

CS08 Swimming Pools and Barriers

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							

Property Information

Applicant to Complete

Description of work:	
Application Type:	<input type="checkbox"/> Barrier to restrict access to residential pool only <input type="checkbox"/> Alteration to an existing barrier to restrict access to residential pool <input type="checkbox"/> Barrier to restrict access to residential pool and the associated building work in constructing the pool Note: The construction of the pool may meet the criteria for Schedule 1 work but a consent is always required for the barriers to restrict access. See link for guidance Schedule 1 Exempt Work

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>Record of Title less than 3 months old, and S&P Agreement or Lease if applicable</i>)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

General: Site Plan

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"/>	All building work shown on site plan (Schedule 1 works not included on plan)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	<input type="checkbox"/>	<input type="checkbox"/>	Siting dimensions to boundaries and existing buildings on site plan	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	<input type="checkbox"/>	<input type="checkbox"/>	Location of proposed fencing including any gates shown. Gates to show direction of opening	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	<input type="checkbox"/>	<input type="checkbox"/>	Finished Ground (FGL) and datum / contours shown	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	<input type="checkbox"/>	<input type="checkbox"/>	Public and/or private sewer and storm water drainage shown on site plan (location of existing site drainage considered)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

Pool Construction

<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"/>	Plans and details for pool construction provided Proprietary system - manufacturers specification and producer statement provided Engineered design - engineering calculations and producer statement provided	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

Water Source & Discharge

<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"/>	Location of water source, and type of backflow prevention device shown	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	<input type="checkbox"/>	<input type="checkbox"/>	Location of discharge point for pool water and filter backwash shown (usually to a gully trap)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

F9 Restricting Access to Residential Pools

<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"/>	Pool barriers: surrounding pool, on property boundary, balconies projecting into immediate pool area, pool wall, strength <i>(refer para. 2.0)</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	<input type="checkbox"/>	<input type="checkbox"/>	Gates in pool barriers <i>(refer para. 3.0)</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	<input type="checkbox"/>	<input type="checkbox"/>	Building wall forming the pool barrier <i>(refer para. 4.0)</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	<input type="checkbox"/>	<input type="checkbox"/>	Producer statement provided for any proprietary barrier system.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	<input type="checkbox"/>	<input type="checkbox"/>	Cross section of pool barrier provided detailing construction materials and dimensions.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

Producer Statements and/or other Certificates

<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"/>	Copies of all relevant Producer Statements (PS1s/PS2s) provided. Construction monitoring information provided specifying inspections to be carried out by third parties.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

Council Use Only – Final Sign Off

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

Council Use Only – Peer Review (if required)

Peer Review Sign-off:

Date:

Comments: