

# MULTI RESIDENTIAL, INDUSTRIAL OR COMMERCIAL BUILDINGS CHECKLIST



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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 Building Consent Application form.
- Where the project falls within the prescribed parameters for referral to the NZ Fire Service for comment, **a further copy** of the plans and the fire report may be required
- **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.

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.

Please Tag or Bookmark all information provided, under General headings that are applicable to the building application

**Customer Use** Please tick EACH relevant box

Customer Use		For office use only
<b>1. GENERAL</b>		
<input type="checkbox"/>	<b>a Building Consent Application form (one (1) copy)</b>	<input type="checkbox"/>
<input type="checkbox"/>	<b>b Form completed and signed by the owner or by an agent on behalf of the owner</b>	<input type="checkbox"/>
<input type="checkbox"/>	<b>c Signatures</b>	<input type="checkbox"/>
<input type="checkbox"/>	<b>d Licensed Building Practitioners engaged</b>	<input type="checkbox"/>
<input type="checkbox"/>	<b>e Contacts</b>	<input type="checkbox"/>
<input type="checkbox"/>	<b>f Change of use</b>	<input type="checkbox"/>
<input type="checkbox"/>	<b>g Cultural Heritage</b>	<input type="checkbox"/>
<input type="checkbox"/>	<b>h Estimated Value</b>	<input type="checkbox"/>
<input type="checkbox"/>	<b>i List building consents previously issued</b>	<input type="checkbox"/>
<input type="checkbox"/>	<b>j Clearly noted email address</b>	<input type="checkbox"/>
<input type="checkbox"/>	<b>k Proof of ownership (one (1) copy)</b> 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"/>	<b>l Consent notices</b>	<input type="checkbox"/>
<input type="checkbox"/>	<b>m Easement notices</b>	<input type="checkbox"/>

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- |                          |   |   |                          |
|--------------------------|---|---|--------------------------|
| <input type="checkbox"/> | n | Building over two allotments  | <input type="checkbox"/> |
| <input type="checkbox"/> | o | Geotechnical reports  | <input type="checkbox"/> |
| <input type="checkbox"/> | p | Penetrometer Tests and results  | <input type="checkbox"/> |
| <input type="checkbox"/> | q | Locality plan (1:500) showing:<br>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"/> |

Inspections and Monitoring - Details of proposed inspection regime including:

- |                          |   |   |                          |
|--------------------------|---|---|--------------------------|
| <input type="checkbox"/> | r | Monitoring by council officers  | <input type="checkbox"/> |
| <input type="checkbox"/> | s | Professionals e.g. architects, certification to be supplied on completion | <input type="checkbox"/> |
| <input type="checkbox"/> | t | Engineers, certification to be supplied on completion                     | <input type="checkbox"/> |
| <input type="checkbox"/> | u | Surveyors, certification to be supplied on completion.                    | <input type="checkbox"/> |

Application fee

- |                          |   |   |                          |
|--------------------------|---|---|--------------------------|
| <input type="checkbox"/> | v | Applications will not be accepted without payment of the appropriate fees. Fees payable are set out in the published fee schedule of the council that has jurisdiction over the project site. | <input type="checkbox"/> |
|--------------------------|---|---|--------------------------|

## 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

- |                          |   |   |                          |
|--------------------------|---|---|--------------------------|
| <input type="checkbox"/> | a | Means of barricading the site<br>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<br>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"/> |

Specify termination of existing services:

- |                          |   |            |                          |
|--------------------------|---|------------|--------------------------|
| <input type="checkbox"/> | g | Water      | <input type="checkbox"/> |
| <input type="checkbox"/> | h | Sewer      | <input type="checkbox"/> |
| <input type="checkbox"/> | i | Stormwater | <input type="checkbox"/> |

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Details about the building such as:

- |                          |          |  |                          |
|--------------------------|----------|--|--------------------------|
| <input type="checkbox"/> | <b>j</b> | <b>Number of storeys, type of materials the building is constructed of (note: Photographs of the building would be useful)</b>   | <input type="checkbox"/> |
| <input type="checkbox"/> | <b>k</b> | <b>The extent of your work:</b><br>You will need to contact the relevant service authorities specified below to advise them of:<br><b>Electricity, gas, drainage, water, transport, telecommunications, cable television or any other services that may be affected.</b> | <input type="checkbox"/> |
| <input type="checkbox"/> | <b>l</b> | <b>Transportation of relocated building:</b><br>You are required to contact and provide details to Council's Road and Traffic Division   | <input type="checkbox"/> |
| <input type="checkbox"/> | <b>m</b> | <b>Does the relocated building have a Code Compliance Certificate from where it has been removed</b>   | <input type="checkbox"/> |
| <input type="checkbox"/> | <b>n</b> | <b>Existing Wind Zone for the building</b>   | <input type="checkbox"/> |

