



building **CONSENTS**



A general guide to the building consent process at the Gore District Council

July 2010

A general guide

This guide contains important information about applying for a building consent from the Gore District Council. It covers the whole process, from the application stage, through to the Code Compliance Certificate phase.

The information covered in this guide includes:

What is a Building Consent?

When is a building consent required?

- The application process: how to apply for a building consent?
- Processing the consent: what happens after your application is received, and how long it takes?
- The building inspection phase: how many inspections will be needed? The final inspection.
- Applying for a Code Compliance Certificate.
- Determinations
- Schedule 1 of the Building Act
- Compliance Schedule

A building consent is the formal approval issued by a building consent authority that certain works meet the requirements of the New Zealand Building Act, Building Regulations, and Building Code.

Building consents are concerned primarily with safety and are subject to national rules and regulations. However, buildings must also comply with the Resource Management Act and the Council's District Plan and there may be circumstances when you will require a resource consent.

If a resource consent is required you will be advised. The building consent will continue to be processed and if it is ready to be granted before the resource consent is approved, the building consent can be granted with a Section 37 Certificate either advising

that no building work may proceed or building work may proceed but only to the extent stated in the Section 37 Certificate.

When is a building consent required?

For most building, plumbing and drainage work, a building consent is required. Works exempt from building consent requirements tend to be of a small scale, being within certain dimensional or volume limitations.

Before starting your project, you will need to consult Schedule 1 of the Building Act 2004 to clarify whether a project fits within Schedule 1. If you are unsure whether you will need a building consent or not, please talk to a builder or designer.

Copies of Schedule 1 and the Department of Building and Housing Guide are available at the front counter at the Gore District Council Building Consent counter, our website www.goredc.govt.nz or visit the Department of Building and Housing website at www.dbh.govt.nz

Remember, it is the owner's decision whether building work is exempt and you may need certain technical or legal advice before making that decision and it must be noted that even though some building work does not need a building consent, the building work proposed must still comply with the New Zealand Building Code.

If your project requires a building consent, it must be obtained before any of the work starts, so please make sure that you start the application process well before building is due to start.

What happens if I do building work without consent?

The person undertaking the illegal work, and the owner of the property involved, are in breach of the Building Act. It is possible that you may be asked to demolish the work or prove that the building is safe

and sanitary. A Notice to Fix may be issued and prosecution may follow if the notice is not complied with.

Why can't I just do the paperwork when the project is finished?

Building consents can not be issued after the project has started.

Binding interpretations of the Building Act and Regulations can be issued only by the courts. Indications and guidelines issued by the Gore District Council are provided with the intention of helping people to understand the legislation. They are, however offered on a "no liability" basis, and in any particular case those concerned should consult their own legal advisers.

Homeowners are finding out more and more that a previous owner has carried out building work without building consent and this usually surfaces when the property is offered for sale.

You should discuss the matter with a building inspector as it may be possible for Council to issue a Certificate of Acceptance.

Building Code Compliance

Your proposed building work has to comply with the Building Code. The Building Code is a performance based code which allows designers some flexibility when designing buildings or parts of buildings.

A designer may use parts called Acceptable Solutions which are deemed to comply with the Building Code.

Methods of complying with the Building code are:

- Acceptable Solutions
- Alternative Solutions
- Verification Methods

Two new methods added in 2010 are:

- Simple House Acceptable Solution
- Multi Use Approved Design

Application process

Building consent application forms are available from the Gore District Council Building Consent counter, Civic Centre, 29 Civic Avenue, Gore. You can also download a copy from our website at www.goredc.govt.nz

The application form must be completed in full.

Please ensure that all parts and pages of the form are filled in.

What to include with the application

Applications can be complex. We recommend that you engage a professional to help with the design work and drawings.

Below is a list of what you may need to include with your building consent application. Please note: You will need to provide **three copies** of everything listed below:

1. Payment of Consent Fees.
2. Certificate of Title: recent search copy less than six months old, or a sale and purchase agreement if not in the applicant's name. If the site is new and does not yet have a Title, then subdivision scheme plan is required.
3. Site plan, showing buildings, ground and floor levels, and dimensions.
4. Outline floor plans (for all floors).
5. Outline elevations.
6. Outline cross sections.
7. Foundation plans (timber or concrete slab).
8. Drainage plans.
9. Detailed floor plans.

