

CS07 Minor Commercial/Industrial Alterations

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.
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 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	<input type="checkbox"/> Res1A	<input type="checkbox"/> Res1	<input type="checkbox"/> Res2	<input type="checkbox"/> Res3	<input type="checkbox"/> Com1	<input type="checkbox"/> Com2	<input type="checkbox"/> Com3
Processor's Name							

Property Information

Applicant to Complete			
Classified Use(s): <i>Clause A1 – Classified Uses</i>	NCAS Matrix Score:		Checked by BCO:
Uses related to Crowd Activity:	Occupancy Number:		
Risk Group:	<input type="checkbox"/> SM	<input type="checkbox"/> CA	<input type="checkbox"/> WB <input type="checkbox"/> WS
Importance Level(s) <i>Clause A3 – Building Importance Levels</i>			

Form 2: Application for Building Consent

Applicant to Complete			Council Use Only			
Yes	N/A	Description	Yes	N/A	RFI	Reason for Decisions/Comments
<input type="checkbox"/>		All sections of Form 2 completed including an accurate estimate of value of work	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<input type="checkbox"/>		Proof of ownership provided	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

		(Record of Title – less than 3 months old, and S&P Agreement or Lease if applicable)				
<input type="checkbox"/>	<input type="checkbox"/>	Has building work already been undertaken, therefore a Certificate of Acceptance is required? (Refer section 42, Building Act 2004)				

N/A Building Act Section 112 - Alterations to an Existing Building(s) (Not applicable for first fit outs)

Building Score (complete table below) and provide applicable level of assessment for the whole building [MBIE Building Score Methodology](#) to establish level of information to be provided to review relevant Code Clause requirements.

Note: Unit titles or alterations to tenancies within an existing building, the whole building must be assessed. This section does not apply to first fit outs as this is new work and will be assessed under [Section 17](#)

Building Score

Applicant to Complete

Type	Key Factors		
Likelihood of existing building complying	Building Age	Points	Score (select as applicable)
	Approved from 1 June 2001 onwards	0	<input type="checkbox"/>
	Approved between 1 January 1993 and 31 May 2001	1	<input type="checkbox"/>
	Approved on or before 31 December 1992	3	<input type="checkbox"/>
	Information held on the building by BCA or TA (score one of these only and choose the most comprehensive assessment)		
	For buildings approved from 1 June 2001: no consents made	0	<input type="checkbox"/>
	Full building assessment on file dated 1 June 2001 or later	2	<input type="checkbox"/>
	Full building assessment on file dated on or before 31 May 2001	4	<input type="checkbox"/>
	One or more partial building assessments on file	6	<input type="checkbox"/>
	No assessment on file for building additions or alterations	8	<input type="checkbox"/>
Unable to determine history of building	8	<input type="checkbox"/>	
Extent of proposed work	Extent of the proposed work		
	Minor	0	<input type="checkbox"/>
	Moderate	3	<input type="checkbox"/>
	Significant	6	<input type="checkbox"/>
Potential consequences of not complying	Building Importance Level		
	Level 1	0	<input type="checkbox"/>
	Level 2	4	<input type="checkbox"/>
	Level 3	8	<input type="checkbox"/>
	Level 4 and Level 5	12	<input type="checkbox"/>
	Additional points for building level 1, 2 or 3 with sleeping facilities	4	<input type="checkbox"/>
Total Score			

Assessments to be provided in relation to Building Score (select one)

Applicant to Complete

<input type="checkbox"/>	1-11 – List of current features plus Statement of Change (in relation to Means of Escape from fire and Access and Facilities for persons with disabilities)
<input type="checkbox"/>	12-19 – Gap Assessment (for both Means of Escape from fire and Access and facilities for persons with disabilities)
<input type="checkbox"/>	20+ - Full Assessment (Fire Report and Accessibility Report)

Further guidance on levels of assessment can be found on the MBIE website: <https://www.building.govt.nz/building-code-compliance/c-protection-from-fire/c-clauses-c1-c6/means-of-escape/our-recommended-approach/>

B: Stability

<input type="checkbox"/> N/A			Applicant to Complete	<input type="checkbox"/> N/A			Council Use Only
Ref or Page No.	Yes	N/A	Description	Yes	No	RFI	Reason for Decisions/Comments
B1: Structure							
	<input type="checkbox"/>	<input type="checkbox"/>	Internal walls or openings	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	<input type="checkbox"/>	<input type="checkbox"/>	Ceiling systems	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	<input type="checkbox"/>	<input type="checkbox"/>	Alterations or additions to internal structural elements	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
B2: Durability							
	<input type="checkbox"/>	<input type="checkbox"/>	Steel, timber coatings or treatment	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

