

# CHECKLIST for completing Building Consent and Project Information Memorandum Application Form

Please read the application form and "The Building Consent Process" brochure thoroughly before completing.

## Have you provided

1.  Two copies of all plans and attachments. (Note: If two complete sets are not supplied, relevant photocopying fees and an administration fee of \$10 will be charged).
2. **Site Plan** drawn to a minimum recommended scale of 1:200 including:
  - (a) The property boundaries and distances to the nearest parts of the proposed and existing buildings.
  - (b) All existing buildings.
  - (c) The proposed layout or existing wastewater, stormwater drain and mains, septic tanks and effluent trenches and stormwater disposal.
  - (d) The site has been pegged out and easily identified.
  - (e) Contours of land.
3. **Floor Plan** for each floor level to a minimum scale of 1:100 including:
  - (a) Complete floor layout indicating the use of each area.
  - (b) Location of plumbing and sanitary fittings.
  - (c) Lintel sizes, waste and vent pipes and their sizes.
4. **Elevations** of 1:100 scale for each external wall showing:
  - (a) Heights of natural and proposed ground levels where earthworks are proposed.
  - (b) Finishing materials and their full description eg timber weatherboard (external only).
  - (c) Location of wall and roof bracing.
  - (d) Daylighting lines for all boundaries closer than 8m to the building. (Note: there may be occasions when daylighting lines are required for distances greater than 8m).

**The above items are a minimum requirement for all applications (elevations not required for internal work only).**

The following may be required depending on the type of project and your designer will be able to advise you accordingly.

5. **Foundation Plan**
  - (a) timber floors – showing location of piles and sub-floor timber braces. Foundation for perimeter walls and internal piling system.
  - (b) concrete floors – a detailed cross section and plan showing support under loadbearing walls.
6. **Cross Section Details** showing
  - (a) foundation details, floor systems, wall and roof construction.
  - (b) location of wall cladding and roof covering.
  - (c) construction details of terraces, steps, balustrades and all unusual items.
  - (d) details of thermal insulation to be shown (dimension, type and value).

7. **Roof Framing Plan**

- (a) show size, position and details of all rafters, girder trusses and beams.
- (b) detail or describe all connections of trusses to girder trusses, beams to posts, truss to beam etc.
- (c) full information of trusses being used.

8. **Wall and Floor Bracing Calculations**

- (a) plans and calculations detailing location of bracing elements.
- (b) specify or show fixing details for bracing elements.
- (c) Note: one room additions; locate bracing requirements and their respective values in the elevations.

9. **Monolithic Cladding**

- (a) details of "recognised system" to be used.
- (b) flashing and weatherproofing details at all wall/roof junctions, parapets, deck, barrier junctions, openings, adjoining different claddings and jointing of sheets (if relevant).

10. **Relocatable Building** – Information required:

- (a) site plan, floor layout, foundation plan including bracing details and calculations.
- (b) elevations or photographs.
- (c) details of other work involved.

11. **Specific Design**

- (a) full engineering calculations and drawings.
- (b) producer statements.
- (c) soil or geotechnical report.
- (d) written description of the building model and techniques to be used in construction.
- (e) roof truss and beam design.

12. An additional copy of all plans and attachments (including Fire Report) are required for New Zealand Fire Service consultation if you answer yes to any of the following questions **AND** your proposal is an alternative solution to the Building Code:

- |     |   |     |                          |    |                          |
|-----|---|-----|--------------------------|----|--------------------------|
| (a) | are hazardous substances stored?                                    | Yes | <input type="checkbox"/> | No | <input type="checkbox"/> |
| (b) | are early childhood facilities provided?                            | Yes | <input type="checkbox"/> | No | <input type="checkbox"/> |
| (c) | is specialised care for people with a disability provided?          | Yes | <input type="checkbox"/> | No | <input type="checkbox"/> |
| (d) | is specialised nursing, medical or geriatric care provided?         | Yes | <input type="checkbox"/> | No | <input type="checkbox"/> |
| (e) | are people in lawful detention?                                     | Yes | <input type="checkbox"/> | No | <input type="checkbox"/> |
| (f) | can 100 or more people gather in a common venue?                    | Yes | <input type="checkbox"/> | No | <input type="checkbox"/> |
| (g) | can 100 or more people gather for different purposes or activities? | Yes | <input type="checkbox"/> | No | <input type="checkbox"/> |
| (h) | are there facilities for more than 10 employees?                    | Yes | <input type="checkbox"/> | No | <input type="checkbox"/> |

