



How to use this checklist

Use this checklist when finalising your building drawings and plans to assist you to lodge a complete application and avoid delays in processing. Your application will be accepted based on this checklist to ensure that it has sufficient information to commence processing.

Later, additional information may be requested during the processing of your building consent to confirm compliance with the Building Code. Processing time will be suspended until information is received.

- All items on this checklist must be ticked to show that they are either provided (P) or are not applicable to your project (N/A).

OFFICE USE

Applicant use P - Information provided N/A - Not applicable to this project



P N/A

1. Minimum building consent application documentation

- Completed application forms.
Two full sets of plans and specifications.
All plans drawn to a recognised metric scale, drawn in black ink (not pencil or red pen) and showing a north arrow.



P N/A

2. Site/location plan

- Dimensions of all boundaries, distances between new drainage work and boundaries.
Outline of existing buildings identifying use.
Street name and number.
Service locations indicated (drainage, sewer, gas, etc).



P N/A

3. Floor plan

- Floor plan for each area affected by plumbing and drainage work and the use of each area.
Smoke detectors indicated (must be in or within 3m of each bedroom).



P N/A

4. Plumbing and drainage

- Nominate plumbing/drainage design standard (e.g. AS/NZS 3500 or G13).
Drainage layout including the Council's service connections, collection tanks, and storm water disposal.
Location of fixtures/features and hot water system type and location.
If the building has plumbing fixtures on an upper level, provide clear layout drawings showing wastes, pipes and falls (e.g. an isometric layout).
On-site wastewater disposal design.
Engineer's certificate.
Do you propose stormwater reticulation or outfall through Council-owned land?
Yes No



P N/A

5. Specifications

Specifications must be relevant to the particular buildings and to the plans submitted. They must give a full description of the type, size and grade of materials to be used and the method of construction.

- Relevant plumbing specifications.
Any building work outside the scope of New Zealand Standards.



P N/A

6. Other supporting documentation or plans

This is a generic checklist for this project type. Please provide any other information that may be specific to your project or site that has not been covered in the above items.



7. Tick method of payment

- Cash/eftpos Pre-approved account customer.

OFFICE USE ONLY

Further information required? Yes No

Empty box for further information

Application accepted? Yes No

Date of acceptance

Officer

Empty boxes for date and officer name