CS06 Commercial/Industrial Buildings New and Major Alterations Application and Processing Checklist

# 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.* |
| Classified Use(s):[*Clause A1 – Classified Uses*](http://www.legislation.govt.nz/regulation/public/1992/0150/latest/DLM162576.html%23DLM6632400) | [ ]  Housing [ ]  Industrial [ ]  Commercial [ ]  Outbuilding [ ]  Ancillary [ ]  Communal Residential [ ]  Communal Non-Residential |
| Uses of Buildings: [*Building Regulations 2005*](http://www.legislation.govt.nz/regulation/public/2005/0032/latest/whole.html#DLM313979) | [ ] CS [ ] CL [ ] CM [ ] CO [ ] WF [ ] WL [ ] WM [ ] WH [ ] SC [ ] SD [ ] SA [ ] SR [ ] SH [ ] IA [ ] ID |
| Risk Group: | [ ]  SM [ ]  SI [ ] CA [ ]  WB [ ]  WS [ ]  VP  |
| Importance Level: [*Clause A3 – Building Importance Levels*](http://www.legislation.govt.nz/regulation/public/1992/0150/latest/DLM162576.html%23DLM4417717) | Click to enter text. |

# Council Use Only: Confirmation of Property Information

|  |
| --- |
| Council Use Only  |
|  |

# 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?  |[ ] [ ] [ ]   |

# 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) |[ ] [ ] [ ]   |

# 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  |[ ] [ ] [ ]   |
| 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)* |[ ] [ ] [ ]   |
| Click to enter text. | Any demolition to be clearly identified  |[ ] [ ] [ ]   |

# Alteration to an Existing Building(s) or Change of Use

| Applicant to Complete  |
| --- |
| Select One |  |
|[ ]  Alterations to an existing building |
|[ ]  Change of Use (to part or all the building and where additional Building Code requirements or more onerous requirements) | Current Use: Click to enter text. | Proposed Use: Click to enter text. |
| Building Score and assessment provided for the whole building [*MBIE Building Score Methodology*](https://www.building.govt.nz/building-code-compliance/c-protection-from-fire/c-clauses-c1-c6/means-of-escape/our-recommended-approach/) *to establish level of information to be provided to review relevant Code Clause requirements. Note: Unit title or alterations to tenancies within an existing building, the whole building must be assessed.* |
|[ ]  1-11 Statement of Change  |
|[ ]  12-19 Gap Assessment |
|[ ]  20+ Full Assessment |
| *See applicable Code Clauses sections in checklist in relation to Section 112 and 115 Building Act 2004* |

# 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. | Applicant to Complete |[ ] [ ] [ ]   |
| Click to enter text. | Description |[ ] [ ] [ ]   |
| Click to enter text. | Masonry types: [ ]  Type B: PS1 & PS3/PS4[ ]  Type [ ]  Other (NZS 4229) |[ ] [ ] [ ]   |
| Click to enter text. | Construction details provided: footings, wall construction, height |[ ] [ ] [ ]   |
| Click to enter text. | Surcharge correctly factored into design |[ ] [ ] [ ]   |
| Click to enter text. | Drainage medium, tanking and protection specified  |[ ] [ ] [ ]   |
| Click to enter text. | Barrier specified and details provided |[ ] [ ] [ ]   |
| Click to enter text. | Excavations potentially affecting neighbouring properties mitigated  |[ ] [ ] [ ]   |

### B1 Structure: Strip Footings

| Applicant to Complete [ ]  N/A  | Council Use Only |
| --- | --- |
| Page Ref/Comments | Description | Yes | N/A | RFI | Reason for Decisions/Comments |
| Click to enter text. | NZS3604 or SED with PS1/PS2 |[ ] [ ] [ ]   |
| Click to enter text. | Footings (depth, size, steps due to ground slope, MPa) |[ ] [ ] [ ]   |
| Click to enter text. | Reinforcing (size, type, centres, grade) |[ ] [ ] [ ]   |
| Click to enter text. | Columns and posts pads (size, type, centres, grade) |[ ] [ ] [ ]   |
| Click to enter text. | Underpinning/screw piles  |[ ] [ ] [ ]   |
| Click to enter text. | Details provided for steps in foundations (due to ground slope) |[ ] [ ] [ ]   |

### 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  |[ ] [ ] [ ]   |
| Click to enter text. | Foundation edge detail(s) with dimensions, reinforcing size and grade and concrete strength  |[ ] [ ] [ ]   |
| Click to enter text. | Base preparation: sand, hard fil 75mm min to 600mm max (SED required if >600mm) |[ ] [ ] [ ]   |
| Click to enter text. | Slab thickness and reinforcing cover. Mesh type (i.e. 500E) and size (i.e. SE62)  |[ ] [ ] [ ]   |
| Click to enter text. | Damp proof membranes  |[ ] [ ] [ ]   |
| Click to enter text. | Shrinkage control joints, supplementary reinforcing bars, free joints (max dimension of slab 24m either way without free joints). |[ ] [ ] [ ]   |
| Click to enter text. | Point loads pads / slab thickenings shown on foundation plans  |[ ] [ ] [ ]   |
| Click to enter text. | Column/post: foundations/footings  |[ ] [ ] [ ]   |
| Click to enter text. | Additions to existing slab: connection to existing slab (joint preparation & starters) |[ ] [ ] [ ]   |

