

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
APPL	CATION FORM AND REQUIRED DOCUMENTS	S	NA	PG No.	P/F/NA
All sec	tions 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	
	quality drawings to an appropriate scale of 1:100 (detail 1:50, site plan 1:200) with 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 pa	ayment.			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 / spe					lans / specs
names	ALL the legal boundaries of the site, and easements. Show adjacent street/road s. Show the location and distances of all existing and proposed buildings, including sory 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 <u>all</u> 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.					
Droio	ct Location:				
	cant's declaration: I have provided all the required information:				
Name Signature		Date			
OFFIC	EE USE ONLY: OUTCOME OF DECISIONS	BC No	:		
	This application was accepted for lodgement because all required documents / informat Officer's Name:		• •	. Date:	
	This application was not accepted for lodgement because the required documentation / information was incomplete				
	Officer's Name: Date:				
	Officer's Name: Signature:				
Documentation / information is now complete and the application is accepted for lodgement					
(Officer's Name:			Date:	















