



APPLICATION FOR BUILDING CONSENT and/or Project Information Memorandum

Section 33 or section 45, Building Act 2004

SECTION 1

THE BUILDING [Project Location]

Street address/rapid number of building: [for structures that do not have a street address, state the nearest street intersection and the distance and direction from that intersection]

Legal description of land where building is located: [state legal description as at the date of application and, if subdivision is proposed include details of relevant lot numbers and subdivision consent]

Lot: _____ DP: _____ Sec No: _____

Blk No: _____ Val No: _____

ML No: _____ Blk name & No: _____

Building name: [if applicable]

Location of building within site: [include nearest street access]

Number of levels: [include ground level and any levels below ground]

Level/Unit number: [if applicable]

Area:
 Existing floor area: _____
 New floor area: _____
 Total floor area: _____

Current, lawfully established, use: [include number of occupants per level and per use if more than one level]

Year first constructed: [approximate date is acceptable e.g.: c1920's or 1960-1970]

SECTION 2

OWNER [must be completed for all applications and all details must be the owners]

Name of owner: [include preferred form of title, e.g. Mr, Miss, Dr if an individual and the contact persons name if a company, trust of similar]

Owner's mailing address:

Street address/Registered office:

Owner's contact details:

Landline: _____ Mobile: _____

After hours: _____ Facsimile Number: _____

Email: _____ Website: _____

Evidence of ownership: [please attach one of the following, as appropriate to the circumstances, showing full name of legal owner(s) of the building/land]

Copy of certificate of title, no more than one month old Agreement for sale and purchase Lease Other _____

OR Council to obtain certificate of title (cost as per Council fee schedule)

Council use only:

Building Consent Number: _____ Property ID: _____

The following Councils have developed and adopted this form in partnership:



HASTINGS DISTRICT COUNCIL



AGENT/DESIGNER/FIRST POINT OF CONTACT [only required if application is being made on behalf of the owner]

Name of agent/designer/first point of contact: [include the contact persons name if a company, trust of similar]

Agent's mailing address:

Street address/Registered office:

Agent's contact details:

Landline: _____ Mobile: _____

After hours: _____ Facsimile Number: _____

Email: _____ Website: _____

Relationship to owner: [state details and provide written authorisation from the owner to make the application on the owner's behalf]

THE PROJECT

Description of the building work: [provide sufficient description of building work to enable scope of work to be fully understood]

List building consents previously issued for this project (if any):

[list who issued the consent, the date of issue and the consent number]

Estimated value of the building work on which the levy will be calculated (including goods and services tax): [state estimated value as defined in section 7 of the Building Act 2004]

\$

Will the building work result in a change of use of the building?

 Yes No

If yes, provide details of the new use:

Intended life of the building if less than 50 years:

Intended use of the building: _____

Will it be used for sleeping & living purposes? Yes No

Type of application: I request that you issue a:

- Building consent only
- PIM (Project Information Memorandum) only
- Building Consent and PIM (Project Information Memorandum)
- Building Consent only in accordance with PIM (Project Information Memorandum) Number:

PROJECT INFORMATION MEMORANDUM DETAILS

Please select:

- Project Information Memorandum was applied for on ____/____/____
- Project Information Memorandum Number: _____ was issued on ____/____/____
- Project Information Memorandum is required (please complete details below :)
- Project Information Memorandum is not required

The following matters are involved in the project:

- | | |
|---|---|
| <input type="checkbox"/> Subdivision | <input type="checkbox"/> Alterations to land contours |
| <input type="checkbox"/> New or altered connections to public utilities | <input type="checkbox"/> Disposal of storm water and wastewater |
| <input type="checkbox"/> New or altered locations and/or external dimensions of buildings | <input type="checkbox"/> Building work over any existing drains or sewers or in close proximity to wells or water mains |
| <input type="checkbox"/> New or altered access for vehicles | <input type="checkbox"/> Building work over or adjacent to any road or public place |
| <input type="checkbox"/> Other matters known to the applicant that may require authorisations from the territorial authority [specify]: | |

BUILDING CODE COMPLIANCE

(Not required for PIM only applications)

Producer Statements: It is intended that the following Producer Statement(s) will be relied upon to certify or verify compliance for the plans, specifications or completed works with the Building Code. **Note:** Applications including PS1 or PS2 must be supplied with a copy of any design calculations

- PS 1 (Design)
 PS2 (Design Review)
 PS3 (Construction)
 PS4 (Construction Review)

The building work will comply with the building code as follows: (to be completed by the designer)