### 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. | NZS3604, NZS4229 or SED (PS1/PS2) |[ ] [ ] [ ]   |
| Click to enter text. | Wall height: minimum, maximum  |[ ] [ ] [ ]   |
| Click to enter text. | Vertical and horizontal reinforcing / starters Size, centres  |[ ] [ ] [ ]   |
| Click to enter text. | Masonry type: A, B, C Grout strength (MPa) |[ ] [ ] [ ]   |
| Click to enter text. | Secant piles, soldier piles or precast piles |[ ] [ ] [ ]   |
| Click to enter text. | Retaining/split level (waterproofing and provision of drainage) |[ ] [ ] [ ]   |

### 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  |[ ] [ ] [ ]   |
| Click to enter text. | Ordinary piles: size, depth, pile height, treatment connections  |[ ] [ ] [ ]   |
| Click to enter text. | Driven Piles (SED)  |[ ] [ ] [ ]   |
| Click to enter text. | Braced / Anchor piles: footing size, pile height, connections  |[ ] [ ] [ ]   |
| Click to enter text. | Subfloor bracing calculations: zone, demand, capacity  |[ ] [ ] [ ]   |
| Click to enter text. | Subfloor bracing plan: type, location, length, 5.0m centres max, 4 bracing elements minimum, evenly distributed  |[ ] [ ] [ ]   |
| Click to enter text. | 2-storey (height versus width) |[ ] [ ] [ ]   |
| Click to enter text. | Diaphragms >100 BUs, location, limitations  |[ ] [ ] [ ]   |
| Click to enter text. | Bearers: size, centres, treatment, span, point loads, cantilever, loading, fixing to foundation walls  |[ ] [ ] [ ]   |
| Click to enter text. | Joists: size, centres, span, point loads, cantilever, loading, penetrations  |[ ] [ ] [ ]   |
| Click to enter text. | Cantilever joist (2.4m maximum wall height), support for load bearing walls  |[ ] [ ] [ ]   |
| Click to enter text. | Lateral support mid-span, blocking, bracing lines  |[ ] [ ] [ ]   |
| Click to enter text. | Flooring thickness, clearances, type  |[ ] [ ] [ ]   |
| Click to enter text. | Base cladding: type, support, access, ventilation, crawlspace (450 mm minimum), vermin proofing, obstructions, large area, limited cross flow  |[ ] [ ] [ ]   |

### 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 type: timber floor joist, suspended concrete slab, SED etc.  |[ ] [ ] [ ]   |
| Click to enter text. | Floor joists: cantilever, floor load, penetrations, treatment, size, centres, span, point loads  |[ ] [ ] [ ]   |
| Click to enter text. | Flooring type and diaphragm (if applicable) |[ ] [ ] [ ]   |

### B1 Structure: SED Structural Steel Frame and Concrete Structures

| Applicant to Complete [ ]  N/A  | Council Use Only |
| --- | --- |
| Page Ref/Comments | Description | Yes | N/A | RFI | Reason for Decisions/Comments |
| Click to enter text. | SED: PS1, PS2, proprietary systemsPS2 provided where roof spans over 20m application in structural design |[ ] [ ] [ ]   |
| Click to enter text. |  Structure/load path: beams/posts, SED, timber, steel, flitch, LVL; fixing details provided |[ ] [ ] [ ]   |
| Click to enter text. | All structures requiring SED, covered by design (Design Features Report) |[ ] [ ] [ ]   |
| Click to enter text. | All referenced details and sections provided |[ ] [ ] [ ]   |
| Click to enter text. | Foundation design conforms to site geotechnical parameters |[ ] [ ] [ ]   |
| Click to enter text. | Design floor loading in accordance with AS/NZS 1170 |[ ] [ ] [ ]   |
| Click to enter text. | Adequate dimensioning provided  |[ ] [ ] [ ]   |
| Click to enter text. | Stability of structural components as required by the Fire Report |[ ] [ ] [ ]   |
| Click to enter text. | Structural concrete adequately detailed on plans |[ ] [ ] [ ]   |
| Click to enter text. | Concrete strengths and reinforcing cover on plans  |[ ] [ ] [ ]   |
| Click to enter text. | Portal frames, structural steel frames, space frames, girts etc.  |[ ] [ ] [ ]   |
| Click to enter text. | Racking systems  |[ ] [ ] [ ]   |
| Click to enter text. | Ground anchors  |[ ] [ ] [ ]   |
| Click to enter text. | Seismic strengthening included in consent application |[ ] [ ] [ ]   |
| Click to enter text. | Demolition – site monitoring of adjacent buildings  |[ ] [ ] [ ]   |
| Click to enter text. | Alteration or removal of existing structural elements  |[ ] [ ] [ ]   |

### 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  |[ ] [ ] [ ]   |
| Click to enter text. | Bearers: size, span, treatment  |[ ] [ ] [ ]   |
| Click to enter text. | Joists: 2.0 kPa, size, span, centres, cantilever, saddle flashings  |[ ] [ ] [ ]   |
| Click to enter text. | Decking: material, type, fixings, treatment, finished floor level  |[ ] [ ] [ ]   |
| Click to enter text. | Stringer: stair construction / deck stringer, size, span, fixings, air-gap  |[ ] [ ] [ ]   |
| Click to enter text. | Subfloor deck bracing (if projects >2.0m from the building)  |[ ] [ ] [ ]   |

