

CS09 Retaining Walls

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

Easements, sewers, existing drains, watercourses, creeks (or other) through the property: N/A Yes (specify)

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"/>		Current Record of Title (<3 months old) showing easement instruments and consent notices	<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"/>	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 on site plan	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	<input type="checkbox"/>	<input type="checkbox"/>	Datum / contours shown demonstrating that site drainage requirements can be met	<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. Locations, connections, soak pits etc. <i>(Required for Code Clauses E1 and G13)</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

B1 Structure: Landscape Retaining Walls							
<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"/>	Construction details provided: footings, wall construction, height <i>(refer Appendix A NZS 4229:2013 or SED)</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	<input type="checkbox"/>	<input type="checkbox"/>	Drainage medium, tanking and protection specified <i>(refer Appendix A NZS 4229:2013 or SED)</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	<input type="checkbox"/>	<input type="checkbox"/>	Surcharge correctly factored into design <i>(refer Appendix A, Figure A2 NZS 4229:2013 or SED)</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	<input type="checkbox"/>	<input type="checkbox"/>	Masonry types: <input type="checkbox"/> Type A: PS1, PS2, PS3 & PS4 <input type="checkbox"/> Type B: PS1 & PS3 <input type="checkbox"/> Type C: PS3 may be required <input type="checkbox"/> Other (NZS 4229) <i>(refer to engineers guidance statement)</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	<input type="checkbox"/>	<input type="checkbox"/>	Barrier specified and details provided <i>(required for Code Clause F4 Safety from Falling)</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	<input type="checkbox"/>	<input type="checkbox"/>	Excavations potentially affecting neighbouring properties mitigated <i>(refer Figure 3.1 NZS 3604)</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	<input type="checkbox"/>	<input type="checkbox"/>	Timber treatment specified if relevant <i>(refer Figure B2/AS1 Sec 3.2)</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

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"/>	Sediment/erosion control plan provided where appropriate <i>steeply sloping sites, small disturbed areas or low slope angles where affecting other property</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
	<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"/>	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"/>	Stormwater drainage size and gradient <i>(refer 3.2 & 3.4 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 <i>(refer to Certificate of Title & GIS Mapping)</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		

F1: Hazardous Agents on Site								
<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"/>	Contamination indicated on PIM/PIC <i>(refer F1/VM1, Health and Safety at Work (Hazardous Substances) Regulations)</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		

F4: Safety from Falling								
<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"/>	Barrier construction, materials, fixings, durability, openings, height <i>(refer para. 1.0)</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
	<input type="checkbox"/>	<input type="checkbox"/>	Barrier design: MBIE Guidance on Barrier Design <input type="checkbox"/> SED <input type="checkbox"/> Other	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		

Producer Statements and/or other Certificates

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:</p>	<p>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:</p>	<p>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:</p>	<p>Date:</p>

Council Use Only – Peer Review (if required)

<p>Peer Review Sign-off:</p>	<p>Date:</p>
<p>Comments:</p>	