### 3. EXISTING BUILDING

Existing Floor Plan (1:100/1:50) showing:

- |                          |          |  |                          |
|--------------------------|----------|--|--------------------------|
| <input type="checkbox"/> | <b>a</b> | <b>Dimensions of internal floor plate</b>  | <input type="checkbox"/> |
| <input type="checkbox"/> | <b>b</b> | <b>Location of exits</b>   | <input type="checkbox"/> |
| <input type="checkbox"/> | <b>c</b> | <b>Location and dimensions of lifts and lift cars including doors</b>  | <input type="checkbox"/> |
| <input type="checkbox"/> | <b>d</b> | <b>Location and dimensions of exit stairs or exit ways</b>   | <input type="checkbox"/> |
| <input type="checkbox"/> | <b>e</b> | <b>Exit door sizes</b>   | <input type="checkbox"/> |
| <input type="checkbox"/> | <b>f</b> | <b>Location and dimension of toilets and cleaners sink</b>   | <input type="checkbox"/> |
| <input type="checkbox"/> | <b>g</b> | <b>Reasonably practicable</b><br>Your proposal is required to fully comply with the building code. Where upgrading to fully comply with the building code for the <b>above is not proposed</b> you are required to supply supporting documentation making the <b>case as to why</b> it is not reasonably practicable to do so.                             | <input type="checkbox"/> |
| <input type="checkbox"/> | <b>h</b> | <b>Means of Escape From Fire</b><br>Assessment of means of escape for the whole building including floor plans showing egress routes to safe place. The assessment must incorporate a statement that the assessor is suitably experienced /qualified and has carried out a site inspection as part of the assessment.                                      | <input type="checkbox"/> |
| <input type="checkbox"/> | <b>i</b> | <b>Accessibility (for buildings/uses listed in Schedule 2 of the Building Act 2004)</b><br>Assessment of access and facilities for people with disabilities for the whole building. The assessment must incorporate a statement that the assessor is Suitably experienced/qualified and has carried out a site visit inspection as part of the assessment. | <input type="checkbox"/> |

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Application for discretion re upgrades (pursuant to section 112(2) of the Building Act 2004) including:

- |                          |   |  |                          |
|--------------------------|---|--|--------------------------|
| <input type="checkbox"/> | j | Supporting information as to why the project would not proceed if the building was required to comply                            | <input type="checkbox"/> |
| <input type="checkbox"/> | i | Description of improvements proposed related to means of escape from fire and access and facilities for people with disabilities | <input type="checkbox"/> |

## 4. CHANGE OF USE

COMPLETE FOR ALL EXISTING BUILDINGS WHERE THE PROPOSAL WILL CHANGE THE ESTABLISHED USE OF ALL OR PART OF THE BUILDING

- |                          |   |   |                          |
|--------------------------|---|---|--------------------------|
| <input type="checkbox"/> | a | <b>Fire assessment</b><br>In addition to the assessment of means of escape documentation must also include assessment of the <b>whole building</b> for structural stability in fire and protection afforded to other sleeping areas and other property. | <input type="checkbox"/> |
| <input type="checkbox"/> | b | <b>Structural assessment</b><br>Assessment against non-specific codes (NZS3604 and NZS 4229) or engineering assessment included as part of the structural specific design.  | <input type="checkbox"/> |
| <input type="checkbox"/> | c | <b>Sanitary facilities</b><br>Assessment of existing facilities within the building comparative to current code and levels of amenity provided by the Acceptable Solutions  | <input type="checkbox"/> |
| <input type="checkbox"/> | d | <b>Additional household units</b><br>An assessment of the building is required with respect to all building code clauses. If the proposal is for the project to meet anything less than full compliance with any clauses of the building code.          | <input type="checkbox"/> |
| <input type="checkbox"/> | e | <b>Your application</b> 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"/> |

