Applicant's Checklist: Project Information Memorandum

FILL IN THIS FORM, AND PROVIDE A COPY

INSTRUCTIONS – Please give this form to your designer to complete Please ensure that the following information has been supplied with the 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. Please state the page number for each item.	TICK ☑ if Supplied (S) OR ☑ if Not Applicable (NA)		WRITE Plans / Specs Page Number	Office only ✓/P =Pass ×/F = Fail I /NA = Not applicable
APPLICATION FORM AND REQUIRED DOCUMENTS	S	NA	PG No.	P/F/NA
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	
SITE PLAN (Use an appropriate metric scale of 1:200 or 1:100 and include a north point.)	Please note page numbers for plans / specs			
Show ALL the legal boundaries of the site, and easements. Show adjacent street/road names. Show the location and distances of all existing and proposed buildings, including accessory buildings such as sheds or garages, in relation to the boundaries.				
Show the layout of existing and proposed sanitary and stormwater drains (if known).				
Show the gross floor area of all buildings on the title including proposed building				
Show the location and dimensions of any existing and / or proposed vehicle entranceway and its position along the boundary.				
Show car parking and vehicle circulation provisions, including on-site manoeuvring. Mark the street names on the site plan. Show service and / or living courts if applicable.				
PRELIMINARY FLOOR PLANS				
Supply a proposed floor plan of each level, including complete floor layout and use of each area. Floor areas and roof areas in square metres should be shown on plans drawn to an appropriate scale, e.g. 1:100 or 1:50.				
PRELIMINARY ELEVATION PLAN				
Supply a proposed elevation plan (if applicable, and available) of each external wall showing heights from eaves to finished ground level at each external corner, and the existing and proposed land contours. Also show the overall height of the building from ground level to the apex of the roof.				

Project Location: ……

Applicant's declaration: I have provided all the required information:

Name …… Signature …… Date ……

OFFICE USE ONLY: OUTCOME OF DECISIONS BC No:

☐ This application was accepted for lodgement because all required documents / information were supplied

Officer's Name: …… Signature: …… Date: ……

☐ This application was not accepted for lodgement because the required documentation / information was incomplete

Officer's Name: …… Signature: …… Date: ……

Officer's Name: …… Signature: …… Date: ……

☐ Documentation / information is now complete and the application is accepted for lodgement

Officer's Name: …… Signature: …… Date: ……