Clause	Means of compliance
Identify which clauses will be involved in the building work	Refer to relevant compliance document(s) or detail of alternative solution in the plans and specifications. Tick N/A if not applicable. If <input checked="" type="checkbox"/> Other * please specify.
B1 Structure	<input type="checkbox"/> N/A <input type="checkbox"/> B1/AS2/AS1 <input type="checkbox"/> NZS3604 <input type="checkbox"/> NZS4229 <input type="checkbox"/> NZS4203 <input type="checkbox"/> Other:
B2 Durability	<input type="checkbox"/> N/A <input type="checkbox"/> B2/AS1 <input type="checkbox"/> NZS3101 <input type="checkbox"/> NZS3602 <input type="checkbox"/> NZS3604 <input type="checkbox"/> Other:
C1-4 Fire	<input type="checkbox"/> N/A <input type="checkbox"/> C1/AS1 <input type="checkbox"/> Other:
D1 Access routes	<input type="checkbox"/> N/A <input type="checkbox"/> D1/AS1 <input type="checkbox"/> NZS4121 <input type="checkbox"/> Other:
D2 Mechanical installations for access	<input type="checkbox"/> N/A <input type="checkbox"/> D2/AS1 <input type="checkbox"/> NZS4332 <input type="checkbox"/> EN81 <input type="checkbox"/> EN115 <input type="checkbox"/> Other:
E1 Surface water	<input type="checkbox"/> N/A <input type="checkbox"/> E1/AS1 <input type="checkbox"/> AS/NZS3500.3 <input type="checkbox"/> Other:
E2 External moisture	<input type="checkbox"/> N/A <input type="checkbox"/> E2/AS1 <input type="checkbox"/> Specific design and testing
E3 Internal moisture	<input type="checkbox"/> N/A <input type="checkbox"/> E3/AS1 <input type="checkbox"/> Other:
F1 Hazardous agents on site	<input type="checkbox"/> N/A <input type="checkbox"/> F1/AS1 <input type="checkbox"/> Other:
F2 Hazardous building materials	<input type="checkbox"/> N/A <input type="checkbox"/> F2/AS1 <input type="checkbox"/> NZS4223 <input type="checkbox"/> Other:
F3 Hazardous substances etc	<input type="checkbox"/> N/A <input type="checkbox"/> F3/AS1 <input type="checkbox"/> Other:
F4 Safety from falling	<input type="checkbox"/> N/A <input type="checkbox"/> F4/AS1 <input type="checkbox"/> FSP Act <input type="checkbox"/> Other:
F5 Construction & demolition hazards	<input type="checkbox"/> N/A <input type="checkbox"/> F5/AS1 <input type="checkbox"/> Other:
F6 Lighting for emergency	<input type="checkbox"/> N/A <input type="checkbox"/> F6/AS1 <input type="checkbox"/> Other:
F7 Warning systems	<input type="checkbox"/> N/A <input type="checkbox"/> F7/AS1 <input type="checkbox"/> AS/NZS1668 <input type="checkbox"/> NZS4512 <input type="checkbox"/> NZS4515 <input type="checkbox"/> Other:
F8 Signs	<input type="checkbox"/> N/A <input type="checkbox"/> F8/AS1 <input type="checkbox"/> Other:
G1 Personal hygiene	<input type="checkbox"/> N/A <input type="checkbox"/> G1/AS1 <input type="checkbox"/> Other:
G2 Laundering	<input type="checkbox"/> N/A <input type="checkbox"/> G2/AS1 <input type="checkbox"/> Other:
G3 Food preparation etc	<input type="checkbox"/> N/A <input type="checkbox"/> G3/AS1 <input type="checkbox"/> Other:
G4 Ventilation	<input type="checkbox"/> N/A <input type="checkbox"/> G4/AS1 <input type="checkbox"/> AS1668.2 <input type="checkbox"/> Other:
G5 Interior environment	<input type="checkbox"/> N/A <input type="checkbox"/> G5/AS1 <input type="checkbox"/> Other:
G6 Airborne and impact sound	<input type="checkbox"/> N/A <input type="checkbox"/> G6/AS1 <input type="checkbox"/> Other:
G7 Natural light	<input type="checkbox"/> N/A <input type="checkbox"/> G7/AS1 <input type="checkbox"/> Other:
G8 Artificial light	<input type="checkbox"/> N/A <input type="checkbox"/> G8/AS1 <input type="checkbox"/> NZS6703 <input type="checkbox"/> Other:
G9 Electricity	<input type="checkbox"/> N/A <input type="checkbox"/> G9/AS1 <input type="checkbox"/> Other:
G10 Piped services	<input type="checkbox"/> N/A <input type="checkbox"/> G10/AS1 <input type="checkbox"/> NZS5261 <input type="checkbox"/> Other:
G11 Gas as an energy source	<input type="checkbox"/> N/A <input type="checkbox"/> G11/AS1 <input type="checkbox"/> Other:
G12 Water supplies	<input type="checkbox"/> N/A <input type="checkbox"/> G12/AS1 <input type="checkbox"/> AS/NZS3500.1 <input type="checkbox"/> AS/NZ3500.4 <input type="checkbox"/> Other:
G13 Foul water	<input type="checkbox"/> N/A <input type="checkbox"/> G13/AS1 <input type="checkbox"/> AS/NZS3500.2 <input type="checkbox"/> BS5572 <input type="checkbox"/> Other:
G14 Industrial liquid waste	<input type="checkbox"/> N/A <input type="checkbox"/> G14/AS1 <input type="checkbox"/> Other:
G15 Solid waste	<input type="checkbox"/> N/A <input type="checkbox"/> G15/AS1 <input type="checkbox"/> Other:
H1 Energy	<input type="checkbox"/> N/A <input type="checkbox"/> H1/AS1 <input type="checkbox"/> NZS4214 <input type="checkbox"/> ALF Design Manual <input type="checkbox"/> NZS4218 <input type="checkbox"/> NZS4243 <input type="checkbox"/> Other:

Waiver/modification/alternative solution to NZ Building Code required for following parts of code:

[State nature of waiver or modification of building code required]

SECTION 6

COMPLIANCE SCHEDULE DETAILS

(Not required for PIM only applications)

[Specified systems are defined in regulations; if you are not sure whether your building has specified systems, talk to the BCA or your architect]

- The specified systems for the building are as follows: [complete table below]
- The following specified systems are being altered, added to, or removed in the course of the building work: [complete table below]
- A compliance schedule is required for the cable car system
- No compliance schedule is required. There are no specified systems in the building

SECTION 7

Existing	New	Specified Systems	Type and Location	Performance Standards Inspection, Maintenance and Reporting Procedures
<input type="checkbox"/>	<input type="checkbox"/>	1) Automatic systems for fire suppression (e.g. sprinkler systems)		
<input type="checkbox"/>	<input type="checkbox"/>	2) Automatic or manual emergency warning systems for fire or other dangers		
<input type="checkbox"/>	<input type="checkbox"/>	3/1 Automatic doors		
<input type="checkbox"/>	<input type="checkbox"/>	3/2 Access controlled doors		
<input type="checkbox"/>	<input type="checkbox"/>	3/3 Interfaced fire or smoke doors or windows		
<input type="checkbox"/>	<input type="checkbox"/>	4) Emergency lighting systems		
<input type="checkbox"/>	<input type="checkbox"/>	5) Escape route pressurization systems		
<input type="checkbox"/>	<input type="checkbox"/>	6) Riser mains for use by fire service		
<input type="checkbox"/>	<input type="checkbox"/>	7) Any automatic backflow preventer connected to a potable water supply		
<input type="checkbox"/>	<input type="checkbox"/>	8/1 Passenger carrying lifts		
<input type="checkbox"/>	<input type="checkbox"/>	8/2 Service Lifts		
<input type="checkbox"/>	<input type="checkbox"/>	8/3 Escalators and moving walks		
<input type="checkbox"/>	<input type="checkbox"/>	9) Mechanical ventilation or air conditioning systems		
<input type="checkbox"/>	<input type="checkbox"/>	10) Building maintenance units for providing access to the exterior and interior walls of buildings		
<input type="checkbox"/>	<input type="checkbox"/>	11) Laboratory fume cupboards		
<input type="checkbox"/>	<input type="checkbox"/>	12/1 Audio loops		
<input type="checkbox"/>	<input type="checkbox"/>	12/2 FM radio frequency systems and infrared beam transmission system		
<input type="checkbox"/>	<input type="checkbox"/>	13/1 Mechanical smoke control		
<input type="checkbox"/>	<input type="checkbox"/>	13/2 Natural smoke control		
<input type="checkbox"/>	<input type="checkbox"/>	13/3 Smoke curtains		
<input type="checkbox"/>	<input type="checkbox"/>	14/1 Emergency power systems		
<input type="checkbox"/>	<input type="checkbox"/>	14/2 Signs relating to specified systems		
		15) Any or all of the following systems and features		
<input type="checkbox"/>	<input type="checkbox"/>	15/1 Systems for communicating spoken information intended to facilitate evacuation		
<input type="checkbox"/>	<input type="checkbox"/>	15/2 Final exits		
<input type="checkbox"/>	<input type="checkbox"/>	15/3 Fire separations		
<input type="checkbox"/>	<input type="checkbox"/>	15/4 Signs for communicating information intended to facilitate evacuation		
<input type="checkbox"/>	<input type="checkbox"/>	15/5 smoke separations		

