

# MULTI RESIDENTIAL DWELLING, 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 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 **Signatures**
- c **Licensed Building Practitioners engaged**
- d **Contacts**
- e **Change of use**
- f **Cultural Heritage**
- g **Estimated Value**
- h **List building consents previously issued**
- i **Clearly noted email address**
- j **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.
- k **Consent notices**
- l **Easement notices**

- m **Building over two allotments**
- n **Geotechnical reports**
- o **Penetrometer tests and results**
- p **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.

**Inspections and monitoring - details of proposed inspection regime including:**

- q Monitoring by Council officers
- r Professionals eg, Architects, certification to be supplied on completion
- s Engineers, certification to be supplied on completion
- t Surveyors, certification to be supplied on completion
- u Product statements and other documentation to be supplied on completion.

**Application fee**

- v **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

**Details about the building such as:**

- h **Number of storeys, type of materials the building is constructed of (note: Photographs of the building would be useful)**
- i **The extent of your work. You will need to contact the relevant service authorities specified below to advise them of the extent of:**  
Electricity, gas, drainage, water, transport, telecommunications, cable television or any other services that may be affected.
- j **Transportation of relocated building**  
You will be required to contact and provide details to Council's Transportation and Traffic Department
- k **Does the relocated building have a code compliance certificate from where it has been removed**
- l **Existing wind zone for the building**

### 3. EXISTING BUILDING

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**Existing floor plan (1:100/1:50) showing:**

- a **Dimensions of internal floor plate**
- b **Location of exits**
- c **Location and dimensions of lifts and lift cars including doors**
- d **Location and dimensions of exit stairs or exit ways**
- e **Exit door sizes**
- f **Location and dimension of toilets and cleaners sink**
- g **Reasonably practicable**  
Your proposal is required to fully comply with the building code. Where upgrading to fully comply with the building code for the **above is not proposed** you are required to supply supporting documentation making the **case as to why** it is not reasonably practicable to do so.
- h **Means of escape from fire**  
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.
- i **Accessibility (for buildings/uses listed in schedule 2 of the building act 2004)** 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.

**Application for discretion re upgrades (pursuant to section 112(2) of the building act 2004) including:**

- j **Supporting information as to why the project would not proceed if the building was required to comply.**
- k **Description of improvements proposed related to means of escape from fire and access and facilities for people with disabilities.**

## 4. CHANGE OF USE

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**Complete for all existing buildings where the proposal will change the established use of all or part of the building.**

- a **Fire assessment**  
In addition to the assessment of means of escape documentation must also include assessment of the whole building for structural stability in fire and protection afforded to other sleeping areas and other property.
- b **Structural assessment**  
Assessment against non-specific codes (NZS 3604 and NZS 4229) or engineering assessment included as part of the structural specific design.
- c **Sanitary facilities**  
Assessment of existing facilities within the building comparative to current code and levels of amenity provided by the Acceptable solutions
- d **Additional household units**  
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.
- e **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.

## 5. ACCESSIBILITY

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**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:**

- a **Access routes (footpaths, ramps, landings)**
- b **Accessible toilet compartment including dimensions, location and height of fittings (toilet pan, basin, urinal, shower)**
- c **Width of accessible routes**
- d **Lift details**
- e **Accessible stairs including details of handrails, stair risers and treads**
- f **Accessible low height counters (including reception)**
- g **Accessible car parks**

## 6. FOUNDATIONS / FLOOR

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**Complete for all new buildings, or 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

## 7. CONSTRUCTION

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**Complete for new buildings and for projects with existing walls removed or new walls added**

- a **Proposed floor plans** (1:100/1:50) showing:
  - Location of partitions
  - Room dimensions
  - All designated spaces
  - Plan of complete floor showing where work is both taking place, if altering existing plans of both existing and new work
- b **Lighting plan** (1:100/1:50) showing:
  - Illuminance at floor level of total wattage required
- c **Bracing plan** (1:100/1:50) showing:
  - Bracing details and calculations for wall bracing
  - Location, type and number of bracing elements
  - 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
  - Details of fire rated partitions from floor to underside of floor above (if more than one fire cell)
  - Details of sound rated partitions and floor/ceiling construction
  - Framing sizes, beams, lintels, trusses including fixing and other structural items. Lintels carrying point

loads require specific design

- Roof cladding, eaves, fascias, gutters, flashings to openings
- Fire rated systems on all walls in relation to boundary distance (calculations required)
- 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 eg, type, height of retained ground, relationship to boundary, waterproof membrane and proposed drainage

- e **Product certification**
  - Supply copies of product certificates relied on as compliance documents
- f **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.

## 8. 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 one (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)
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  - For large projects, a minimum professional indemnity insurance of \$500,000 is required.

