

Outbuilding/Ancillary, Simple Building Checklist

(consent application for unlined outbuilding, ancillary; unlined simple structure or non-habitable building/building works)



WESTERN BAY OF PLENTY DISTRICT COUNCIL BUILDING CONSENT AUTHORITY

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| Project Address | |
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General notes:

The checklist is designed to ensure applicants know up front what information is required for your building consent application and to assist you in preparation of your consent application. It is intended to help avoiding delays in processing and ensure your application is processed in a timely manner.

Please ensure you read the checklist and answer all questions. All items on this checklist must be circled to show that they are either provided or are not applicable to your project N/A.

It is highly recommended that the person completing the checklist has an understanding of the technical information supplied with the building consent application and has the ability to identify the information requested on the checklist.

Later additional information may be requested during the processing of your building consent to confirm compliance with the Building Act, Building Code, District Plan and any other relevant legislation. Processing time will be suspended until further information is received.

Documentation must cover all aspects identified in this lodgement checklist.

For application submitted in hard copies, all applications must be accompanied by 2 x comprehensive sets of documentation.

Standard of documentation

Section 7 of the Building Act defines 'plans and specifications' as the drawings, specifications and other documents according to which a building is to be constructed, altered, demolished or removed. Documentation is required to be of a high, professional standard. Refer to the Department of Building and Housing publication "Guide to applying for a building consent" for a copy visit <https://www.building.govt.nz/>

Drawings must be produced to scale on white A3, A2 or A1 paper. Minimum font size of 10.

Applications supported by a producer statement (PS): If an application is supported by a producer statement, the architectural plans must be counter-signed by the design specialist (i.e. engineer) confirming design details unless the drawings are provided by the specialist.

Deposit: all applications must be supported by a deposit payable at the time of lodgement. A final invoice will be sent when your building consent has been approved; the final invoice covers the full cost of processing the application as well as fees for inspections and the code compliance certificate less the deposit already paid.

| Customer Use (circle selection) | | | DESCRIPTION |
|--|----|-----|--|
| GENERAL REQUIREMENTS | | | |
| Yes | No | N/A | Building Consent Application Form 2 completed in full and signed |
| Yes | No | N/A | Proof of ownership supplied, i.e. Rates invoice, Agreement for sale and purchase, certificate of title, license to occupy/occupation order from the Maori Land Court. |
| Yes | No | N/A | Lodgement fee as per WBOPDC fee schedule |
| Yes | No | N/A | Project description is accurate and describes all work involved on the project |
| Yes | No | N/A | Two complete sets of drawings / reports / JOB SPECIFIC specifications and all other relevant documentation on plain white paper in black ink. |
| Yes | No | N/A | All drawings must meet the minimum requirements of the technical drawings standard AS/NZS1100 with a minimum font size of Microsoft word text size 10 |
| Yes | No | N/A | All documents have been drawn to a recognised metric scale and noted |
| Yes | No | N/A | All documents including photocopies are legible and must have at least 10mm margin on all outer edges with no information in them. |
| Yes | No | N/A | All plans are titled and dated |
| Yes | No | N/A | E2 risk matrix (refer to elevations section) Bracing calculations (refer to foundation plan and bracing plan section) |
| SITE PLAN (SCALE 1:100 FOR URBAN AREAS AND 1:200 / 1:500 FOR RURAL AREAS) | | | |
| Yes | No | N/A | Street address, legal description, north point, site area, wind, exposure and earthquake zone |
| Yes | No | N/A | Boundary bearings and dimensions, easements, building line restrictions |
| Yes | No | N/A | Levels, contours, datum identified with finished floor levels. Proposed cut and fill / existing and proposed retaining clearly identified. |
| Yes | No | N/A | Existing and proposed buildings clearly identified. At least two dimensions from the extremity of the building (i.e. guttering) to boundary. If more than one dwelling on the site dimension to other buildings. |
| Yes | No | N/A | Points identified on boundaries where overshadowing is taken from <i>NB: if encroaching into overshadowing, "Written approval of affected person" form to be provide along with signed and dated elevations and site plan</i> |
| Yes | No | N/A | If building is under or near high voltage transmission lines, show transmission plan area. |
| PLUMBING & DRAINAGE (MAY BE INCLUDED ON SITE PLAN IF SCALE 1:100) | | | |
| Yes | No | N/A | Position of existing council waste water and storm water sewers and connections |
| Yes | No | N/A | Position of proposed/existing waste water and stormwater drains |
| Yes | No | N/A | On-site waste water system with reserve area in accordance to BOPRC "On-site Effluent Treatment Regional Plan 2006" or BOPRC approved effluent disposal system |
| Yes | No | N/A | Details of storm water disposal, e.g., council connection, soak holes, detention tanks? |
| Yes | No | N/A | Downpipe sizes and positions shown |
| Yes | No | N/A | Sanitary fixtures shown with waste pipe sizes and gradients. Schematic provided for more than one |