10. Detailed elevations.
11. Cross sections.
12. Timber treatment.
13. Framing details.
14. Construction details.
15. Weathertightness details and risk matrix for each elevation.
16. Internal waterproofing details.
17. Plumbing details.
18. Specifications.
19. Bracing design.
20. Roof truss design.
21. Engineer's details and producer statements.
22. Specified systems noted along with maintenance and inspection details.

Once you have gathered all the necessary information, you can either post it to the Gore District Council, P O Box 8, Gore 9740, or bring it into the Building Consents counter.

Please check and make sure your application form is completed and signed.

The Gore District Council undertakes a three stage checking process to ensure the appropriate information is submitted with the building consent application.

Details of each process are listed below for your information.

- Counter checking process
- Vetting checking process
- Processing/checking for compliance.

Checking the application

A Customer Services Officer at the Council will check your application to ensure the right sort of documents have been provided. (This is not, however, the technical check.)

If the application is incomplete, it will not be accepted by the Council, and you will be advised to re-lodge the application with the correct documentation.

If the application is verified as complete we will accept the application for vetting.

The application is then processed and forwarded to a Building Control Officer to determine if there is enough technical detail and information to continue the detailed processing.

If there is insufficient detailed information on the application, Council will suspend the processing of the application and will send you a list itemising what information is required before your consent can continue to be processed.

Incomplete or poor quality applications take a lot of time to work through and this slows the process for other people. Please be conscientious when submitting your application and use clear drawings to a readable scale.

The Council has 20 working days from the date the application is formally accepted for processing, to decide whether to issue, or to refuse to issue the Building Consent. (Note: when "formally accepted", the processing clock starts and Council has 10 working days for multi use building consents and 20 working days for all other types of applications.)

Granting and issuing

Once the application has been vetted for completeness, a Building Control Officer will review your application and assess it for compliance. If there are any questions or concerns, you will receive a letter (by post, email, or fax) requesting further information or clarification. The 20-day clock is suspended until this information is provided.

The work for which you are seeking consent is also checked for other required permissions, for example the Resource Management Act or District Plan requirements. We also check for compliance with other legislation such as vehicle access, earthworks, water reticulation, public drainage and (in the case of commercial premises) areas such as health, trade waste, compliance schedule features and backflow prevention.

Important note...

A building consent may lapse if the work is not started within 12 months after the date of issue of the consent. Please let the Council know if you will require more time to begin work.

When your application has been assessed and all staff involved are satisfied with compliance, a final check is made to ensure that all work has been assessed correctly. If so, the building consent is approved (granted).

Once the consent is granted, this will be sent by standard post to the nominated person shown on the application form for Consent. Also attached to the consent will be two sets of stamped approved plans and specifications lodged with your application. One set of plans and specifications are stamped with "site documents". This copy of the plans and specifications must be kept on-site at all times during construction.

Cost

The total cost depends on the type of application and cost of work involved.

Fee components:

Building Consent fees.

- Accreditation Levy (payable on all applications \$5,000 or more and calculated at \$1 per \$1,000).

- BRANZ Levy (payable on all applications of \$20,000 or more and calculated at \$1 per \$1,000 of the project value).
- Department of Building and Housing Levy (DBH Levy), (payable on all applications of \$20,000 or more and calculated at \$1.97 per \$1,000 of the project value).
- Compliance schedule fees (if applicable).

Additional costs may be incurred for the following:

- Processing or reviews by outside consultants;
- Specialist applications;
- Applications sent to the Design Review Unit of the New Zealand Fire Service Commission (DRU);
- Specifically engineered structural or fire designs sent to outside consultants for peer review.

Note the building consent can not be issued until these additional fees are paid.

A copy of the Schedule of Fees is available at the Building Consent reception area or on our website.

If you have any queries about what your consent fee will be, please contact one of the customer service staff in the Building Control Department.

Inspections

The processing officer will assess your application to determine what inspections will be necessary so that the Council can be satisfied that the building works will achieve compliance with the approved building consent. A list of inspections will be attached to your building consent.

You should read the building consent documentation and be familiar with its content before starting work. Please ensure that the list of inspections are kept onsite at all times during construction.

The following are the types of inspections that may be required depending on the nature and complexity of building work.