The New Zealand Fire Service checklist form must also be completed.

**Your application may be returned if the information and application form is incomplete.**

Please contact our Customer Care Service Staff at our Barks Corner Office (07) 571 8008 or 0800 926 732 if you require any assistance. Our postal address is Private Bag 12803, Tauranga. Our website address is [www.wbopdc.govt.nz](http://www.wbopdc.govt.nz).



## Project Information Memorandum/Building Consent

### Office Use Only

### Criteria for Acceptance: Counter and Postal Applications

#### Application

- |                   |  |                          |     |                          |    |
|-------------------|--|--------------------------|-----|--------------------------|----|
| <b>Q1 &amp; 2</b> | Owner and agent (if applicable) details completed in full. | <input type="checkbox"/> | Yes | <input type="checkbox"/> | No |
| <b>Q3</b>         | Address for Service.                                       | <input type="checkbox"/> | Yes | <input type="checkbox"/> | No |
| <b>Q4</b>         | Application details of proposed activity.                  | <input type="checkbox"/> | Yes | <input type="checkbox"/> | No |
| <b>Q5</b>         | Details of Project Location.                               | <input type="checkbox"/> | Yes | <input type="checkbox"/> | No |
| <b>Q6</b>         | Legal Description.   | <input type="checkbox"/> | Yes | <input type="checkbox"/> | No |
| <b>Q7</b>         | Details of fee payer.                                      | <input type="checkbox"/> | Yes | <input type="checkbox"/> | No |
| <b>Q8</b>         | Application signed and dated.                              | <input type="checkbox"/> | Yes | <input type="checkbox"/> | No |
| <b>Q9</b>         | Key personnel involved in project.                         | <input type="checkbox"/> | Yes | <input type="checkbox"/> | No |
| <b>Q14</b>        | Ownership details provided.                                | <input type="checkbox"/> | Yes | <input type="checkbox"/> | No |

#### Guide for Applicants

Check that plans drawn to scale indicate:

- |     |  |                          |     |                          |    |
|-----|--|--------------------------|-----|--------------------------|----|
| (a) | Site plan that identifies the property boundaries and distances to boundaries. | <input type="checkbox"/> | Yes | <input type="checkbox"/> | No |
| (b) | Any other buildings (highlighting proposed building).                          | <input type="checkbox"/> | Yes | <input type="checkbox"/> | No |
| (c) | Existing and proposed waste and stormwater layout.                             | <input type="checkbox"/> | Yes | <input type="checkbox"/> | No |
| (d) | Floor layout indicating size and use of each area.                             | <input type="checkbox"/> | Yes | <input type="checkbox"/> | No |
| (e) | Location of plumbing and sanitary fittings.                                    | <input type="checkbox"/> | Yes | <input type="checkbox"/> | No |
| (f) | Elevations or photographs (if relocatable).                                    | <input type="checkbox"/> | Yes | <input type="checkbox"/> | No |
| (g) | Foundation details.  | <input type="checkbox"/> | Yes | <input type="checkbox"/> | No |
| (h) | Cross section details.   | <input type="checkbox"/> | Yes | <input type="checkbox"/> | No |
| (i) | Roof framing details.  | <input type="checkbox"/> | Yes | <input type="checkbox"/> | No |
| (j) | Wall and floor bracing calculations.   | <input type="checkbox"/> | Yes | <input type="checkbox"/> | No |
| (k) | Monolithic cladding details.   | <input type="checkbox"/> | Yes | <input type="checkbox"/> | No |
| (l) | Specific design details.   | <input type="checkbox"/> | Yes | <input type="checkbox"/> | No |
|     | Appropriate application fee paid.  | <input type="checkbox"/> | Yes | <input type="checkbox"/> | No |
|     | Two copies of plans and attachments provided.                                  | <input type="checkbox"/> | Yes | <input type="checkbox"/> | No |

