



# APPLICATION FOR PROJECT INFORMATION MEMORANDUM and/or BUILDING CONSENT

Section 33 or Section 45, Building Act 2004

<b>OWNER (APPLICANT)</b>
Name: .....
Address: .....
.....
Phone: .....
Fax: .....
Cell Phone: .....
Email: .....
<b>CONTACT DETAILS</b> (if not owner)
Name: .....
Address: .....
.....
Phone: .....
Fax: .....
Cell Phone: .....
Email: .....
<b>BUILDER</b>
Name: .....
Address: .....
.....
Registration Number: .....
Phone: .....
Fax: .....
Cell Phone: .....
Email: .....
<b>PLUMBER / DRAINLAYER</b>
Name: .....
Address: .....
.....
Registration Number: .....
Phone: .....
Fax: .....
Cell Phone: .....
Email: .....

<b>PROPERTY INFORMATION</b>
Street address of building: .....
.....
Building Name (if any): .....
Description of work: .....
.....
.....
Will there be a change of use: Y <input type="checkbox"/> N <input type="checkbox"/>
If yes, what: .....
Floor area (provide total m <sup>2</sup> below):
Ground Floor: ..... First Floor: .....
Garage: ..... Other: .....
Total Value of Works: \$.....
<b>PROJECT DETAILS</b>
New Dwelling <span style="float: right;"><input type="checkbox"/></span>
Addition or Alteration to Dwelling <span style="float: right;"><input type="checkbox"/></span>
Commercial Retail <span style="float: right;"><input type="checkbox"/></span>
Transportable Building <span style="float: right;"><input type="checkbox"/></span>
Farm Buildings (all types) <span style="float: right;"><input type="checkbox"/></span>
Garage (new & addition or alteration) <span style="float: right;"><input type="checkbox"/></span>
Plumbing & Drainage only <span style="float: right;"><input type="checkbox"/></span>
Heating Unit <span style="float: right;"><input type="checkbox"/></span>
Demolition <span style="float: right;"><input type="checkbox"/></span>
Other ..... <span style="float: right;"><input type="checkbox"/></span>
<b>Intended Life:</b>
Indefinite <span style="float: right;"><input type="checkbox"/></span>
Specified as ..... Years
<b>LEGAL DESCRIPTION</b>
Valuation No: .....
Lot: ..... DP: .....
Section: ..... Block: .....
.....
<b>Signed by or on behalf of the Applicant:</b>

Consent No.

## PROJECT INFORMATION MEMORANDUM

The project involves the following matters:

*(Cross each applicable box, if any, and attach relevant information in triplicate)*

- Subdivision
- Alterations to land contours
- New or altered connections to public utilities
- New or altered locations and/or external dimension of buildings
- Building work over or adjacent to any road or public place
- New or altered vehicle access
- Disposal of stormwater and wastewater
- Building work over any existing drains or sewers or in close proximity to wells or watermains
- Other matters known to the applicant that may require authorizations from the territorial authority:  
(specify):

### BUILDING CONSENT

The following plans and specifications are attached to this application:

*(List all plans and specifications attached – use separate sheet if necessary)*

The building work will comply with the Building Code as follows:

<b>Clause</b> <i>List relevant clause No. of Building Code</i>	<b>Means of Compliance</b> <i>Refer to relevant compliance documents or detail or alternative solution in plans/specifications</i>	<b>Waiver/Modification required</b> <i>State nature of waiver or modification of building code</i>

### BUILDING PRACTITIONERS

Name & Address	Registration No.	Cell Phone	Phone
Architect/Designer:			
Engineer:			
Plumber / Drainlayer:			
Gasfitter:			
Electrician:			
Other:			
Other:			

*Please attach separate sheet with specialist subcontractors, including address and all contact details*

# SITE PLAN (Scale 1:200)

Draw your site plan here  
*(for heater locations and small projects only)*

## HEATER DETAILS

New Unit   
Second Hand Unit \*   
Free Standing Unit   
Inbuilt Unit   
Wetback \* YES  NO

Fuel type:  
Solid Fuel  Diesel   
Gas  Other .....

Make/Model of Heater: .....

\* All second hand units require a new stainless steel flue.  
\* Wetbacks must be fitted by a registered plumber.  
You must supply both the manufacturers installation Instructions and flue details for all heating units.

## COMPLIANCE SCHEDULE

Are there any specified systems in the building? YES  NO

The specified systems for the building are as follows:  
(specified systems are defined in the regulations)

The following specified systems are being altered, added to, or removed in the course of the building work:

## BUILDING CONSENT INFORMATION

When applying for a Building Consent, the following is required to accompany a fully completed application form.