## 5. ACCESSIBILITY

COMPLETE FOR ALL BUILDINGS WITH USES LISTED IN SCHEDULE 2 OF THE BUILDING ACT 2004

Access and facilities for the disabled (1:100/1:50) for the **whole** building showing:

- |                          |   |   |                          |
|--------------------------|---|---|--------------------------|
| <input type="checkbox"/> | a | Access routes (footpaths, ramps, landings)  | <input type="checkbox"/> |
| <input type="checkbox"/> | b | Accessible toilet compartment including dimensions<br>Location and height of fittings (toilet pan, basin, urinal, shower) | <input type="checkbox"/> |
| <input type="checkbox"/> | c | Width of accessible routes  | <input type="checkbox"/> |
| <input type="checkbox"/> | d | Lift details  | <input type="checkbox"/> |
| <input type="checkbox"/> | e | Accessible stairs including details of handrails, stair risers and treads   | <input type="checkbox"/> |
| <input type="checkbox"/> | f | Accessible low height counters (including reception)  | <input type="checkbox"/> |

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g Accessible car parks

## 6. FOUNDATIONS/FLOOR

COMPLETE FOR ALL NEW BUILDINGS OR EXISTING BUILDINGS WITH NEW FOUNDATIONS OR ALTERED FOOTPRINT

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, very high, high, medium or low).

**Foundation plan** (1:100/1:50) showing:

b **Dimensions of all new foundations**

c **Sub-floor, including bracing**

d **Footing details including reinforcing and connections**

e **If a concrete slab, show basic details including reinforcing and contraction joints**

f **Piles and footings including reinforcing and connections**

g **Indicate ventilation to sub floor spaces**

h **If the addition is an upper storey, show detail on upgrading existing foundations, piles, etc**

**Subfloor bracing**

i **Subfloor bracing plan and calculations for all piled structures where the structure is specifically engineered.** (This should be included with the structural calculations)

j **Foundation details** - Sections and details including reinforcing and connections

## 7. CONSTRUCTION

COMPLETE FOR NEW BUILDINGS AND FOR PROJECTS WITH EXISTING WALLS REMOVED OR NEW WALLS ADDED

**Proposed floor plans** (1:100/1:50) showing:

a **Location of partitions**

b **Room dimensions**

c **All designated spaces**

d **Plan of complete floor showing where work is both taking place, if altering existing plans of both existing and new work**

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Lighting Plan (1:100/1:50) showing

- e Illuminance at floor level of total wattage required

Bracing plan (1:100/1:50) showing:

- f Bracing details and calculations for wall bracing
- g Location, type and number of bracing elements
- h 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)

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

- i Stairs, handrails, decks and decking
- j Insulation systems and materials to floors, walls and roof
- k Barriers providing safety from falling. Specific design required where detail does not comply
- l Details of fire rated partitions from floor to underside of floor above (if more than one fire cell)
- m Details of sound rated partitions and floor/ceiling construction
- n Framing sizes, beams, lintels, trusses including fixing and other structural items. Lintels carrying point loads require specific design
- o Roof cladding, eaves, fascias, gutters, flashings to openings
- p Fire rated systems on all walls in relation to boundary distance (calculations required)
- q Stud heights of rooms and total height from lowest ground floor level to top of ridge
- r Truss layout supported by design certificate and design of fixing details and load path to ground
- s Retaining wall details e.g. type, height of retained ground, relationship to Boundary, waterproof membrane and proposed drainage

Product certification

- t Supply copies of product certificates relied on as compliance documents

Alternative solutions: If the proposal uses products or systems that are not covered in the Acceptable Solutions of clause E2 of the building code:

- u 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.

## 8. STRUCTURAL

### COMPLETE FOR ALL PROJECTS INCORPORATING SPECIFIC STRUCTURAL DESIGN

#### Structural calculations

- a If any design work required the services of a structural engineer, attach one (1) copy of the calculations with this application along with structural drawings.
- b The calculations must be prefaced with information explaining the design philosophy and justification of assumptions and methodologies used in analysis.

#### Producer statements

- c 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)
- d For large projects, a minimum professional indemnity insurance of \$500,000 is required.

## 9. EXTERNAL

### COMPLETE FOR ALL NEW BUILDINGS AND FOR EXISTING BUILDINGS WHERE THERE ARE ALTERATIONS TO THE EXTERNAL SHELL

#### Elevations (1:100/1:50) showing:

- a Accurate lines from boundary to boundary on each elevation, relevant District Plan daylight control lines,
- b 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
- c Exterior cladding nominated to all elevations, down pipes and spouting,
- d Ventilators to sub-floor area (suspended floors only).