### B1 Structure: Walls (All Levels)

| Applicant to Complete [ ]  N/A  | Council Use Only |
| --- | --- |
| Page Ref/Comments | Description | Yes | N/A | RFI | Reason for Decisions/Comments |
| Click to enter text. | NZS3604, NZS4229, SED (PS1 / PS2) |[ ] [ ] [ ]   |
| Click to enter text. | Framing (NZS3604, SED, Steel) (NZS3604, SED, Steel) (treatment, grade, size)  |[ ] [ ] [ ]   |
| Click to enter text. | Gable end framed for cladding  |[ ] [ ] [ ]   |
| Click to enter text. | Bottom and top plate (size, point loads, bracing) |[ ] [ ] [ ]   |
| Click to enter text. | Stud/post (size, height, spacing, fixings, uplift) |[ ] [ ] [ ]   |
| Click to enter text. | Structure/load path: beams/posts, SED, timber, steel, flitch, LVL; fixing details provided  |[ ] [ ] [ ]   |
| Click to enter text. | Lintel (size, point loads, fixings C/L) |[ ] [ ] [ ]   |
| Click to enter text. | Pre-cast concrete wall panels: fixings  |[ ] [ ] [ ]   |

### 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. | NZS3604 or SED (PS1/PS2) |[ ] [ ] [ ]   |
| Click to enter text. | Wall bracing calculations: zone, demand, capacity |[ ] [ ] [ ]   |
| Click to enter text. | Plan: location of bracing elements, 6.0m c/s, evenly distributed, wings, blocks, wet areas, split or discontinuous levels, type, location, length  |[ ] [ ] [ ]   |
| Click to enter text. | Dragon ties to extend brace lines to 7.5m >100 BUs, location |[ ] [ ] [ ]   |
| Click to enter text. | Ceiling diaphragm: >100BU, location, limitations, construction details  |[ ] [ ] [ ]   |

### 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. | NZS3604 or SED (PS1/PS2) |[ ] [ ] [ ]   |
| Click to enter text. | Roof type: pitched, trussed, skillion, couple-close, other – (roof pitch vs material) |[ ] [ ] [ ]   |
| Click to enter text. | Trusses: Design Statement, software statement, truss layout |[ ] [ ] [ ]   |
| Click to enter text. | Roof bracing/building paper |[ ] [ ] [ ]   |
| Click to enter text. | Rafter/ridge beam: size, span, support, fixings |[ ] [ ] [ ]   |
| Click to enter text. | Purlins or tile battens, size, span, treatment, centres, fixings  |[ ] [ ] [ ]   |
| Click to enter text. | Membrane roof framing (ceiling joists) size, span, centres, fixings, fall, ventilation and limitations |[ ] [ ] [ ]   |
| Click to enter text. | Ceiling/Rondo battens: size, span, centres, fixings, ceiling lining |[ ] [ ] [ ]   |
| Click to enter text. | Suspended ceilings (seismic restraint) |[ ] [ ] [ ]   |
| Click to enter text. | Ceiling lining: type thickness, fixing |[ ] [ ] [ ]   |

# B2 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

|  |
| --- |
| Alterations to an existing building or change of use*Section 112 or Section 115 Means of Escape assessment – alterations/additions/change use (not a first fit out of a new building). MBIE Building Score Methodology to establish level of information to be provided to review relevant fire design requirements.* |

| Council Use Only YES N/A |
| --- |
| Does Section 112 apply? (Alteration to an existing building) Parts 1, 2, 3 and 4 of the below checklist apply  |[ ] [ ]
| Does Section 115 apply? (Change of Use) Parts 1, 2, 3, 4 and 5 of the below checklist apply  |[ ] [ ]
| Does Section 116A apply? (Subdivision) Means of escape from fire and protection of other property |[ ] [ ]

### Part 1: 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. | Scope of risk group |[ ] [ ] [ ]   |
| Click to enter text. | Primary risk group *(if more than one)* |[ ] [ ] [ ]   |
| Click to enter text. | Occupant densities and occupant load |[ ] [ ] [ ]   |
| Click to enter text. | Fire Report provided where C/VM2 or Alternative Solution used for means of compliance must be sent to FENZ for review. See QAS BC7 |[ ] [ ] [ ]   |
| Click to enter text. | PS2 provided when C/VM2 is used as a means of compliance |[ ] [ ] [ ]   |
| Click to enter text. | Alteration to an existing building or Change of Use assessment provided  |[ ] [ ] [ ]   |

### Part 2: Firecells, Fire Safety Systems and Fire Resistance Ratings

| Applicant to Complete [ ]  N/A  | Council Use Only |
| --- | --- |
| Page Ref/Comments | Description | Yes | N/A | RFI | Reason for Decisions/Comments |
| Click to enter text. | Firecell floor area limit |[ ] [ ] [ ]   |
| Click to enter text. | Fire safety systems |[ ] [ ] [ ]   |
| Click to enter text. | Requirements of firecell  |[ ] [ ] [ ]   |
| Click to enter text. | Fire resistance ratings (life rating/property rating) |[ ] [ ] [ ]   |
| Click to enter text. | Type 9 system required |[ ] [ ] [ ]   |

### 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. | Escape routes: number, height and width |[ ] [ ] [ ]   |
| Click to enter text. | Escape from basements |[ ] [ ] [ ]   |
| Click to enter text. | Open paths/special cases of open paths |[ ] [ ] [ ]   |
| Click to enter text. | Dead ends |[ ] [ ] [ ]   |
| Click to enter text. | Exit ways/control of exit ways |[ ] [ ] [ ]   |
| Click to enter text. | External escape routes  |[ ] [ ] [ ]   |
| Click to enter text. | Final exits |[ ] [ ] [ ]   |
| Click to enter text. | Single escape routes |[ ] [ ] [ ]   |
| Click to enter text. | Special conditions |[ ] [ ] [ ]   |
| Click to enter text. | Doors subdividing escape routes (door features and fixings) |[ ] [ ] [ ]   |

