

**Form 2: Application for project information memorandum  
and/or building consent**  
Section 33 or 45, Building Act 2004



**1. THE BUILDING** [Complete all applicable sections]

Street address of building: .....

.....

*[If no street address – details of nearest intersection]* .....

Legal description of land where building is located: Lot ..... DP.....

Site area ..... (m<sup>2</sup>) Sec ..... Block.....

Building name: ..... Valuation Number .....

Location of building within site/block number: *[Include nearest street access]* .....

.....

Number of levels: *[Above & below ground]* ..... Level /Unit Number: .....

Floor area: ..... (m<sup>2</sup>) *[Indicate area affected by the building work]*

Current, lawfully established, use: ..... Year First Constructed: .....

*[Add no. of occupants per level and per use if more than 1]* .....

**OFFICE USE ONLY:**

Consent Number:

.....

PIM Number:

.....

Compliance Schedule No:

.....

Date received:

.....

**2. APPLICATION** [Nominate as applicable]

I request that you issue a: (for the building work described in this application)

Project Information Memorandum (PIM)

Project Information Memorandum (PIM) and Building Consent (BC)

Building Consent The existing PIM No [if applicable] is: .....

Amendment to an existing Building Consent. The existing BC No is: .....

Staged Consent – Being stage ..... of ..... stages

State the reference number if this application involves a National Multiple Use Approval: .....

Name: ..... Signature: ..... Date: .....

The signature is that of the  Owner **OR**  the Agent on behalf of and with the approval of the Owner

This is my address for service and I acknowledge that some communications may be by email.

Please nominate if email address is not available

**3. THE PROJECT**

DESCRIPTION OF BUILDING WORK: *(Provide sufficient information below to enable scope of work to be fully understood)*

.....

.....

.....

Current use of building: ..... *[E.g. Home, implement shed, office]*

Will the building work result in a change of use of the building?  Yes  No. If Yes, provide details of the new use of the building:

.....

Intended life of the building if less than 50 years: ..... [Years]

List Building Consents previously issued for this project *(if any)*: .....

Estimated value of the building work on which the building levy will be calculated (including goods and services tax):

\$..... *[State estimated value as defined in section 7 of the Building Act 2004]*

Is prescribed energy work to be part of this Building Consent *(tick if applicable)* Gas  Electricity



- |                                |                                   |
|--------------------------------|-----------------------------------|
| Central Otago District Council | Queenstown Lakes District Council |
| Clutha District Council        | Southland District Council        |
| Dunedin City Council           | Timaru District Council           |
| Gore District Council          | Waimate District Council          |
| Invercargill City Council      | Waitaki District Council          |
| Mackenzie District Council     |                                   |

**4. OWNER**

**5. AGENT** *[Only required if application is being made on behalf of the owner]*

Name of Owner: ..... Contact person ..... Mailing address: ..... ..... Street address/registered office: ..... ..... Phone No.: Landline: ..... Mobile: ..... Daytime: ..... After hours: ..... Facsimile: ..... Email: ..... Website: ..... <b>THE FOLLOWING EVIDENCE OF OWNERSHIP IS ATTACHED:</b> <input type="checkbox"/> Certificate of Title <input type="checkbox"/> Lease Agreement <input type="checkbox"/> Agreement for Sale and Purchase <input type="checkbox"/> Other document	Name of Agent: ..... Contact person: ..... Mail address: ..... ..... Street address/registered office: ..... ..... Phone No.: Landline: ..... Mobile: ..... Daytime: ..... After hours: ..... Facsimile: ..... Email: ..... Website: ..... Relationship to owner: <i>[State details of the authorisation from the owner to make the application on the owner's behalf]</i> ..... .....
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**FIRST POINT OF CONTACT** for communications with the Council / Building Consent Authority:     Owner                       Agent

Or : *(If different to above details)* Name : .....                      Email:.....

Mailing Address:.....                      Phone: .....                      Facsimile:.....

.....

**BILLING (PAYER) DETAILS:**     Owner     Agent     Other, (state name & mailing address) .....

.....

