal certificates		

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Demolition / removal / relocation <i>(if included as part of building project)</i>				Entire Section N/A		
Customer Use		Description	Council Use Only			
Yes	N/A		Yes	No	N/A	
		Services capped and sealed inside boundary?				
		All existing buildings and buildings to be demolished / relocated shown?				
		Safety plan / report for safe handling and disposal of hazardous materials provided(e.g. Asbestos for all work on buildings prior to 1990)?				
		Pollution prevention plan covering sediment control, control of noise and dust provided?				
		<i>Details / means of compliance with NZ Building Code F5; e.g. barricading the site to prevent public access provided?</i>				
		Third party report for second hand relocatable building. Planning form to be completed/one or more piece move indicated?				

Other documentation <i>(specification / reports / calculations)</i>				Entire Section N/A		
Customer Use		Description	Council Use Only			
Yes	N/A		Yes	No	N/A	
		Specifications				
		<i>Waterproofing details and floor / wall linings and finishes specified for wet areas (i.e. bathroom and laundry)?</i>				
		Soil and ground stability; geotechnical report / plans?				
		<i>Site contamination; report / plans(PLG1 form completed)?</i>				
		<i>Flooding and surface water; reports / plans?</i>				
		Erosion and sediment control plan; report / plans and details?				
		Fire design report/construction details if building within 1m of boundary, >3 stories, or household units are attached (vertically or horizontally)				
		Support documentation for any waiver or modification (if proposed)?				
		Support documents and evidence for Alternative Solution (if proposed)				

Planning information				Entire Section N/A		
Customer Use		Description	Council Use Only			
Yes	N/A		Yes	No	N/A	
		<i>Copy of approved resource consent and conditions with stamped plans provided?</i>				
		<i>Location, dimensions and gradient of proposed car parking / manoeuvring (8.0m radius arc shown for each carpark) / vehicle crossing shown on the plan?</i>				

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Planning information				Entire Section N/A		
Customer Use		Description	Council Use Only			
Yes	N/A		Yes	No	N/A	
		<i>All areas and volumes of proposed disturbed earth (e.g. excavation, fill, retaining) indicated?</i>				
		<i>All areas of impermeable coverage, building and landscaping are shown and calculations provided?</i>				
		<i>Show compliance with outdoor living space and outlook space standard where applicable?</i>				
		<i>Are all streams and riparian margins indicated? Note all areas of outstanding Natural Landscape. Indicate any vegetation clearance if appropriate</i>				
		<i>Identify all trees protected by the District Plan (height, girth and drip line shown)?</i>				
		<i>Height in relation to boundary controls shown at the critical points and with the maximum height control shown including relevant ground and floor levels?</i>				

Comments