### 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. | Glazing in fire and smoke separations |[ ] [ ] [ ]   |
| Click to enter text. | Structural stability during fire |[ ] [ ] [ ]   |
| Click to enter text. | Fire stopping/firecell construction |[ ] [ ] [ ]   |
| Click to enter text. | Special requirements for sleeping areas or theatres |[ ] [ ] [ ]   |
| Click to enter text. | Specific requirements for exhibitions and retail areas |[ ] [ ] [ ]   |
| Click to enter text. | Tiered seating |[ ] [ ] [ ]   |
| Click to enter text. | Exitways  |[ ] [ ] [ ]   |
| Click to enter text. | Intermittent activities |[ ] [ ] [ ]   |
| Click to enter text. | Protected shafts |[ ] [ ] [ ]   |
| Click to enter text. | Long corridor subdivision  |[ ] [ ] [ ]   |
| Click to enter text. | Floors: intermediate, subfloor and concealed spaces  |[ ] [ ] [ ]   |
| Click to enter text. | Closures in fire and smoke separations  |[ ] [ ] [ ]   |
| Click to enter text. | Interior surface finishes: floor covering and suspended fabrics |[ ] [ ] [ ]   |
| Click to enter text. | Building services plant |[ ] [ ] [ ]   |

### Part 5: Control of 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. | Relevant boundary (actual or notional) distance measured from cladding not foundation |[ ] [ ] [ ]   |
| Click to enter text. | Fire separation for building with more than one title (subdivided) |[ ] [ ] [ ]   |
| Click to enter text. | External walls: horizontal fire spread, fire resistance rating, small openings and fire resisting glazing and table method for external walls |[ ] [ ] [ ]   |
| Click to enter text. | Horizontal fire spread from roofs and open sided buildings |[ ] [ ] [ ]   |
| Click to enter text. | Vertical fire spread  |[ ] [ ] [ ]   |
| Click to enter text. | Exterior surface finishes  |[ ] [ ] [ ]   |

### Part 6: Firefighting

| 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 and Emergency vehicular access |[ ] [ ] [ ]   |
| Click to enter text. | Information for firefighters *Control panel location approval from FENZ provided with application* |[ ] [ ] [ ]   |
| Click to enter text. | Firefighting facilities |[ ] [ ] [ ]   |

### 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  |[ ] [ ] [ ]   |
| Click to enter text. | Gas burning appliances |[ ] [ ] [ ]   |
| Click to enter text. | Oil fire appliances |[ ] [ ] [ ]   |
| Click to enter text. | Downlights  |[ ] [ ] [ ]   |
| Click to enter text. | Open fires  |[ ] [ ] [ ]   |

# D1: Access Routes (Internal and External)

| Applicant to Complete [ ]  N/A  | Council Use Only |
| --- | --- |
| Page Ref/Comments | Description | Yes | N/A | RFI | Reason for Decisions/Comments |
| Click to enter text. | Alteration to an existing building or Change of Use assessment provide *(where Section 118 applies)* |[ ] [ ] [ ]   |
| Click to enter text. | Accessible route(s): principle entrance, location, slope, height clearances, obstructions, structural stability, barriers and lighting |[ ] [ ] [ ]   |
| Click to enter text. | Access Routes: slope, slip resistance, width and protection from falling |[ ] [ ] [ ]   |
| Click to enter text. | Ramps: slope, slip resistance, width, landings, kerb ramps |[ ] [ ] [ ]   |
| Click to enter text. | Stairways: pitch, risers and treads, width, landings, curved and spiral stairways, stair winders and visibility of stair treads |[ ] [ ] [ ]   |
| Click to enter text. | Fixed ladders: general, step-type ladders, rung-type ladders and individual run-type ladders |[ ] [ ] [ ]   |
| Click to enter text. | Handrails |[ ] [ ] [ ]   |
| Click to enter text. | Doors and openings |[ ] [ ] [ ]   |
| Click to enter text. | Place of assembly  |[ ] [ ] [ ]   |
| Click to enter text. | Accessible accommodation units of communal residential buildings: number of units and facilities to be provided  |[ ] [ ] [ ]   |
| Click to enter text. | Parking, movement of vehicles and circulation routes (including assessment of accessible carparks) |[ ] [ ] [ ]   |
| Click to enter text. | Other Acceptable Solutions: AS1657 – stairs, ladders, platforms and walkways for services and maintenance personnel |[ ] [ ] [ ]   |
| Click to enter text. | Lift required in this building? *Occupancy based on para. 1.4 or para. 3.1 C/VM2* |[ ] [ ] [ ]   |

# D2: Mechanical Installations for 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. | Alteration to an existing building or Change of Use assessment provided (where Section 118 applies) |[ ] [ ] [ ]   |
| Click to enter text. | Lift required *(D1.3.4(c) or NZS4121) (Also determinations* [*1995/008*](https://www.building.govt.nz/assets/Uploads/resolving-problems/determinations/1995/1995-008.pdf)*;* [*2003/05*](https://www.building.govt.nz/assets/Uploads/resolving-problems/determinations/2003/2003-05.pdf)*;* [*2005/49*](https://www.building.govt.nz/assets/Uploads/resolving-problems/determinations/2005/2005-49.pdf)*;* [*2006/73*](https://www.building.govt.nz/assets/Uploads/resolving-problems/determinations/2006/2006-73.pdf)*;* [*2017/084*](https://www.building.govt.nz/assets/Uploads/2017-084.pdf)*)* |[ ] [ ] [ ]   |
| Click to enter text. | Design calculations, specifications and plans provided *D2/AS1 (NZS4332 or EN81-20), D2/AS2 (NZS4334), D2/AS3 (EN115) – PS1 provided*  |[ ] [ ] [ ]   |
| Click to enter text. | Accessible features detailed for lift: controls panel, lift indicators, car size, door size, handrails, and space in front. *NZS4212 (Section 9), Appendix C NZS4121 (Design for access and mobility – Alteration to Buildings) or NZS4334* |[ ] [ ] [ ]   |