#### Risk assessment (Risk matrix in E2/AS1 may be used)

- e Consider exposure, design and detailing to support appropriate selection of cladding.
- f Design outside the scope of E2AS1 required to be supported with Specific Engineered Design

#### Roof and Cladding details

- g Provide details around all penetrations/joinery and other junctions at a level appropriate to the level of risk.

**Product certification**

- |                          |   |                          |
|--------------------------|---|--------------------------|
| <input type="checkbox"/> | <b>h Supply copies of product certificates relied on as compliance documents</b>  | <input type="checkbox"/> |
| <input type="checkbox"/> | <b>Alternative solutions</b><br>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"/> |

## 10. SERVICES

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

**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)

- |                          |  |                          |
|--------------------------|--|--------------------------|
| <input type="checkbox"/> | <b>a</b> Easements identified in Certificate of Title  | <input type="checkbox"/> |
| <input type="checkbox"/> | <b>b</b> Consent notices relating drainage in Certificate of Title   | <input type="checkbox"/> |
| <input type="checkbox"/> | <b>c</b> Fixtures and fittings, hot water system(s)  | <input type="checkbox"/> |
| <input type="checkbox"/> | <b>d</b> Nominate plumbing/drainage design to be installed   | <input type="checkbox"/> |
| <input type="checkbox"/> | <b>e</b> If the building is more than one storey with sanitary fittings on upper floors, provide an isometric layout showing wastes, pipes and falls | <input type="checkbox"/> |
| <input type="checkbox"/> | <b>f</b> Drainage layout with inspection bends and junctions indicated for both sewer and stormwater   | <input type="checkbox"/> |
| <input type="checkbox"/> | <b>g</b> Any other drainage on site including council mains and retaining wall field drains  | <input type="checkbox"/> |
| <input type="checkbox"/> | <b>h</b> Ventilation of sanitary rooms   | <input type="checkbox"/> |
| <input type="checkbox"/> | <b>i</b> HVAC drawings   | <input type="checkbox"/> |
| <input type="checkbox"/> | <b>j</b> Trade waste pre-treatment system  | <input type="checkbox"/> |
| <input type="checkbox"/> | <b>k</b> Location and details of back flow prevention devices  | <input type="checkbox"/> |



## 11. FIRE

### COMPLETE FOR ALL APPLICATIONS

- |  |   |                          |
|--|---|--------------------------|
| <input type="checkbox"/>   | <b>a Fire report</b><br>Discussing the philosophy behind the proposal and demonstrating compliance with the building code | <input type="checkbox"/> |
| <b>Proposed fire protection plan (1:100/1:50) showing: (if applicable)</b> |   |                          |
| <input type="checkbox"/>   | <b>b Smoke alarm, thermal heat detectors</b>  | <input type="checkbox"/> |
| <input type="checkbox"/>   | <b>c Sprinkler system</b>   | <input type="checkbox"/> |
| <input type="checkbox"/>   | <b>d Fire alarm sounders</b>  | <input type="checkbox"/> |
| <input type="checkbox"/>   | <b>e Any 'protected' path</b>   | <input type="checkbox"/> |
| <input type="checkbox"/>   | <b>f Thermal (heat) detectors</b>   | <input type="checkbox"/> |
| <input type="checkbox"/>   | <b>g Fire hose reels</b>  | <input type="checkbox"/> |
| <input type="checkbox"/>   | <b>h Dry or Wet risers</b>  | <input type="checkbox"/> |
| <input type="checkbox"/>   | <b>i Fire alarms call points and sounders</b>   | <input type="checkbox"/> |
| <input type="checkbox"/>   | <b>j Alarm panel</b>  | <input type="checkbox"/> |
| <input type="checkbox"/>   | <b>k Final exits</b>  | <input type="checkbox"/> |
| <input type="checkbox"/>   | <b>l 'Open path' travel to exits</b>  | <input type="checkbox"/> |
| <input type="checkbox"/>   | <b>m Method or systems for fire rating penetrations through or between fire cells</b>                                     | <input type="checkbox"/> |
| <input type="checkbox"/>   | <b>n Fire appliance route to emergency access to the building</b>   | <input type="checkbox"/> |
| <input type="checkbox"/>   | <b>o Proposed surface finishes specifications</b>   | <input type="checkbox"/> |
| <input type="checkbox"/>   | <b>p Proposed passive fire rating systems</b>   | <input type="checkbox"/> |
| <input type="checkbox"/>   | <b>q Proposed backflow preventers</b>   | <input type="checkbox"/> |
| <input type="checkbox"/>   | <b>r Smoke control systems</b>  | <input type="checkbox"/> |
| <input type="checkbox"/>   | <b>s External Fire spread considerations</b>  | <input type="checkbox"/> |
| <input type="checkbox"/>   | <b>t Emergency lighting</b>   | <input type="checkbox"/> |
| <input type="checkbox"/>   | <b>u Signage</b>  | <input type="checkbox"/> |