**Note: If any criteria indicates "NO", the application may be incomplete.**

Is application complete?  Yes  No

If incomplete, the reasons are:

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DATE  
STAMP  
(if accepted  
as complete)

#### Reference of Advice to Applicant

Date:

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# Application for Project Information Memorandum/Building Consent

Section 33 and/or Section 45 Building Act 2004

Date Received

## Application for (tick all that are applicable)

<input type="radio"/> PIM Only	<input type="radio"/> Both PIM and Building Consent	<input type="radio"/> Building Consent	In accordance with PIM No:
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## The Building

<b>Street address of building project:</b> (for structures that do not have a street address, state the nearest street intersection and the distances and direction from that intersection)			
<b>Legal description of land where building is located:</b> (state legal description as at the date of application and, if the land is proposed to be subdivided, include details of relevant lot numbers and subdivision consent)	Valuation No:		PIN No (Office Use Only)
	Lot	(Circle Applicable One) DP: DPS: ML: SO:	Block No Survey District
<b>Land Area:</b>			
<b>Area:</b> (total floor area of building work; including internal areas affected)			
<b>Current, lawfully established, use:</b> (include number of occupants per level and per use if more than 1)			
<b>Proposed use:</b>			

## The Owner

<b>Name of owner:</b> (full names)			
<b>Contact person:</b> (insert N/A if the applicant is an individual)			
<b>Mailing address:</b>			<b>Post Code:</b>
<b>Street address/registered office</b>			<b>Post Code:</b>
<b>Phone Number:</b>	<b>Mobile:</b>	<b>After Hours:</b>	
<b>Fax Number:</b>	<b>Email Address:</b>		
<b>Evidence of ownership is attached to this application:</b>	<input type="radio"/> Agreement for Sale and Purchase	<input type="radio"/> Rates Invoice	<input type="radio"/> Lease
	<input type="radio"/> Certificate of Title (date of title to be no older than 2 months from the date of lodgement of the building consent )		

## The Project

<b>Description of the building work:</b> (provide sufficient description of building work to enable scope of work to be fully understood. Continue on a separate page if necessary, or refer to an attached document setting out the description)	
<b>Will the building work result in a change of use of the building?</b> <input type="radio"/> Yes <input type="radio"/> No	
If yes, provide details of the new use:	
<b>Intended life of the building if less than 50 years:</b> (number of years)	
<b>List building consents previously issued for this property:</b> (BC number only)	
<b>Estimated value of the building work on which the building levy will be calculated</b> (including GST): (state estimated value as defined in Section 7 of the Building Act 2004)	\$

**The Agent** (only required if application is being made on behalf of the owner. Delete if not applicable).

<b>Name of agent:</b>		
<b>Contact person:</b> (insert N/A if the applicant is an individual)		
<b>Mailing address:</b>		
		<b>Post Code:</b>
<b>Street address/registered office:</b>		
		<b>Post Code:</b>
<b>Phone Number:</b>	<b>Mobile:</b>	<b>After Hours:</b>
<b>Fax Number:</b>	<b>Email Address:</b>	
<b>Relationship to owner:</b> (provide copy and state details of the authorisation from the owner to make the application on the owner's behalf) <b>(Copy of Authorisation to be attached)</b>		
<b>First point of contact for communications with the Council/Building Consent Authority:</b> (state full name, mailing address, phone number(s), facsimile number(s) and email address(es))		

**The Application** (tick one or both, as applicable)

I request that you issue a  project information memorandum  building consent for the building work described in this application.