# 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. | E1/VM1 (PS1/PS2 provided) or E1/AS1 (check within scope) |[ ] [ ] [ ]   |
| Click to enter text. | Stormwater drainage outfall as specified: Council reticulation, private reticulation, soak pit etc.  |[ ] [ ] [ ]   |
| Click to enter text. | Soak pit design (if applicable): onsite testing results, calculation, type and size of soak pit |[ ] [ ] [ ]   |
| Click to enter text. | Finished floor level of suspended floors or slabs checked in relation to surrounding land and road crown |[ ] [ ] [ ]   |
| Click to enter text. | Stormwater drainage size and gradient  |[ ] [ ] [ ]   |
| Click to enter text. | Stormwater run-off (cesspits, catchment area, soakage, pump, pump capacity) |[ ] [ ] [ ]   |
| Click to enter text. | Access for maintenance (rodding points/inspection points etc) |[ ] [ ] [ ]   |
| Click to enter text. | Downpipes, external and internal gutter size, distribution, spreaders (to lower roof) |[ ] [ ] [ ]   |
| Click to enter text. | Strip drain/channel drain: connection into stormwater with silt trap or similar prior |[ ] [ ] [ ]   |
| Click to enter text. | Public drains affected/approval, easement created or required *(refer to Certificate of Title or 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 |[ ] [ ] [ ]   |

### 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  |[ ] [ ] [ ]   |

### 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  |[ ] [ ] [ ]   |
| Click to enter text. | Attachments to building structure (deck/pergola)  |[ ] [ ] [ ]   |
| Click to enter text. | Level thresholds  |[ ] [ ] [ ]   |
| Click to enter text. | Enclosed balustrades  |[ ] [ ] [ ]   |
| Click to enter text. | Membrane deck: thickness, fall, substrate, support, drainage, junction to wall and rainwater head and scupper  |[ ] [ ] [ ]   |

### 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  |[ ] [ ] [ ]   |
| Click to enter text. | Roof cladding type(s), roof pitch, compatibility of materials [ ]  E2/AS1[ ]  E2/AS2[ ]  E2/AS3[ ]  Alternative Solution[ ]  CodeMark |[ ] [ ] [ ]   |
| Click to enter text. | Membrane roof: thickness, substrate, support and rainwater head and scupper  |[ ] [ ] [ ]   |
| 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  |[ ] [ ] [ ]   |
| Click to enter text. | Gutters: internal gutters, valley gutters and hidden gutters  |[ ] [ ] [ ]   |
| Click to enter text. | Roof penetrations: small pipes (terminal vent/roof ventilation), soaker flashings (flue or similar) other penetrations skylights/ chimney  |[ ] [ ] [ ]   |

### 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  |[ ] [ ] [ ]   |
| Click to enter text. | Cladding underlay/air barrier: type, compatibility, strapping |[ ] [ ] [ ]   |
| Click to enter text. | Drained cavity: batten size, horizontal/vertical battens, treatment, vermin proof  |[ ] [ ] [ ]   |
| 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  |[ ] [ ] [ ]   |
| Click to enter text. | Masonry veneer: walls ties and lintels |[ ] [ ] [ ]   |
| Click to enter text. | Penetrations: pipes/services, meterbox/gas califont and inter storey junctions  |[ ] [ ] [ ]   |
| Click to enter text. | Wall junction details: external/internal corners, change of cladding junction, control joints |[ ] [ ] [ ]   |
| 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  |[ ] [ ] [ ]   |

# 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 walls/ceiling; thermal break for steel framing *(applies to Communal Residential only)* |[ ] [ ] [ ]   |
| Click to enter text. | Condensation control  |[ ] [ ] [ ]   |
| Click to enter text. | Waterproofing (type); overflow/containment provision (other property)  |[ ] [ ] [ ]   |
| Click to enter text. | Watersplash: showers, urinals, baths – impervious surfaces walls and floor and junction details |[ ] [ ] [ ]   |
| Click to enter text. | Vapour barrier to roof/wall cavity spaces in high humidity rooms such as indoor pools or saunas |[ ] [ ] [ ]   |

# 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 PIM/PIC information reviewed. Check whether remedied through subdivision consent |[ ] [ ] [ ]   |
| Click to enter text. | Site investigation report and assessment F1/VM1 |[ ] [ ] [ ]   |
| Click to enter text. | Remedial actions provided (detailed) |[ ] [ ] [ ]   |
| Click to enter text. | Hazard to building elements (preventative measures detailed) |[ ] [ ] [ ]   |

# 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) |[ ] [ ] [ ]   |
| Click to enter text. | Manifestation to full height glazing – unimpeded path of travel  |[ ] [ ] [ ]   |

# F3: Hazardous Substances and Processes

| Applicant to Complete [ ]  N/A  | Council Use Only |
| --- | --- |
| Page Ref/Comments | Description | Yes | N/A | RFI | Reason for Decisions/Comments |
| Click to enter text. | PS1 and/or PS2 provided  |[ ] [ ] [ ]   |
| Click to enter text. | Location test certificate or exempt laboratory  |[ ] [ ] [ ]   |
| Click to enter text. | X-ray, radioactive equipment  |[ ] [ ] [ ]   |