PLANSMART APPLICATION CHECKLIST for Building Consent and/or Project Information Memorandum

PLEASE NOTE: Council has the right to refuse incomplete applications. Please allow 20 working days for processing, however please note your application may be rejected for receipt and lodgement until all required information is supplied.

Instructions: The checklist below is required to be completed for all building consent applications. The consent will then undergo a Prelodgement review against the checklist. If required information is found to be outstanding the application will be unable to be lodged and will be returned, along with a marked up checklist identifying the omissions. The application can be re-submitted once all the required information is included.

For Office Use Only	BY Number:
CT Provided <input type="checkbox"/> or to be sourced <input type="checkbox"/>	Application Fee included Yes <input type="checkbox"/> No <input type="checkbox"/> \$
Handling Officer:	Property ID: Building Category:
Date(1):	Date(2): Date(3):
PRELODGE MENT COMPLETE <input type="checkbox"/>	Signed: Date:

		Yes	N/A	No
Building Officer	1 Application Documentation			
	BC: Building Consent			
	PIM: Project Information Memorandum			
	a Application type: <input type="checkbox"/> PIM only <input type="checkbox"/> BC only <input type="checkbox"/> Combination PIM & BC			
	b Residential: Two set of plans and specifications provided (or CD in multi-page PDF format)			
	c Commercial: Two set of plans and specifications provided (or CD in multi-page PDF format)			
	d Legal description completed			
	e Proof of ownership matches applicant details			
	f Application form signed and dated (if by agent, authorisation letter required)			
	g Description of work accurate			
	h Specified life applies			
	i Value of work checked			
	j Building Compliance details completed on application form (Section 6)			
	k Trades peoples' details filled out (back page)			
	l Application form completed and correct			
	m Demolition work – Applicant to contact Council Engineering Dept –For Services and road/footpath bond			
	n Consent Notices on Certificate of Title have been addressed			
	o Penetrometer/Ground Test Reports provided			
	2 Commercial			
	a Building being used or intended to be used by the public prior to Code of Compliance Certificate being issued (if 'Yes', application for Certificate of Public Use and Project Management Plan required)			
	b Fire analysis report for new buildings and alterations to existing buildings provided			
	c NZ Fire Service Design Review Unit review required (proposed Alternative Solution)			
	d Fire safety floor plan with specified systems identified (e.g. Manual call points, sprinkler heads, etc) and performance standards stated.			
	e Lighting plan to comply with NZBC H1, floor area > 300 sq.m, compliance with NZS4243.2 C1 3.3 or 3.4 must be demonstrated.			
	f Accessibility for new buildings and alterations to existing buildings addressed and checked on plans			
	g Are there any new specified systems for the building? If yes s7 completed. Are there any altered or removed specified systems? If so amended C/S application form is required.			
	3 Hazardous Substances			
	a Test certifier location certificate/preliminary test certifier letter of approval provided			
4 Drawings				
a Plans to standard ie: to scale, no graph paper, no pencil drawings, no single line drawings				
b CAD drawings with appropriate line type (if colours used, make them strong/intense)				
c Slab and foundation detail shown on plans				
d Datum shown, spot levels or contours				
e Plumbing and Drainage detail shown on plans				

