CS05 New Houses or Sleepouts & Major Alterations to Residential Buildings
Application and Processing Check Sheet

# Important Information for the Applicant

1. This check sheet is designed to assist the applicant with the level of information that must be provided with the application.
2. When completing the form, please ensure that all sections titled “Applicant to Complete” are filled out in full.
3. If any section or specific question is not relevant to your application, this can be indicated by selecting the N/A box.
4. A suitable quality of documentation is required before CODC will accept an application for processing. For further information please refer to the MBIE guidance document [Quality drawings | Building Performance](https://www.building.govt.nz/projects-and-consents/apply-for-building-consent/support-your-consent-application/quality-drawings/)
5. The time invested in the preparation of application documentation, including the completion of this check sheet, will reduce the likelihood of unnecessary delays and requests for significant amounts of further information.
6. The references (in italics) that have been provided relate to the subject of the item to be checked. They may, or may not, be the specific means of compliance for your project.
7. Once completed, this check sheet should be submitted as a word document with all other required documents in PDF format to building@codc.govt.nz or via our online portal.

# Council Use Only

|  |  |
| --- | --- |
| Consent Number |  |
| Processing Start Date |  |
| Building Category | [ ]  Res1 | [ ]  Res2 | [ ]  Res3 | [ ]  Com1 | [ ]  Com2 | [ ]  Com3 |
| Officer Name and NCAS Check  | Sign your name against the applicable statement below: |
|  | The building category is correct, and I am competent to process this building consent. |
|  | The building category is incorrect. I have updated it in MagiQ, and I am competent to process this building consent. |
|  | The building category is incorrect. I have updated it in MagiQ, and I am not competent to processes this building consent. I will be peer reviewed by Click to enter text. |
|  | The building category is incorrect. I have updated it in MagiQ, and I am not competent to process this building consent. I have requested reallocation via Support to a competent officer. |

# Property Information

| Applicant to complete  |
| --- |
| E2 Risk Matrix Score: | Click to enter text. | Earthquake Zone: *Figure 5.4 NZS 3604* | Click to enter text. |
| Wind Region: *Figure 5.1 NZS 3604* | Click to enter text. | Wind Zone:*Table 5.1 / 5.4 NZS 3604* | Click to enter text. |
| Snow Zone: *Figure 15.1 NZS 3604* | Click to enter text. | Exposure Zone: *Figure 4.2 NZS 3604* | Click to enter text. |
| Liquefaction Zone: If in domain B, B1 or C has further information been provided e.g Geotechnical report? [Otago Natural Hazards Portal (orc.govt.nz)](https://maps.orc.govt.nz/portal/apps/MapSeries/index.html?appid=b24672e379394bb79a32c9977460d4c2) *Search under Earthquake Layer/ Liquefaction Hazard* | [ ]  N/A [ ]  Yes (specify)  |
| Easements, sewers, existing drains, watercourses, creeks (or other) through the property: | [ ]  N/A [ ]  Yes (specify)  |
| Use of building:[Building (Specified Systems, Change the Use, and Earthquake-prone Buildings) Regulations 2005 (SR 2005/32) (as at 16 December 2019) Schedule 2 Uses of all or parts of buildings – New Zealand Legislation](https://www.legislation.govt.nz/regulation/public/2005/0032/latest/DLM313979.html) | Click to enter text. |
| New Subdivisions: | Do you have a Record of Title for your new section? | [ ]  Yes [ ]  No [ ]  N/A |
| *Building consents in new subdivisions can be lodged and issued when the subdivision stage has S224c. A Record of Title will need to be provided before the code compliance certificate can be issued.* |

# Form 2: Application for Building Consent

|  |  |
| --- | --- |
| Applicant to Complete | Council Use Only  |
| Yes | N/A | Description | Yes | N/A | RFI | Reason for Decisions/Comments |
|[ ] [ ]  All sections of Form 2 completed including an accurate estimate of value of work |[ ] [ ] [ ]   |
|[ ] [ ]  Proof of ownership provided (*Record of Title less than 3 months old, and S&P Agreement or Lease if applicable)* |[ ] [ ] [ ]   |
|[ ] [ ]  Has building work already been undertaken, therefore a Certificate of Acceptance is required? *(Refer section 42, Building Act 2004)* |[ ] [ ] [ ]   |
|[ ] [ ]  Is this application for staged building works?  |[ ] [ ] [ ]   |

# Restricted Building Work (RBW)

| Applicant to Complete | Council Use Only |
| --- | --- |
| Yes | N/A | Description | Yes | N/A | RFI | Reason for Decisions/Comments |
|[ ] [ ]  Designer or Architect: Memorandum (CoDW) provided with LBP/NZRAB number |[ ] [ ] [ ]   |
|[ ] [ ]  Engineer(s): Memorandum (CoDW) provided with CPEng number  |[ ] [ ] [ ]   |
|[ ] [ ]  Owner exemption: Statutory declaration [Form 2B](https://www.building.govt.nz/projects-and-consents/planning-a-successful-build/scope-and-design/choosing-the-right-people-for-your-type-of-building-work/owner-builder-obligations/) provided (for design and/or building work) | [ ]  |[ ] [ ]   |

# Building Act 2004

| Council Use Only |
| --- |
|  | Yes | N/A | RFI | Reason for Decisions/Comments |
| [**Section 53**](http://www.legislation.govt.nz/act/public/2004/0072/latest/DLM306390.html) Building Levy |  |  |  |  |
| [Section 31 – 39](http://www.legislation.govt.nz/act/public/2004/0072/latest/DLM306362.html) Project Information Memoranda (PIM)*(review/note Liquefaction category, hazards, flood/floor height, contamination)* |[ ] [ ] [ ]   |
| [Section 71 – 74](http://www.legislation.govt.nz/act/public/2004/0072/latest/DLM306818.html)  Natural Hazards associated with this consent (see PIM information).**Applicant to select as applicable:**[ ]  Erosion (i.e. bank erosion and sheet erosion)[ ]  Falling debris (i.e. rock, snow and ice)[ ]  Subsidence[ ]  Inundation (i.e. flooding, surge and ponding)[ ]  Slippage |[ ] [ ] [ ]   |
| [Section 75 – 83](http://www.legislation.govt.nz/act/public/2004/0072/latest/DLM306823.html)Construction of building on 2 or more allotments (including drainage)Complete [Section 75 Certificate Building over 2 or more allotments](https://www.codc.govt.nz/repository/libraries/id%3A2apsqkk8g1cxbyoqohn0/hierarchy/Publications/Forms/CODC%20Forms/Building/CO44%20Section%2075%20Request.pdf) | [ ]  |[ ] [ ]   |
| [Section 112](http://www.legislation.govt.nz/act/public/2004/0072/latest/DLM306875.html) Alterations to existing buildings |[ ] [ ] [ ]   |
| [Section 115](http://www.legislation.govt.nz/act/public/2004/0072/latest/DLM306880.html) Change of use |[ ] [ ] [ ]   |
| [Section 113](http://www.legislation.govt.nz/act/public/2004/0072/latest/DLM306877.html) Buildings with specified intended lives |[ ] [ ] [ ]   |
| [Section 67](http://www.legislation.govt.nz/act/public/2004/0072/latest/DLM306812.html) Waivers or ModificationsComplete [Microsoft Word - CO45 Section 72 Request](https://www.codc.govt.nz/repository/libraries/id%3A2apsqkk8g1cxbyoqohn0/hierarchy/Publications/Forms/CODC%20Forms/Building/CO45%20Section%2072%20Request.pdf) |[ ] [ ] [ ]   |
| [Section 26](https://www.legislation.govt.nz/act/public/2004/0072/latest/DLM306354.html?search=sw_096be8ed81c9110f_26_25_se&p=1&sr=2) Warnings or Bans |[ ] [ ] [ ]   |

# Other Applications

| Applicant to Complete [ ]  N/A  | Council Use Only |
| --- | --- |
| Page Ref/Comments | Description | Yes | N/A | RFI | Reason for Decisions/Comments |
| Click to enter text. | **Connection to Council services** application provided/required *(for new drainage connections or driveways)*[ ]  [Water and Wastewater Connections - Central Otago District Council](https://www.codc.govt.nz/services/water-services/connections) |[ ] [ ] [ ]   |
| Click to enter text. | **Building over or near a council pipe or drain:** within council easement or within influence zone of council pipe/drain, engineering approval provided/required[ ]   [Building Over or Near a Council Pipe or Drain - Central Otago District Council](https://www.codc.govt.nz/services/water-services/application-to-build-over-or-near-a-council-pipe-or-drain) |[ ] [ ] [ ]   |

