CS04 Plumbing and Drainage
Application and Processing Check Sheet

# Important Information for the Applicant

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

# Council Use Only

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

# Property Information

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

# Form 2: Application for Building Consent

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

# 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 | 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. | Provide a dimensioned plumbing and drainage site plan at an appropriate scale.  |[ ] [ ] [ ]   |

# E1: Surface Water

| Applicant to Complete | Council Use Only |
| --- | --- |
| Page Ref/Comments | Description | Yes | N/A | RFI | Reason for Decisions/Comments |
| Click to enter text. | **Stormwater type**: Council reticulation, private reticulation, soak pit etc.  |[ ] [ ] [ ]   |
| Click to enter text. | **Nominated compliance path** for E1stormwater drainage[ ]  E1/AS1[ ]  E1/VM1[ ]  Other |[ ] [ ] [ ]   |
| 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. | Provide a system for the collection of surface water from driveways and hard surfaces such as a sump.*(refer to 2.0 E1/AS1)* |[ ] [ ] [ ]   |
| Click to enter text. | **Stormwater run-off** - paved areas where run off will affect other property i.e. roadway/neighbours *(refer 3.6 E1/AS1)* |[ ] [ ] [ ]   |
| Click to enter text. | **Specify drainage pipe size**, gradient and bedding *(refer 3.2 & 3.4 E1/AS1)* |[ ] [ ] [ ]   |
| Click to enter text. | **Detail access for maintenance** (rodding points/inspection points etc.) *(refer 3.7 E1/AS1)* |[ ] [ ] [ ]   |
| Click to enter text. | **Specify downpipe size** and locations, gutter size, distribution, spreaders (to lower roof)*(refer Sections 4.0 & 5.0 E1/AS1)* |[ ] [ ] [ ]   |
| Click to enter text. | **Public drains affected** / approval, easement created or required*(refer to Certificate of Title & GIS Mapping)* |[ ] [ ] [ ]   |

# 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. | **Gas appliances** specifications e.g. fireplace, water heater  |[ ] [ ] [ ]   |
| Click to enter text. | **Flue** terminal location *(refer Figure 6.2 AS/NZS5601.1)* |[ ] [ ] [ ]   |
| Click to enter text. | **Size and location of gas cylinders** in relation to windows, doors, drains and other openings *(refer Figure J3 & J4 AS/NZS 5601.1)* |[ ] [ ] [ ]   |

# G12: Water Supplies

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

# 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. | **Nominated compliance path**[ ]  G13/AS1 [ ]  G13/AS3 AS/NZS3500[ ]  Other  |[ ] [ ] [ ]   |
| Click to enter text. | **Specify all fixtures and fittings** |[ ] [ ] [ ]   |
| Click to enter text. | **Detail waste pipe sizes, material, and gradients** *(refer Table 6.2 (A), 6.5.1 & Appendix C AS/NZS 3500.2 or Table 2 & 4 G13/AS1)* |[x] [ ] [ ]   |

### Suspended & Subsoil Drainage

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

# 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.) |[ ] [ ] [ ]   |

# Construction Documentation

| Applicant to Complete | Council Use Only |
| --- | --- |
| **PS3 Producer Statement – Construction Review**  | Yes | N/A | RFI |  |
|[ ]  (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. |

# Council Use Only

### 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 |  |
| [ ]  Under slab Plumbing and Drainage[ ]  External Drainage[ ]  Effluent Disposal/Onsite Wastewater Disposal  |   |

# 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:**  |  |