C: Protection from Fire

<input type="checkbox"/> N/A			Applicant to Complete	<input type="checkbox"/> N/A			Council Use Only
Ref or Page No.	Yes	N/A	Description	Yes	No	RFI	Reason for Decisions/Comments
C1-6: Protection from Fire							
	<input type="checkbox"/>	<input type="checkbox"/>	Part 1: General	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	<input type="checkbox"/>	<input type="checkbox"/>	Part 2: Firecell, fire safety systems and fire resistance ratings	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	<input type="checkbox"/>	<input type="checkbox"/>	Part 3: Means of Escape	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	<input type="checkbox"/>	<input type="checkbox"/>	Part 4: Control of Internal Fire & Smoke spread	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

D: Access							
<input type="checkbox"/> N/A		Applicant to Complete			<input type="checkbox"/> N/A		Council Use Only
Ref or Page No.	Yes	N/A	Description	Yes	No	RFI	Reason for Decisions/Comments
D1: Access Routes							
	<input type="checkbox"/>	<input type="checkbox"/>	Accessible route(s): principle entrance, location, slope, height clearances, obstructions, structural stability, barriers and lighting, slip resistance, width and protection from falling	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	<input type="checkbox"/>	<input type="checkbox"/>	Ramps: slope, slip resistance, width, landings, kerb ramps, handrails	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	<input type="checkbox"/>	<input type="checkbox"/>	Stairways: Pitch, risers and treads, width, landings, curved and spiral stairways, stair winders and visibility of stair treads, handrails	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	<input type="checkbox"/>	<input type="checkbox"/>	Door and Openings	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	<input type="checkbox"/>	<input type="checkbox"/>	Carparking: carparking provided and route from carpark to building assessed	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

E: Moisture							
<input type="checkbox"/> N/A		Applicant to Complete			<input type="checkbox"/> N/A		Council Use Only
Ref or Page No.	Yes	N/A	Description	Yes	No	RFI	Reason for Decisions/Comments
E2: External Moisture							
	<input type="checkbox"/>	<input type="checkbox"/>	Roof or wall penetrations in relation to internal building work and protection from falling	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
E3: Internal Moisture							
	<input type="checkbox"/>	<input type="checkbox"/>	Internal linings: floors, walls	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	<input type="checkbox"/>	<input type="checkbox"/>	Bathroom details: showers, urinals, basins	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

F: Safety of Users							
<input type="checkbox"/> N/A		Applicant to Complete			<input type="checkbox"/> N/A		Council Use Only
Ref or Page No.	Yes	N/A	Description	Yes	No	RFI	Reason for Decisions/Comments
F2: Hazardous Building Materials							
	<input type="checkbox"/>	<input type="checkbox"/>	Manifestation details provided, glazed partitions	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
F5: Construction and Demolition Hazards							
	<input type="checkbox"/>	<input type="checkbox"/>	Restricting access: work site barriers, site fences or hoardings provided as applicable	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
F6: Visibility in Escape Routes							
	<input type="checkbox"/>	<input type="checkbox"/>	PS1 provided in relation to emergency lighting design	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	<input type="checkbox"/>	<input type="checkbox"/>	Emergency lighting plan provided: location, illuminance, duration	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

F7: Warning Systems							
	<input type="checkbox"/>	<input type="checkbox"/>	Manual and automatic fire alarm systems – specifications (Type 2, 3, 4, 5, 6, 7)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	<input type="checkbox"/>	<input type="checkbox"/>	Location shown on plan (heat/smoke detectors, manual call points, fire alarm panel, hold open device for doors, smoke extract)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	<input type="checkbox"/>	<input type="checkbox"/>	Is direct connection between the alarm system and FENZ needed and specified?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

F8: Signs							
	<input type="checkbox"/>	<input type="checkbox"/>	Exit and Fire Signage: Exit signs, call points, fire and smoke doors. Visible at all times - illumination (type)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	<input type="checkbox"/>	<input type="checkbox"/>	Accessibility Signage: for accessible route and facilities (car parks, entrance, route, services)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