# 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. | Barriers located in spaces frequented by children under 6 years old |[ ] [ ] [ ]   |
| Click to enter text. | Barriers located in spaces NOT frequented by children under 6 years old  |[ ] [ ] [ ]   |
| Click to enter text. | Barriers to stairs, ramps and other locations (height, top/bottom rails, spacing and openings) (areas) *(para. 1.2 & Table 1)* |[ ] [ ] [ ]   |
| Click to enter text. | Fixed seating to decks*(para. 1.2.4)* |[ ] [ ] [ ]   |
| Click to enter text. | Barriers or restrictors to window openings *(para. 2.0)* |[ ] [ ] [ ]   |
| Click to enter text. | Roof areas with permanent access to have barriers |[ ] [ ] [ ]   |

# 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 (site fences and hoardings)*(refer para. 1.0 & 1.1)* |[ ] [ ] [ ]   |
| Click to enter text. | Water hazards fences *(para. 1.2)* |[ ] [ ] [ ]   |
| Click to enter text. | Gantries and Toe boards *(para. 1.4)* |[ ] [ ] [ ]   |

# F6: Visibility in Escape Routes

| Applicant to Complete [ ]  N/A  | Council Use Only |
| --- | --- |
| Page Ref/Comments | Description | Yes | N/A | RFI | Reason for Decisions/Comments |
| Click to enter text. | Alteration to an existing building or Change of Use assessment provided |[ ] [ ] [ ]   |
| Click to enter text. | PS1 provided in relation to emergency lighting design  |[ ] [ ] [ ]   |
| Click to enter text. | Emergency lighting plan provided: locations, illuminance, duration  |[ ] [ ] [ ]   |

# 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. | Alteration to an existing building or Change of Use assessment provided (where Section 118 applies) |[ ] [ ] [ ]   |
| Click to enter text. | Manual and automatic fire alarm systems – specifications (Type 2, 3, 4, 5, 6, 7) |[ ] [ ] [ ]   |
| Click to enter text. | Location shown on plan (heat/smoke detectors, manual call points, fire alarms panel, hold open device for doors, smoke extract) |[ ] [ ] [ ]   |
| Click to enter text. | Direct connection between the alarm system and FENZ needed and specified?  |[ ] [ ] [ ]   |

# 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. | Alteration to an existing building of Change of Use assessment provided (where Section 118 applies) |[ ] [ ] [ ]   |
| Click to enter text. | Exit and fire signage: exit signs, call points, fire and smoke doors. Visible at all times – illumination (type) |[ ] [ ] [ ]   |
| Click to enter text. | Accessibility signage: for accessible route and facilities (car arks, entrance, route, services) |[ ] [ ] [ ]   |
| Click to enter text. | Hazard signage: hazardous substances and processes, (HSNO CoP2.1 09-04) electrical, lifts, machines rooms, escalators/moving walks, water supplies  |[ ] [ ] [ ]   |

# 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. | Alteration to an existing building or Change of Use assessment provided (where Section 118 applies)  |[ ] [ ] [ ]   |
| Click to enter text. | Number of WC pans, basins, urinals, baths and showers (single sex/unisex); in convenient locations; impervious walls around bowls. *(Refer to fire report occupancy number in relation to facilities required or Table 4)*  |[ ] [ ] [ ]   |
| Click to enter text. | Location of sanitary fixtures: space, access to food prep area work, basin communal  |[ ] [ ] [ ]   |
| Click to enter text. | Accessible facilities access, number, layout |[ ] [ ] [ ]   |
| Click to enter text. | Privacy: line of sight, cubicles, lobbies  |[ ] [ ] [ ]   |

# 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. | Alteration to an existing building or Change of Use assessment provided (where Section 118 applies) |[ ] [ ] [ ]   |
| Click to enter text. | Laundering facilities: service connections, minimum space, number of facilities  |[ ] [ ] [ ]   |

# G3: Food Preparation and 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. | Alteration to an existing building or Change of Use assessment provided (where Section 118 applies) |[ ] [ ] [ ]   |
| Click to enter text. | Commercial kitchens – refer to Environmental Health  |[ ] [ ] [ ]   |
| Click to enter text. | Domestic appliances and facilities: sink, cooker, food storage, energy source, space, and wall linings (house, work camps, old people’s homes and early childhood centres) |[ ] [ ] [ ]   |
| Click to enter text. | Accessible preparation areas provided where required (camp grounds and accessible accommodation units in communal residential buildings  |[ ] [ ] [ ]   |
| Click to enter text. | Commercial and industrial facilities: interior linings for food processing and other area, wash down areas |[ ] [ ] [ ]   |

# 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. | SED: PS1 provided  |[ ] [ ] [ ]   |
| Click to enter text. | Natural ventilation: accommodation unites and carparks (apartments, hotels, motels) |[ ] [ ] [ ]   |
| Click to enter text. | Combined natural ventilation and mechanical ventilation (accommodation unit) |[ ] [ ] [ ]   |
| Click to enter text. | Mechanical ventilations: outdoor air supply, air-handling systems, extract ventilation etc. carpark ventilation  |[ ] [ ] [ ]   |
| Click to enter text. | Ventilation of spaces containing gas fuel appliances: natural/mechanical ventilation, flue construction |[ ] [ ] [ ]   |

