



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 site/location plans with any relevant 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

- Accurate site plan showing street name and boundary dimensions.
Location of all existing buildings, building area, distances to boundaries and distances between buildings.
Current use of site and buildings.
Clearly identify all buildings to be removed or demolished.
Easements, public drains and service connections (where known).
Identify streams and drains, and normal flow levels relative to site datum.



P N/A

3. Plumbing and drainage

- Confirm if sewer and water connections are to be disconnected or capped.
Septic tank to be moved or filled in.



P N/A

4. Other supporting documentation or plans

This is a generic checklist for this project type. There may be other information that you know about, specific to your project or site, that has not been covered in the above items.



5. Tick method of payment

- Cash/eftpos Pre-approved account customer.

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OFFICE USE ONLY

Further information required? Yes No

Blank input field

Application accepted? Yes No

Date of acceptance

Officer