

Naming Conventions as of May 2021

When sending in your new building consent applications online it is advised, that when uploading and attaching your files, you label and apply these naming conventions to help your application make it through the vetting process as quickly as possible.

Below is a revised list of the new format in which to save your files.

APPLICATION STAGE	DESCRIPTION
Application Form 2	Ensure applicants have signed and 2020 version is used
Application Check Sheet	E.g. Heating Appliance Processing Check Sheet – ensure 2020 version is used
Application CT	Certificate of Title which is no older than 3 months old. i.e. Land Titles
Application Rates Notice	No older than three months from issue
Application Sales and Purchase	As above
Application Agent Authority	Must be digitally or manually signed
Application Bracing and Truss Design	Bracing calculations and truss designs
Application H1 Calculations	Insulation calculations
Application CoDW Designer	Including designers LBP number
Application Architectural Plans	For heating applications, please include smoke alarm locations and at least one measurement
Application Hydraulic Plans	
Application Civil Plans	
Application Mechanical Plans	
Application Engineering Documents	PS1, Recommended Site inspections, Durability Compliance (B2), Structural Maintenance schedule, Producer statement advisory note, CoDW, Structural design calculations, engineer plans (customers to submit in this order)
Application Wastewater Design and PS1	PS1, Soil report, Calculations, Design and installation, Septic tank producer statement, Septic tank specs and install, Location and installation plans
Application Geotech Report	
Application Project Specification	Comprehensive document of project objectives
Application Heating Appliance	Specification and installation details
Application Product Specifications	Products being used in the project (with BRANZ appraisals and/or Code Mark Certificates) including but not limited to insulation products, waterproofing products, cladding products etc.
Application Fire Report	Recommended safety requirements, mandatory requirements, ratings, emergency lighting and sign plans, finish requirements
Application SS Application Forms	All specified system forms and application
Application SS Plans	Emergency routes, lighting and sign plans
Application PS1 Shed	Producer statement, specifications, plans
Application Copy of RC	