# Restricting Access to Residential Pools

| Applicant to Complete [ ] N/A  | Council Use Only |
| --- | --- |
| Page Ref/Comments | Description | Yes | N/A | RFI | Reason for Decisions/Comments |
| Click to enter text. | **Pool barriers**: surrounding pool, on property boundary, balconies projecting into immediate pool area, pool wall, strength *(refer para. 2.0)*[Fencing of Swimming Pools and FAQs - Central Otago District Council](https://www.codc.govt.nz/services/building/fencing-of-swimming-pools-and-faqs) |[ ] [ ] [ ]   |
| Click to enter text. | **Gates in pool barriers** *(refer para. 3.0)* |[ ] [ ] [ ]   |
| Click to enter text. | **Building wall forming the pool barrier***(refer para. 4.0)*  |[ ] [ ] [ ]   |

# General

| Applicant to Complete [ ]  N/A  | Council Use Only |
| --- | --- |
| Page Ref/Comments | Description | Yes | N/A | RFI | Reason for Decisions/Comments |
| Click to enter text. | Dimensioned site plan aligns with title boundaries |[ ] [ ] [ ]   |
| Click to enter text. | Finished Ground (FGL) and Floor levels (FFL) shown on site plan (details as per relevant Consent Notice if applicable) *(Refer figure 7.11 NZS 3604 or Figure 65/Table 18 E2/AS1)* |[ ] [ ] [ ]   |
| Click to enter text. | Datum / contours shown demonstrating that site drainage requirements can be met |[ ] [ ] [ ]   |
| Click to enter text. | Public and/or private sewer and storm water drainage shown on site plan. *(Required for Code Clauses E1 and G13)* |[ ] [ ] [ ]   |
| Click to enter text. | Dimensions and gradient of car parking, manoeuvring, vehicle crossing shown on plan (sloping sites) *(Required for Code Clause D1)* |[ ] [ ] [ ]   |

# B1 Structure:

### B1 Structure: Landscape Retaining Walls

| Applicant to Complete [ ]  N/A | Council Use Only |
| --- | --- |
| Page Ref/Comments | Description | Yes | N/A | RFI | Reason for Decisions/Comments |
| Click to enter text. | **Construction details** provided: footings, wall construction, height *(refer Appendix A NZS 4229:2013 or SED)* |[ ] [ ] [ ]   |
| Click to enter text. | **Drainage** medium, tanking and protection specified *(refer Appendix A NZS 4229:2013 or SED)* |[ ] [ ] [ ]   |
| Click to enter text. | **Surcharge** correctly factored into design *(refer Appendix A, Figure A2 NZS 4229:2013 or SED)* |[ ] [ ] [ ]   |
| Click to enter text. | Masonry types: [ ]  Type A: PS1, PS2, PS3 & PS4[ ]  Type B: PS1 & PS3[ ]  Type C: PS3 may be required[ ]  Other (NZS 4229) *(refer to engineer’s guidance statement)* |[ ] [ ] [ ]   |
| Click to enter text. | **Barrier** specified and details provided *(required for Code Clause F4 Safety from Falling)* |[ ] [ ] [ ]   |
| Click to enter text. | **Excavations** potentially affecting neighbouring properties mitigated *(refer Figure 3.1 NZS 3604)* |[ ] [ ] [ ]   |

### B1 Structure: Slab

| Applicant to Complete [ ]  N/A | Council Use Only  |
| --- | --- |
| Page Ref/Comments | Description | Yes | N/A | RFI | Reason for Decisions/Comments |
| Click to enter text. | [ ]  Slab-on-grade[ ]  Raft[ ]  Suspended Floor *(refer Section 7.5 NZS 3604:2011, Codemark or SED)* |[ ] [ ] [ ]   |
| Click to enter text. | **Foundation edge** detail(s) with dimensions, reinforcing size and grade and concrete strength (refer para. 7.5.2 / Figures 7.13 – 7.16 NZS 3604) |[ ] [ ] [ ]   |
| Click to enter text. | **Base preparation**: sand, hard fill 75mm min to 600mm max (SED required if >600mm) *(refer para. 7.5.3 NZS 3604)* |[ ] [ ] [ ]   |
| Click to enter text. | **Slab** thickness, reinforcing cover. Mesh type (i.e., 500E) and size (i.e., SE62) *(refer para 7.5.8.2 / Figure 7.17 and 2.5 / 7.5.8.2 NZS 3604)* |[ ] [ ] [ ]   |
| Click to enter text. | **Damp proof membranes** *(refer para. 7.5.4 – 7.5.7 NZS 3604)* |[ ] [ ] [ ]   |
| Click to enter text. | **Shrinkage control joints**, supplementary reinforcing bars, free joints (max dimension of slab 24m either way without free joints) *(refer para. 7.5.8.6 / 7.5.1 NZS 3604 & para. 2.1.1 B1/AS1)* |[ ] [ ] [ ]   |
| Click to enter text. | **Point loads pads / slab thickenings** shown on foundation plans *(refer para. 7.5.11 NZS 3604 & check truss plan/SED)* |[ ] [ ] [ ]   |
| Click to enter text. | **Column/post:** foundations/footings *(refer Section 9 Table 9.1 NZS 3604)* |[ ] [ ] [ ]   |
| Click to enter text. | **Additions to existing slab**: connection to existing slab (joint preparation & starters) *(refer BRANZ* [*At the Junction*](https://www.buildmagazine.org.nz/articles/show/at-the-junction) *for guidance)* |[ ] [ ] [ ]   |

### B1: Structure: Foundation Wall – Concrete/Masonry

| Applicant to Complete [ ]  N/A  | Council Use Only |
| --- | --- |
| Page Ref/Comments | Description | Yes | N/A | RFI | Reason for Decisions/Comments |
| Click to enter text. | **Masonry types:** [ ]  Type B: PS1 & PS3/4[ ]  Type C: PS3 may be required[ ]  Other (NZS 4229) *(refer to engineer’s design guidance statement)* |[ ] [ ] [ ]   |
| Click to enter text. | **Wall height**: minimum, maximum *(refer Section 6.11 NZS 3604 or Section 8 & Appendix A & B NZS 4229)* |[ ] [ ] [ ]   |
| Click to enter text. | **Steps in foundations** (due to ground slope) *(refer Figure 6.12 NZS 3604 / Figure 6.7 NZS 4229)*  |[ ] [ ] [ ]   |
| Click to enter text. | **Vertical and horizontal reinforcing / starters** size, centres *(refer Figures 6.13, 6.14, 6.15 & 6.15 (a) NZS 3604)* |[ ] [ ] [ ]   |
| Click to enter text. | **Subfloor ventilation** *(refer 6.14/Figure 6.11 NZS 3604:2011)* |[ ] [ ] [ ]   |
| Click to enter text. | **Split level** drainage, tanking, strapped, lined*(refer Appendix A NZS4229)* |[ ] [ ] [ ]   |

### B1 Structure: Subfloor Framing and Bracing

| Applicant to Complete [ ]  N/A Council Use Only |
| --- |
| Page Ref/Comments | Description | Yes | N/A | RFI | Reason for Decisions/Comments |
| Click to enter text. | **Pile foundation plan**: depth, size, centres, treatment, heights, point loads *(refer Section 6.4 NZS 3604)* |[ ] [ ] [ ]   |
| Click to enter text. | **Ordinary piles**: size, depth, pile height, treatment connections *(refer Section 6.5 NZS 3604)* |[ ] [ ] [ ]   |
| Click to enter text. | **Driven Piles (SED)** *(refer Section 6.6 & 6.7 NZS 3604)*  |[ ] [ ] [ ]   |
| Click to enter text. | **Braced / Anchor piles**: footing size, pile height, connections *(refer Section 6.8 - 6.9)* |[ ] [ ] [ ]   |
| Click to enter text. | **Subfloor bracing calculations**: zone, demand, capacity *(refer Section 5.5 NZS 3604)* |[ ] [ ] [ ]   |
| Click to enter text.Click to enter text. | **Subfloor bracing plan**: type, location, length, 5.0m centres max, 4 bracing elements minimum, evenly distributed *(refer para. 5.5.2.1 NZS 3604)* |[ ] [ ] [ ]   |
| Click to enter text. | **2-storey** (height versus width)*(refer para. 5.5.3.2 NZS3604)* |[ ] [ ] [ ]   |
| Click to enter text. | **Diaphragms** >100 BUs, location, limitations *(refer para. 5.6.1 & 7.3 NZS 3604)* |[ ] [ ] [ ]   |
| Click to enter text. | **Bearers**: size, centres, treatment, span, point loads, cantilever, loading, fixing to foundation walls *(refer para. 6.12 NZS 3604)* |[ ] [ ] [ ]   |
| Click to enter text. | **Joists**: size, centres, span, point loads, cantilever, loading, penetrations *(refer para. 7.1 NZS 3604)* |[ ] [ ] [ ]   |
| Click to enter text. | **Cantilever joist** (2.4m maximum wall height), support for load bearing walls *(refer para. 7.1.5 NZS 3604)* |[ ] [ ] [ ]   |
| Click to enter text. | **Lateral support** mid-span, blocking, bracing lines *(refer para. 7.1.2 NZS 3604)* |[ ] [ ] [ ]   |
| Click to enter text. | **Flooring** thickness, clearances, type *(refer para. 7.2 NZS 3604)* |[ ] [ ] [ ]   |
| Click to enter text. | **Base cladding**: type, support, access, ventilation, crawlspace (450 mm minimum), vermin proofing, obstructions, large area, limited cross flow *(refer para. 6.14 NZS 3604)*  |[ ] [ ] [ ]   |