**Signature of owner/agent on behalf of and with the authority of the owner:** (delete one)

**Signature:**

**Date:**

**Name:**

**Payment of Fees by** (tick one)

Owner  Builder  Other (specify)

**Project Information Memorandum** (do not fill in this section if the application is for a building consent only)

**The following matters are involved in the project:** (tick the matters relevant to the project)

<input type="radio"/> Subdivision	<input type="radio"/> Alterations to land contours
<input type="radio"/> New or altered connections to public utilities	<input type="radio"/> New or altered locations and/or external dimensions of buildings
<input type="radio"/> New or altered access for vehicles	<input type="radio"/> Building work over or adjacent to any road or public place
<input type="radio"/> Disposal of stormwater and wastewater	<input type="radio"/> Building work over any existing drains or sewers or in close proximity to wells or water mains
<input type="radio"/> Storage of hazardous substances: (specify type and class)	
<input type="radio"/> Other matters known to the applicant that may require authorisations from the territorial authority: (specify)	

**Building Consent** (do not fill in this section if the application is for a project information memorandum only)

The building work will comply with the building code as follows : (if you're not sure which clauses are applicable, talk to your designer)

Clause (Tick which relevant clauses of the Building Code will be involved in the building work)	Means of compliance (refer to the relevant compliance document(s) or detail of alternative solution in the plans and specifications; Tick N/A if not applicable.	Alternative solution or other (please specify)
<b>B1</b> Structure	<input type="radio"/> N/A <input type="radio"/> B1/AS1 <input type="radio"/> B1/AS2 <input type="radio"/> B1/AS3 <input type="radio"/> B1/AS4 <input type="radio"/> B1/VM1 <input type="radio"/> B1/VM4 <input type="radio"/> NZS3604 <input type="radio"/> AS/NZS 1170 <input type="radio"/> NZS 4221	<input type="radio"/>
<b>B2</b> Durability	<input type="radio"/> N/A <input type="radio"/> B2/AS1 <input type="radio"/> B2/VM1 <input type="radio"/> NZS 3604 <input type="radio"/> NZS 3602 <input type="radio"/> NZS 3101	<input type="radio"/>
<b>C1</b> Outbreak of fire	<input type="radio"/> N/A <input type="radio"/> C/AS1	<input type="radio"/>
<b>C2</b> Means of escape	<input type="radio"/> N/A <input type="radio"/> C/AS1	<input type="radio"/>
<b>C3</b> Spread of fire	<input type="radio"/> N/A <input type="radio"/> C/AS1	<input type="radio"/>
<b>C4</b> Structural stability during fire	<input type="radio"/> N/A <input type="radio"/> C/AS1	<input type="radio"/>
<b>D1</b> Access routes	<input type="radio"/> N/A <input type="radio"/> D1/AS1 <input type="radio"/> D1/VM1 <input type="radio"/> NZS 4121	<input type="radio"/>
<b>D2</b> Mechanical installations for access	<input type="radio"/> N/A <input type="radio"/> D2/AS1 <input type="radio"/> D2/AS2 <input type="radio"/> D2/AS3 <input type="radio"/> NZS 4332 <input type="radio"/> EN81 <input type="radio"/> EN115	<input type="radio"/>
<b>E1</b> Surface water	<input type="radio"/> N/A <input type="radio"/> E1/AS1 <input type="radio"/> E1/VM1 <input type="radio"/> AS/NZS3500.3	<input type="radio"/>
<b>E2</b> External moisture	<input type="radio"/> N/A <input type="radio"/> E2/AS1 <input type="radio"/> E2/VM1	<input type="radio"/>
<b>E3</b> Internal moisture	<input type="radio"/> N/A <input type="radio"/> E3/AS1	<input type="radio"/>