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| | | | level |
| Yes | No | N/A | Existing or proposed potable water supply e.g. council supply, water tank (including filtration), bore or spring. |
| FLOOR PLAN (SCALE 1:100 OR 1:50) | | | |
| Yes | No | N/A | Floor layout and function of each room identified (all levels) shown. |
| Yes | No | N/A | For additions and alterations, the existing shall be shown separately to the proposed and to the same scale for comparison |
| Yes | No | N/A | Framing layout fully dimensioned. |
| Yes | No | N/A | Show and dimension all doors and windows. |
| Yes | No | N/A | Lintels /beam sizes and grade. Lintel fixing types on plan. Outside the scope of NZ3604:2011, proprietary system identified with calculations etc |
| Yes | No | N/A | Plumbing fixtures shown, shower type identified, if tiled; membrane specifications supplied, relevant E3 details provided (floor to wall, timber floor support, shower floor gradients etc) Location of internal HWC position with details regarding seismic restraints supplied |
| Yes | No | N/A | Internal stairs with dimensions for tread & riser, height of and position of handrail |
| Yes | No | N/A | External stairs, handrails, decks and balustrades shown (refer to foundation plan for deck) |
| FOUNDATION PLAN (SCALE 1:100 OR 1:50) | | | |
| Yes | No | N/A | Slab construction , footing location, steel reinforcing and mesh type, slab thickness and strength, slab thickenings, rebates, shrinkage control cuts and free joints, slab dimensions |
| Yes | No | N/A | Specific Engineered Design (e.g. ribract) provide engineers design, calculations and PSI (refer to specific engineered design section) |
| Yes | No | N/A | Timber floor Location of piles, pile type, size, treatment, grade of members. Dimensions showing overalls and centres to supports. Bracing calculations provided and elements identified |
| Yes | No | N/A | Bracing details – type, length position detailed |
| Yes | No | N/A | Bracing calculations provided, correct wind zone & earthquake zone Dimensions reflect plans, i.e. roof height to apex, area etc.? |
| BRACING PLAN (SCALE 1:100 OF 1:50) | | | |
| Yes | No | N/A | Bracing details – type, length position detailed? |
| Yes | No | N/A | Bracing calculations provided, correct wind zone & earthquake zone Dimensions reflect plans, i.e. roof height to apex, area etc.? |
| ELEVATIONS (SCALE 1:100 OR 1:50) | | | |
| Yes | No | N/A | Elevations for each external wall with E2 risk matrix for each face provided? |
| Yes | No | N/A | District plan daylighting / overshadowing shown and corresponds with positions indicated on site plan (if relevant) |
| Yes | No | N/A | Existing and proposed ground levels indicated, existing and proposed retaining shown, cut and batter shown? Ground levels, finished floor levels? |
| Yes | No | N/A | If addition, area of addition clearly identified? |

