

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](#)
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							

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 (<i>A current Record of Title less than three months old</i>)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<input type="checkbox"/>	<input type="checkbox"/>	Has building work already been undertaken, therefore a Certificate of Acceptance is required? (<i>Refer section 42, Building Act 2004</i>)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<input type="checkbox"/>	<input type="checkbox"/>	Is this application for staged building works?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

General							
Applicant to Complete				Council Use Only			
Ref or Page No.	Yes	N/A	Description	Yes	N/A	RFI	Reason for Decisions/Comments
	<input type="checkbox"/>	<input type="checkbox"/>	Provide a dimensioned plumbing and drainage plan at an appropriate scale.	<input type="checkbox"/>		<input type="checkbox"/>	

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.

E1: Surface Water								
<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	N/A	RFI	Reason for Decisions/Comments	
	<input type="checkbox"/>	<input type="checkbox"/>	Stormwater type: Council reticulation, private reticulation, soak pit etc.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
	<input type="checkbox"/>	<input type="checkbox"/>	Nominated compliance path for E1 stormwater drainage <input type="checkbox"/> E1/AS1 <input type="checkbox"/> E1/VM1 <input type="checkbox"/> Other	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
	<input type="checkbox"/>	<input type="checkbox"/>	Soak pit design (if applicable): onsite testing results, calculations, type, and size of soak pit <i>(refer 9.0 E1/VM1 or SED)</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
	<input type="checkbox"/>	<input type="checkbox"/>	Provide a system for the collection of surface water from driveways and hard surfaces such as a sump. <i>(refer to 2.0 E1/AS1)</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
	<input type="checkbox"/>	<input type="checkbox"/>	Stormwater run-off - paved areas >10 m ² where run off will affect other property i.e. roadway/neighbours <i>(refer 3.6 E1/AS1)</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
	<input type="checkbox"/>	<input type="checkbox"/>	Specify drainage pipe size, gradient and bedding <i>(refer 3.2 & 3.4 E1/AS1)</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
	<input type="checkbox"/>	<input type="checkbox"/>	Detail access for maintenance (rodding points/inspection points etc.) <i>(refer 3.7 E1/AS1)</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
	<input type="checkbox"/>	<input type="checkbox"/>	Specify downpipe size and locations, gutter size, distribution, spreaders (to lower roof) <i>(refer Sections 4.0 & 5.0 E1/AS1)</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
	<input type="checkbox"/>	<input type="checkbox"/>	Public drains affected / approval, easement created or required	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		

(refer to Certificate of Title & GIS Mapping)

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

<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	N/A	RFI	Reason for Decisions/Comments	
	<input type="checkbox"/>	<input type="checkbox"/>	Gas appliances specifications e.g. fireplace, water heater	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
	<input type="checkbox"/>	<input type="checkbox"/>	Flue terminal location <i>(refer Figure 6.2 AS/NZS5601.1)</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
	<input type="checkbox"/>	<input type="checkbox"/>	Size and location of gas cylinders in relation to windows, doors, drains and other openings <i>(refer Figure J3 & J4 AS/NZS 5601.1)</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		

G12: Water Supplies

<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	N/A	RFI	Reason for Decisions/Comments	
	<input type="checkbox"/>	<input type="checkbox"/>	Supply type: town, bore, other water supply (potable)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
	<input type="checkbox"/>	<input type="checkbox"/>	Nominated compliance path for G12 water supplies <input type="checkbox"/> G12/AS1 <input type="checkbox"/> G12/AS2 <input type="checkbox"/> Other	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
	<input type="checkbox"/>	<input type="checkbox"/>	Detail backflow prevention (if required)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
	<input type="checkbox"/>	<input type="checkbox"/>	Detail internal plumbing – pipe material, sizes, insulation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
	<input type="checkbox"/>	<input type="checkbox"/>	Hot water supply system: type (electric, gas, solar), size, valving, venting, safe tray, seismic restraints <i>(refer para. 6.0 & Figures 7-10 & 12)</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		

G13: Foul Water (Sanitary Plumbing & Drainage)

<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	N/A	RFI	Reason for Decisions/Comments	
Part 1: Plumbing								
	<input type="checkbox"/>	<input type="checkbox"/>	Nominated compliance path <input type="checkbox"/> G13/AS1 <input type="checkbox"/> G13/AS3 AS/NZS3500 <input type="checkbox"/> Other	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
	<input type="checkbox"/>	<input type="checkbox"/>	Specify all fixtures and fittings	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
	<input type="checkbox"/>	<input type="checkbox"/>	Detail waste pipe sizes, material, and gradients <i>(refer Table 6.2 (A), 6.5.1 & Appendix C AS/NZS 3500.2 or Table 2 & 4 G13/AS1)</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		

<input type="checkbox"/>	<input type="checkbox"/>	Connection to Council services required	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<input type="checkbox"/>	<input type="checkbox"/>	Drains entering other properties: Section 75 / easements details provided where applicable.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<input type="checkbox"/>	<input type="checkbox"/>	Schematic provided for above ground suspended drainage	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<input type="checkbox"/>	<input type="checkbox"/>	Drainage main drain, branches, gradients & lengths provided <i>(refer Section 3 - 3.3.2, 3.3.2 NZS3500.2 or Table 2 G13/AS2)</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<input type="checkbox"/>	<input type="checkbox"/>	Venting of drains: terminal vent and unvented branch drains <i>(refer para. 3.9, Table 3.9.3.1, 3.10 – 3.12 NZS3500.2 or para. 4.0 G13/AS2)</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<input type="checkbox"/>	<input type="checkbox"/>	Overflow relief gullies (ORG)/Gully traps: location and charged <i>(refer para. 4.6.6 AS/NZS 3500.2 or 3.3 G13/AS2)</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<input type="checkbox"/>	<input type="checkbox"/>	Floor waste gullies are charged by fixture in same room or tundish <i>(refer para. 4.6.7 & 4.6.8 AS/NZS 3500.2 or 3.4.6 G13/AS1)</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<input type="checkbox"/>	<input type="checkbox"/>	Access points (i.e. inspection points, rodding points etc.) <i>(refer Section 4.7 AS/NZS 3500.2 or para 5.7 G13/AS2)</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<input type="checkbox"/>	<input type="checkbox"/>	Angle of influence, depth and proximity of drain to building <i>(refer Section 5 NZS3500.2 or 5.0, Figure 7 & 8 G13/AS2)</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<input type="checkbox"/>	<input type="checkbox"/>	Plumbing pipes not running through point load pad or slab thickenings <i>(cross-check against truss plan or engineering's drawings)</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<input type="checkbox"/>	<input type="checkbox"/>	Onsite wastewater system: report, design calculations and maintenance details required	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<input type="checkbox"/>	<input type="checkbox"/>	Provide evidence of ORC approval for onsite system (if required)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

Council Use Only – Final Sign Off

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 Sign-off:	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:	