



## Building Consent Application Checklist

# SIMPLE BUILDING CONSENTS

<input type="checkbox"/> Garage/Carport	<input type="checkbox"/> Decks	<input type="checkbox"/> Retaining	<input type="checkbox"/> Farm Buildings	<input type="checkbox"/> Temp Structure
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**Address:** \_\_\_\_\_ **Date Vetted:** \_\_\_\_\_

**How to use this checklist**

Use this checklist when finalising your building drawings plans to assist you to lodge a complete application and to avoid delays in processing. Your application will be accepted based on this checklist to ensure that it has sufficient information to commence processing. All items on this checklist must be circled to show that they are either provided or are not applicable to your project (N/A).

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

Your application will only be accepted if the information in this checklist is provided and the checklist completed.

Customer Use Circle as appropriate		Doc ref./ page #	General Documentation Required (All)	Council Use		
Yes	N/A		Application form completed in full and signed	Yes	No	N/A
Yes	N/A		Lodgment fee (refer to Schedule of Fees and Charges for amount)	Yes	No	N/A
Yes	N/A		Two (2) complete sets of drawings/report/specification/plans and other relevant documents are required	Yes	No	N/A
Yes	N/A		All drawings must meet the minimum requirements of the technical drawings standard AS/NZS1100. Index provided for plans and specifications	Yes	No	N/A
Yes	N/A		All documents including photocopies must be legible	Yes	No	N/A
Yes	N/A		All plans are to be titled and dated (or version number)	Yes	No	N/A
			Legal Documentation Required (All)			
Yes	N/A		Full, current (less than three months old) Certificate of Title	Yes	No	N/A
Yes	N/A		Sale and purchase agreement with settlement date provided (if applicable)	Yes	No	N/A

**Comments – Council Use Only**

Customer Use Circle as appropriate		Doc ref./ page #	Specifications and other Documentation	Council Use		
<input type="checkbox"/> Section NA				<input type="checkbox"/> Section Accepted		
Yes	N/A		Technical specifications for proprietary systems/products e.g. foundation/structural design	Yes	No	N/A
Yes	N/A		Natural hazard assessment report where applicable (erosion, falling debris, subsidence, inundation, slippage)	Yes	No	N/A
<input type="checkbox"/> Section NA			Specific Design Engineering (Complete for all types of applications)	<input type="checkbox"/> Section Accepted		
Yes	N/A		Engineering calculations and scope of works	Yes	No	N/A
Yes	N/A		Producer statements fully completed, signed and dated	Yes	No	N/A
Yes	N/A		Engineered plans or Architectural plans with engineer's details to be signed, dated and stamped	Yes	No	N/A
Yes	N/A		Proposed inspections regime	Yes	No	N/A
<input type="checkbox"/> Section NA			Site/Location Plan (Complete for all types of applications)	<input type="checkbox"/> Section Accepted		
Yes	N/A		North Point	Yes	No	N/A
Yes	N/A		Road frontage indicated and street named	Yes	No	N/A
Yes	N/A		Location of all existing and proposed buildings	Yes	No	N/A
Yes	N/A		Distance of buildings to boundaries and distance between existing and proposed buildings including eaves and gutters	Yes	No	N/A
Yes	N/A		Site levels and finished floor levels relative to Moturiki Datum survey point (if applicable)	Yes	No	N/A
Yes	N/A		Existing contours (proposed cut or fill also to be shown)	Yes	No	N/A
Yes	N/A		Building line restrictions and easements	Yes	No	N/A
Yes	N/A		Site boundaries/exclusive area boundaries for cross lease properties and common areas clearly shown	Yes	No	N/A
Yes	N/A		Show calculations and percentage of net site coverage	Yes	No	N/A
Yes	N/A		Labelled points on boundaries where overshadowing is taken from	Yes	No	N/A
Yes	N/A		Existing and proposed crossings/driveways also showing berms and footpaths. Crossings are to be clear of Council storm water sumps (Note: normally one crossing per site)	Yes	No	N/A
Yes	N/A		Sediment control plan	Yes	No	N/A
Yes	N/A		If building under or near transmission and or power lines, please show transmission plan area or location of power lines	Yes	No	N/A
<input type="checkbox"/> Section NA			Drainage/ Services (Complete for all types of applications)	<input type="checkbox"/> Section Accepted		
Yes	N/A		All existing SEWERS, sewer connections and sewer drain locations and depth shown including Territorial Authority services	Yes	No	N/A
Yes	N/A		Storm Water – soak holes (sizes and depths), Council drains (if applicable) disposal	Yes	No	N/A
Yes	N/A		Design for any proposed drainage including that installed behind retaining walls	Yes	No	N/A
Comments – Council Use Only						