### B1 Structure: Mid – Floor

| Applicant to Complete [ ]  N/A  | Council Use Only |
| --- | --- |
| Page Ref/Comments | Description | Yes | N/A | RFI | Reason for Decisions/Comments |
| Click to enter text. | **Mid floor structure**: timber floor joist, suspended concrete slab, SED etc. *(refer para. 7.1.3 NZS 3604)* |[ ] [ ] [ ]   |
| Click to enter text. | **Floor joists**: cantilever, floor load, penetrations, treatment, size, centres, span, point loads *(refer para. 7.1 NZS 3604)* |[ ] [ ] [ ]   |
| Click to enter text. | **Flooring** type and diaphragm (if applicable)*(refer para. 7.2 & 7.3.1 / 7.3.4 NZS 3604)*  |[ ] [ ] [ ]   |

### B1: Structure: Deck Construction (Ground Floor or External Decks Above Ground)

| Applicant to Complete [ ]  N/A  | Council Use Only |
| --- | --- |
| Page Ref/Comments | Description | Yes | N/A | RFI | Reason for Decisions/Comments |
| Click to enter text. | **Deck piles**: layout, size, footing depth, centres, treatment, height, connections *(refer para. 6.4 NZS 3604)*  |[ ] [ ] [ ]   |
| Click to enter text. | **Bearers**: size, span, treatment *(refer Table 6.4 (b) NZS 3604)*  |[ ] [ ] [ ]   |
| Click to enter text. | **Joists**: 2.0 kPa, size, span, centres, cantilever, saddle flashings *(refer Table 7.1 (b) NZS 3604)* |[ ] [ ] [ ]   |
| Click to enter text. | **Decking**: material, type, fixings, treatment, finished floor level *(refer para. 7.4.3 NZS 3604)* |[ ] [ ] [ ]   |
| Click to enter text. | **Stringer:** stair construction / deck stringer, size, span, fixings, airgap *(refer para. 6.13 NZS 3604)* |[ ] [ ] [ ]   |
| Click to enter text. | **Subfloor deck bracing** (if projects >2.0m from the building) *(refer para. 7.4.2 & Table 5.8 NZS 3604)* |[ ] [ ] [ ]   |

### B1: Structure Framing – Lower of Two

| Applicant to Complete [ ]  N/A  | Council Use Only |
| --- | --- |
| Page Ref/Comments | Description | Yes | N/A | RFI | Reason for Decisions/Comments |
| Click to enter text. | **Bottom plate** size, fixings *(refer para 8.7.2 / 7.5.12 NZS 3604)* |[ ] [ ] [ ]   |
| Click to enter text. | **Studs and trimmers**: size, treatment, height, centres, point loads *(refer para. 8.5 & 8.6.2 NZS 3604 and/or prenail manufacturer documentation)* |[ ] [ ] [ ]   |
| Click to enter text. | **Lintels / beams**: point loads, fixing details, size, span, uplift, cantilever *(refer para. 8.6, Table 8.10, Figure 8.8 NZS 3604 and/or prenail manufacturer documentation)* |[ ] [ ] [ ]   |
| Click to enter text. | **Posts size**, height, treatment, connection to beam and footing *(refer Section 9 NZS 3604)* |[ ] [ ] [ ]   |

### B1 Structure: Framing – Ground or Upper Floor

| Applicant to Complete [ ]  N/A  | Council Use Only |
| --- | --- |
| Page Ref/Comments | Description | Yes | N/A | RFI | Reason for Decisions/Comments |
| Click to enter text. | **Top plate** size, fixings *(refer para. 8.7.1 NZS 3604)* |[ ] [ ] [ ]   |
| Click to enter text. | **Bottom plate** size, fixings *(refer para 8.7.2 / 7.5.12 NZS 3604)* |[ ] [ ] [ ]   |
| Click to enter text. | **Studs and trimmers**: size, treatment, height, centres, point loads *(refer para. 8.5 & 8.6.2 NZS 3604 and/or prenail manufacturer documentation)* |[ ] [ ] [ ]   |
| Click to enter text. | **Gable end** framed for cladding *(refer Figure 8.2 & Table 8.18 NZS 3604)* |[ ] [ ] [ ]   |
| Click to enter text. | **Lintels / beams**: point loads, fixing details, size, span, uplift, cantilever *(refer para. 8.6, Table 8.10, Figure 8.8 NZS 3604 and/or prenail manufacturer documentation)* |[ ] [ ] [ ]   |
| Click to enter text. | **Posts**: size, height, treatment, connection to beam and footing *(refer Section 9 NZS 3604)* |[ ] [ ] [ ]   |

### B1 Structure: Other Structural Elements

| Applicant to Complete [ ]  N/A  | Council Use Only |
| --- | --- |
| Page Ref/Comments | Description | Yes | N/A | RFI | Reason for Decisions/Comments |
| Click to enter text. | **Other wall types –** concrete tilt panels, SIPs etc. |[ ] [ ] [ ]   |
| Click to enter text. | **Portal frames, internal posts/columns** (size, treatment, footing, connection to beam/footing) |[ ] [ ] [ ]   |
| Click to enter text. | **Other steel structures** – SED chimney frames, canopies/sunshades, etc. and treatment/finish |[ ] [ ] [ ]   |

### B1: Structure: Wall Bracing (All Floors)

| Applicant to Complete [ ]  N/A  | Council Use Only |
| --- | --- |
| Page Ref/Comments | Description | Yes | N/A | RFI | Reason for Decisions/Comments |
| Click to enter text. | **Wall bracing calculations**: wind zone, demand, capacity. *(refer 5.2 & 5.3 NZS 3604 or GIB Ezybrace Calculations/SED)* |[ ] [ ] [ ]   |
| Click to enter text. | **Wall bracing plan**: type, location, length of bracing elements |[ ] [ ] [ ]   |
| Click to enter text. | **Bracing capacity external walls** >100 BUs, 50% demand, 15 BUs/m *(refer para. 5.4.3 & 5.4.7 NZS 3604)* |[ ] [ ] [ ]   |
| Click to enter text. | **Bracing capacity internal walls** >100 BUs, 50% total demand *(refer para. 5.4.3 & 5.4.7 NZS 3604)* |[ ] [ ] [ ]   |
| Click to enter text. | **Location of bracing elements** (6.0m centres), evenly distributed, wings, blocks, split or discontinuous levels, wet areas (not behind showers and baths)*(refer para. 5.1.5 & 5.4.3 - 5.4.7 NZS 3604)* |[ ] [ ] [ ]   |
| Click to enter text. | **Dragon ties**: to extend bracing lines to 7.5m, >100 BUs, location *(refer para. 8.3.3 & Figure 8.1 NZS 3604)* |[ ] [ ] [ ]   |
| Click to enter text. | **Ceiling diaphragm**: to extend bracing lines to 12m, >100 BUs, location, limitations, penetrations *(refer para. 5.6 & 13.5 NZS 3604)* |[ ] [ ] [ ]   |