## 9. EXTERNAL

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Complete for all new buildings and for existing buildings where there are 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.
  - Design outside the scope of E2AS1 required to be supported with specific engineered design.
- c **Roof and cladding details**
  - Provide details around all penetrations/joinery and other junctions at a level appropriate to the level of risk.
- 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.

## 10. SERVICES

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Complete for all 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)
  - Easements identified in Certificate of Title
  - Consent notices relating drainage in certificate of title fixtures and fittings, hot water system(s)
  - Nominate plumbing/drainage design to be installed
  - 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
  - Ventilation of sanitary rooms
  - HVAC drawings
  - Trade waste pre-treatment system
  - Location and details of back flow prevention devices

## 11. FIRE

### Complete for all applications

- a **Fire report**
- Discussing the philosophy behind the proposal and demonstrating compliance with the building code. It is sometimes useful for existing buildings to include the building score sheet for the building.
- b **Proposed fire protection plan** (1:100/1:50) showing: (if applicable).
- Smoke alarm, thermal heat detectors
  - Sprinkler system
  - Fire alarm sounders
  - Any 'protected' path
  - Thermal (heat) detectors
  - Fire hose reels
  - Dry or Wet risers
  - Fire alarms call points and sounders
  - Alarm panel
  - Final exits
  - 'Open path' travel to exits
  - Method or systems for fire rating penetrations through or between fire cells
  - Fire appliance route to emergency access to the building
  - Proposed surface finishes specifications
  - Proposed passive fire rating systems
  - Proposed backflow preventers
  - Smoke control systems
  - External fire spread considerations
  - Emergency lighting
  - Signage
- c **Alternative solutions**
- 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).
  - Consideration of various scenarios (indicating that they cover worst case scenarios) and comparison with the levels of safety offered by compliance with acceptable solutions.
  - The designer must have established experience/qualifications. For alternative solutions that deviate significantly from acceptable solutions, independent peer review may be required.
- d **Reasonably practicable**
- 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.
- e **FENZ (Fire and Emergency New Zealand) Referral**
- Does the proposal meet the criteria of the Gazette notice and need to go to FENZ? A working definition of a 'minor effect' is that it does not impact on the effectiveness of a sprinkler system or any other specified fire safety system that would require a change to the compliance schedule.



## 12. 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.

- Specification**
  - Elements of structure (size, spacing, timber strength grade treatment)
  - Exterior engineered steel treatment for exterior use
  - Plumbing and drainage materials and design that installation is to comply with wet area surfaces
  - Flooring slip resistance specifications
  - Glazing/Safety glazing NZS (4223)
  - Quality Assurance programmes
  - Ventilation systems
  - Appraisals and certification certificates for all products
  - Proprietary fixings specifications or load capabilities and anti-corrosion treatment of fixings
  - External claddings specifications
  - Manufacturer producer statements
  - Wall claddings specifications
  - Roof cladding specifications
  - Flashing tapes specifications
  - Flashing systems and dimensions
  - Roof profile and specifications
  - Membranes (roofs and decks)
  - Tanking specifications
  - Joinery required standard and finishes

## 13. H1 ENERGY EFFICIENCY

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- H1 analysis including methodology and calculation**  
Analysis for HVAC, air flow ,solar gains and lighting energy where applicable

## 14. COMPLIANCE SCHEDULE

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### Complete for all buildings that contain systems or features that are required

- Existing compliance schedule**
  - Provide a copy of the existing compliance schedule and details of proposed changes
- Confirmation that the building has a current warrant of fitness**
  - (1 copy of the current BWOFF or confirmation from Council records)
- Specified systems**
  - 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.

## 15. SITE MANAGEMENT AND PROTECTION OF PUBLIC

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### Complete for all buildings

- Gantries and hoardings**
  - Provide details of barriers for the protection of public and for restricting public access to site
  - Details of gantries, scaffolding and hoardings
  - Cover letter, site specific description of health and safety work to be carried out
- Certificate Application if required**
- Site management plan covering**
  - **Hazardous building materials report**  
Provide safety plan detailing the safe handling and disposal of hazardous materials.
  - **Delivery and storage of materials, management to control silt run off, noise and dust, traffic management and parking.**

## 16. HAZARDOUS SUBSTANCES AND PROCESSES

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### Complete for all projects where the building use involves the storage, or use of, or processing with hazardous substances, including explosive, radioactive, toxic or flammable materials and compressed gases

- Details**
  - a **Details of the materials used or stored, their hazardous substance classification (HSNO) report**
  - b **Individual container size and aggregate volume HSNO report**
  - c **Name of 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

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### 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

**Details:**

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

## 18. CONTACT RELEVANT SERVICES

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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**
- Vehicle access**
- Road openings**
- Health licensing**
- Liquor licensing**
- Trade waste licensing**
- Earthquake strengthening requirements**
- Heritage New Zealand**
- GHD easements, water meters and backflow devices**
- Wellington Water, services and inundation**
- Greater Wellington Regional Council, inundation**
- Ministry of Education**

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