

SINGLE RESIDENTIAL DWELLING AND ACCESSORY BUILDING CHECKLIST



(Single stand alone dwellings, dwelling additions and/or alteration, repiles, garages, decks, gazebos, sheds, retaining walls etc)

Adobe Acrobat V11 is required to fill this form online
Download for free  <http://get.adobe.com/reader/>

Address:

- This checklist shows you the information that has to be supplied with your building consent application. Please attach **one (1) copy** of the following information with your completed Building Consent Application form.
 - Please tick each relevant box in the Customer Use column as you attach the information. If the box is not relevant to your application, leave it blank. Please check each section carefully and complete those sections that are relevant to your project.
 - A guidance document is available to help complete the section in the application form on 'means of compliance' for each building code clause.
- You can fill this checklist out electronically, and submit it electronically, with the rest of your application. For further instructions and help with this, please see the final page of the form. Basic instructions on how to apply are at the end of this form. For additional help go to: www.huttcity.govt.nz/apply-online

Once you have attached all the required information, please check for completeness as an incomplete application or lack of any supporting information will mean that your application cannot be accepted for processing.

Customer Use	For office use only
1 GENERAL	
<input type="checkbox"/>	<input type="checkbox"/>
a Building Consent Application form (one (1) copy) Completed and signed by the owner or by an agent on behalf of the owner.	
<input type="checkbox"/>	<input type="checkbox"/>
b Proof of ownership (one (1) copy) One recent copy of current certificate/s of title (i.e. not older than three (3) months) or where applicable one copy of purchase agreement (if recently purchased) or one copy of relevant portions of current lease.	
<input type="checkbox"/>	<input type="checkbox"/>
c Locality plan (1:500) showing: Physical location of the subject building in relation to streets or landmarks, north point, name of building and Lot and DP number.	
<input type="checkbox"/>	<input type="checkbox"/>
d Inspections and Monitoring: Details of proposed inspection regime including monitoring by Council officers and other professionals e.g. architects, engineers, surveyors and certification to be supplied on completion.	
<input type="checkbox"/>	<input type="checkbox"/>
e Application fee Applications will not be accepted without payment of the appropriate fees. Fees payable are set out in the published fee schedule of Council that has jurisdiction over the project site.	

2 DEMOLITION / REMOVAL

COMPLETE FOR ALL PROJECTS INVOLVING DEMOLITION OF SIGNIFICANT PARTS OF BUILDINGS OR THE DEMOLITION OR REMOVAL OF WHOLE BUILDINGS

Note: Where the project is ONLY for the complete removal or demolition of a building you are not required to complete any further sections

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- | | | |
|--------------------------|---|--------------------------|
| <input type="checkbox"/> | a Means of barricading the site
Provide details of temporary barriers, gates which swing inwards or other means of restricting public access to the area | <input type="checkbox"/> |
| <input type="checkbox"/> | b Proposed tipping location for demolition materials (address/landfill) | <input type="checkbox"/> |
| <input type="checkbox"/> | c Hazardous building materials
Provide safety plan detailing the safe handling and disposal of hazardous materials | <input type="checkbox"/> |
| <input type="checkbox"/> | d Site management plan covering
Management to control silt run off, noise and dust | <input type="checkbox"/> |
| <input type="checkbox"/> | e Proposed destination for relocated building | <input type="checkbox"/> |
| <input type="checkbox"/> | f Access to and from the site (including use of kerb and crossings) | <input type="checkbox"/> |
| <input type="checkbox"/> | g Specify termination of existing services: <ul style="list-style-type: none">▪ Water▪ Sewer▪ Stormwater | <input type="checkbox"/> |
| <input type="checkbox"/> | h Details about the building such as:
Number of storeys, type of materials the building is constructed of (note: Photographs of the building would be useful)
Note: You will need to contact the relevant service authorities specified below to advise them of the extent of your work:
Electricity, gas, drainage, water, transport, telecommunications, cable television or any other services that may be affected.
Note: Transportation of relocated building -
You will be required to contact and provide details to Council's Transportation and Traffic Department | <input type="checkbox"/> |

3 FOUNDATIONS / FLOOR

COMPLETE FOR ALL NEW BUILDINGS, FOR EXISTING BUILDINGS WHERE THE FOOTPRINT OF THE BUILDING WILL CHANGE OR WHERE AN ADDITIONAL STOREY IS BEING ADDED