### B1: Structure: Roof and Ceiling Framing

| Applicant to Complete [ ]  N/A  | Council Use Only |
| --- | --- |
| Page Ref/Comments | Description | Yes | N/A | RFI | Reason for Decisions/Comments |
| Click to enter text. | **Roof**: pitched, trussed and pitch (degrees) |[ ] [ ] [ ]   |
| Click to enter text. | **Trusses**: Design Statement, software statement, truss layout |[ ] [ ] [ ]   |
| Click to enter text. | **Roof bracing** *(refer para. 10.3 & 10.4 NZS 3604)* |[ ] [ ] [ ]   |
| Click to enter text. | **Purlins or tile battens**, size, span, treatment, centres, fixings *(refer Table 15.9 & 15.10 NZS 3604)* |[ ] [ ] [ ]   |
| Click to enter text. | **Rafters / ridge beam(s**): size, span, support, treatment, fixings *(refer Section 10 & 15 NZS 3604)* |[ ] [ ] [ ]   |
| Click to enter text. | **Membrane roof framing** (rafters) size, span, centres, fixings, fall *(refer Section 10 NZS3604 & 8.5 E2/AS1)* |[ ] [ ] [ ]   |
| Click to enter text. | **Ceiling battens & joists**: size, span, centres, fixings, ceiling lining *(refer para. 13.2 & Table 10.3 NZS 3604)* |[ ] [ ] [ ]   |

# Durability

|  |
| --- |
| B2 Durability must always be considered when demonstrating compliance with each of the clauses of the Building Code. Under the clause, building materials, components and construction methods are required to be sufficiently durable. They must ensure that the building, without reconstruction or major renovation, continues to satisfy the other functional requirements of the Building Code throughout its life. B2 specifies minimum durability periods building elements must meet with only normal maintenance, being not less than 50, 15 or 5 years. |

# C1 – C6 Fire Protection

### Part 1: General

| Applicant to Complete [ ]  N/A  | Council Use Only |
| --- | --- |
| Ref or Page No. | Description | Yes | N/A | RFI | Reason for Decisions/Comments |
| Click to enter text. | **Risk group & scope** *(refer Table 1.1 & para. 1.1.1)* |[ ] [ ] [ ]   |
| Click to enter text. | **Alterations & Change of use** *(refer para 1.3 & Section 112 & 115 Building Act)* |[ ] [ ] [ ]   |

### Part 2: Fire Cells, Fire Safety Systems and FFR

| Applicant to Complete [ ]  N/A  | Council Use Only |
| --- | --- |
| Page Ref/Comments | Description | Yes | N/A | RFI | Reason for Decisions/Comments |
| Click to enter text. | **Number of firecells** *(refer para. 2.1)* |[ ] [ ] [ ]   |
| Click to enter text. | **Fire safety system** specified and floor plan provided for each level of building showing location of smoke alarms, bedrooms and exits *(refer para. 2.2 & Table 2.1)* |[ ] [ ] [ ]   |
| Click to enter text. | **Fire Resistance Rating** (FRR) values stated *(refer para. 2.3) 30/30/30min* |[ ] [ ] [ ]   |

### Part 3: Means of Escape

| Applicant to Complete [ ]  N/A  | Council Use Only |
| --- | --- |
| Page Ref/Comments | Description | Yes | N/A | RFI | Reason for Decisions/Comments |
| Click to enter text. | **Dead end open path** (DEOP) & **Total open path** (TOP) *(refer para. 3.4 & Table 3.2)* |[ ] [ ] [ ]   |

### Part 4: Control of Internal Fire and Smoke Spread

| Applicant to Complete [ ]  N/A  | Council Use Only |
| --- | --- |
| Page Ref/Comments | Description | Yes | N/A | RFI | Reason for Decisions/Comments |
| Click to enter text. | **Fire separations** between household units *(refer para. 4.1, min FRR 30/30/30)* |[ ] [ ] [ ]   |
| Click to enter text. | **FRR construction** details provided (i.e. roof to walls, fire rating to eaves) |[ ] [ ] [ ]   |
| Click to enter text. | **Penetration** details provided (i.e. flush boxes, downlights where in a fire rated ceiling) |[ ] [ ] [ ]   |
| Click to enter text. | **Structural stability**, pre & post fire established for any upper-level separate dwelling *(refer C6 – Structural Stability)* |[ ] [ ] [ ]   |
| Click to enter text. | **Surface finishes**: foamed plastics or combustible materials, Group # less than or equal to 3 *(refer para. 4.2 & 4.3)* |[ ] [ ] [ ]   |

### Part 5: External Fire Spread

| Applicant to Complete [ ]  N/A  | Council Use Only |
| --- | --- |
| Page Ref/Comments | Description | Yes | N/A | RFI | Reason for Decisions/Comments |
| Click to enter text. | **External fire rated walls** needed (FRR 30/30/30 min) or sprinkler system installed *(<1 m to boundary, multi-unit dwelling one above the other ≤ 5 m to boundary, <2 m between two firecells containing sleeping groups - distance measured from cladding) (refer para. 5.1)* |[ ] [ ] [ ]   |
| Click to enter text. | **Roof Projections** (where <650 mm to boundary) *(refer para. 5.2)* |[ ] [ ] [ ]   |
| Click to enter text. | **Protection from a lower roof** in multi-unit dwellings (5/9 rule – 5 m roof or 9 m wall fire rate or sprinklered) *(refer para. 5.3)* |[ ] [ ] [ ]   |
| Click to enter text. | **Exterior surface finishes** (<1 m - boundary and any height or >1m - boundary height >10 m or sprinklered) *(refer para. 5.4 & Table 5.1)* |[ ] [ ] [ ]   |
| Click to enter text. | **Carport** and similar construction *(refer para. 5.5)* |[ ] [ ] [ ]   |

### Part 6: Firefighting, Fire Service Access

| Applicant to Complete [ ]  N/A  | Council Use Only |
| --- | --- |
| Page Ref/Comments | Description | Yes | N/A | RFI | Reason for Decisions/Comments |
| Click to enter text. | **Multi-unit dwellings where >2 units** |[ ] [ ] [ ]   |

### Part 7: Prevention of Fire Occurring

| Applicant to Complete [ ]  N/A  | Council Use Only |
| --- | --- |
| Page Ref/Comments | Description | Yes | N/A | RFI | Reason for Decisions/Comments |
|  Click to enter text. | **Solid fuel appliances** *(refer 7.1 C/AS1 or C1/VM1)* |[ ] [ ] [ ]   |
|  Click to enter text. | Gas burner *(refer para. 7.2)* |[ ] [ ] [ ]   |
|  Click to enter text. | Oil fire *(refer para. 7.3)* |[ ] [ ] [ ]   |
|  Click to enter text. | Open fire *(refer para. 7.5)*  |[ ] [ ] [ ]   |

# D1: Access Routes

### External Access

| Applicant to Complete [ ]  N/A  | Council Use Only |
| --- | --- |
| Page Ref/Comments | Description | Yes | N/A | RFI | Reason for Decisions/Comments |
| Click to enter text. | **Main access route** has a safe approach, visibility, slip resistance and is free from dangerous projections |[ ] [ ] [ ]   |
| Click to enter text. | **Stairs/steps**: slip resistance, tread, pitch, riser, surface *(refer Sections 2.0 & 4.0)* |[ ] [ ] [ ]   |
| Click to enter text. | **Landings**: top, middle, and bottom of stairs and ramps *(refer para. 3.3 & 4.3)* |[ ] [ ] [ ]   |
| Click to enter text. | **Handrails:** provided to stairs > 3 risers, profile height *(refer para. 6.0)* |[ ] [ ] [ ]   |

### Internal Access

| Applicant to Complete [ ]  N/A  | Council Use Only |
| --- | --- |
| Page Ref/Comments | Description | Yes | N/A | RFI | Reason for Decisions/Comments |
| Click to enter text. | **Stairwell**: height, width *(refer para. 1.4.1 & Section. 4.2)* |[ ] [ ] [ ]   |
| Click to enter text. | **Internal stairs/steps**: tread, pitch, riser, slip resistance **l**anding (top, middle, and bottom) *(refer Sections 2.0 & 4.0 & 3.3 & 4.3)* |[ ] [ ] [ ]   |
| Click to enter text. | **Fixed ladders**: access to infrequently used spaces *(refer Section 5.0)* |[ ] [ ] [ ]   |
| Click to enter text. | **Handrails** provided to stairs > 3 risers, profile, height *(refer para 6.0)* |[ ] [ ] [ ]   |

# D2: Mechanical Installations for Access (Lifts or Cable Cars)

| Applicant to Complete [ ]  N/A  | Council Use Only |
| --- | --- |
| Page Ref/Comments | Description | Yes | N/A | RFI | Reason for Decisions/Comments |
| Click to enter text. | **Design calculations and specifications** |[ ] [ ] [ ]   |