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**Alternative solutions**

- |                          |   |   |                          |
|--------------------------|---|---|--------------------------|
| <input type="checkbox"/> | v | Where the proposal is to meet the requirements of the building code by any means other than those covered in the compliance documents, provide a supporting, current, signed design report including independent test results, calculations and/or computer modelling (indicating the validity of assumptions and applicability to project) | <input type="checkbox"/> |
| <input type="checkbox"/> | w | Consideration of various scenarios (indicating that they cover worst case scenarios) and comparison with the levels of safety offered by compliance with acceptable solutions.  | <input type="checkbox"/> |
| <input type="checkbox"/> | x | The designer must have established experience/qualifications. For alternative solutions that deviate significantly from acceptable solutions, independent peer review may be required.  | <input type="checkbox"/> |

**Reasonably practicable**

- |                          |   |  |                          |
|--------------------------|---|--|--------------------------|
| <input type="checkbox"/> | y | The proposal is required to meet full compliance with the building code. Where upgrading to fully comply with the fire clauses of the building code is not proposed you are required to supply supporting documentation, Making the case as to why full compliance is not reasonably practicable. Refer to Ministry of Business, Innovation and Employment Code words 32 | <input type="checkbox"/> |
|--------------------------|---|--|--------------------------|

## 12. SPECIFICATIONS

COMPLETE FOR ALL APPLICATIONS

**Specification**

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

- |                          |   |  |                          |
|--------------------------|---|--|--------------------------|
| <input type="checkbox"/> | a | Elements of structure (size, spacing, timber strength grade treatment)                           | <input type="checkbox"/> |
| <input type="checkbox"/> | b | Exterior engineered steel treatment for exterior use   | <input type="checkbox"/> |
| <input type="checkbox"/> | c | Plumbing and drainage materials and design that installation is to comply with wet area surfaces | <input type="checkbox"/> |
| <input type="checkbox"/> | d | Flooring slip resistance specifications  | <input type="checkbox"/> |
| <input type="checkbox"/> | e | Glazing/Safety glazing NZS(4223)   | <input type="checkbox"/> |
| <input type="checkbox"/> | f | Quality Assurance programmes   | <input type="checkbox"/> |
| <input type="checkbox"/> | g | Ventilation systems  | <input type="checkbox"/> |
| <input type="checkbox"/> | h | Appraisals and certification certificates for all products                                       | <input type="checkbox"/> |
| <input type="checkbox"/> | i | Proprietary fixings specifications or load capabilities and anti-corrosion treatment of fixings  | <input type="checkbox"/> |
| <input type="checkbox"/> | j | External claddings specifications  | <input type="checkbox"/> |

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- |                          |   |  |                          |
|--------------------------|---|--|--------------------------|
| <input type="checkbox"/> | k | Manufacturer producer statements       | <input type="checkbox"/> |
| <input type="checkbox"/> | l | Wall claddings specifications          | <input type="checkbox"/> |
| <input type="checkbox"/> | m | Roof cladding specifications           | <input type="checkbox"/> |
| <input type="checkbox"/> | n | Flashing tapes specifications          | <input type="checkbox"/> |
| <input type="checkbox"/> | o | Flashing systems and dimensions        | <input type="checkbox"/> |
| <input type="checkbox"/> | p | Roof profile and specifications        | <input type="checkbox"/> |
| <input type="checkbox"/> | q | Membranes (roofs and decks)            | <input type="checkbox"/> |
| <input type="checkbox"/> | r | Tanking specifications                 | <input type="checkbox"/> |
| <input type="checkbox"/> | s | Joinery required standard and finishes | <input type="checkbox"/> |