# G5: Interior Environment

| Applicant to Complete [ ]  N/A  | Council Use Only |
| --- | --- |
| Page Ref/Comments | Description | Yes | N/A | RFI | Reason for Decisions/Comments |
| Click to enter text. | Alteration to an existing building or Change of Use assessment provided (where Section 118 applies) |[ ] [ ] [ ]   |
| Click to enter text. | Accessible reception counters or desks *(G5.3.4 – communal residential, communal non-residential and commercial buildings)* |[ ] [ ] [ ]   |
| Click to enter text. | Temperature Control details: habitable spaces, bathrooms and recreation rooms applies to early childhood centres and old people’s homes  |[ ] [ ] [ ]   |
| Click to enter text. | Space: living, dining and sleeping areas in old people’s homes |[ ] [ ] [ ]   |
| Click to enter text. | Listening systems and hearing loops in cinemas, theatres, public halls and communal non-residential with >250 people, assembly spaces in old people’s homes with >20 people  |[ ] [ ] [ ]   |

# G6: Airborne and 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 and IIC ratings for building elements which are common between occupancies or common spaces to the habitable spaces of the household units  |[ ] [ ] [ ]   |
| Click to enter text. | Construction details and/or system specifications  |[ ] [ ] [ ]   |

# 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 windows in external wall 10% of floor area minimum housing, old people’s homes, and early childhood centres or BRE calculation methods *(NZS 6703 Appendix A)* |[ ] [ ] [ ]   |
| Click to enter text. | Awareness of the outside environment: clear glazing and location of glazing |[ ] [ ] [ ]   |

# 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. | Alteration to an existing building or Change of Use assessment provided (where Section 118 applies) |[ ] [ ] [ ]   |
| Click to enter text. | Light switches and plug sockets for use by a person with a disability: details/locations provided  |[ ] [ ] [ ]   |
| Click to enter text. | Emergency power systems: details provided where required for an essential service, listed on Compliance Schedule application  |[ ] [ ] [ ]   |

# G10 – G11: Piped Services and 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. | Specifications provided: pipework construction, installation etc. |[ ] [ ] [ ]   |
| Click to enter text. | Flues: location, materials, safety devices, fire dampers  |[ ] [ ] [ ]   |
| Click to enter text. | Automatic extinguishers |[ ] [ ] [ ]   |
| Click to enter text. | Protection of supply and gas meter location  |  |  |  |  |

# 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. | Alteration to an existing building or Change of Use assessment provided (where Section 118 applies) |[ ] [ ] [ ]   |
| Click to enter text. | Hot and cold-water supply (potable and non-potable)[ ]  G12/AS1[ ]  G12/AS2[ ]  G12/VM1 |[ ] [ ] [ ]   |
| Click to enter text. | Supply type: town, rainwater, bore, other water supply (potable or non-potable)  |[ ] [ ] [ ]   |
| Click to enter text. | Protection of potable water: hazard and backflow protection information, listed on Compliance Schedule application  |[ ] [ ] [ ]   |
| Click to enter text. | Non-potable supply: protection, outlet and pipeline identification  |[ ] [ ] [ ]   |
| Click to enter text. | Water supply: access, support, overflow, HWC / header if tank in roof space  |[ ] [ ] [ ]   |
| Click to enter text. | Hot water supply system: type (electric, gas, solar), size, schematic, safe tray, wetback  |[ ] [ ] [ ]   |
| Click to enter text. | Safe water temperature: early childhood centres, schools, old people’s homes, institutions for people with psychiatric or physical disabilities, hospitals (45 degrees). All other buildings (55 degrees).  |[ ] [ ] [ ]   |
| Click to enter text. | Usable facilities for people with disabilities: details provided  |[ ] [ ] [ ]   |

# G13 Foul Water – Sanitary Plumbing and Drainage

### Part 1: 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  |[ ] [ ] [ ]   |
| Click to enter text. | Waste pipe diameter, length, material, and gradients  |[ ] [ ] [ ]   |

### Part 1: 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. | Schematic provided for any stack system |[ ] [ ] [ ]   |
| Click to enter text. | [ ]  Fully vented /modified[ ]  Single stack plumbing /modified[ ]  Suspended drainage principles  |[x] [ ] [ ]   |
| Click to enter text. | Stacks, vents & branches: size, gradients & lengths provided  |[ ] [ ] [ ]   |
| Click to enter text. | Exclusion zones at base of stacks |[ ] [ ] [ ]   |
| Click to enter text. | Mid floor joists/beam layout allow passage of stack/branches |[ ] [ ] [ ]   |

### Part 2: Suspended and 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  |[ ] [ ] [ ]   |
| Click to enter text. | Onsite wastewater system: report, design and calculations provided |[ ] [ ] [ ]   |
| Click to enter text. | Council sewer under or within 2m of building: engineering approval provided or required  |[ ] [ ] [ ]   |
| Click to enter text. | Drains entering other properties: Section 75 / easements details provided where applicable. |[ ] [ ] [ ]   |
| Click to enter text. | Grease Traps: refer to Trade Waste officer. *Figure 4 G13/AS2 for details*  |[ ] [ ] [ ]   |
| Click to enter text. | Schematic provided for above ground suspended drainage  |[ ] [ ] [ ]   |
| Click to enter text. | Drainage main drain, branches, gradients & lengths provided |[ ] [ ] [ ]   |
| Click to enter text. | Venting of drains: terminal vent and unvented branch drains  |[ ] [ ] [ ]   |
| Click to enter text. | Overflow relief gullies (ORG)/Gully traps: location and charged  |[ ] [ ] [ ]   |
| Click to enter text. | Floor waste gullies are charged by fixture in same room or tundish  |[ ] [ ] [ ]   |
| Click to enter text. | Access points (i.e. inspection points, rodding points etc.)  |[ ] [ ] [ ]   |
| Click to enter text. | Angle of influence, depth and proximity of drain to building  |[ ] [ ] [ ]   |
| Click to enter text. | Plumbing pipes not running through point load pad or slab thickenings *(cross-check against truss plan or engineering’s drawings)* |[ ] [ ] [ ]   |

