

CS10 Relocated Houses/ Foundation and Drainage Works

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

E2 Risk Matrix Score:		<i>Checked by BCO:</i>	Earthquake Zone: <i>Figure 5.4 NZS 3604</i>	
Wind Region: <i>Figure 5.1 NZS 3604</i>			Wind Zone: <i>Table 5.1 / 5.4 NZS 3604</i>	
Snow Zone: <i>Figure 15.1 NZS 3604</i>			Exposure Zone: <i>Figure 4.2 NZS 3604</i>	
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) <i>Search under Earthquake Layer/ Liquefaction Hazard</i>	<input type="checkbox"/> N/A <input type="checkbox"/> Yes (specify)			
Easements, sewers, existing drains, watercourses, creeks (or other) through the property:	<input type="checkbox"/> N/A <input type="checkbox"/> Yes (specify)			
New Subdivisions:	Do you have a Record of Title for your new section?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> 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
<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</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"/>	

Restricted Building Work (RBW)

Applicant to Complete			Council Use Only			
Yes	N/A	Description	Yes	N/A	RFI	Reason for Decisions/Comments
<input type="checkbox"/>	<input type="checkbox"/>	Designer or Architect: Memorandum (CoDW) provided with LBP/NZRAB number	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<input type="checkbox"/>	<input type="checkbox"/>	Engineer(s): Memorandum (CoDW) provided with CPEng number	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<input type="checkbox"/>	<input type="checkbox"/>	Owner exemption: Statutory declaration Form 2B provided (for design and/or building work)	<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"/>	Dimensioned site plan aligns with title boundaries	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	<input type="checkbox"/>	<input type="checkbox"/>	Finished Ground (FGL) and Floor levels (FFL) shown on site plan (details as per relevant Consent Notice if applicable) (<i>Refer figure 7.11 NZS 3604 or Figure 65/Table 18 E2/AS1</i>)	<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. (<i>Required for Code Clauses E1 and G13</i>)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	<input type="checkbox"/>	<input type="checkbox"/>	Dimensions and gradient of car parking, manoeuvring, vehicle crossing shown on plan (sloping sites) (<i>Required for Code Clause D1</i>)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

B1 Structure: Foundation Wall – Concrete/Masonry

<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"/>	Masonry types: <input type="checkbox"/> Type B: PS1 & PS3/4 <input type="checkbox"/> Type C: PS3 may be required <input type="checkbox"/> Other (NZS 4229) (<i>refer to engineer's design guidance statement</i>)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	<input type="checkbox"/>	<input type="checkbox"/>	Wall height: minimum, maximum (<i>refer Section 6.11 NZS 3604 or Section 8 & Appendix A & B NZS 4229</i>)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	<input type="checkbox"/>	<input type="checkbox"/>	Steps in foundations (due to ground slope) (<i>refer Figure 6.12 NZS 3604 / Figure 6.7 NZS 4229</i>)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	<input type="checkbox"/>	<input type="checkbox"/>	Vertical and horizontal reinforcing / starters size, centres (<i>refer Figures 6.13, 6.14, 6.15 & 6.15 (a) NZS 3604</i>)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	<input type="checkbox"/>	<input type="checkbox"/>	Subfloor ventilation (<i>refer 6.14/Figure 6.11 NZS 3604:2011</i>)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	<input type="checkbox"/>	<input type="checkbox"/>	Split level drainage, tanking, strapped, lined (<i>refer Appendix A NZS4229</i>)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

B1 Structure: Subfloor Framing & Bracing

<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"/>	Pile foundation plan: depth, size, centres, treatment, heights, point loads (<i>refer Section 6.4 NZS 3604</i>)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	<input type="checkbox"/>	<input type="checkbox"/>	Ordinary piles: size, depth, pile height, treatment connections (<i>refer Section 6.5 NZS 3604</i>)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	<input type="checkbox"/>	<input type="checkbox"/>	Driven Piles (SED) (<i>refer Section 6.6 & 6.7 NZS 3604</i>)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	<input type="checkbox"/>	<input type="checkbox"/>	Braced / Anchor piles: footing size, pile height, connections (<i>refer Section 6.8 - 6.9</i>)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	<input type="checkbox"/>	<input type="checkbox"/>	Subfloor bracing calculations: zone, demand, capacity (<i>refer Section 5.5 NZS 3604</i>)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	<input type="checkbox"/>	<input type="checkbox"/>	Subfloor bracing plan: type, location, length, 5.0m centres max, 4 bracing elements minimum, evenly distributed (<i>refer para. 5.5.2.1 NZS 3604</i>)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	<input type="checkbox"/>	<input type="checkbox"/>	2-storey (height versus width) (<i>refer para. 5.5.3.2 NZS3604</i>)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