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| Yes | No | N/A | All cladding clearly identified (proposed and existing) Control joints if applicable? |
| Yes | No | N/A | Roof pitch, height from ground to apex, heights of chimneys. |
| ELEVATIONS (SCALE 1:100 OR 1:50) continued | | | |
| Yes | No | N/A | Doors and windows showing opening sashes, obscure and safety glass indicated? |
| Yes | No | N/A | Sub-floor ventilation and access shown? |
| Yes | No | N/A | External stairs, handrails deck and balustrades shown if applicable? |
| CROSS SECTIONS (SCALE 1:50 OR BETTER) & DETAILS (1:10 OR 1:5) | | | |
| Yes | No | N/A | A cross section provided. |
| Yes | No | N/A | Cross- sections clearly show construction methods (stud sizes, stud height, timber treatment, spacing, grade, insulation, lining and cladding) any fire rated systems noted? |
| Yes | No | N/A | Finished floor levels to ground levels, retaining walls, proximity to services shown? |
| Yes | No | N/A | Detail markers showing cross referencing to details, details to be numbered and sheet / page number noted. |
| Yes | No | N/A | Foundation sizes with reinforcing steel, bottom plate fixing/cladding overhang. Differing finished floor levels – detail provided? |
| Yes | No | N/A | Penetrations through exterior walls and roofs – detail shown |
| Yes | No | N/A | Window & door details shown – head/sill/jamb |
| Yes | No | N/A | Cladding type, wall underlay, cavity & battens, cladding junctions (horizontal and vertical), external and internal corners, existing to new. Does the cladding require control joints? |
| Yes | No | N/A | Structural elements, junctions & fixings. |
| Yes | No | N/A | Wall to roof junctions / soffit detail / parapet detail/beam to wall? |
| Yes | No | N/A | Roof cladding materials, pitch, underlay noted, barge, ridge and valley details with flashing dimensions provided? |
| Yes | No | N/A | Bottom plate and stud to top plate fixings identified? |
| Yes | No | N/A | Wet area details shown, shower type specified, if tiled shower are waterproofing membrane technical specifications included? |
| Yes | No | N/A | Ceiling lining type, thickness and method of support shown, size, spacing, treatment etc.? |
| Yes | No | N/A | All external elements e.g. stairs and handrails, decks and balustrades, barriers. Special engineer design required where detail does not comply with NZBC B1/AS2. – Refer to SED section. |
| ROOF PLAN & ROOF FRAMING PLAN (SCALE 1:100 OF 1:50) | | | |
| Yes | No | N/A | Buildable truss layout by certified truss manufacturer and PS1 supplied, correct wind zone |
| Yes | No | N/A | Roof bracing indicated, overhangs dimensioned, differing pitches identified |
| Yes | No | N/A | Rafters size, treatment, gauge, spacing noted |
| Yes | No | N/A | Truss to top plate fixings |

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| Yes | No | N/A | Purlin to truss fixings |
| Yes | No | N/A | Location of internal gutters, rain water heads and DP's shown |
| SPECIFIC ENGINEERED DESIGN (SED) | | | |
| Yes | No | N/A | Engineer's calculations, drawings and a PSI signed and dated within the last two years? |
| Yes | No | N/A | Plans signed by the engineer if supported by a producer statement (PSI) |
| Yes | No | N/A | All Engineer's details been transferred onto the architectural plans? |
| Yes | No | N/A | Inspection regime by engineer required to ensure construction work of specific design element will comply with the engineer's design |
| DEMOLITION / REMOVAL | | | |
| No | N/A | | All existing buildings to be removed or demolished shown on site plan |
| No | N/A | | Identify services to be capped and sealed inside boundary |
| RELOCATION/RELOCATED BUILDING | | | |
| Yes | No | N/A | Complete checklists for General requirements, Form 2a, Site plan, Plumbing and drainage, Floor plan, Foundation plan, Elevations (photographs can be used for rural sites) |
| Yes | No | N/A | If work outside of the relocatable footprint is proposed complete the relevant additional checklist sections. |
| Yes | No | N/A | Supporting document required to verify how the existing building will be suitable and that existing condition of the building will be fit for purpose at the new location; taking into account the local and environmental condition of the site. |
| Yes | No | N/A | Prepared scope of work for improvement, upgrade work or remedial works to reinstate the building to its new location and foundation |
| RETAINING WALLS | | | |
| Yes | No | N/A | Site Plan indicating position and height of retaining walls and drainage points |
| Yes | No | N/A | Elevations showing original ground level, cut and fill |
| Yes | No | N/A | Cross sections/details (cut, fill, height of retained ground, waterproof membrane and drainage) and height of wall indicated |
| Yes | No | N/A | Barrier details where required |
| Yes | No | N/A | Engineer's calculations, drawings and a PSI signed and dated within the last two years |
| Yes | No | N/A | Plans signed by the engineer if supported by a producer statement (PSI) only |