1. **Three sets of site plans** detailing distances to all boundaries and adjacent buildings. To scale 1:200.
2. **Three sets of drawings** detailing proposed work including:
  - floor plans with dimensions
  - elevations of external walls
  - detailed cross sections, showing building heights, floor height above ground level, foundation sizes and reinforcement. Scale 1:50 / 1:100.
3. **Detailed specifications** including the type, size, span and spacing of all materials being used and the extent of work being undertaken.
4. Where applicable, **three copies of plumbing and drainage plans** showing positions of fixtures, gully traps, vents etc and septic tank if being used. Note: where known at consent stage specify the Plumber and Drainlayer along with registration number.
5. All new dwellings must have a new water connection and sewers connection. Old connections cannot be reused. An application for water connection is required prior to installation. Please contact Council's water department for further details.

**Failure to provide above information** will result in the application being placed "on hold" with a notice issued requiring further information. **NOTE: NO BUILDING WORKS SHALL COMMENCE UNTIL CONSENT IS GRANTED.**

## DAMAGE TO COUNCIL PROPERTY

As applicant, I / We hereby agree to undertake any repairs considered necessary by Council to the footpath, kerb, road or any other assets which may have been damaged as a result of work carried out under this Building Consent.

I/we agree and acknowledge that:

- Should the required work not be completed within 1 month of the issuing of the Code Compliance Certificate for the building work, Council will commission the necessary repairs at my expense as owner.
- Unless advised otherwise in writing the condition of the footpath, kerb, road and any other assets will be deemed to be in an undamaged condition at the issuing of this Building Consent.
- Should this undertaking be given by me on behalf of a Company or owner that I shall be personally liable for the performance of the undertaking
- The applicant shall adhere to the requirements of Council's Street Opening Policy and obtain all relevant and necessary permits associated with this Policy.
- Applicant should also contact Council's Roading Department for a traffic management plan when working on any road or street.



# THIS MUST ACCOMPANY YOUR APPLICATION FOR BUILDING CONSENT AND BE COMPLETED

**The building work will comply with the building code as follows:**

*(if you're not sure which clauses are applicable, talk to the Building Control Department or your architect)*