	<input type="checkbox"/>	<input type="checkbox"/>	Diaphragms >100 BUs, location, limitations (<i>refer para. 5.6.1 & 7.3 NZS 3604</i>)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	<input type="checkbox"/>	<input type="checkbox"/>	Bearers: size, centres, treatment, span, point loads, cantilever, loading, fixing to foundation walls (<i>refer para. 6.12 NZS 3604</i>)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	<input type="checkbox"/>	<input type="checkbox"/>	Joists: size, centres, span, point loads, cantilever, loading, penetrations (<i>refer para. 7.1 NZS 3604</i>)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	<input type="checkbox"/>	<input type="checkbox"/>	Cantilever joist (2.4m maximum wall height), support for load bearing walls (<i>refer para. 7.1.5 NZS 3604</i>)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	<input type="checkbox"/>	<input type="checkbox"/>	Lateral support mid-span, blocking, bracing lines (<i>refer para. 7.1.2 NZS 3604</i>)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	<input type="checkbox"/>	<input type="checkbox"/>	Flooring thickness, clearances, type (<i>refer para. 7.2 NZS 3604</i>)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	<input type="checkbox"/>	<input type="checkbox"/>	Base cladding: type, support, access, ventilation, crawlspace (450 mm minimum), vermin proofing, obstructions, large area, limited cross flow (<i>refer para. 6.14 NZS 3604</i>)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

B1 Structure: Deck Construction (Ground Floor OR External Decks Above Ground)

<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"/>	Deck piles: layout, size, footing depth, centres, treatment, height, connections (<i>refer para. 6.4 NZS 3604</i>)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	<input type="checkbox"/>	<input type="checkbox"/>	Bearers: size, span, treatment (<i>refer Table 6.4 (b) NZS 3604</i>)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	<input type="checkbox"/>	<input type="checkbox"/>	Joists: 2.0 kPa, size, span, centres, cantilever, saddle flashings (<i>refer Table 7.1 (b) NZS 3604</i>)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	<input type="checkbox"/>	<input type="checkbox"/>	Decking: material, type, fixings, treatment, finished floor level (<i>refer para. 7.4.3 NZS 3604</i>)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Stringer: stair construction / deck stringer, size, span, fixings, airgap (<i>refer para. 6.13 NZS 3604</i>)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	<input type="checkbox"/>	<input type="checkbox"/>	Subfloor deck bracing (if projects >2.0m from the building) (<i>refer para. 7.4.2 & Table 5.8 NZS 3604</i>)	<input type="checkbox"/>	<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.

C1 – C6 Fire Protection

		Applicant to Complete			Council Use Only		
Ref or Page No.	Yes	N/A	Description	Yes	N/A	RFI	Reason for Decisions/Comments
Part 1: General							
	<input type="checkbox"/>	<input type="checkbox"/>	Risk group & scope (<i>refer Table 1.1 & para. 1.1.1</i>)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	<input type="checkbox"/>	<input type="checkbox"/>	Does the heater comply with any applicable Regional Authority or MFE emission standards? http://www.mfe.govt.nz Authorisation Number:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

D1: Access Routes (Internal & External)

