

# 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 Reader is required to fill this form out online.  
Download for free: [get.adobe.com/reader/](http://get.adobe.com/reader/)

Address:

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- 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 application form.
- Tick each relevant box as you attach the information. If the box is not relevant to your application, leave it blank.
- 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 submit this checklist electronically with the rest of your application by selecting 'Apply for it' under the 'Do it here' menu at [huttcity.govt.nz](http://huttcity.govt.nz). The address to post or deliver your application is:  
Environmental Consents Division, Hutt City Council, 30 Laings Road, Private Bag 31912, Lower Hutt 5040.

For additional help go to: [huttcity.govt.nz/apply-online/](http://huttcity.govt.nz/apply-online/) or phone 04 570 6666.

**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.**

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## 1. GENERAL

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- a **Building Consent Application form** (one (1) copy)  
Completed and signed by the owner or by an agent on behalf of the owner.
- 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.
- 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.
- d **Inspections**  
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.
- e **Monitoring**  
Details of proposed producer statements and other certification to be supplied at completion of work.
- f **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

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**Complete for all projects involving demolition of significant parts of buildings or the demolition or removal of whole buildings that are three or more storeys.**

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

- 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.
- b **Proposed tipping location for demolition materials (address/landfill)**
- c **Hazardous building materials**  
Provide safety plan detailing the safe handling and disposal of hazardous materials
- d **Site management plan covering**  
Management to control silt run off, noise and dust
- e **Proposed destination for relocated building**
- f **Access to and from the site (including use of kerb and crossings)**
- g **Specify termination of existing services:**
  - Water
  - Sewer
  - Stormwater
- 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

## 3. FOUNDATIONS / FLOOR

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**Complete for all new buildings, for existing buildings where the footprint of the building will change or where an additional storey is being added.**

- 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 (eg, specific design, extra high, very high, high, medium or low).

- b **Foundation plan (1:100/1:50) showing:**
  - 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
- 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.
- d **Foundation details**  
Details including reinforcing and connections

## 4. CONSTRUCTION

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**Complete for all new structures or alterations to existing structures.**

- a **Existing floor plan (1:100/1:50) showing: (for additions and alterations only)**
  - All levels
  - All designated spaces
  - All removals
  - Sanitary fixtures
  - Smoke detectors
- b **Proposed floor plans (1:100/1:50) showing:**
  - Room dimensions
  - Location of partitions
  - All designated spaces
  - All floors (new or altered)
  - Location of sanitary fixtures
  - Stairs, barriers, handrails, floor joists and beams
  - 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 the MBIE Barrier Guide.
  - 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

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**Complete for all projects incorporating specific structural design. Refer to Council's building consent producer statements policy and procedure (ECB-POL-002)**

- 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

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**Complete for new buildings or existing buildings with alterations to the external shell**

- 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).
- b **Risk assessment**  
(Risk matrix in E2/AS1 may be used)  
Consider exposure, design and detailing to support appropriate selection of cladding.
- 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.
- d **Product certification**  
Supply copies of product certificates relied on as compliance documents.

- 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.

## 7. SERVICES

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### Complete for all projects with new installation or alteration of plumbing or drainage services

- a **Plumbing and Drainage plan (1:100) showing:**  
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

## 8. CHANGE OF USE

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### 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

- 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.
- 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.

## 9. SPECIFICATIONS

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### Complete for all applications

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

- a **Specification: General**
  - 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)
  
- b **External claddings**

For each of the following claddings provide details of the product name, manufacturer, maintenance requirements and warranties offered

  - Building wraps
  - Wall claddings
  - Roof claddings
  - Membranes (roofs and decks)
  - Tanking
  - Joinery

## 10. NOTES

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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