# E1: Surface Water

| Applicant to Complete [ ]  N/A  | Council Use Only |
| --- | --- |
| Page Ref/Comments | Description | Yes | N/A | RFI | Reason for Decisions/Comments |
| Click to enter text. | **Sediment/erosion control plan** provided where appropriate *steeply sloping sites, small, disturbed areas or low slope angles where affecting other property)* |[ ] [ ] [ ]   |
| Click to enter text. | **Stormwater type**: Council reticulation, private reticulation, soak pit etc.  |[ ] [ ] [ ]   |
| Click to enter text. | **Soak pit design** (if applicable): onsite testing results, calculations, type and size of soak pit *(refer 9.0 E1/VM1 or SED)* |[ ] [ ] [ ]   |
| Click to enter text. | **Finished floor level of suspended floors or slabs** checked in relation to surrounding land and road crown *(refer to 2.0 E1/AS1)* |[ ] [ ] [ ]   |
| Click to enter text. | **Provision for surface water runoff** sloping sites *(refer para. 3.6, 6.14.3, 6.14.5, Figure 6.21 & 7.5.2.2 NZS 3604)* |[ ] [ ] [ ]   |
| Click to enter text. | **Stormwater drainage** size and gradient *(refer 3.2 & 3.4 E1/AS1)* |[ ] [ ] [ ]   |
| Click to enter text. | **Stormwater run-off** - paved areas >10 m² where run off will affect other property i.e. roadway/neighbours *(refer 3.6 E1/AS1)* |[ ] [ ] [ ]   |
| Click to enter text. | **Access for maintenance** (rodding points/inspection points etc.) *(refer 3.7 E1/AS1)* |[ ] [ ] [ ]   |
| Click to enter text. | **Downpipe**s, external & internal gutter size, distribution, spreaders (to lower roof) *(refer Sections 4.0 & 5.0 E1/AS1)* |[ ] [ ] [ ]   |
| Click to enter text. | **Strip drain/channel drain**: connection into stormwater with silt trap or similar prior *(refer 3.2 E1/AS1)* |[ ] [ ] [ ]   |
| Click to enter text. | **Public drains affected / approval**, easement created or required *(refer to Certificate of Title & GIS Mapping)* |[ ] [ ] [ ]   |

# E2: External Moisture

### Roof/Wall Junctions

| Applicant to Complete [ ]  N/A  | Council Use Only |
| --- | --- |
| Page Ref/Comments | Description | Yes | N/A | RFI | Reason for Decisions/Comments |
| Click to enter text. | **Soffit** to wall junction *(refer para. 5.3)* |[ ] [ ] [ ]   |

### Parapets

| Applicant to Complete [ ]  N/A  | Council Use Only |
| --- | --- |
| Page Ref/Comments | Description | Yes | N/A | RFI | Reason for Decisions/Comments |
| Click to enter text. | **Parapets / enclosed barriers**: framing, cap, drainage, junctions, slope *(refer Section 6.0)*  |[ ] [ ] [ ]   |

### Decks and Pergolas

| Applicant to Complete [ ]  N/A  | Council Use Only |
| --- | --- |
| Page Ref/Comments | Description | Yes | N/A | RFI | Reason for Decisions/Comments |
| Click to enter text. | **Thresholds** for decks *(refer para. 7.1 & 7.3)* |[ ] [ ] [ ]   |
| Click to enter text. | **Attachments** to building structure (deck/pergola) *(refer para. 7.2)* |[ ] [ ] [ ]   |
| Click to enter text. | **Enclosed balustrades** *(refer para. 7.4)* |[ ] [ ] [ ]   |
| Click to enter text. | **Membrane deck**: thickness, fall, substrate, support, drainage, junction to wall and rainwater head and scupper *(refer para. 8.5)* |[ ] [ ] [ ]   |

### Roof Claddings

| Applicant to Complete [ ]  N/A  | Council Use Only |
| --- | --- |
| Page Ref/Comments | Description | Yes | N/A | RFI | Reason for Decisions/Comments |
| Click to enter text. | **Roof underlay** type with product specification provided/CodeMark certificate/BRANZ appraisal *(refer para. 8.15)* |[ ] [ ] [ ]   |
| Click to enter text. | **Roof cladding** type(s), roof pitch, compatibility of materials [ ]  E2/AS1[ ]  E2/AS2[ ]  E2/AS3[ ]  Alternative Solution[ ]  CodeMark*(refer para. 8.2 – 8.5 depending on roof cladding, Table 21/22 Material Tables)*  |[ ] [ ] [ ]   |
| Click to enter text. | **Membrane roof**: thickness, substrate, support and rainwater head and scupper *(refer para. 8.5)* |[ ] [ ] [ ]   |
| Click to enter text. | **Roof flashings**: change in pitch, eaves/verge (membrane roof), roof/wall ridge, barge, fascia, apron flashings (transverse & parallel), gutter/wall junction *(refer Section 4.0 & para. 8.2 – 8.5)* |[ ] [ ] [ ]   |
| Click to enter text. | **Gutters**: internal gutters, valley gutters and hidden gutters *(refer para. 8.16 & para. 8.2 – 8.5)* |[ ] [ ] [ ]   |
| Click to enter text. | **Roof penetrations**: small pipes (terminal vent/roof ventilation), soaker flashings (flue or similar) other penetrations skylights/chimney *(refer para. 8.1.7 & para. 8.2 - 8.5)* |[ ] [ ] [ ]   |

### Wall Claddings

| Applicant to Complete [ ]  N/A  | Council Use Only |
| --- | --- |
| Page Ref/Comments | Description | Yes | N/A | RFI | Reason for Decisions/Comments |
| Click to enter text. | **Bottom of cladding**: detail and clearances to ground, deck, roof *(refer 9.1.3 & 9.2 – 9.9 depending on cladding type)* |[ ] [ ] [ ]   |
| Click to enter text. | **Cladding underlay/air barrier**: type, compatibility, strapping *(refer para. 9.1.4 & 9.1.7)* |[ ] [ ] [ ]   |
| Click to enter text. | **Drained cavity**: batten size, horizontal/vertical battens, treatment, vermin proof *(refer para. 9.1.8)*  |[ ] [ ] [ ]   |
| Click to enter text. | **Wall cladding type(s),** suitable for risk score, compatibility of materials, product specifications provided/CodeMark certificate/BRANZ appraisal [ ]  E2/AS1[ ]  E2/AS2[ ]  E2/AS3[ ]  Alternative Solution[ ]  CodeMark*(refer Section 9.0, Table 21/22 Material Tables)*  |[ ] [ ] [ ]   |
| Click to enter text. | **Masonry veneer**: walls ties and lintels *(refer para. 9.27 & 9.2.9)* |[ ] [ ] [ ]   |
| Click to enter text. | **Penetration**s: pipes/services, meterbox/gas califont and inter storey junctions *(refer para. 9.1.9)* |[ ] [ ] [ ]   |
| Click to enter text. | **Wall junction details**: external/internal corners, change of cladding junction, control joints *(refer para. 9.2 – 9.9 as applicable)* |[ ] [ ] [ ]   |
| Click to enter text. | **Window construction** specified (timber, aluminium, other)[ ]  NZS4211-E2/AS1[ ]  Alternative Solution |[ ] [ ] [ ]   |
| Click to enter text. | **Window /door and garage door details**: head, sill and jamb *(refer para. 9.2 – 9.9 as applicable)* |[ ] [ ] [ ]   |

# E3: Internal Moisture

| Applicant to Complete [ ]  N/A  | Council Use Only |
| --- | --- |
| Page Ref/Comments | Description | Yes | N/A | RFI | Reason for Decisions/Comments |
| Click to enter text. | **Thermal resistance:** R-values for wall, roof and ceilings for specified construction and thermal break for steel framing *(refer para 1.1)* |[ ] [ ] [ ]   |
| Click to enter text. | **Overflow and containment** (preventing damage to adjoining household unit) *(refer para. 2.0)* |[ ] [ ] [ ]   |
| Click to enter text. | **Water splash** (wet areas - kitchen, laundry, bathrooms/WC) **surface finishes** (wall, floor, bath and shower enclosures) and fixture to wall junction details (bath/shower) *(refer para. 3.0)* |[ ] [ ] [ ]   |
| Click to enter text. | **Tiled showers**: waterproofing membrane specifications, substrate specified, junctions and fall to waste *(refer para. 3.3.1, 3.3.5 & Figure 5)* |[ ] [ ] [ ]   |
| Click to enter text. | **Skillion roof ventilation details**: path, proprietary system details, min 25 mm gap between insulation and underlay*(refer* [*BRANZ guidance*](https://www.buildmagazine.org.nz/articles/ArticleSearchForm?q=roof%20ventilation&order-by=recent)*)* |[ ] [ ] [ ]   |