G: Services Facilities								
<input type="checkbox"/> N/A		Applicant to Complete			<input type="checkbox"/> N/A		Council Use Only	
Ref or Page No.	Yes	N/A	Description	Yes	No	RFI	Reason for Decisions/Comments	

G1: Personal Hygiene							
	<input type="checkbox"/>	<input type="checkbox"/>	Number of WC pans, basins, urinals, baths and showers (single sex/unisex); in convenient locations; impervious walls around bowls <i>Refer to fire report occupancy number in relation to facilities required.</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	<input type="checkbox"/>	<input type="checkbox"/>	Location of sanitary fixtures: space, access to food prep area work, basin communal	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	<input type="checkbox"/>	<input type="checkbox"/>	Accessible facilities: access, number, layout	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	<input type="checkbox"/>	<input type="checkbox"/>	Privacy: line of sight, cubicles, lobbies	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

G4: Ventilation							
	<input type="checkbox"/>	<input type="checkbox"/>	SED: PS1 provided	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	<input type="checkbox"/>	<input type="checkbox"/>	Natural ventilation: accommodation units and carparks (apartments, hotels, motels)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	<input type="checkbox"/>	<input type="checkbox"/>	Combined natural ventilation and mechanical ventilation (accommodation units)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	<input type="checkbox"/>	<input type="checkbox"/>	Mechanical ventilation: outdoor air supply, air-handling systems, extract ventilation etc. car park ventilation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	<input type="checkbox"/>	<input type="checkbox"/>	Ventilation of spaces containing gas fuel appliances: natural/mechanical ventilation, flue construction	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

G5: Interior Environment

<input type="checkbox"/>	<input type="checkbox"/>	Accessible reception counter/desk details provided	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
G8, G9, G10 & G11 Energy works						
<input type="checkbox"/>	<input type="checkbox"/>	Lighting plan provided in relation to exit ways and escape routes	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<input type="checkbox"/>	<input type="checkbox"/>	Details provided for accessible light switches and plug socket outlets (where Section 118 applies)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<input type="checkbox"/>	<input type="checkbox"/>	Energy works certificate to be provided where electrical or gas work taking place	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
G12/G13 Water Supply & Foul Water						
<input type="checkbox"/>	<input type="checkbox"/>	Water supply	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<input type="checkbox"/>	<input type="checkbox"/>	Hot water system (type, specifications, schematic, gas califont specifications, gas bottle location)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<input type="checkbox"/>	<input type="checkbox"/>	Grease separation provisions	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<input type="checkbox"/>	<input type="checkbox"/>	Fixture Information (diameters, gradients, venting etc.)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<input type="checkbox"/>	<input type="checkbox"/>	Discharge pipe (diameter, gradients, chase details etc.)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

Compliance Schedule									
<input type="checkbox"/> N/A		Applicant to Complete			<input type="checkbox"/> N/A			Council Use Only	
Ref or Page No.	Yes	N/A	Description	Yes	No	RFI	Reason for Decisions/Comments		
	<input type="checkbox"/>	<input type="checkbox"/>	Form 27 (Application for Compliance Schedule) or Form 11 (Application for Amendment to Compliance Schedule) provided and complete	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
	<input type="checkbox"/>	<input type="checkbox"/>	Specified Systems forms complete up to and including the Performance/Installation information and reviewed	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			

Certificate for Public Use									
<input type="checkbox"/> N/A		Applicant to Complete			<input type="checkbox"/> N/A			Council Use Only	
Ref or Page No.	Yes	N/A	Description	Yes	No	RFI	Reason for Decisions/Comments		
	<input type="checkbox"/>	<input type="checkbox"/>	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.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			

COUNCIL USE ONLY					
	Yes	N/A	RFI	Comments	
Building category and classified use correct in MagiQ?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		

Has consideration been given to any building methods or product warnings and/or bans?		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
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Council Use Only – Final Sign Off

REFUSED	<p>I am NOT satisfied that the Building Consent Application documentation received demonstrates compliance with the Building Code, and the Building Consent/Amendment is therefore recommended for refusal under Section 50 for the Building Act 2004.</p>	
	<p>Processing Officer Sign-off:</p>	<p>Date:</p>

RFI	<p>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.</p>	
	<p>Processing Officer:</p>	<p>Date:</p>

APPROVED	<p>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.</p>	
	<p>Processing Officer Sign-off:</p>	<p>Date:</p>

Council Use Only – Peer Review (if required)

<p>Peer Review Sign-off:</p>	<p>Date:</p>
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<p>Comments:</p>