Building inspections

The building inspectors will need to visit the site and will look at the following:

- Site - location of the building on site (a surveyor's report or visible boundary markers).
- Foundation - before placing any concrete for foundation walls or footings.
- Piles - before placing any concrete for pile foundations (timber or concrete).
- Pre-slab - before placing any concrete for concrete floor slabs and any integral footings.
- Masonry - before placing any concrete in concrete block walls.
- Sub-floor - before covering any sub-floor framing.
- Pre-clad - upon completion of the building wrap with flashings/tapes installed and before fitting any external cladding.
- Brick – veneer brick work at half height.
- Framing – moisture content check.
- Pre-line framing - before fitting internal linings or installing wet area membranes, airseals fitted internally around joinery, bracing connections complete, insulation fitted.
- Post-line bracing -while fixings are still visible.
- Post-line wet area membranes – inspection of installed wet area membranes before installation of finish surfaces such as tiles.
- Final - final inspection on completion of all building work following receipt of an application for a Code Compliance Certificate (form supplied with approved consent

documentation). This should be given to the inspector onsite at the time of the final inspection.

Plumbing inspections

- Drainage - testing any drainage work prior to back filling and before covering any field drains.
- Pre-slab - plumbing in/under the floor slab.
- Underfloor – subfloor view of completed pipework prior to wooden floor being laid.
- Pre-line - plumbing systems before fitting any linings.
- Wastewater treatment system and effluent.
- Final - final inspection on completion of work.

Inspections by External

Specialists

In addition to the Council's inspection, it may be necessary, in special circumstances, for external specialists to conduct inspections that fall outside the normal building inspection process, such as having a geo-technical engineer confirm ground stability, or having an aspect of specific structural design checked by a chartered professional engineer or mechanical ventilation or specialist roofing application.

Any external specialist inspections are the applicants responsibility to arrange and pay for.

If a specialist inspection is necessary, you may be advised before the consent is issued. This could be included in the construction notes in the building consent.

Producer Statements

A producer statement author is a person that is accepted by Council as competent in their field of work and able to provide Council with a statement of some aspect of work, e.g. CPENZ engineers statements accepted for any structural design.

Producer statements come in 4 forms:

PS1 – Design

PS2 – Design Review

PS3 – Construction

PS4 – Construction Review

Producer statements can be provided for a wide range of work and may in part satisfy Council that some aspect of work complies.

Refer also inspections by external specialists.

Booking an inspection

When you are fully ready for an inspection, please contact the customer service staff in the Building Control Department, phone 209 0330, and make sure you have the following information available:

- Site address.
- Building consent number.
- Name and phone number of contact person on site.
- Date the inspection is required.
- Type of inspection, eg. plumbing, drainage, foundation etc.
- Important notes.

Please give at least **24** hours advance notice of your inspection request.

Council endeavours to arrange inspections as soon as possible, however in periods of high building activity or staff absence, the inspection may need to be slightly later.

It is the owner's responsibility (or you may have your builder's) to notify Council that an inspection is required.

Make sure you have the approved plans and documentation on-site. If these are not available when the inspector arrives, the inspection may not take place, and you may be charged extra for a re-inspection.

The owner, or builder, or agent (eg. architect) should be on site for all inspections.

Result of the inspection

If the work passes:

The Inspector will advise the person on-site if the inspection has been passed and record it on the Council's field inspection sheet.

If the work fails the inspection:

The work to be rectified will be recorded on the site inspection sheet, and a Site Inspection Report (SIR) will be issued. Another inspection may be required, to inspect the remedial work detailed in the SIR.

You may be charged for a re-inspection; if so, this will need to be paid before the Code Compliance Certificate can be issued.

Notice to Fix:

In some cases a Notice to Fix may be issued.

This is a formal notice issued by the building consent authority, advising that certain works have not been carried out in accordance with the building consent or Building Code.

If issued, a letter explaining the process will accompany it. An invoice for the prescribed fee will be sent for the Notice to Fix.

If a Notice to Fix is issued, you are required to address the issues identified within a prescribed timeframe, to prevent further action being taken.

Amendments

During the construction process, invariably there are changes made.

If you are changing things from the consented documents, you must talk to us before the change is made to agree on the process which needs to be followed.

These changes can be recorded by way of minor variation or formal amendment applied for.

A minor variation can be simply recorded on the variation form and noted by the building inspector on the plans. The builder/owner will need to advise clearly on site what has changed.