# F1: Hazardous Agents on Site

|  |  |
| --- | --- |
| Applicant to Complete [ ]  N/A  | Council Use Only |
| Page Ref/Comments | Description | Yes | N/A | RFI | Reason for Decisions/Comments |
| Click to enter text. | **Contamination indicated on PIM/PIC** *(refer F1/VM1,* [*Health and Safety at Work (Hazardous Substances) Regulations*](https://worksafe.govt.nz/topic-and-industry/hazardous-substances/)*)* |[ ] [ ] [ ]   |

# F2: Hazardous Building Materials

| Applicant to Complete [ ] N/A  | Council Use Only |
| --- | --- |
| Page Ref/Comments | Description | Yes | N/A | RFI | Reason for Decisions/Comments |
| Click to enter text. | **Glazing specifications** provided for windows/doors and barriers (i.e. shown on elevations or window/door schedule provided) *(refer para 1.0 F2/AS1 - Table 1, 7, 8 & Figure A4 NZS4223.3)* |[ ] [ ] [ ]   |
| Click to enter text. | **Asbestos** products especially in additions / alterations pre 1990 on PIM/PIC *(refer para. 2.0)* |[ ] [ ] [ ]   |

# F4: Safety From Falling

| Applicant to Complete [ ]  N/A  | Council Use Only |
| --- | --- |
| Page Ref/Comments | Description | Yes | N/A | RFI | Reason for Decisions/Comments |
| Click to enter text. | **Barrier construction**, SED (i.e. glazing/proprietary system covered by PS1), materials, fixings, durability, openings, height (stairs, floors, balconies, decks) *(refer para. 1.0)* |[ ] [ ] [ ]   |
| Click to enter text. | **Barrier design**: [ ]  SED[ ]  Other*(*[*MBIE Guidance on Barrier Design*](https://www.building.govt.nz/building-code-compliance/b-stability/b1-structure/guidance-on-barrier-design/)*)* |[ ] [ ] [ ]   |
| Click to enter text. | **Opening windows**: where fall height >1.0m from inside floor level = window lower edge 760mm above floor level or restrictors if opening width <1.0m. If width >1.0 m = barrier provided as per Table 1 *(refer para. 2.1.1 & 2.1.2)* |[ ] [ ] [ ]   |

# F5: Construction and Demolition Hazards

| Applicant to Complete [ ]  N/A  | Council Use Only |
| --- | --- |
| Page Ref/Comments | Description | Yes | N/A | RFI | Reason for Decisions/Comments |
| Click to enter text. | **Work-site barriers** *(refer para. 1.0 & Table 1)* |[ ] [ ] [ ]   |

# F7: Warning Systems

| Applicant to Complete [ ]  N/A  | Council Use Only |
| --- | --- |
| Page Ref/Comments | Description | Yes | N/A | RFI | Reason for Decisions/Comments |
| Click to enter text. | **Smoke alarms or other systems** shown on plan: type, location *(refer para. 1.1 & 3.0)* |[ ] [ ] [ ]   |

# F8: Signs

| Applicant to Complete [ ]  N/A  | Council Use Only |
| --- | --- |
| Page Ref/Comments | Description | Yes | N/A | RFI | Reason for Decisions/Comments |
| Click to enter text. | Only required for multi-unit dwelling with shared means of escape *(refer F8.2)* |[ ] [ ] [ ]   |

# G1: Personal Hygiene

| Applicant to Complete [ ]  N/A  | Council Use Only |
| --- | --- |
| Page Ref/Comments | Description | Yes | N/A | RFI | Reason for Decisions/Comments |
| Click to enter text. | **Basins** provided within the WC space or in an adjacent space and minimum room size detailed (WC) *(refer para. 3.3.1 & 3.1.1 & Figure 4)* |[ ] [ ] [ ]   |

# G2: Laundering

| Applicant to Complete [ ]  N/A  | Council Use Only |
| --- | --- |
| Page Ref/Comments | Description | Yes | N/A | RFI | Reason for Decisions/Comments |
| Click to enter text. | **Laundering facilities** provided and minimum space detailed *(refer para. 1.3 & 1.0 & 1.2.1)* |[ ] [ ] [ ]   |

# G3: Food Preparation & Prevention of Contamination

| Applicant to Complete [ ]  N/A  | Council Use Only |
| --- | --- |
| Page Ref/Comments | Description | Yes | N/A | RFI | Reason for Decisions/Comments |
| Click to enter text. | **Domestic appliances and facilities and minimum space detailed**: kitchen – sink, cooker, food storage *(refer para. 1.1-1.3 & 1.5)* |[ ] [ ] [ ]   |

# G4: Ventilation

| Applicant to Complete [ ]  N/A  | Council Use Only |
| --- | --- |
| Page Ref/Comments | Description | Yes | N/A | RFI | Reason for Decisions/Comments |
| Click to enter text. | **Mechanical ventilation:** bathroom & kitchen. Ventilation path and termination point shown. Ensure no mixing of groups *(refer 1.2.5 & 1.5)* |[ ] [ ] [ ]   |
| Click to enter text. | **Natural ventilation** 5% of floor area in habitable spaces, laundry & WC *(refer para. 1.2)* |  |  |  |  |

# G6: Airborne & Impact Sound

| Applicant to Complete [ ]  N/A  | Council Use Only |
| --- | --- |
| Page Ref/Comments | Description | Yes | N/A | RFI | Reason for Decisions/Comments |
| Click to enter text. | **STC/IIC 55 between household units**: type, system, construction details *(refer G6.3.1 (STC) / G6.3.2 (IIC) and para. 1.0)* |[ ] [ ] [ ]   |
| Click to enter text. | Are there any additional linings/insulation/ventilation required to meet minimum acoustic level requirements? Does this structure fall within 80m of a main/state Highway?Refer to planning requirements Wooing Tree acoustic reports etc |[ ] [ ] [ ]   |

# G7: Natural Light

| Applicant to Complete [ ]  N/A  | Council Use Only |
| --- | --- |
| Page Ref/Comments | Description | Yes | N/A | RFI | Reason for Decisions/Comments |
| Click to enter text. | **Vertical openings** (windows/doors) in external walls (10% of floor area) *(refer para. 1.0)* |[ ] [ ] [ ]   |
| Click to enter text. | **Restricted natural light** and **awareness of outside environment** *(refer para 1.0.2 – 1.0.4 & 2.0)* |[ ] [ ] [ ]   |

# G8: Artificial Light

| Applicant to Complete [ ]  N/A  | Council Use Only |
| --- | --- |
| Page Ref/Comments | Description | Yes | N/A | RFI | Reason for Decisions/Comments |
| Click to enter text. | **Artificial lighting locations**: all exit ways, access routes and common spaces *(refer G8.2 for limitations)* |[ ] [ ] [ ]   |
| Click to enter text. | **Illuminance**: minimum 20 lux min at floor level or NZS 6703 Section 11 |[ ] [ ] [ ]   |

# G9: Electricity

| Applicant to Complete [ ]  N/A  | Council Use Only |
| --- | --- |
| Page Ref/Comments | Description | Yes | N/A | RFI | Reason for Decisions/Comments |
| Click to enter text. | **Electrical work** (any electrical work) |[ ] [ ] [ ]   |

# G10 – G11: Piped Services & Gas as an Energy Source

| Applicant to Complete [ ]  N/A  | Council Use Only |
| --- | --- |
| Page Ref/Comments | Description | Yes | N/A | RFI | Reason for Decisions/Comments |
| Click to enter text. | **Gas appliances specifications** e.g. fireplace, water heater  |[ ] [ ] [ ]   |
| Click to enter text. | **Flue** terminal location *(refer Figure 6.2 AS/NZS5601.1)* |[ ] [ ] [ ]   |
| Click to enter text. | **Size and location of gas cylinders** in relation to windows, doors, drains and other openings *(refer Figure J3 & J4 AS/NZS 5601.1)* |[ ] [ ] [ ]   |

# G12: Water Supplies

| Applicant to Complete [ ]  N/A  | Council Use Only |
| --- | --- |
| Page Ref/Comments | Description | Yes | N/A | RFI | Reason for Decisions/Comments |
| Click to enter text. | **Supply type**: town, bore, other water supply (potable.) If private supply, documentation provided to show:Description of water source, scheme, and operationCopy of any ORC consents/test resultsTesting, maintenance, and operational requirementsTreatment systems |[ ] [ ] [ ]   |
| Click to enter text. | **Hot water supply system**: type (electric, gas, solar), size, schematic, safe tray, access, support, overflow *(refer para. 5.0 & 6.0 & Figures 7-10 & 12)* |[ ] [ ] [ ]   |
| Click to enter text. | **Seismic restraint** of storage water heaters (HWC)*(refer para. 6.11.4 / Figure 14)* |[ ] [ ] [ ]   |
| Click to enter text. | **Wetback pipework & tempering valve** installation *(refer para. 6.13 / Figure 15 & 16)* |[ ] [ ] [ ]   |