**Owners Name:** \_\_\_\_\_ **Project Location:** \_\_\_\_\_

<b>Clause</b> <i>Tick relevant clause No. of Building Code</i>	<b>Means of Compliance</b> <i>Refer to relevant compliance documents or detail or alternative solution in plans/specifications</i>	<b>Waiver/Modification required</b> <i>State nature of waiver or modification of building code</i>
<input type="checkbox"/> <b>B1</b> Structure	<input type="checkbox"/> B1/AS1 <input type="checkbox"/> B1/AS2 <input type="checkbox"/> B1/AS3 <input type="checkbox"/> NZS3604 <input type="checkbox"/> NZS1170 <input type="checkbox"/> Alternative Solution	
<input type="checkbox"/> <b>B2</b> Durability	<input type="checkbox"/> B2/AS1 <input type="checkbox"/> NZS3101 <input type="checkbox"/> NZS3602 <input type="checkbox"/> NZS3694 <input type="checkbox"/> NZS3604 <input type="checkbox"/> Alternative Solution	
<input type="checkbox"/> <b>C1</b> Outbreak of fire	<input type="checkbox"/> C/AS1 <input type="checkbox"/> NZS 2918 <input type="checkbox"/> Alternative Solution	
<input type="checkbox"/> <b>C2</b> Means of escape	<input type="checkbox"/> C/AS1 <input type="checkbox"/> Alternative Solution	
<input type="checkbox"/> <b>C3</b> Spread of fire	<input type="checkbox"/> C/AS1 <input type="checkbox"/> Alternative Solution	
<input type="checkbox"/> <b>C4</b> Structural stability during fire	<input type="checkbox"/> C/AS1 <input type="checkbox"/> Alternative Solution	
<input type="checkbox"/> <b>D1</b> Access routes	<input type="checkbox"/> D1/AS1 <input type="checkbox"/> NZS4121 <input type="checkbox"/> Alternative Solution	
<input type="checkbox"/> <b>D2</b> Mechanical installations for access	<input type="checkbox"/> D2/AS1 <input type="checkbox"/> D2/AS2 <input type="checkbox"/> D2/AS3 <input type="checkbox"/> NZS4332 <input type="checkbox"/> EN81 <input type="checkbox"/> EN115 <input type="checkbox"/> Alternative Solution	
<input type="checkbox"/> <b>E1</b> Surface water	<input type="checkbox"/> E1/AS1 <input type="checkbox"/> AS/NZS3500.3 <input type="checkbox"/> Alternative Solution	
<input type="checkbox"/> <b>E2</b> External moisture	<input type="checkbox"/> E2/AS1 <input type="checkbox"/> Specific design & testing <input type="checkbox"/> Alternative Solution	
<input type="checkbox"/> <b>E3</b> Internal moisture	<input type="checkbox"/> E3/AS1 <input type="checkbox"/> Alternative Solution	
<input type="checkbox"/> <b>F1</b> Hazardous agents on site	<input type="checkbox"/> F1/AS1 <input type="checkbox"/> Alternative Solution	
<input type="checkbox"/> <b>F2</b> Hazardous building materials	<input type="checkbox"/> F2/AS1 <input type="checkbox"/> NZS4223 <input type="checkbox"/> Alternative Solution	
<input type="checkbox"/> <b>F3</b> Hazardous substances and processed	<input type="checkbox"/> F3/AS1 <input type="checkbox"/> Alternative Solution	
<input type="checkbox"/> <b>F4</b> Safety from falling	<input type="checkbox"/> F4/AS1 <input type="checkbox"/> FSP Act <input type="checkbox"/> Alternative Solution	
<input type="checkbox"/> <b>F5</b> Construction and demolition hazards	<input type="checkbox"/> F5/AS1 <input type="checkbox"/> Alternative Solution	
<input type="checkbox"/> <b>F6</b> Lighting for emergency	<input type="checkbox"/> F6/AS1 <input type="checkbox"/> Alternative Solution	
<input type="checkbox"/> <b>F7</b> Warning systems	<input type="checkbox"/> F7/AS1 <input type="checkbox"/> NZS4512 <input type="checkbox"/> Alternative Solution	
<input type="checkbox"/> <b>F8</b> Signs	<input type="checkbox"/> F8/AS1 <input type="checkbox"/> Alternative Solution	
<input type="checkbox"/> <b>G1</b> Personal hygiene	<input type="checkbox"/> G1/AS1 <input type="checkbox"/> Alternative Solution	
<input type="checkbox"/> <b>G2</b> Laundering	<input type="checkbox"/> G2/AS1 <input type="checkbox"/> Alternative Solution	
<input type="checkbox"/> <b>G3</b> Food preparation & prevention of contamination	<input type="checkbox"/> G3/AS1 <input type="checkbox"/> Alternative Solution	
<input type="checkbox"/> <b>G4</b> Ventilation	<input type="checkbox"/> G4/AS1 <input type="checkbox"/> AS1668.2 <input type="checkbox"/> Alternative Solution	
<input type="checkbox"/> <b>G5</b> Interior environment	<input type="checkbox"/> G5/AS1 <input type="checkbox"/> Alternative Solution	
<input type="checkbox"/> <b>G6</b> Airborne and impact sound	<input type="checkbox"/> G6/AS1 <input type="checkbox"/> Alternative Solution	
<input type="checkbox"/> <b>G7</b> Natural light	<input type="checkbox"/> G7/AS1 <input type="checkbox"/> Alternative Solution	
<input type="checkbox"/> <b>G8</b> Artificial light	<input type="checkbox"/> G8/AS1 <input type="checkbox"/> NZS6703 <input type="checkbox"/> Alternative Solution	
<input type="checkbox"/> <b>G9</b> Electricity	<input type="checkbox"/> G9/AS1 <input type="checkbox"/> Alternative Solution	
<input type="checkbox"/> <b>G10</b> Piped services	<input type="checkbox"/> G10/AS1 <input type="checkbox"/> NZS5261 <input type="checkbox"/> Alternative Solution	
<input type="checkbox"/> <b>G11</b> Gas as an energy source	<input type="checkbox"/> G11/AS1 <input type="checkbox"/> Alternative Solution	
<input type="checkbox"/> <b>G12</b> Water supplies	<input type="checkbox"/> G12/AS1 <input type="checkbox"/> AS/NZS3500.1 <input type="checkbox"/> AS/NZS3500.4	
<input type="checkbox"/> <b>G13</b> Foul water	<input type="checkbox"/> G13/AS1 <input type="checkbox"/> G13/AS2 <input type="checkbox"/> Alternative Solution <input type="checkbox"/> G13/AS3 <input type="checkbox"/> G13/VM4 <input type="checkbox"/> ASNZS 3500.2	
<input type="checkbox"/> <b>G14</b> Industrial liquid waste	<input type="checkbox"/> G14/AS1 <input type="checkbox"/> Alternative Solution	
<input type="checkbox"/> <b>G15</b> Solid waste	<input type="checkbox"/> G15/AS1 <input type="checkbox"/> Alternative Solution	
<input type="checkbox"/> <b>H1</b> Energy efficiency	<input type="checkbox"/> H1/AS1 <input type="checkbox"/> NZS4218 <input type="checkbox"/> NZS4214 <input type="checkbox"/> ALF Design <input type="checkbox"/> NZS4243 <input type="checkbox"/> Alternative Solution Manual	