<b>F1</b> Hazardous agents on site	<input type="radio"/> N/A <input type="radio"/> F1/AS1 <input type="radio"/> F1/VM1	<input type="radio"/>
<b>F2</b> Hazardous building materials	<input type="radio"/> N/A <input type="radio"/> F2/AS1 <input type="radio"/> NZS 4223	<input type="radio"/>
<b>F3</b> Hazardous substances & processes	<input type="radio"/> N/A <input type="radio"/> F3/AS1 <input type="radio"/> F3/VM1	<input type="radio"/>
<b>F4</b> Safety from falling	<input type="radio"/> N/A <input type="radio"/> F4/AS1 <input type="radio"/> FSP Act	<input type="radio"/>
<b>F5</b> Construction and demolition hazards	<input type="radio"/> N/A <input type="radio"/> F5/AS1	<input type="radio"/>
<b>F6</b> Lighting for emergency	<input type="radio"/> N/A <input type="radio"/> F6/AS1	<input type="radio"/>
<b>F7</b> Warning systems	<input type="radio"/> N/A <input type="radio"/> F7/AS1 <input type="radio"/> AS/NZS 1688 <input type="radio"/> NZS 4512 <input type="radio"/> NZS 4515	<input type="radio"/>
<b>F8</b> Signs	<input type="radio"/> N/A <input type="radio"/> F8/AS1	<input type="radio"/>
<b>G1</b> Personal hygiene	<input type="radio"/> N/A <input type="radio"/> G1/AS1	<input type="radio"/>
<b>G2</b> Laundering	<input type="radio"/> N/A <input type="radio"/> G2/AS1	<input type="radio"/>
<b>G3</b> Food preparation and prevention of contamination	<input type="radio"/> N/A <input type="radio"/> G3/AS1	<input type="radio"/>
<b>G4</b> Ventilation	<input type="radio"/> N/A <input type="radio"/> G4/AS1 <input type="radio"/> G4/VM1 <input type="radio"/> AS 1666.2	<input type="radio"/>
<b>G5</b> Interior environment	<input type="radio"/> N/A <input type="radio"/> G5/AS1	<input type="radio"/>
<b>G6</b> Airborne and impact sound	<input type="radio"/> N/A <input type="radio"/> G6/AS1 <input type="radio"/> G6/VM1	<input type="radio"/>
<b>G7</b> Natural light	<input type="radio"/> N/A <input type="radio"/> G7/AS1 <input type="radio"/> G7/VM1	<input type="radio"/>
<b>G8</b> Artificial light	<input type="radio"/> N/A <input type="radio"/> G8/AS1 <input type="radio"/> G8/VM1 <input type="radio"/> NZS6703	<input type="radio"/>
<b>G9</b> Electricity	<input type="radio"/> N/A <input type="radio"/> G9/AS1 <input type="radio"/> G9/VM1	<input type="radio"/>
<b>G10</b> Piped services (piping of dangerous substances in buildings)	<input type="radio"/> N/A <input type="radio"/> G10/VM1 <input type="radio"/> NZS 5261	<input type="radio"/>
<b>G11</b> Gas as an energy source	<input type="radio"/> N/A <input type="radio"/> G11/AS1	<input type="radio"/>
<b>G12</b> Water supplies	<input type="radio"/> N/A <input type="radio"/> G12/AS1 <input type="radio"/> G12/AS2 <input type="radio"/> AS/NZS 3500.1 <input type="radio"/> S/NZS 3500.4 <input type="radio"/> S/NZS 3500.5	<input type="radio"/>
<b>G13</b> Foul water	<input type="radio"/> N/A <input type="radio"/> G13/As1 <input type="radio"/> G13/AS2 <input type="radio"/> AS/NZS 3500.2 <input type="radio"/> BS 5572	<input type="radio"/>
<b>G14</b> Industrial liquid waste	<input type="radio"/> N/A <input type="radio"/> G14/AS1 <input type="radio"/> G14/VM1	<input type="radio"/>
<b>G15</b> Solid waste	<input type="radio"/> N/A <input type="radio"/> G15/AS1	<input type="radio"/>
<b>H1</b> Energy efficiency	<input type="radio"/> N/A <input type="radio"/> H1/AS1 <input type="radio"/> NZS 4214 <input type="radio"/> NZS4218 <input type="radio"/> NZS4243	<input type="radio"/>
<b>Waiver/modification</b> (state nature of waiver or modification of building code required)		