# G13: Foul Water (Sanitary Plumbing & Drainage)

### Plumbing

| Applicant to Complete [ ]  N/A  | Council Use Only |
| --- | --- |
| Page Ref/Comments | Description | Yes | N/A | RFI | Reason for Decisions/Comments |
| Click to enter text. | **Plumbing system identified**[ ]  G13/AS1 [ ]  G13/AS3[ ]  Other |[ ] [ ] [ ]   |
| Click to enter text. | **Waste length to floor waste gully**: *(refer para. 4.6.7 / Table 4.6.7.2 AS/NZS 3500.2 or 3.4 G13/AS1)* |[ ] [ ] [ ]   |
| Click to enter text. | **Waste pipe:** diameter, length, material, and gradients *(refer Table 6.2 (A), 6.5.1 & Appendix C AS/NZS 3500.2 or Table 2 & 4 G13/AS1)* |[ ] [ ] [ ]   |

### Foul Water Stack System

| Applicant to Complete [ ]  N/A  | Council Use Only |
| --- | --- |
| Page Ref/Comments | Description | Yes | N/A | RFI | Reason for Decisions/Comments |
| Click to enter text. | **Stacks, vents & branches**: size, gradients & lengths provided, exclusion zones detailed at base of stack *(refer Sections 8 & 9 AS/NZS 3500.2 or 4.7 & 5.0 G13/AS1 and 6.7 & figure 6.5, 7.1 AS/NZS 3500.2 or 4.7.2 G13/AS1* |[ ] [ ] [ ]   |
| Click to enter text. | **Mid floor joists/beam layout** allow passage of stack/branches |[ ] [ ] [ ]   |
| Click to enter text. |  |[ ] [ ] [ ]   |

### Suspended & Subsoil Drainage

| Applicant to Complete [ ]  N/A  | Council Use Only |
| --- | --- |
| Page Ref/Comments | Description | Yes | N/A | RFI | Reason for Decisions/Comments |
| Click to enter text. | **Drainage system identified**[ ]  G13/AS2[ ]  G13/AS3[ ]  Other |[ ] [ ] [ ]   |
| Click to enter text. | **Reticulated services**: connection to public sewer shown on plans and aligns with CODC mapping or as-built plans *(refer GIS mapping)* |[ ] [ ] [ ]   |
| Click to enter text. | **Onsite wastewater system:** report, design and calculations provided |[ ] [ ] [ ]   |
| Click to enter text. | **Connection to Council services required** |[ ] [ ] [ ]   |
| Click to enter text. | **Drainage plan** provided showing **main drain, branches, gradients & lengths** (*refer Section 3 - 3.3.2, 3.3.2 NZS3500.2 or Table 2 G13/AS2)* |[ ] [ ] [ ]   |
| Click to enter text. | **Venting details**: terminal vent and unvented branch drains *(refer para. 3.9, Table 3.9.3.1, 3.10 – 3.12 NZS3500.2 or para. 4.0 G13/AS2)* |[ ] [ ] [ ]   |
| Click to enter text. | **Overflow relief gullies** (ORG)/Gully traps: location and charged *(refer para. 4.6.6 AS/NZS 3500.2 or 3.3 G13/AS2)*  |[ ] [ ] [ ]   |
| Click to enter text. | **Floor waste gullies** are charged by fixture in same room or tundish *(refer para. 4.6.7 & 4.6.8 AS/NZS 3500.2 or 3.4.6 G13/AS1)* |[ ] [ ] [ ]   |
| Click to enter text. | **Access points** (inspection points) *(refer Section 4.7 AS/NZS 3500.2 or para 5.7 G13/AS2)* |[ ] [ ] [ ]   |
| Click to enter text. | **Angle of influence**, depth, and proximity of drain to building/boundary *(refer Section 5 NZS3500.2 or 5.0, Figure 7 & 8 G13/AS2)* |[ ] [ ] [ ]   |
| Click to enter text. | **Plumbing pipes not running through point load pad or slab thickenings** *(cross-check against truss plan or engineering’s drawings)* |[ ] [ ] [ ]   |

## G15: Solid Waste (Multi-Unit & Group Dwellings Only)

| Applicant to Complete [ ]  N/A  | Council Use Only |
| --- | --- |
| Page Ref/Comments | Description | Yes | N/A | RFI | Reason for Decisions/Comments |
| Click to enter text. | **Solid waste**: capacity, carry distance, storage areas and chutes *(refer para 1.0 – 4.0)* |[ ] [ ] [ ]   |

# H1: Energy Efficiency

| Applicant to Complete [ ]  N/A  | Council Use Only |
| --- | --- |
| Page Ref/Comments | Description | Yes | N/A | RFI | Reason for Decisions/Comments |
| Click to enter text. | **Method provided** and demonstrates compliance [ ]  Schedule [ ]  Calculation [ ]  Modelling [House Insulation Guide | BRANZ](https://www.branz.co.nz/energy-efficiency/house-insulation-guide/) |[ ] [ ] [ ]   |
| Click to enter text. | **Insulation type and R-values** detailed on plans for building elements including subfloor, foundation, walls, ceiling |[ ] [ ] [ ]   |
| Click to enter text. | Double glazing specified  |[ ] [ ] [ ]   |

# Producer Statements

| Applicant to Complete [ ]  N/A  | Council Use Only |
| --- | --- |
| Page Ref/Comments | Description | Yes | N/A | RFI | Reason for Decisions/Comments |
| Click to enter text. | **Producer Statements (PS1s/PS2s)** Includes: site location, work identified, code clauses covered, signed & dated, inspection schedule (if applicable.) |[ ] [ ] [ ]   |

# Product Certification

| Applicant to Complete [ ]  N/A  | Council Use Only |
| --- | --- |
| Page Ref/Comments | Description | Yes | N/A | RFI | Reason for Decisions/Comments |
| Click to enter text. | **BRANZ Appraisals** Supporting alternative solutions, cladding systems etc with installation manual as specified in BRANZ appraisal.If yes, please list applicable products:  |[ ] [ ] [ ]   |
| Click to enter text. | **CodeMark Certificates** Supporting alternative solutions, cladding systems etc with installation manual as specified in CodeMark certificate.If yes, please list applicable products:  |[ ] [ ] [ ]   |

# Construction Documentation

| Applicant to Complete |  | Council Use Only |
| --- | --- | --- |
| **PS4 Producer Statement – Construction Review**  | Yes | N/A | RFI |  |
|[ ]  (B36) Engineer: PS4 Producer Statement Construction Review and copies of associated inspection reports from a chartered professional engineer, certifying all, or part, of the building works as identified by the ‘Producer Statement PS1 – Design’ has been built in accordance with the approved building consent documentation. |[ ] [ ] [ ]  Click to enter text. |
|[ ]  (B34) Geotechnical: PS4 Construction Review and ground bearing test results from a chartered professional engineer – geotechnical, certifying that design assumptions have been satisfied on site. |[ ] [ ] [ ]  Click to enter text. |
|[ ]  **(**B38) Precast: PS4 Construction Review to be provided confirming all pre-cast items have been constructed in accordance with the approved building consent documents. |[ ] [ ] [ ]  Click to enter text. |

| Applicant to Complete |  | Council Use Only |
| --- | --- | --- |
| **PS3 Producer Statement – Construction Review**  | Yes | N/A | RFI |  |
|[ ]  (B35) Membrane (roof/deck/retaining wall): Producer Statement – PS3 – Construction’ shall be provided from the installer certifying that the roof/deck/retaining wall waterproof membrane and substrate has been installed in accordance with the approved building consent documentation. |[ ] [ ] [ ]  Click to enter text. |
|[ ]  (B37) Membrane (Shower): Producer Statement – PS3 – Construction’ certifying the waterproof membrane has been installed in accordance with the approved building consent documentation |[ ] [ ] [ ]  Click to enter text. |
|[ ]  (CLD) Cladding: Producer Statement – PS3 – Construction’ certifying that the plaster cladding system has been installed in accordance with the approved building consent documentation. |[ ] [ ] [ ]  Click to enter text. |
|[ ]  (PE01): Onsite Wastewater Disposal System: Producer Statement – PS3 Construction’ from the installer and manufacturer certifying the on-site wastewater disposal system has been installed in accordance with the approved building consent documentation. |[ ] [ ] [ ]  Click to enter text. |