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- | | | |
|--------------------------|--|--------------------------|
| <input type="checkbox"/> | a Site Plan (1:100) showing:
Dimensions of all boundaries, north point, finished floor levels, ground contours (extended to boundaries) and/or levels, site area, street name and number, lot and DP number, outline of building and distances to boundaries. Include on the site plan the designated wind zone of the site (e.g. specific design, extra high, very high, high, medium or low) | <input type="checkbox"/> |
| <input type="checkbox"/> | b Foundation plan (1:100/1:50) showing: <ul style="list-style-type: none">▪ dimensions of all new foundations▪ sub-floor, including bracing▪ footing details▪ if a concrete slab, show basic details including reinforcing and contractions joints▪ piles and footings▪ if the addition is an upper storey show details on upgrading existing foundations, joints, piles, etc▪ indicate ventilation to sub floor spaces | <input type="checkbox"/> |
| <input type="checkbox"/> | c Subfloor bracing
Provide subfloor bracing plan and calculations for all piled structures. Where the structure is specifically engineered, this should be included with the structural calculations.
Subfloor bracing plan and calculations are required where an additional storey is to be added. | <input type="checkbox"/> |
| <input type="checkbox"/> | d Foundation details
Details including reinforcing and connections | <input type="checkbox"/> |

4 CONSTRUCTION

COMPLETE FOR ALL NEW STRUCTURES OR ALTERATIONS TO EXISTING STRUCTURES

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- | | | |
|--------------------------|--|--------------------------|
| <input type="checkbox"/> | a Existing floor plan (1:100/1:50) showing:
(for additions and alterations only) <ul style="list-style-type: none">▪ all levels▪ all designated spaces▪ all removals▪ sanitary fixtures▪ smoke detectors | <input type="checkbox"/> |
| <input type="checkbox"/> | b Proposed floor plans (1:100/1:50) showing: <ul style="list-style-type: none">▪ room dimensions▪ location of partitions▪ all designated spaces▪ all floors (new or altered)▪ location of sanitary fixtures▪ stairs, barriers, handrails, floor joists and beams | <input type="checkbox"/> |

- floor joist layout for each level with timber floors
- smoke detectors

c Wall bracing plan (1:100/1:50) showing:

Bracing details and calculations for wall bracing (also required for existing lower storeys where an additional storey is being added) Sub-floor bracing for decks projecting more than 2m from the house Location, type and number of bracing elements to indicate compliance with NZS 3604:2011 (include calculations) If the bracing was specifically designed by a structural engineer, provide calculations (required for specific design wind zones and lateral distribution of upper floor loads where lower storey bracing is provided in walls beyond the upper storey footprint)

d Sections and details (1:50/1:20/1:10) showing:

- stairs, handrails, decks and decking
- insulation systems and materials to floors, walls and roof
- barriers providing safety from falling. Specific engineering design required where detail does not comply with NZBC B1/AS2
- framing sizes, beams, lintels, trusses including fixing and other structural items. Lintels carrying point loads, such as from girder trusses, require specific engineering design
- roof cladding, eaves, fascias, gutters, flashings to openings
- fire rated systems on all walls - closer than 1 metre to boundary
- stud heights of rooms and total height from lowest ground floor level to top of ridge
- truss layout supported by design certificate and design of fixing details and load path to ground
- retaining wall details e.g. type, height of retained ground, relationship to boundary, waterproof membrane and proposed drainage.
- truss design details

e Fire report

For domestic dwellings of 4 storeys or more, or buildings providing more than one household unit.

5 STRUCTURAL

COMPLETE FOR ALL PROJECTS INCORPORATING SPECIFIC STRUCTURAL DESIGN

a Structural calculations

If any design work required the services of a structural engineer, attach 1 copy of the calculations with this application along with structural drawings.

The calculations must be prefaced with information explaining the design philosophy and justification of assumptions and methodologies used in analysis.

b Producer statements

If this application for consent relies on any producer statements certifying compliance with the New Zealand Building Code, a copy must be attached with this application. (Note all structural producer statements are required to have accompanying calculations).