**6. RESTRICTED BUILDING WORK**

Will the building work include any restricted building work?     Yes     No

If Yes, provide the following details of all licensed building practitioners who will be involved in carrying out or supervising the restricted building work *(If these details are un-known at the time of the application, they must be supplied before the building work begins.):*

Name	Licensing Class	Licensed Building Practitioner Number <small><i>(or registration number if treated as being licensed under section 291 of the Building Act 2004)</i></small>

**Note:** Continue on another page if necessary

**7. 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: *[Nominate the matters relevant to the project]*

- Subdivision
- Alterations to land contours    *[e.g. digging out the site for a building platform]*
- New or altered connections to public utilities    *[e.g. Council sewer, storm water or water mains]*
- New or altered locations and/or external dimensions of buildings
- New or altered access for vehicles
- Building work over or adjacent to any road or public place
- Disposal of stormwater and wastewater
- Building work over any existing drains or sewers or in close proximity to wells or water mains
- Other matters known to the applicant that may require authorisations from the Territorial Authority: *[Specify]*

.....

## 8. BUILDING CONSENT

The following plans and specifications are attached to this application: *(please enter these in section 10 over page)*

### THE BUILDING WORK WILL COMPLY WITH THE BUILDING CODE AS FOLLOWS:

Building Code Clause <i>Nominate relevant clauses</i>	Means of Compliance <i>Nominate relevant compliance path(s) for each clause selected.</i>				
	Acceptable Solution	NZS 4121 Accessible Design	Verification Method	Alternative Solution <i>Please complete Form SBCG 34.1</i>	Waiver/Modification <i>Please complete Form SBCG 23.1</i>
<input type="checkbox"/> B1 Structure	<input type="checkbox"/> B1/AS1 <input type="checkbox"/> B1/AS3		<input type="checkbox"/> B1/VM1 <input type="checkbox"/> B1/VM4	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> B2 Durability	<input type="checkbox"/> B2/AS1		<input type="checkbox"/> B2/VM1	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> C1-6 Protection from fire	<input type="checkbox"/> C/AS1 <input type="checkbox"/> C/AS2		<input type="checkbox"/> C/VM1 <input type="checkbox"/> C/VM2	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> D1 Access routes	<input type="checkbox"/> D1/AS1	<input type="checkbox"/>	<input type="checkbox"/> D1/VM1	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> D2 Mechanical installation for access	<input type="checkbox"/> D2/AS1 <input type="checkbox"/> D2/AS2 <input type="checkbox"/> D2/AS3	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> E1 Surface water	<input type="checkbox"/> E1/AS1		<input type="checkbox"/> E1/VM1	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> E2 External moisture	<input type="checkbox"/> E2/AS1 <input type="checkbox"/> E2/AS2 <input type="checkbox"/> E2/AS3		<input type="checkbox"/> E2/VM1	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> E3 Internal moisture	<input type="checkbox"/> E3/AS1			<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> F1 Hazardous agents on site			<input type="checkbox"/> F1/VM1	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> F2 Hazardous building materials	<input type="checkbox"/> F2/AS1			<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> F3 Hazardous substances and processes			<input type="checkbox"/> F3/VM1	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> F4 Safety from falling	<input type="checkbox"/> F4/AS1			<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> F5 Construction and demolition hazards	<input type="checkbox"/> F5/AS1			<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> F6 Visibility in escape routes	<input type="checkbox"/> F6/AS1			<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> F7 Warning systems	<input type="checkbox"/> F7/AS1			<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> F8 Signs	<input type="checkbox"/> F8/AS1	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> F9 Restricting access to residential pools	<input type="checkbox"/> F9/AS1 <input type="checkbox"/> F9/AS2			<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> G1 Personal hygiene	<input type="checkbox"/> G1/AS1	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> G2 Laundering	<input type="checkbox"/> G2/AS1	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> G3 Food preparation and prevention of contamination	<input type="checkbox"/> G3/AS1	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> G4 Ventilation	<input type="checkbox"/> G4/AS1		<input type="checkbox"/> G4/VM1	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> G5 Interior environment	<input type="checkbox"/> G5/AS1	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> G6 Airborne impact sound	<input type="checkbox"/> G6/AS1		<input type="checkbox"/> G6/VM1	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> G7 Natural light	<input type="checkbox"/> G7/AS1		<input type="checkbox"/> G7/VM1	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> G8 Artificial light	<input type="checkbox"/> G8/AS1		<input type="checkbox"/> G8/VM1	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> G9 Electricity	<input type="checkbox"/> G9/AS1		<input type="checkbox"/> G9/VM1	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> G10 Piped services	<input type="checkbox"/> G10/AS1		<input type="checkbox"/> G10/VM1	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> G11 Gas as an energy source	<input type="checkbox"/> G11/AS1			<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> G12 Water supplies	<input type="checkbox"/> G12/AS1 <input type="checkbox"/> G12/AS2		<input type="checkbox"/> G12/VM1	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> G13 Foul water	<input type="checkbox"/> G13/AS1 <input type="checkbox"/> G13/AS2 <input type="checkbox"/> G13/AS3		<input type="checkbox"/> G13/VM1 <input type="checkbox"/> G13/VM4	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> G14 Industrial liquid waste	<input type="checkbox"/> G14/AS1		<input type="checkbox"/> G14/VM1	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> G15 Solid waste	<input type="checkbox"/> G15/AS1			<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> H1 Energy efficiency	<input type="checkbox"/> H1/AS1		<input type="checkbox"/> H1/VM1	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> B1-H1 Simple House Solution	<input type="checkbox"/> SH/AS1				
<input type="checkbox"/> B1-H1 Back Country Hut	<input type="checkbox"/> BCH/AS1				