An amendment is a formal process and must be applied for in the same manner as the original building consent. The time frames for Council to process an amendment are the same as the building consent.

All amendments will be invoiced once granted. This will need to be paid before the Code Compliance Certificate can be issued.

Final inspection

All building consents require a final inspection.

It is the responsibility of the owner, or builder, or agent (eg. Architect) to contact the Council to arrange the final inspection. The owner, or builder, or agent (eg. architect) should be on site for the final inspection.

If an application for a Code Compliance Certificate is not made within 2 years of the grant of the consent, the Council will decide whether to issue or refuse the Code Compliance Certificate.

Code Compliance Certificate:

When all the building work is completed in accordance with the building consent, a Code Compliance Certificate (CCC) can be issued.

This is a verification from the building consent authority that all works undertaken comply with the building consent and the NZ Building Code.

It is an important document, and should be retained for future reference.

You can apply for a CCC by sending the Council the completed "Application for Code Compliance Certificate" Form issued with your Building Consent.

Council has 20 days from application for a CCC in which to decide whether to issue, or refuse to issue, a CCC.

Any outstanding fees must be paid in full before the issue of a CCC. The CCC will not be issued if there are any unpaid fees.

If the building consent was issued under the Building Act 1991, Council may issue a CCC, if they are satisfied that the building work complies with the Building Code in place at the time the consent was granted.

Older building consents do present Council with a problem when considering the issue of a CCC, particularly when we are looking at construction details and the maintenance history. If Council is not able to confirm the necessary details, they may refuse to issue a CCC.

If an owner does not apply for a code compliance certificate two years after Council has granted the consent, then Council is required under law to either issue or refuse the code compliance certificate.

An owner can apply for an extension of time to extend this date or may elect to carry on with the building work and apply for a code compliance certificate when the work is completed.

Even if Council has refused the code compliance certificate at this two year period, the owner can apply at a later time for Council to reconsider whether a code compliance certificate can be issued or refused.

Determinations

A determination is a binding decision made by the Department of Building and Housing. It provides a way of solving disputes or questions about the rules that apply to buildings, how buildings are used, building accessibility, health and safety.

Most determinations are needed because the person applying for the determination disagrees with the Council about decisions the Council has made about a building.

However, a determination can be applied for by the Council itself or a neighbour who is affected by building work.

A determination can be about building work that is planned, partly done or completed.

The Department of Building and Housing can make a determination about:

- Whether a building or building work complies with the Building Code.
- A Council's decision on a building consent, a notice to fix from the Council, a code compliance certificate or a compliance schedule (including time extensions to building consents and code compliance certificate).
- A Council's decision to make a waiver or to modify the Building Code.
- A Council's decision on a certificate of acceptance, a compliance schedule, a notice to fix, or a certificate for public use.
- A Council's decision on building alterations, a change of building use, subdivision or buildings and dangerous, earthquake-prone and insanitary buildings.
- A Council's decision on dams.

Those involved in a determination, including the person who applies for it, are called 'parties' to the determination.

For example, a building owner may ask for a determination because they disagree with the Council's decision that also involves a neighbour.

In this case, the parties to the determination are the building owner, the Council and the neighbour.

All parties to a determination are treated equally.

You can ask for, or be involved as a party to a determination, if you are:

- The building owner or the owner's agent.
- The Council that issued the building consent.
- The owner of other property when the determination is about the protection of that property (for example, the potential spread of fire from one property to another, surface water run-off or land stability).
- A government department or Crown agency that has a statutory duty under the Building Act, such as the New Zealand Fire Service or Occupational Safety and Health.
- Anyone with a direct interest in the problem or question if it has to do with access and facilities for people with disabilities.

The Department can initiate a determination where it believes it is necessary to achieve the aims of the Building Act.

The Council will always be a party to the determination. The Department may ask other people or organisations to become involved if necessary.

A determination will normally be about an earlier decision made by one of the parties (usually the Council).

The determination may:

- Confirm, reverse or modify the earlier decision (for example, a determination may say that the Council was correct in not issuing a building consent).

- Make waivers or modifications to the Building Code (for example, a determination may modify the time period for which the building must be durable).
- Make conditions that the Council may itself grant or impose (for example, a determination may require the Council to issue a building consent with certain conditions).