Customer Use Circle as appropriate		Doc ref./ page #	Garages / Farm Sheds / Decks	Council Use		
<input type="checkbox"/> Section NA				<input type="checkbox"/> Section Accepted		
<input type="checkbox"/> Section NA			<b>Floor Plan</b>	<input type="checkbox"/> Section Accepted		
Yes	N/A		Plan of all floors describing the function of each room	Yes	No	N/A
Yes	N/A		Dimensions of proposed building work	Yes	No	N/A
Yes	N/A		Construction joints to control concrete shrinkage	Yes	No	N/A
Yes	N/A		Finished floor levels/datum, daylight angles	Yes	No	N/A
<input type="checkbox"/> Section NA			<b>Foundation Plan</b>	<input type="checkbox"/> Section Accepted		
Yes	N/A		Foundation details and concrete strength, post foundations (must provide resistance to uplift)	Yes	No	N/A
<input type="checkbox"/> Section NA			<b>Structure</b>	<input type="checkbox"/> Section Accepted		
Yes	N/A		Framing, connections, bracing layout, details and calculations	Yes	No	N/A
Yes	N/A		Fixing details including wind fixings and structure to floor/foundation	Yes	No	N/A
<input type="checkbox"/> Section NA			<b>Elevations</b>	<input type="checkbox"/> Section Accepted		
Yes	N/A		Claddings, openings, clearly indicated and their locations	Yes	No	N/A
Yes	N/A		Daylighting (relevant to nearest boundary, if applicable)	Yes	No	N/A
<input type="checkbox"/> Section NA			<b>Cross Section</b>	<input type="checkbox"/> Section Accepted		
Yes	N/A		Drawings showing constructional details of foundations, floor systems, wall, ceiling, stud heights and stud sizes, roof construction, balustrades and barriers.	Yes	No	N/A
<input type="checkbox"/> Section NA			<b>Details</b>	<input type="checkbox"/> Section Accepted		
Yes	N/A		Flashing details for openings, change of cladding, internal/external corners	Yes	No	N/A
Yes	N/A		Roof barge, ridge, apron, valley flashing details	Yes	No	N/A
<input type="checkbox"/> Section NA			<b>Fire Wall (consider distance from boundary)</b>	<input type="checkbox"/> Section Accepted		
Yes	N/A		Details provided for fire walls	Yes	No	N/A

<input type="checkbox"/> Section NA			<b>Relocatable Buildings</b>	<input type="checkbox"/> Section Accepted		
Yes	N/A		Is the structure being relocated in more than one part? If so, please provide detail of how the building will be reconnected showing compliance with NZBC including B1 & E2.	Yes	No	N/A

Comments – Council Use Only						



<input type="checkbox"/> Section NA	South Waikato District Council	<input type="checkbox"/> Section Accepted
<input type="checkbox"/> Section NA	Kawerau District Council	<input type="checkbox"/> Section Accepted
<input type="checkbox"/> Section NA	Western Bay of Plenty District Council	<input type="checkbox"/> Section Accepted
<input type="checkbox"/> Section NA	Taupo District Council	<input type="checkbox"/> Section Accepted

Taupo District Council only requires one copy of plans, specifications and supporting documents

Yes	N/A	Any geothermal activity on or near site, distances to proposed building work	Yes	No	N/A
Yes	N/A	<b>Relocatable Buildings:</b> Is the structure being relocated in more than one part? If so, please provide detail of how the building will be reconnected showing compliance with NZBC B1 and E2	Yes	No	N/A
		Please provide current photos of the building including all elevations	Yes	No	N/A
Yes		Please specify how you would like to receive your approved documents: <input type="checkbox"/> Email ( <b>Limited by file size</b> – also choose a backup option from below) <input type="checkbox"/> USB (\$10.00) <input type="checkbox"/> Printed (\$35.00 min. fee) Plans only printed to a <b>maximum size of A3</b> <i>Due to this the scale of plans may be affected</i>	Yes		

**ADDITIONAL FEES**

*Please be aware that additional fees may be applied after lodgment deposit is paid, for inspections, processing, certificates, government levies and the like.*

**Person completing checklist:**

Name to be on invoice: \_\_\_\_\_

Deposit payment details:  Email deposit request to \_\_\_\_\_ (email address)  
 Other: \_\_\_\_\_ (eg. Cash / eftpos / chq attached)

Signature: \_\_\_\_\_  Agent  Owner  Other: \_\_\_\_\_

Name of person signing: \_\_\_\_\_ Date: \_\_\_\_\_

**COUNCIL USE ONLY**

Outcome of decisions – Council Use Only	Officer	Date	Time
<input type="checkbox"/> This application was not accepted for lodgment because documentation was incomplete			
<input type="checkbox"/> This application needs to be re-vetted			
<input type="checkbox"/> Documentation is now complete and the application is accepted for lodgment			
<input type="checkbox"/> Application will now proceed for compliance checking			

**Project Type**

RBW	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Type	PIM <input type="checkbox"/>	CIM <input type="checkbox"/>	PIM/BC <input type="checkbox"/>	BC <input type="checkbox"/>	Category	R1 <input type="checkbox"/>	R2 <input type="checkbox"/>	R3 <input type="checkbox"/>	C1 <input type="checkbox"/>	C2 <input type="checkbox"/>	C3 <input type="checkbox"/>
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