| Applicant to Complete |  | Council Use Only |
| --- | --- | --- |
| **Certification** | Yes | N/A | RFI |  |
|[ ]  **(B33) Compaction Certificate:** Certification and test results shall be provided from a suitably qualified professional to certify the compaction and bearing capacity of the underlying soils where any fill material greater than 600mm in depth is required. |[ ] [ ] [ ]  Click to enter text. |
|[ ]  **(B33)** Geotechnical Certificate (Ground Bearing) |[ ] [ ] [ ]  Click to enter text. |
|[ ]  **(B42) Fire and/or Smoke Doors:** A copy of all fire/smoke door certificates shall be provided at CCC application |[ ] [ ] [ ]  Click to enter text. |
|[ ]  **(PE03) Potable Water:** A certificate of analysis to confirm the water is potable and complies with the Drinking Water Standard for New Zealand 2005 (Revised 2018) is required before the building is occupied or Code Compliance Certificate issued. |[ ] [ ] [ ]  Click to enter text. |
|[ ]  Setout (Floor Level and Siting) – Surveyor Certification |[ ] [ ] [ ]  Click to enter text. |
|[ ]  Setout (Siting of building only) Surveyor Certification |[ ] [ ] [ ]  Click to enter text. |
|[ ]  Other - Click to enter text. |[ ] [ ] [ ]  Click to enter text. |

# Council Use Only

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| COUNCIL USE ONLY | YES | N/A | RFI |  |
| **Certification** |
| **(B45) Truss Design**: Fabricator/Design Statement and As-Built Plans shall be provided at inspection to record and confirm construction meets the fabricators final plan. |[ ] [ ] [ ]  Click to enter text. |
| **(PB17) Energy:** Upon completion of the project, provide Council with copies of energy compliance certificates issued (gas and electrical. |[ ] [ ] [ ]  Click to enter text. |
| (**B43) Acoustic Verification of G6** – Airborne and Impact Sound: Provide field test verification from a suitably qualified acoustic engineer for all the building elements required to meet a Sound Transmission Class performance and / or required to meet an Impact Insulation Class performance. The performances shall be verified as per field test methods referenced in G6/VM1. |[ ] [ ] [ ]  Click to enter text. |
| **LBP1) Restricted Building Work:** Before RBW commences, the owner must give Council written notice of every LBP who is engaged to carry out or supervise the RBW (if these were not provided at building consent application time.) An owner must provide written notification to Council as soon as practicable if an LBP ceases to be engaged OR if another LBP is engaged to carry out or supervise Restricted Building Work. Each LBP who carries out or supervises RBW, must, on completion of that RBW, provide the owner and the Council with a Record of building Work (ROW) stating what work they carried out or supervised. |[ ] [ ] [ ]  Click to enter text. |
| **(B14) Owner Building Exemption:** The Owner Exemption applies to this building consent. Building and/or design work has been carried out by an un-licensed owner builder. |[ ] [ ] [ ]   |

### General Guidance

| COUNCIL USE ONLY | YES | N/A | RFI |  |
| --- | --- | --- | --- | --- |
| **Section 67:** Territorial authority may grant building consent subject to **waivers or modifications** of the building code |[ ] [ ] [ ]  Click to enter text. |
| **Section 73:** Conditions on building consents granted under **section 72 (Hazards)** |[ ] [ ] [ ]  Click to enter text. |
| **Section 77:** Building consent must not be granted until condition is imposed under **section 75 (Building over allotment boundary)** |[ ] [ ] [ ]  Click to enter text. |
| **Section 90 Inspections**: By building consent authorities (default on all consents) |[ ] [ ] [ ]  Click to enter text. |

### Conditions

| COUNCIL USE ONLY | YES | N/A | RFI |  |
| --- | --- | --- | --- | --- |
| **(B41) Condition: Section 67 – Waiver/Modification:** This consent is granted subject to a waiver/modification under Section 67 of the Building Act 2004 to building code clause |[ ] [ ] [ ]  Click to enter text. |
| **(B28) Condition: Section 73 – Hazard:** The CODC shall notify the Registrar General of the land, pursuant to Section 73(1) of the Building Act 2004, that the consent has been issued under Section 72 of the Act as the land is subject to, or likely to be subject to, a hazard as defined by Section 71(3) of the Act. In this case the hazard is erosion, falling debris, subsidence, inundation, slippage |[ ] [ ] [ ]  Click to enter text. |
| **(B25) Condition: Section 75 – Building Across Allotments:** A certificate pursuant to Section 77 of the Building Act 2004 is to be registered against the title to each of the allotments over which the building is to be constructed prohibiting any of those allotments from being transferred or leased except in conjunction with each of the others. |[ ] [ ] [ ]  Click to enter text. |

### Advice Notes – Pools and Barriers

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| COUNCIL USE ONLY | YES | N/A | RFI |  |
| **(PB30)** The area within the pool barrier (immediate pool area) is only to be used for activities associated with the pool and is not to contain play areas, vegetable gardens, clotheslines, or the like. |[ ] [ ] [ ]  Click to enter text. |
| **(PB31)** Private swimming pools and spa pools must have a means of restricting access to young children in accordance with F9 of the NZ Building Code. |[ ] [ ] [ ]  Click to enter text. |
| **(PB33)** This pool cannot be used until a code compliance certificate has been issued confirming the pool barrier complies with clause F9 of the NZ Building Code |[ ] [ ] [ ]  Click to enter text. |

### Advice Notes: Miscellaneous

| COUNCIL USE ONLY | YES | N/A | RFI |  |
| --- | --- | --- | --- | --- |
| **(PB35) NEW RELOCATED BUILDING:** Code Compliance Certificate (CCC) issued by the certifying Building Consent Authority to be provided for the new relocatable building, prior to CCC being issued by CODC for this building consent. |[ ] [ ] [ ]  Click to enter text. |
| **(PB32) Asbestos:** Should asbestos be encountered and/or disturbed as part of these alterations, please refer to the Health and Safety at Work (Asbestos) Regulations 2016 requiring a licensed asbestos removalist. |[ ] [ ] [ ]  Click to enter text. |
| **(B18) Schedule 1:** This building consent includes some Schedule 1 work for which no fees have been paid. This work will not be inspected and approved by Council and is included for information purposes only. |[ ] [ ] [ ]  Click to enter text. |
| **(PA12) Services Demolition:** All water, wastewater and storm water drains shall be capped inside the boundary. A plan showing the location of the capped off services shall be provided to CODC for recording on the property file. |[ ] [ ] [ ]  Click to enter text. |

### Inspections

|  |  |
| --- | --- |
| COUNCIL USE ONLY |  |
| [ ]  Siting and Foundations[ ]  Under slab Plumbing and Drainage[ ]  External Drainage[ ]  Effluent Disposal/Onsite Wastewater Disposal [ ]  Pre-Slab Residential[ ]  Structural Blockwork[ ]  Waterproof and Tanking | [ ]  Pre Roof/Pre-Wrap[ ] Pre-Line Framing and Plumbing[ ]  Post Line[ ]  Pool and Spa Barrier[ ]  Heating Appliance [ ]  Final  |

# Council use only – Final Sign off

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| COUNCIL USE ONLY | YES | N/A | RFI |  |
| Building category, description of work and classified use correct in MagiQ? |[ ] [ ] [ ]  Click to enter text. |
| Has consideration been given to any building methods or product warnings and/or bans? |[ ] [ ] [ ]  Click to enter text. |

|  |  |
| --- | --- |
| REFUSED | I am NOT satisfied ‘on reasonable grounds’that the building consent application demonstrates compliance with the Building Code, and the building consent/amendment application is therefore refused under Section 50 of the Building Act 2004. |
| **Processing Officer:** | **Date:** |  |
| **RFI** | I am NOT YET satisfied ‘on reasonable grounds’ that the building consent application demonstrates compliance with the Building Code. A Request for Information (RFI) has been made to the applicant under Section 48 of the Building Act 2004 to aid in my decision making.  |
| **Processing Officer:** | **Date:** |  |
| APPROVED | I am satisfied ‘on reasonable grounds’ that the building consent application demonstrates compliance with the Building Code, and the building consent/amendment application is approved and ready for granting, as per Section 49 and 51 of the Building Act 2004. |
| **Processing Officer:** | **Date:**  |  |

# Council use only – Peer Review (if required)

|  |  |  |  |
| --- | --- | --- | --- |
| **Peer Review Sign-off:**  |  | **Date:** |  |
| **Comments:** *Check sheet completed correctly.**BCO followed procedure(s) Gave reasons for decisions.**RFI and IR appropriate. Technical information current.**Relevant information filed against consent.* |  |