# G14: Industrial Liquid Waste

| Applicant to Complete [ ]  N/A  | Council Use Only |
| --- | --- |
| Page Ref/Comments | Description | Yes | N/A | RFI | Reason for Decisions/Comments |
| Click to enter text. | Security details provided  |[ ] [ ] [ ]   |
| Click to enter text. | Treatment and disposal: NUO requirements, discharge with or without pre-treatment to comply with G13/AS2 or G14/VM1  |[ ] [ ] [ ]   |
| Click to enter text. | Capacity of containers and storage areas: 80 litres per dwelling (multi-unit and group dwellings), space, ventilation provided  |[ ] [ ] [ ]   |
| Click to enter text. | Carrying distance: multi-unit and group dwellings, 30m from chute or storage area |[ ] [ ] [ ]   |
| Click to enter text. | Solid waste storage areas: opening windows, water supply, ventilation, mechanical ventilation, access, another acceptable solution NZS 4303 |[ ] [ ] [ ]   |
| Click to enter text. | Solid waste chutes: details provided  |[ ] [ ] [ ]   |

# G15: Solid Waste – Multi-Unit and 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. | Capacity of containers and storage areas: 80 litres per dwelling (multi-unit and group dwellings), space, ventilation provided  |[ ] [ ] [ ]   |
| Click to enter text. | Carrying distance: multi-unit and group dwellings, 30m from chute or storage area |[ ] [ ] [ ]   |
| Click to enter text. | Solid waste storage areas: opening windows, water supply, ventilation, mechanical ventilation, access, another acceptable solution NZS 4303 |[ ] [ ] [ ]   |
| Click to enter text. | Solid waste chutes: details provided  |[ ] [ ] [ ]   |

# 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. | Building thermal envelope: housing and small buildings or large buildings other than housing, R values for insulation and building elements provided  |[ ] [ ] [ ]   |
| Click to enter text. | Artificial lighting: commercial and non-residential buildings  |[ ] [ ] [ ]   |

# Specified 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. | **Form 27** (Application for Compliance Schedule) or Form 11 (Application for Amendment to Compliance Schedule) provided and complete [Compliance schedule and building warrant of fitness - Dunedin City Council](https://www.dunedin.govt.nz/home-and-property/building-services/compliance-schedule-and-specified-system-information) |[ ] [ ] [ ]   |
| Click to enter text. | **Specified Systems forms** complete up to and including the Performance/Installation information and reviewed  |[ ] [ ] [ ]   |

# Certificate of Public Use

| Applicant to Complete [ ]  N/A  | Council Use Only |
| --- | --- |
| Page Ref/Comments | Description | Yes | N/A | RFI | Reason for Decisions/Comments |
| Click to enter text. | If the public will have access to all or part of the premises during construction, a **Certificate for Public Use** is required to be issued with the building consent. |[ ] [ ] [ ]   |

# 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:  |[x] [ ] [ ]   |

# 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. |

| Applicant to Complete | Council Use Only |
| --- | --- |
| **PS3 Producer Statement – Construction Review**  | Yes | N/A | RFI |  |
| [ ]  | (**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. |
| [ ]  | **(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. |
| [ ]  | **(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. |
| [ ]  | **(SS2) FIRE ALARM** PS3 Producer Statement Construction from the installer certifying that the fire detection and alarm system has been installed in accordance with the approved building consent documents shall be provided |  |  |  | Click to enter text. |
| [ ]  | **(SS9) MECHANICAL VENTILATION** PS3 Producer Statement Construction and all commissioning test data certifying the ventilation system has been installed in accordance with the approved building consent documents shall be provided. |  |  |  | Click to enter text. |
| [ ]  | **(SS1) SPRINKLER SYSTEM** Producer Statement PS3 Construction certifying the sprinkler system has been installed and commissioned in accordance with the approved building consent documentation. |  |  |  | Click to enter text. |
| [ ]  | **(SS4) ILLUMINATED EXIT SIGNS** PS3 Producer Statement Construction and commissioning test data from the installer certifying that the illuminated exit signage has been installed in accordance with the approved building consent documents is required on completion of the work. |  |  |  | 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. |
| [ ]  | **(B42) Fire and/or Smoke Doors:** A copy of all fire/smoke door certificates shall be provided at CCC application |  |  |  | Click to enter text. |
| [ ]  | Setout (Siting of building only) Surveyor Certification |  |  |  | Click to enter text. |
| [ ]  | **(SS2A) FIRE SAFETY SYSTEMS CERTIFICATE** of compliance for the fire safety systems in the building shall be provided by an accredited body on completion of the work. |  |  |  | Click to enter text. |
| [ ]  | **(B44) INTUMESCENT COATING** Applicator to provide a PS3 Construction certifying that the coating system complies with the approved building consent documents. |  |  |  | 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. |

### 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: Miscellaneous

| COUNCIL USE ONLY | YES | N/A | RFI |  |
| --- | --- | --- | --- | --- |
| **(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 sheets completed correctly.**BCO followed procedure(s), gave reasons for decisions.**RFI & IR appropriate.**Technical information current.**Relevant information filed against consent.* |  |