**Compliance Schedule** (do not fill in this section if the application is for a project information memorandum only)

<input type="radio"/>	There are no specified systems in the building.
<input type="radio"/>	The specified systems for the building are indicated below:
<input type="radio"/>	Automatic systems for fire suppression (for example, sprinkler systems).
<input type="radio"/>	Automatic or manual emergency warning systems for fire or other dangers (other than a warning system for fire that is entirely within a household unit and services only that unit).
<input type="radio"/>	Electromagnetic or automatic doors or windows (for example, ones that close on fire alarm activation).
<input type="radio"/>	Emergency lighting systems.
<input type="radio"/>	Escape route pressurisation systems.
<input type="radio"/>	Riser mains for use by fire services.
<input type="radio"/>	Automatic back-flow preventers connected to a potable water supply.
<input type="radio"/>	Lifts, escalators, travelators, or other systems for moving people or goods within buildings.
<input type="radio"/>	Mechanical ventilation or air condition systems.
<input type="radio"/>	Building maintenance units providing access to exterior and interior walls of buildings.
<input type="radio"/>	Laboratory fume cupboards.
<input type="radio"/>	Audio loops or other assistive listening systems.
<input type="radio"/>	Smoke control systems.
<input type="radio"/>	Emergency power systems for, or signs relating to, a system or feature specified in any of the above.
<input type="radio"/>	The following specified systems are being altered, added to, or removed in the course of the building work: (insert N/A if not applicable)

<b>Building Fees (Office Use Only)</b>	<b>Amount</b>
Application Fee	\$
Project Information Memorandum	\$
Plan checking deposit	\$
BCA Accreditation and Assessment Levy	\$ 25.00
Inspection	\$
DBH Levy	\$
BRANZ Levy	\$

<b>Other Fees</b>	<b>Amount</b>
Title Endorsements	\$
Actual Processing charges based on time taken calculated when all processing completed	\$
	\$
	\$
	\$
<b>Total</b>	<b>\$</b>

<b>Payment Details</b>	<b>Date</b>	<b>Receipt Details</b>	<b>Amount</b>
LO/BCON:			\$
Balance Due:			\$

<b>Building Consent Can be Issued</b>	
Building Officer Signature:	Date:
Planner Signature:	Date:
<b>*Time taken to process consent (to nearest 15min):</b>	



Dear Customer

As part of the Western Bay of Plenty District Council's systems and procedures to meet the Department of Building and Housing's requirements in order to obtain accreditation a formal process has been adopted regarding producer statements.

Producer statements will only be accepted in the following format:

1. The Institute of Professional Engineers of New Zealand (IPENZ)  
PS1 form for design  
PS2 form for design review  
PS4 form for construction review

This form will only be accepted if fully completed by a Chartered Professional Engineer or a Registered Architect.

2. Form approved by Western Bay of Plenty District Council for other trades and professions (available from Western Bay of Plenty District Council offices).

Any person wishing to provide a producer statement on the form approved by Western Bay of Plenty District Council must:

- (a) Apply initially to be placed on Council's "Approved Producer Statement Author list" by completing the application form available from Council offices. The information required to be assessed includes:
  - (i) The fully completed application form.
  - (ii) Evidence of experience relating to the activity you wish to become an approved author for, ie. curriculum vitae.
  - (iii) Evidence of personal indemnity insurance.
- (b) Complete the application form in full as per the guidance notes.

Applicants who apply to become an Approved Producer Statement author will be advised of the outcome.

**Please note:**

1. **Western Bay of Plenty District Council will only accept producer statements in these two formats relating to all building consents lodged on or before 4 February 2008.**
2. **A producer statement will not be accepted in place of an inspection as noted on inspection sheet unless otherwise agreed by Council.**