<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
External Access							
	<input type="checkbox"/>	<input type="checkbox"/>	Main access route has a safe approach, visibility, slip resistance and is free from dangerous projections	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	<input type="checkbox"/>	<input type="checkbox"/>	Stairs/steps: slip resistance, tread, pitch, riser, surface (<i>refer Sections 2.0 & 4.0</i>)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	<input type="checkbox"/>	<input type="checkbox"/>	Landings: top, middle, and bottom of stairs and ramps (<i>refer para. 3.3 & 4.3</i>)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	<input type="checkbox"/>	<input type="checkbox"/>	Handrails: provided to stairs > 3 risers, profile height (<i>refer para. 6.0</i>)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Internal Access							
	<input type="checkbox"/>	<input type="checkbox"/>	Stairwell: height, width (<i>refer para. 1.4.1 & Section. 4.2</i>)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	<input type="checkbox"/>	<input type="checkbox"/>	Internal stairs/steps: tread, pitch, riser, slip resistance landing (top, middle, and bottom) (<i>refer Sections 2.0 & 4.0 & 3.3 & 4.3</i>)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	<input type="checkbox"/>	<input type="checkbox"/>	Fixed ladders: access to infrequently used spaces (<i>refer Section 5.0</i>)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	<input type="checkbox"/>	<input type="checkbox"/>	Handrails provided to stairs > 3 risers, profile, height (<i>refer para 6.0</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"/>	Finished floor level of suspended floors or slabs checked in relation to surrounding land and road crown <i>(refer to 2.0 E1/AS1)</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	<input type="checkbox"/>	<input type="checkbox"/>	Provision for surface water runoff sloping sites <i>(refer para. 3.6, 6.14.3, 6.14.5, Figure 6.21 & 7.5.2.2 NZS 3604)</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"/>	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"/>	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"/>	Downpipes , external & internal 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"/>	Strip drain/channel drain: connection into stormwater with silt trap or similar prior <i>(refer 3.2 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"/>	

F5: Construction & Demolition Hazards

<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"/>	Work-site barriers <i>(refer para. 1.0 & Table 1)</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		

F7: Warning Systems

<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"/>	Smoke alarms or other systems shown on plan: type, location. <i>(refer para. 1.1 & 3.0)</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		

G9: Electricity

<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"/>	Electrical work (any electrical work)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Electrical compliance certificate to be provided at CCC	

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.) If private supply, documentation provided to show: Description of water source, scheme, and operation Copy of any ORC consents/test results Testing, maintenance, and operational requirements Treatment systems	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
	<input type="checkbox"/>	<input type="checkbox"/>	Hot water supply system: type (electric, gas, solar), size, schematic, safe tray, access, support, overflow <i>(refer para. 5.0 & 6.0 & Figures 7-10 & 12)</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
	<input type="checkbox"/>	<input type="checkbox"/>	Seismic restraint of storage water heaters (HWC) <i>(refer para. 6.11.4 / Figure 14)</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
	<input type="checkbox"/>	<input type="checkbox"/>	Wetback pipework & tempering valve installation <i>(refer para. 6.13 / Figure 15 & 16)</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: Foul Water: Plumbing						
	<input type="checkbox"/>	<input type="checkbox"/>	Plumbing system identified <input type="checkbox"/> G13/AS1 <input type="checkbox"/> G13/AS3 <input type="checkbox"/> Other	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	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)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	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)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Foul Water Stack System						
	<input type="checkbox"/>	<input type="checkbox"/>	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)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	Mid floor joists/beam layout allow passage of stack/branches	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Part 2: Suspended & Subsoil Drainage						
	<input type="checkbox"/>	<input type="checkbox"/>	Drainage system identified <input type="checkbox"/> G13/AS2 <input type="checkbox"/> G13/AS3 <input type="checkbox"/> Other	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	Reticulated services: connection to public sewer shown on plans and aligns with CODC mapping or as-built plans (refer GIS mapping)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	Onsite wastewater system: report, design and calculations provided	<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"/>	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)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	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)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	Overflow relief gullies (ORG)/Gully traps: location and charged (refer para. 4.6.6 AS/NZS 3500.2 or 3.3 G13/AS2)	<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 (refer para. 4.6.7 & 4.6.8 AS/NZS 3500.2 or 3.4.6 G13/AS1)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

<input type="checkbox"/>	<input type="checkbox"/>	Access points (inspection points) <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/boundary <i>(refer Se</i>	<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 Sign-off:	Date:

Council Use Only – Peer Review (if required)

Peer Review Sign-off:	Date:
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Comments: