CS03 Minor Internal Alterations to Residential Buildings Application and Processing Check Sheet

# Important Information for the Applicant

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

# 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 |  |  |  | Click to enter text. |
|  |  | Proof of ownership provided (*Record of Title less than 3 months old, and S&P Agreement or Lease if applicable)* |  |  |  | Click to enter text. |
|  |  | Has building work already been undertaken, therefore a Certificate of Acceptance is required? *(Refer section 42, Building Act 2004)* |  |  |  | Click to enter text. |
|  |  | Is this application for staged building works? |  |  |  | Click to enter text. |

# Restricted Building Work (RBW)

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

# 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 |  |  |  |  |
| 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 |  |  |  |  | |

# 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: |  |  |  |  |

# B1 Structure: Framing – Ground or Upper Floor

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

# B1 Structure: Wall Bracing (All Floors)

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

# B1 Structure: Roof and Ceiling Framing

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

# Durability

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

# C1 – C6 Fire Protection

## Part 1: General

| Applicant to Complete N/A | | Council Use Only | | | |
| --- | --- | --- | --- | --- | --- |
| Page Ref/Comments | Description | Yes | N/A | RFI | Reason for Decisions/Comments | |
| Click to enter text. | Risk group & scope  *(refer Table 1.1 & para. 1.1.1)* |  |  |  | Click to enter text. | |
| Click to enter text. | Alterations & Change of Use  *(refer para 1.3 & Section 112 & 115 Building Act)* |  |  |  | Click to enter text. | |
| Click to enter text. | Does the heater comply with any applicable Regional Authority or MFE emission standards?  <http://www.mfe.govt.nz>  Authorisation Number: |  |  |  | Click to enter text. | |

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

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

### Part 3: Means of Escape

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

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

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

### Part 7: Prevention of Fire Occurring

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

# D1: Access Routes (Internal)

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

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

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

# E2: External Moisture and 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. | **Window construction** specified (timber, aluminium, other) |  |  |  | Click to enter text. | |
| Click to enter text. | **Window /door flashing** details: head, sill, and jamb  *(refer para. 9.2 – 9.9 as applicable)* |  |  |  | Click to enter text. | |
| Click to enter text. | **Thermal resistance**: R-values for wall, roof and ceilings for specified construction and thermal break for steel framing *(refer para 1.1)* |  |  |  | Click to enter text. | |
| Click to enter text. | **Overflow** (preventing damage to adjoining household unit)  *(refer para. 2.0)* |  |  |  | Click to enter text. | |
| Click to enter text. | **Water splash** (wet areas - kitchen, laundry, bathrooms/WC) surface finishes (wall, floor, bath and shower enclosures) and fixture to wall junction details (bath/shower) *(refer para. 3.0)* |  |  |  | Click to enter text. | |
| Click to enter text. | **Tiled showers**: waterproofing membrane specifications, substrate specified, junctions and fall to waste  *(refer para. 3.3.1, 3.3.5 & Figure 5)* |  |  |  | Click to enter text. | |
| Click to enter text. | **Skillion roof** ventilation details: path, proprietary system details, min 25 mm gap between insulation and underlay  *(refer* [*BRANZ guidance*](https://www.buildmagazine.org.nz/articles/ArticleSearchForm?q=roof%20ventilation&order-by=recent)*)* |  |  |  | Click to enter text. | |

# F2: Hazardous Building Materials

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

# F5: Construction and Demolition Hazards

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Applicant to Complete N/A | | 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)* |  |  |  | Click to enter text. | |

# F7: Warning Systems

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

# G1: Personal Hygiene

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

# G4: Ventilation

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

# G7: Natural Light

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

# G8: Artificial Light

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

# G9: Electricity

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

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

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

# G12: Water Supplies

| Applicant to Complete  N/A | | Council Use Only | | | |
| --- | --- | --- | --- | --- | --- |
| Page Ref/Comments | Description | Yes | N/A | RFI | Reason for Decisions/Comments |
|  | **Hot water supply system**: type (electric, gas, solar), size, schematic, safe tray, access, support, overflow *(refer para. 5.0 & 6.0 & Figures 7-10 & 12)* |  |  |  |  |
| Click to enter text. | **Seismic restraint** of storage water heaters (HWC)*(refer para. 6.11.4 / Figure 14)* |  |  |  |  |
| Click to enter text. | **Wetback pipework & tempering valve** installation *(refer para. 6.13 / Figure 15 & 16)* |  |  |  |  |

# G13: Foul Water (Sanitary Plumbing & Drainage)

### Plumbing

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

### Foul Water Stack System

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

# H1: Energy Efficiency

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

# Producer Statements

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

# Product Certification

| Applicant to Complete  N/A | | Council Use Only | | | |
| --- | --- | --- | --- | --- | --- |
| Page Ref/Comments | Description | Yes | N/A | RFI | Reason for Decisions/Comments |
| Click to enter text. | **BRANZ & CodeMark Appraisals**  Supporting systems proposed etc with installation manual as specified in BRANZ appraisal or 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. |

| Applicant to Complete | | Council Use Only | | | |
| --- | --- | --- | --- | --- | --- |
| Page Ref/Comments | Description | Yes | N/A | RFI | Reason for Decisions/Comments |
|  | **BRANZ & CodeMark Appraisals**  Supporting systems proposed etc with installation manual as specified in BRANZ appraisal or CodeMark Certificate.  If yes, please list applicable products: |  |  |  |  |
|  | (B37) Membrane (Shower): Producer Statement – PS3 – Construction’ certifying the waterproof membrane has been installed in accordance with the approved building consent documentation |  |  |  |  |

# 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. |
| **LBP1) Restricted Building Work:** Before RBW commences, the owner must give Council written notice of every LBP who is engaged to carry out or supervise the RBW (if these were not provided at building consent application time.) An owner must provide written notification to Council as soon as practicable if an LBP ceases to be engaged OR if another LBP is engaged to carry out or supervise Restricted Building Work. Each LBP who carries out or supervises RBW, must, on completion of that RBW, provide the owner and the Council with a Record of building Work (ROW) stating what work they carried out or supervised. | |  |  |  | Click to enter text. |
| **(B14) Owner Building Exemption:** The Owner Exemption applies to this building consent. Building and/or design work has been carried out by an un-licensed owner builder. | |  |  |  |  |

### 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. |

### Advice Notes: Miscellaneous

| COUNCIL USE ONLY | YES | | N/A | | RFI | |  | | |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **(PB32) Asbestos:** Should asbestos be encountered and/or disturbed as part of these alterations, please refer to the Health and Safety at Work (Asbestos) Regulations 2016 requiring a licensed asbestos removalist. | |  | |  | |  | | Click to enter text. |
| **(B18) Schedule 1:** This building consent includes some Schedule 1 work for which no fees have been paid. This work will not be inspected and approved by Council and is included for information purposes only. | |  | |  | |  | | Click to enter text. |

### Inspections

|  |  |
| --- | --- |
| COUNCIL USE ONLY |  |
| External Drainage  Waterproof and Tanking  Pre-Line Framing and Plumbing  Post Line  Heating Appliance  Final |  |

# 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:** |  | | | |