6 EXTERNAL

COMPLETE FOR NEW BUILDINGS OR EXISTING BUILDINGS WITH ALTERATIONS TO THE EXTERNAL SHELL

- | | | |
|--------------------------|---|--------------------------|
| <input type="checkbox"/> | a Elevations (1:100/1:50) showing:
Accurate lines from boundary to boundary on each elevation, relevant District Plan daylight control lines, the maximum height on each elevation, location of door and window openings, fixed and opening sashes, sill heights, floor levels in relation to ground levels, exterior cladding nominated to all elevations, down pipes and spouting, ventilators to sub-floor area (suspended floors only). | <input type="checkbox"/> |
| <input type="checkbox"/> | b Risk assessment
(Risk matrix in E2/AS1 may be used)
Consider exposure, design and detailing to support appropriate selection of cladding. | <input type="checkbox"/> |
| <input type="checkbox"/> | c Cladding details (1:50/1:20/1:10)
Provide details around all penetrations, joinery and other junctions at a level appropriate to the level of risk e.g. roof/wall, balcony/wall, junction of different types of cladding, back flashing details for cavity systems. | <input type="checkbox"/> |
| <input type="checkbox"/> | d Product certification
Supply copies of product certificates relied on as compliance documents. | <input type="checkbox"/> |
| <input type="checkbox"/> | e Alternative solutions
If the proposal uses products or systems that are not covered in the Acceptable Solutions of clause E2 of the building code, provide supporting current information, including independent test results (full signed reports), case studies, expert opinion (including evidence of experience/qualification, basis for forming opinion, and statement of independence) etc to demonstrate compliance. | <input type="checkbox"/> |

7 SERVICES

COMPLETE FOR ALL PROJECTS WITH NEW INSTALLATION OR ALTERATION OF PLUMBING OR DRAINAGE SERVICES

- | | | |
|--------------------------|---|--------------------------|
| <input type="checkbox"/> | a Plumbing and Drainage plan (1:100) showing: <ul style="list-style-type: none">▪ Note: If you have supplied drainage details for surface water disposal on the site plan, no drainage plan is required▪ fixtures and fittings, hot water system(s)▪ if the building is more than one storey with sanitary fittings on upper floors, provide an isometric layout showing wastes, pipes and falls▪ drainage layout with inspection bends and junctions indicated for both sewer and stormwater▪ any other drainage on site including Council mains and retaining wall field drains▪ ventilation of sanitary rooms▪ calculations for sizing of downpipes | <input type="checkbox"/> |
|--------------------------|---|--------------------------|

8 CHANGE OF USE

COMPLETE FOR ALL EXISTING BUILDINGS WHERE THE PROPOSAL INVOLVES FORMING A HOUSEHOLD UNIT WHERE ONE DID NOT EXIST BEFORE

Example: the conversion of a garage or shed into a residential unit

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|--------------------------|----------|--|--------------------------|
| <input type="checkbox"/> | a | Assessment of the building for compliance with the building code
Section 115(a) of the Building Act 2004 requires that the work comply fully with all clauses of the building code. | <input type="checkbox"/> |
| <input type="checkbox"/> | b | Reasonably practicable
The above assessment must relate to all building code clauses. If the proposal is for the project to meet anything less than full compliance with any clauses, your application must clearly state your reasoning, with supporting documentation, and show how you will meet the highest level of compliance that can be considered reasonably practicable. | <input type="checkbox"/> |

9 SPECIFICATIONS

COMPLETE FOR ALL APPLICATIONS

Note: The specification must be specific to the project and cover all aspects of the proposed work.

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|--------------------------|----------|--|--------------------------|
| <input type="checkbox"/> | a | Specification: General <ul style="list-style-type: none"> ▪ elements of structure (size, spacing, timber treatment) ▪ finish of fixings to meet durability requirements ▪ plumbing and drainage materials and design that installation is to comply with ▪ wet area surfaces ▪ ventilation systems ▪ flooring slip resistance for access routes ▪ glazing ▪ type of smoke detectors (including existing smoke detectors where they will remain) | <input type="checkbox"/> |
| <input type="checkbox"/> | b | External claddings
For each of the following claddings provide details of the product name, manufacturer, maintenance requirements and warranties offered <ul style="list-style-type: none"> ▪ Building wraps ▪ Wall claddings ▪ Roof claddings ▪ Membranes (roofs and decks) ▪ Tanking ▪ Joinery | <input type="checkbox"/> |

10 NOTES

The issue of a building consent does not relieve the owner of any duty or responsibility under any other act.

Please check with your local territorial authority regarding the requirement for other approvals required and fees payable. These may include:

- Consents under the Resource Management Act
- Approvals under bylaws including earthworks, vehicle crossings and road openings

How to submit

Once you have completed this checklist, please save it to your computer.

You can then submit it with your application and supporting documentation by selecting 'Apply for it' under the 'Do it here' menu at www.huttcity.govt.nz.

If you would prefer to post or deliver your application, please print all the required documents, including this checklist, and send or deliver them to: Environmental Consents Division, Hutt City Council, Private Bag 31912, Lower Hutt 5040.

For enquiries, please phone 04 5706666