f	Plumbing design standard A/NZS 3500 / G12			
4	Drawings (continued)	Yes	N/A	No
g	Drainage design standard A/NZS 3500 / G13			
h	Hot water cylinder valve system diagrammatic			
i	Roof framing and bracing layouts			
j	Rooms identified			
k	Smoke alarms shown on plans			
l	Windows and opening sashes shown on drawings/safety glazing requirements			
m	Ventilation (mechanical detail where no windows)			
n	Dimensions shown on plans			
o	Fire rating systems to walls 1m or less to boundary			
p	Site Plans: Location of service connections, distances from side boundary.			
q	Any buildings over boundaries (ie over more than one Lot) – Section 75			
r	No Buildings Over Easements			
5	Cross Section	Yes	N/A	No
a	Full cross section – min. 1 for garages			
b	Full cross section – min. 1 for dwellings (must include all structural/construction details)			
c	Finished floor levels shown on drawings			
d	Stair, barrier, handrail detail and dimensions shown on drawings			
6	Exterior Weather Tightness	Yes	N/A	No
a	Elevation of each face			
b	E2 Risk Matrix			
c	Flashing of windows, doors, junction, balcony, parapet, int/ext corner penetrations detail shown on drawings			
d	Roof cladding (appropriate for pitch), flashings			
7	Specifications	Yes	N/A	No
a	Is project located in sea spray zone			
b	Bracing schedule for walls/sub floor provided			
c	Truss design certificate and layout details provided (include any load bearing walls, point loads, slab thickenings and increased lintel size details)			
d	Timber grade and treatment schedule provided			
e	Lintel/Beam sizes provided (and specific design for those carrying point loads) and marked up span tables included			
f	Energy Efficiency H1 (insulation) schedule, calculation or modelling method, materials specifications (include glazing units)			
g	Exterior cladding system information provided			
h	Effluent disposal system (rural only) provided (include completed 'Onsite Wastewater Disposal Site Assessment')			
i	Current relevant and comprehensive specifications provided – to be project specific			
8	Specific Design	Yes	N/A	No
a	Engineer calculations, details and producer statement provided			
b	Structural engineers must initial (sign off) all drawings (produced by others) that include their structural details to confirm they are a true and accurate representation.			
c	Alternatively the structural engineers can provide Wairoa District Council with a letter confirming they have checked and are satisfied all (itemised) drawings (produced by others) are a true and accurate representation.			
d	Alternative solutions calculations/producer statements provided			
9	Other	Yes	N/A	No
a	Alternative solutions are clearly identified and of sufficient detail to assess compliance with the Building Code			
b	Producer Statements included and identified what part of the project they are for			
c	Swimming pool fencing shown			
d	Solid fuel heater			
e	Solar heating system			
f	Chemical and biological analysis of bore water supply and/or compliance with NZ drinking water standards (rural)			

	g	A copy of Hawke's Bay Regional Council's (HBRC) Resource Consent for effluent disposal is provided, or a letter from HBRC confirming it is not required.				
Planning Officer	10	Planning Information	Handling Officer:	Yes	N/A	No
	a	District Plan zone				
	b	Site plans:	North direction point and all boundaries shown			
	c	Street frontage identified				
	d	All existing and proposed buildings shown (stating use and floor area) - proposed new building(s) with distance to a minimum of two boundaries (and distance to nearest existing building(s))				
	e	Vehicle entrance, drive width and standing bay length				
	f	Complying effluent and reserve fields clearly identified (unserved sites)				
	g	Site area and coverage details provided				
	h	Height recession planes shown on plans				
	i	Parking, Landscaping and Loading (Commercial and Industrial activities)				
	j	Signage Details (Commercial and Industrial activities)				
	10	Any Further Information Required for this Application (Please provide items numbered)				

DETAILS FOR ALL PERSONNEL WHO WILL CARRY OUT THE WORK COMPLETE FOR ALL PROJECTS OTHER THAN "PROJECT INFORMATION MEMORANDUM ONLY" APPLICATIONS

<p>Designer: Business/Name: _____ Address: _____ Landline: _____ Mobile: _____ Facsimile: _____ Registration: _____</p>	<p>Builder: Business/Name: _____ Address: _____ Landline: _____ Mobile: _____ Facsimile: _____ Registration: _____</p>
<p>Cladding Installer: Business/Name: _____ Address: _____ Landline: _____ Mobile: _____ Facsimile: _____ Registration: _____</p>	<p>Roofer: Business/Name: _____ Address: _____ Landline: _____ Mobile: _____ Facsimile: _____ Registration: _____</p>
<p>Electrician: Business/Name: _____ Address: _____ Landline: _____ Mobile: _____ Facsimile: _____ Registration: _____</p>	<p>Gasfitter: Business/Name: _____ Address: _____ Landline: _____ Mobile: _____ Facsimile: _____ Registration: _____</p>
<p>Plumber: Business/Name: _____ Address: _____ Landline: _____ Mobile: _____ Facsimile: _____ Registration: _____</p>	<p>Drainlayer: Business/Name: _____ Address: _____ Landline: _____ Mobile: _____ Facsimile: _____ Registration: _____</p>
<p>Fireplace Installer: Business/Name: _____ Address: _____ Landline: _____ Mobile: _____ Facsimile: _____ Registration: _____</p>	<p>Other: Business/Name: _____ Address: _____ Landline: _____ Mobile: _____ Facsimile: _____ Registration: _____</p>