CS02 PS1 Design Shed/Garage/Carport  
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](mailto:building@codc.govt.nz) or via our online portal.

# Council Use Only

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| Consent Number |  | | | | | | |
| Processing Start Date |  | | | | | | |
| Building Category | Res1A | 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.* | | | |

# Confirmation

| Applicant to Complete | |
| --- | --- |
| **(If a bathroom/WC is included please also complete check sheet CS04)** | |
| Building meets the definition of an outbuilding as per NZBC A1 Classified Uses? | Yes  *Outbuilding - Applies to a building or use which may be included within each classified use but are not intended for human habitation and are accessory to the principal use of associated buildings. Examples: a carport, farm building, garage, greenhouse, machinery room, private swimming pool, public toilet, or shed.* |

# 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)* | |  |  |  |  |

# 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:2apsqkk8g1cxbyoqohn0/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 Modifications  Complete [Microsoft Word - CO45 Section 72 Request](https://www.codc.govt.nz/repository/libraries/id:2apsqkk8g1cxbyoqohn0/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 |  |  |  |  |

# 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. | Siting dimensions on site plan showing distances to boundaries and existing buildings |  |  |  |  |
| Click to enter text. | Finished Ground (FGL) and Floor levels (FFL) shown on site plan/details |  |  |  |  |
| Click to enter text. | Datum / contours shown demonstrating site drainage requirements can be met |  |  |  |  |
| Click to enter text. | Public and/or private sewer and stormwater drainage shown on site plan and aligns with CODC GIS maps. Easement details provided where applicable |  |  |  |  |

# B1 Structure: Foundation and 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. | Pile foundation plan: depth, footing, size, pile height, centres, treatment, point loads, connections  *(refer Section 6.4 – 6.9 NZS 3604)* | |  |  |  |  |
| Click to enter text. | Slab thickness, mesh type & size, foundation edge detail(s) with dimensions, reinforcing size and grade and concrete strength  *(refer para. 7.5.2 / Figures 7.13 – 7.17 NZS 3604)* | |  |  |  |  |
| 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. | Base preparation: sand, hard-fill 75mm min to 600mm max (SED required if >600mm).  *(refer para. 7.5.3 NZS 3604).*  *Damp Proof Membranes (DPM) (refer para. 7.5.4 – 7.5.7 NZS 3604)* | |  |  |  |  |
| Click to enter text. | Shrinkage control joints, supplementary reinforcing bars. *(refer para. 7.5.8.6 / 7.5.1 NZS 3604 & para. 2.1.1 B1/AS1)* | |  |  |  |  |

# B1: Structure: 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. | Studs, top plate, bottom plate: size, treatment, height, centres, fixing  *(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  *(refer para 8.6.1.1, Table 8.9, Figure 8.7 NZS 3604 and/or prenail manufacturer documentation)* | |  |  |  |  |

# B1 Structure: Wall 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. | Wall bracing calculations: wind zone, demand, capacity. |  |  |  |  |
| Click to enter text. | Wall bracing plan: type, location, length of bracing elements |  |  |  |  |

# 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. | Trussed roof: Roof pitch, design Statement, software statement, truss layout |  |  |  |  |
| Click to enter text. | Rafters / ridge beam(s): Roof pitch, size, span, support, treatment, fixings  *(refer Section 10 & 15 NZS 3604)* |  |  |  |  |
| Click to enter text. | Roof bracing  *(refer para. 10.3 & 10.4 NZS 3604)* |  |  |  |  |

# 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 – 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 - 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. | Exterior surface finishes (<1 m - boundary and any height) |  |  |  |  |
| Click to enter text. | Carport and similar construction *(refer para. 5.5)* |  |  |  |  |

# 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. | Stormwater type: Council 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. | Stormwater drainage size and gradient, access for maintenance (rodding points/inspection points etc.)  *(refer 3.2 & 3.4 & 3.7 E1/AS1)* |  |  |  |  |
| Click to enter text. | Downpipes, gutter size  *(refer Sections 4.0 & 5.0 E1/AS1)* |  |  |  |  |

# E2: External Moisture – 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 and cladding specified,  roof pitch, compatibility of materials *(refer para. 8.2 – 8.5 depending on roof cladding)* |  |  |  |  |
| Click to enter text. | Roof flashings: eaves, barge, valley gutters, apron, penetrations  *(refer Section 4.0 & para. 8.2 – 8.5)* |  |  |  |  |

# E2: External Moisture – 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  *(refer 9.1.3 & 9.2 – 9.9 depending on cladding type)* |  |  |  |  |
| Click to enter text. | Wall cladding and underlay specified: type, compatibility, strapping  *(refer Sec 9.0)* |  |  |  |  |
| Click to enter text. | Wall junction details: external/internal corners  *(refer para. 9.2 – 9.9 as applicable)* |  |  |  |  |
| 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. | Watersplash (wet areas - bathrooms/WC) surface finishes (wall, floor, bath, and shower enclosures).  **(If a bathroom/WC is included please also complete CS04)** |  |  |  |  |

# 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 – (consideration should be given to windows in SED wind zones)  *(refer para 1.0 F2/AS1 - Table 1, 7, 8 & Figure A4 NZS4223.3)* |  |  |  |  |

# 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)* |  |  |  |  |

# 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 installations  *(refer G9/VM1, G9/AS1)* |  |  |  |  |

# 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. |

# Council Use Only

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| COUNCIL USE ONLY | YES | | N/A | RFI |  |
| **Certification** | | | | | |
| **(PB17) Energy:** Upon completion of the project, provide Council with copies of energy compliance certificates issued (gas and electrical. | |  |  |  | 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. | |

### Inspections

|  |  |
| --- | --- |
| COUNCIL USE ONLY |  |
| Siting and Foundations  External Drainage  Final Outbuilding |  |

# Council use only – Final Sign off

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| COUNCIL USE ONLY | YES | N/A | RFI |  |
| Building category 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:** |  | | | |