The Department of Building and Housing charges a fixed fee for determinations:

- For single houses, attached houses, flats and apartments up to four units, and garages and sheds, the fee is \$281.25 (\$250 plus GST).
- For all other buildings the fee is \$562.50 (\$500 plus GST).

Information that needs to be included in a determination application:

A determination generally relies on the information you provide. Clear and complete documentation will help us assess and process your determination. The information should be:

- Clearly labelled (and indexed, if possible).
- Typed or neatly handwritten.
- Accompanied by a summary of the key points with references to the supporting documents.

Information to support an application can include (not all of the following will be available or appropriate in every instance):

- Correspondence about the dispute.
- Drawings.
- Specifications.
- Design calculations.
- Reports.
- Photographs.

Schedule 1 of the Building

Act 2004

Schedule 1 lists building work that can be undertaken without a building consent.

The Building Act includes types of building work that are exempt from the requirements to obtain a building consent.

These exemptions recognise that certain low-risk building work should not be subject to the normal requirements of the building consent approval process. Exempt building work is generally work that will not affect the structural integrity or safety components of the building.

The list of exempt building work is contained in Schedule 1 of the Building Act. In October 2008, this work was expanded to include more exemptions.

Important Notes:

Even if the proposed building work does not require a building consent, it is still a requirement of the Building Act that all building work complies with the Building Code (refer to section 17 of the Building Act).

The building work may also be required to comply with other legislation, such as the Hazardous Substances and New Organisms Act 1996, the Resource Management Act 1991 (and any local district plan rules) and any relevant local government bylaw requirements.

If you are unsure that requirements may apply to your project, Council recommends that you seek advice from your designer, builder or Council.

Compliance Schedules

A Compliance Schedule lists specified systems within a building. These systems ensure a building is safe and health for members of the public to enter, occupy or work in.

The Compliance Schedule for a building must identify which systems are present, the performance standards for those systems, and how these systems

will be monitored and maintained to ensure they will continue to function.

The requirement for a Compliance Schedule in the Building Act 2004 are broadly similar to those in the Building Act 1991.

However, the new Act allows more options for the administration of Compliance Schedules by Territorial Authorities and, significantly, the ability to charge a fee for services. New requirements include that:

- The administration of Compliance Schedules may be split between a building consent authority that is not a Territorial Authority, and a Territorial Authority.
- A building consent authority issues a Compliance Schedule.
- A building consent authority can charge a fee for issuing a Compliance Schedule.
- A building consent authority must state in a building consent the specified systems and their performance standards that will be covered by a Compliance Schedule.
- A Compliance Schedule must be issued with the code compliance certificate, where applicable.
- Building consent authorities that are not Territorial Authorities have 5 days after issuing a Compliance Schedule to notify the Territorial Authority that the Compliance Schedule has been issued.
- A Territorial Authority and a building owner can agree to amend a Compliance Schedule as required, at any other time.
- Territorial Authorities can charge a fee for issuing an amended Compliance Schedule.
- After 31 March 2008, all buildings serviced by or attached to cable cars will require a Compliance Schedule.

- A Statement of Fitness is now a Compliance Schedule Statement.

The Compliance Schedule has been made more flexible to reflect that as systems age, monitoring and maintenance requirements change.

An application for a Compliance Schedule should be made as part of the building consent application, where building work includes specified systems within a building.

Where an application for a building consent involves building work in an existing building, and that work includes modifying or adding to the specified systems, that work will require an amendment to an existing Compliance Schedule. The application must list each specified system or, if the building work is an amendment to an existing building, the application should list all specified systems in any way affected by the building work.

The 2004 Act defines a specified system as a system or feature that is:

- Contained in a building.
- Contributes to the property functioning of the building (e.g. sprinkler system)
- Declared by the Governor-General, by Order in Council, to be a specified system for the purpose of this Act.

Regulation 4 and Schedule 1 of the Building (Specified Systems, Change the Use, and Earthquake-Prone Buildings) Regulations 2005 list the specified systems.

