

## Applicant's Checklist: Demolition or Removal

Building consent is required if greater than 3 storeys, or if not a stand-alone building

**FILL IN THIS FORM, AND PROVIDE A COPY**

<b>INSTRUCTIONS – please give this form to your designer to complete</b> Please ensure that the following information has been supplied with the Building Consent application. If this information is not provided, the application will be rejected or put on hold. We will not be able to lodge or process the application until this information has been received. <b>Please state the page number for each item.</b>	<b>TICK</b> <input checked="" type="checkbox"/> if Supplied (S) <b>OR</b> <input checked="" type="checkbox"/> if Not Applicable (NA)		<b>WRITE</b> Plans / Specs Page Number	Office only <input checked="" type="checkbox"/> /P = Pass ✘/F = Fail I /NA = Not applicable
<b>APPLICATION FORM AND REQUIRED DOCUMENTS</b>	<b>S</b>	<b>NA</b>	<b>PG No.</b>	<b>P/F/NA</b>
All sections of the application form have been completed.			NA	
A copy of the FULL Record of Title (up to 2 months old) / Proof of Ownership provided.			NA	
Good quality drawings to an appropriate scale of 1:100 (detail 1:50, site plan 1:200) with metric dimensions.			NA	
Please provide the 2 copies of all plans and specifications (NOTE: 1 set of plans and specifications for Hauraki, Thames-Coromandel, Waikato and councils with online services).			NA	
Letter of authority (from owner).			NA	
Fee payment.			NA	
<b>HISTORIC BUILDINGS</b> <span style="float: right;"><b>Please note page numbers for plans / specs</b></span>				
Is the site classified as a significant archaeological, historic or cultural site? (i.e., the building is protected). Check with your local Council planner.				
<b>COMMERCIAL BUILDINGS</b>				
Supply Compliance Schedule details forms for removal of systems.				
<b>SITE PLAN</b> (Use an appropriate metric scale of 1:200 or 1:100 and include a north point.)				
Show <b>ALL</b> the legal boundaries of the site, and easements. Show the location and distances of the building to be demolished / removed.				
Show the layout of existing sanitary and stormwater drains, including the position of all points of disconnection for drains, and water supply.				
Show the layout of existing septic tank / effluent fields, and underground water tanks, including the position of all points of disconnection ( <i>if applicable</i> ).				
Show the dimensions of any existing vehicle entranceway and / or vehicle crossings.				
Show the position of fencing and / or hoardings to be erected ( <i>if applicable</i> ).				
Have you checked that your plans meet your Council's district plan requirements: <b>Check with your Council planner</b>				
<b>SPECIFICATIONS</b>				
Provide a traffic management plan ( <i>if applicable</i> ).				
Show site clean-up methods to be used.				
Show public safety measures to be put in place including construction details of fences.				
Show methodology of removal of any asbestos in the structure. ( <i>Include details of the OSH registered contractor undertaking this work if appointed at this stage</i> ).				
<b>WATER, WASTE WATER, &amp; STORMWATER DISCONNECTIONS</b>				
Please apply for the disconnection, and capping of waste water and / or water connections.				
<b>Stormwater Disconnection</b> If connected to Council stormwater mains, Council must be advised prior to the demolition or removal of any building.				
<b>Wastewater Disconnection</b> If connected to Council waste water scheme, Council must be advised prior to the demolition or removal of any building.				

	S	NA	PG No.	P/F/NA
If the property is connected to a septic tank, provide information about how the tank will be decommissioned, so it does not form a hazard in the future.				
<b>Water Disconnection</b> If connected to Council water supply, Council must be advised prior to the demolition or removal of any building.				
If the property is connected to a domestic water tank, provide information about how the tank will be decommissioned, so it does not form a hazard in the future.				
<b>Project Location:</b> .....				
<b>Applicant's declaration:</b> I have provided all the required information:				
Name:..... Signature:..... Date:.....				

OFFICE USE ONLY:	OUTCOME OF DECISIONS	BC No:
<input type="checkbox"/>	This application was accepted for lodgement because all required documents / information were supplied Officer's Name: ..... Signature: ..... Date: .....	
<input type="checkbox"/>	This application was not accepted for lodgement because the required documentation / information was incomplete Officer's Name: ..... Signature: ..... Date: ..... Officer's Name: ..... Signature: ..... Date: .....	
<input type="checkbox"/>	Documentation / information is now complete and the application is accepted for lodgement Officer's Name: ..... Signature: ..... Date: .....	