**9. COMPLIANCE SCHEDULE** (specified systems are defined in regulations)

- The specified systems for the building are as follows:
- The following specified systems are being altered, added to, or removed in the course of the building work:
- or
- There are no specified systems in the building.



Please provide the details required by completing either form:

- SBCG27 Compliance Schedule Specified Systems (or)
- SBCG11 Application for amendment to Compliance Schedule

**10. ATTACHMENTS**

The following documents are attached to this application (All plans and specifications must meet the minimum requirements set out in the regulations or required by the building consent authority):

*[Nominate as applicable]*

Plans and specifications *(list) (or attach a list)*.....

.....

Memoranda from licensed building practitioner(s) who carried out or supervised any design work that is restricted building work

Project Information Memorandum     Development contribution notice     Certificate attached to Project Information Memorandum

Other information relevant to this application: *[Please specify]*: .....

.....

Current Certificate of title provided

**11. CONTACTS (involved in this project)**

**Designer**

Name(s): .....

Postal Address: .....

.....

Mobile: ..... Daytime: .....

Reg No: ..... Email: .....

**Engineer**

Name(s): .....

Postal Address: .....

.....

Mobile: ..... Daytime: .....

Reg No: ..... Email: .....

**Builder**

Name(s): .....

Postal Address: .....

.....

Mobile: ..... Daytime: .....

Reg No: ..... Email: .....

**Gasfitter**

Name(s): .....

Postal Address: .....

.....

Mobile: ..... Daytime: .....

Reg No: ..... Email: .....

**Drainlayer**

Name(s): .....

Postal Address: .....

.....

Mobile: ..... Daytime: .....

Reg No: ..... Email: .....

**Plumber**

Name(s): .....

Postal Address: .....

.....

Mobile: ..... Daytime: .....

Reg No: ..... Email: .....

**Electrician**

Name(s): .....

Postal Address: .....

.....

Mobile: ..... Daytime: .....

Reg No: ..... Email: .....

**Other**

Name(s): .....

Postal Address: .....

.....

Mobile: ..... Daytime: .....

Reg No: ..... Email: .....