Some examples of these are:

- Automatic systems for fire suppression
- Automatic or manual emergency warning systems for fire or other dangers
- Electromagnetic or automatic doors or windows
- Emergency lighting systems
- Escape route pressurisation systems

- Riser mains for use by fire services
- Automatic backflow preventers connected to a potable water supply
- Lifts, escalators, travelators or other systems for moving people or goods within buildings
- Mechanical ventilation or air conditioning systems
- Building maintenance units providing access to exterior and interior walls of buildings
- Smoke control systems
- Emergency power systems for, or signs relating to, any of the above systems
- Systems for communicating evacuation
- Final exists
- Fire separation
- Signs
- Smoke separators

Cable Cars

Cable cars were not previously considered a specified system; however, after 31 March 2008

a Compliance Schedule must be issued for a building that has a cable car attached to it, or if it services by a cable car. This includes dwellings that have a cable car.

Building Warrant of Fitness

A Building Warrant of Fitness (BWoF) is a statement supplied by a building owner, confirming that the systems specified in the Compliance Schedule for their building have been maintained and checked in accordance with the Compliance Schedule for the previous 12 months, and that they will continue to perform as required.

The requirements in the Building Act 2004 for BWoFs are similar to those of the Building Act 1991.

Important changes include that:

- An owner must provide to the Territorial Authority, with their BWoF, copies of Form 12A certificates from IQP / LBPs, including any recommendations made by the IQP / LBP.
- The Territorial Authority must retain copies of the Form 12A certificates.
- The Territorial Authority must consider any recommendation to amend a Compliance Schedule made by an IQP / LBP and where necessary make any changes to the Compliance Schedule after giving the owner an opportunity to provide comments.
- After 31 March 2008, all buildings services by, or attached to, cable cars will require a BWoF.
- A Territorial Authority can now charge a fee for undertaking a BWoF inspection.

The owner must supply the BWoF to the Territorial Authority on each anniversary of the issue of the Compliance Schedule.

A BWoF must be supplied on Form 12 of the Building (Forms) Regulations 2004. It must include the following information:

- The location of the particular building
- Current lawfully established use including number of occupants per level and per use (if more than one)
- The owner of the building
- Original date the building was constructed
- The highest fire risk category for building use
- Certificates relating to inspections, maintenance and reporting.

The Building Act 2004 requires that:

- The BWoF must state that the inspection, maintenance and reporting procedures of

the Compliance Schedule have been fully complies with for the previous 12 months.

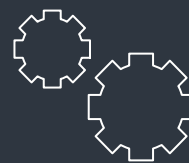
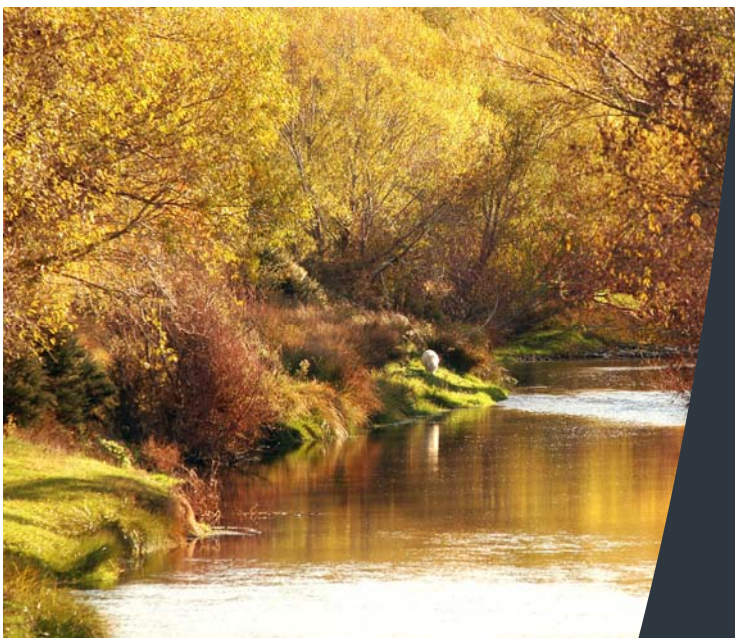
- A copy of each certificate issues by the IQP or LBP for each of the specified systems, along with any recommendations for amending the Compliance Schedule, must be attached to the BWoF provided to the Territorial Authority.
- The owner must use the prescribed BWoF form in the Building (Forms) Regulations 2004, providing all the information and attachments required in that form.

Building owners will be required to continue to engage IQPs to undertake the inspection, maintenance and reporting procedures listed on the Compliance Schedule.

IQPs provide building owners with a certificate verifying the inspection, maintenance and reporting procedures for each specified system have been fully complied with. IQPs will issue the certificates on Form 12A of the Amendment Regulations 2005.