### 13. H1 ENERGY EFFICIENCY

- |                          |   |  |                          |
|--------------------------|---|--|--------------------------|
| <input type="checkbox"/> | a | H1 Analysis including methodology and calculation<br>Analysis for HVAC, air flow ,solar gains and lighting energy where applicable | <input type="checkbox"/> |
|--------------------------|---|--|--------------------------|

### 14. COMPLIANCE SCHEDULE

COMPLETE FOR ALL BUILDINGS THAT CONTAIN SYSTEMS OR FEATURES THAT ARE REQUIRED

- |                          |   |  |                          |
|--------------------------|---|--|--------------------------|
| <input type="checkbox"/> | a | <b>Existing compliance schedule</b><br>Provide a copy of the existing compliance schedule and details of proposed changes.   | <input type="checkbox"/> |
| <input type="checkbox"/> | b | <b>Confirmation that the building has a current warrant of fitness</b> (1 copy of the current BWOFF or confirmation from Council records).   | <input type="checkbox"/> |
| <input type="checkbox"/> | c | <b>Specified systems</b><br>For each specified system to be installed or altered provide details of the system and the proposed maintenance and testing regime for inclusion in the compliance schedule. | <input type="checkbox"/> |

### 15. SITE MANAGEMENT AND PROTECTION OF PUBLIC

COMPLETE FOR ALL BUILDINGS

#### Gantries and hoardings

- |                          |   |   |                          |
|--------------------------|---|---|--------------------------|
| <input type="checkbox"/> | a | Provide details of barriers for the protection of public and for restricting public access to site, | <input type="checkbox"/> |
| <input type="checkbox"/> | b | Details of gantries, scaffolding and hoardings.   | <input type="checkbox"/> |
| <input type="checkbox"/> | c | Cover letter, site specific description of Health and Safety work to be carried out                 | <input type="checkbox"/> |

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d Certificate Application if required

Site management plan covering

e Hazardous building materials report

Provide safety plan detailing the safe handling and disposal of hazardous materials.

f Delivery and storage of materials, management to control silt run off, noise and dust, Traffic management and parking.

## 16. HAZARDOUS SUBSTANCES AND PROCESSES

COMPLETE FOR ALL PROJECTS WHERE THE BUILDING USE INVOLVES THE STORAGE, OR USE OF, OR PROCESSING WITH HAZARDOUS SUBSTANCES

Hazardous substances include explosive, radioactive, toxic or flammable materials and compressed gases

Details

a Provide details of the materials used or stored, their hazardous substance classification (HSNO) report

b Individual container size and aggregate volume HSNO report

c Name test certifier and HSNO scope covering

Plans and specifications describing

d Spaces where hazardous substances are stored and used and the method of disposal of waste

e Consideration of containment, pressure relief, electrical hazardous area zoning and ventilation

Fire Report

f Include specific consideration of these activities

## 17. ALL AMENITY PREMISES

COMPLETE FOR ALL PROJECTS WITH AN INTENDED USE INCLUDING THE MANUFACTURE, STORAGE, PREPARATION OR SALE OF FOOD PRODUCTS

Food Premises

Hair Salons

Doctor surgeries

Early childcare facilities

Health clinics

Dentistry

Funeral premises

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**Details**

- a Indication of type of business, including general food types to be prepared and beverages to be served
- b Water supply and sewage disposal connecting to town supply. Full details will be required if private system proposed
- c Number of staff
- d Number of patrons (seated and standing)
- e Full details of surface finishes in food preparation, cooking, servery, storage and dish wash areas
- f Full details of location of all appliances and fixtures in food preparation, cooking, servery, storage
- g dish wash areas including fridges, freezers, joinery, plumbing fittings and extract hood
- h Designation of proposed use for each area
- i Ventilation
- j Floor coverings

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## 18. CONTACT RELEVANT SERVICES

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
- Vehicle access
- Road openings
- Health licensing
- Liquor licensing
- Trade waste licensing
- Earth quake strengthening requirements
- NZ Historical Place Trust
- GHD Easements, water meters and backflow devices
- Capacity, services and inundation
- Greater Wellington Regional Council, inundation
- Ministry of Education

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A guidance document is available to help complete the section in the application form on 'means of compliance' for each building code clause.

**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](http://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