### 13. Applicant / Agent's Check

Tick if provided or note as N/A where not applicable

- Landowners information
- This information should match information found on the rates assessment or Certificate of Title*
- Certificate of Title provided
- A Certificate of Title is mandatory for ALL new buildings, extension to buildings, building envelope change, change of use of building and some drainage works*
- Owners Agent information
- This is only relevant when agent is working on behalf of the owner*
- Building Location
- This information can be found on the rates assessment, Certificate of Title, or a Sales and Purchase Agreement*
- Description of Work
- What is the building consent application for? Does the description of work accurately represent the work being undertaken?*
- Intended Use
- This is the buildings use eg. dwelling*
- Building Code Clauses
- Method of compliance with the Building Code*
- Value of Work
- What is the value of work that is covered by the consent application*
- Application Form Signed
- The application cannot be accepted if not signed*
- Memorandum – Certificate of Design Work
- Has the designer provided the Form 2A for RBW*
- Licensed Building Practitioners identified (Form 2A)
- Yes  Some known  Not yet identified
- Are the Designer and LBP's specified licensed for the RBW being undertaken
- Registered Architect and CP-Engineer are deemed to be licensed Designers*

### Council Use Only ↓

	Y	N/A
Application Form 2 Complete	<input type="checkbox"/>	<input type="checkbox"/>
Form 2A – Certificate of Design - RBW	<input type="checkbox"/>	<input type="checkbox"/>
Site Plan	<input type="checkbox"/>	<input type="checkbox"/>
Elevations	<input type="checkbox"/>	<input type="checkbox"/>
Floor Plan (existing, proposed, new)	<input type="checkbox"/>	<input type="checkbox"/>
Truss Details	<input type="checkbox"/>	<input type="checkbox"/>
Producer Statement	<input type="checkbox"/>	<input type="checkbox"/>
Specification (job specific)	<input type="checkbox"/>	<input type="checkbox"/>
Heater Installation & Flue Details	<input type="checkbox"/>	<input type="checkbox"/>
Plumbing & Drainage Plans	<input type="checkbox"/>	<input type="checkbox"/>
2 Complete Sets of Documents (x 2)	<input type="checkbox"/>	<input type="checkbox"/>
PIM (transportable)	<input type="checkbox"/>	<input type="checkbox"/>
Certificate of Title provided	<input type="checkbox"/>	<input type="checkbox"/>
The above is satisfactory for this application to be accepted for processing: <input type="checkbox"/> Y <input type="checkbox"/> N Date:.....		

**First Point of Contact**      **Consent posted to**  
 Owner       Agent       Owner       Agent

**Consent Fees**

Building Consent      \$ .....

Accreditation Levy      \$ .....

BRANZ Levy      \$ .....

DBH Levy      \$ .....

Street Asset Deposit      \$ .....

Resource Consent      \$ .....

Other (CS, CT etc.)      \$ .....

Total Fee Payable      \$ .....

Paid on application       Yes       To be invoiced

Receipt Number      .....

Cash/Chq/Eftpos/EB

Invoice to:       Owner       Agent       Other

### 14. Miscellaneous

#### Vehicle Access

- Street Crossing      New  Existing
- Rural Access      New  Existing
- Rapid No. Required      Yes  No
- Street No. Required      Yes  No

*Note: All new or altered vehicle access require approval from the Roading Department prior to installation. Street numbers and RAPID numbers must be issued by Council's GIS Department – please **do not** allocate or assume numbers yourself.*

#### Utilities

- New Water Connection      Yes  No
- New Sewage Connection      Yes  No
- New Stormwater Connection      Yes  No

*Note: If a new water connection is required, there is a separate application form and fee payable. Please enquire at the reception area in the Regulatory Department.*

#### Trade Waste

The Trade Waste Bylaw 2008 regulates the discharge of Trade Waste to Gore District Council's Sewerage Systems operated by or on behalf of the Council as Wastewater Authority.

- Does this consent require:
- Trade Waste to be considered?      Yes  No
  - Has an application been lodged?      Yes  No

Approvals	Checked	Date	NA
Building			
Plumbing			
Drainage			
Planning			
Roading			
Utilities			
Reserves			
Licensing			
Parking			
External Engineer			
NZ Fire Service			

	Yes	No
Compliance Schedule Required	<input type="checkbox"/>	<input type="checkbox"/>
Section 37 Notice Required	<input type="checkbox"/>	<input type="checkbox"/>
Section 72 - 75 Notice Required	<input type="checkbox"/>	<input type="checkbox"/>

#### Approved for Issue:

.....

Officers Signature      Date