An IQP is generally a person that is registered on the South Island IQP Register.

An IQP is only registered after he / she can prove that they have the necessary competence to undertake the inspections, maintenance reporting on the specified features noted on the Compliance Schedule / Building Warrant of Fitness.



ADDITIONAL SOURCES OF INFORMATION

Further information can be obtained from the following websites:

Department of Building & Housing

www.dbh.govt.nz

Consumer Build

www.consumerbuild.org.nz

Department of Internal Affairs

www.legislation.govt.nz

or contact

Gore District Council

29 Civic Avenue

GORE

info@goredc.govt.nz

www.goredc.govt.nz



209 0330

Plans & Spec's ...

The current Building Act requirements and DBH directives call for concise, specific documents that relate to the job being applied for.

Builders and designers are expected to be fully aware of all necessary details required when lodging a consent application.

All items with a tick are compulsory documents. Those with a dot are optional documents if applicable.

This document is a guide only and maybe subject to change without notice.

Applications lodged with lack of or poor quality plans and or specifications will be refused .

Standard Documents that maybe required with your Building Consent Application

| | | | | | | | | | | | | | | | | | | | |
|-------------------------------|--------------|-----------|----------------------|----------------------|--------------------|----------------|---------------------|---------------------|--------------------|------------------------------|-----------|---------------|---|---|---|---|---|--|--|
| E2 Risk Matrix | ✓ | ● | | | | | | | | | | | | | | | | | |
| Heritage Report | | ● | ● | | | | | | | | | | | | ● | ● | | | |
| Section 118 Disability Report | | | | | | | | | | | | | | | ● | ● | ● | | |
| Section 112 Fire Report | | | | | | | | | | | | | | | ● | ● | ● | | |
| Specialised Systems Details | | | | | | | | | | | | | | | ● | ● | ● | | |
| PS2 Design Review | | | | | | | | | | | | | | | ● | ● | ● | | |
| PS 1 Design | ● | ● | ● | ● | | ● | | | | | | | | | ● | ● | ● | | |
| Storm Water Disposal | ✓ | ✓ | | ✓ | ✓ | ● | | | | | | | | | | ✓ | ✓ | | |
| Plumbing & Drainage Design | ✓ | ✓ | | ● | | | | | ● | ● | ● | | | | ● | ✓ | ✓ | | |
| Cladding Design | ● | | | | | | | | | | | | | | ● | ● | ● | | |
| Membrane Design | ● | ● | ● | | | | | | | | | | | | ● | ● | ● | | |
| Truss Design | ● | ● | ● | ● | | ● | | | | | | | | | ● | ● | ● | | |
| Engineered Foundations | ● | ● | ● | ● | | ● | | | | | | | | | ● | ● | ● | | |
| Site Plan | ✓ | ✓ | ● | ✓ | ✓ | ✓ | | | | | | | | | | ✓ | ✓ | | |
| Cross-sections | ✓ | ✓ | | ✓ | ● | ● | | | | | | | | | ● | ✓ | ✓ | | |
| Elevations | ✓ | ✓ | ● | ✓ | ✓ | ✓ | | | | | | | | | ● | ✓ | ✓ | | |
| Proposed Floor Plans | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | | |
| Existing Floor Plans | | ✓ | ✓ | | | | | | | | | | | | ● | ✓ | ✓ | | |
| Specification | ✓ | ✓ | ✓ | ✓ | | ✓ | | | | | | | | | ✓ | ✓ | ✓ | | |
| Schematic diagram | ● | ● | ● | | | | | | ✓ | | ✓ | | | | | | | | |
| Flue Design | ● | ● | ● | | | | | | ✓ | ✓ | | | | | | | | | |
| Installation Manual | ● | ● | ● | | | | | | ✓ | ✓ | ✓ | | | | | | | | |
| Residential/Rural | | | | | | | | | | | | | | | | | | | |
| | New Dwelling | Additions | Internal Alterations | Garage, Carport, etc | Minor Outbuildings | Farm Buildings | Boiler Installation | Heater Installation | Solar Installation | Commercial/Industrial | | | | | | | | | |
| | | | | | | | | | | Alterations | Additions | New Structure | | | | | | | |

- ✓ Compulsory Documents
- Option Documents (if applicable)