

Processing Checklist:

Waikato Building Consents

Minor Works:

Bathroom facilities, level access showers, retaining walls, decks & verandahs, marquees, signs (>3m), other / fully engineered projects, energy work relating to specified systems, cable cars.

Processor
Name:

Building
Consent No:

Building
Category:

KEYS: Decisions: ☐ P or ☐ Y or ☐ √ = Pass ☐ F or ☐ N or ☐ X = Fail, i.e. Item either passes or fails to meet the performance requirements of the NZBC ☐ NA or ☐ I = Not applicable, i.e. The item or code clause has been considered but is not applicable to this application because the item, or the clause, is either not part of this design or relevant to this type of building project.

Refer to [Acceptable Solutions](#) B1 – H1 as appropriate. These are available from the Ministry of Business, Innovation & Employment website.

BATHROOM FACILITIES / PLUMBING ☐ Not applicable to this BC

Also consider and fill out the following tables (at the end of this checklist)

- Fire Docs
- Building Act and General
- Restricted Building Work
- Statements Received

P/F/NA	Item	P/F/NA	Item
B1 Structure	<input type="checkbox"/> Not applicable to this BC	<input type="checkbox"/> Specific design	<input type="checkbox"/> NZS 3604
	Framing grade / size / fixings		Wall bracing elements and fixings details

Reasons for decisions plus any additional comments or RFIs:

- General:
- RFIs required:
- RFIs received:

B2 Durability ☐ Not applicable to this BC (Refer to B2 [Acceptable Solutions](#))

For acceptable solutions, refer to

- Figure 1 Assessment of durability requirement Paragraph 1.2.2, pg16
- Table 1, pg17 - 22

	5 year durability considered		Wet area timber floor (<i>plywood or timber flooring treated</i>)
	15 year durability considered		Timber treatment shown for:
	50 year durability considered		<ul style="list-style-type: none"> • External wall framing
	Specified intended life considered, life = years		<ul style="list-style-type: none"> • Exterior timbers
	Corrosion zone: <input type="checkbox"/> B <input type="checkbox"/> C <input type="checkbox"/> D / E		<ul style="list-style-type: none"> • Piles and in ground contact
	Fixings SS if in Corrosion zone		<ul style="list-style-type: none"> • Roof framing timber
	Serviceable items able to be accessed		<ul style="list-style-type: none"> • Wood-based flooring: distance to exposed ground

Reasons for decisions plus any additional comments or RFIs:

- General:
- Additional: Treatments are appropriate:

TIMBER	TREATMENT	TIMBER	TREATMENT
In-ground		Interior wall framing	
Sub-floor		Exterior wall framing	
Floor		Roof framing	
Trims		Deck piling	
Cavities		Deck framing	
Cladding			

- RFIs Required:

<ul style="list-style-type: none"> RFIs received: 			
E3 Internal Moisture <input type="checkbox"/> Not applicable to this BC (Refer E3 Acceptable Solutions)			
	Wet area timber floor (<i>plywood or timber flooring treated</i>)		Thermal resistance in habitable spaces
	Provision made to contain accidental overflow damage to adjoining household units		Finishes / surfaces impervious, durable and easily cleaned
			Shower / bath: waterproofing
Reasons for decisions plus any additional comments or RFIs: <ul style="list-style-type: none"> General: RFIs required: RFIs received: 			
F2 Hazardous Building Materials <input type="checkbox"/> Not applicable to this BC (Refer F2 Acceptable Solutions)			
	Glass type OK (<i>safety glass</i>)		Other (<i>e.g. asbestos</i>)
Reasons for decisions plus any additional comments or RFIs: <ul style="list-style-type: none"> General: RFIs required: RFIs received: 			
F5 Construction and Demolition Hazards <input checked="" type="checkbox"/> Not applicable to this BC (Refer F5 Acceptable Solutions)			
Reasons for decisions plus any additional comments or RFIs: <ul style="list-style-type: none"> General: RFIs required: RFIs received: 			
(NOTE: F5 is always applicable. It may not be our responsibility to manage F5 but there needs to be an indication that it will be managed on site.)			
F7 Warning Systems <input type="checkbox"/> Not applicable to this BC (RE: dwelling alterations / additions) (Refer F7 Acceptable Solutions)			
	Smoke detection provided in all household units		
Reasons for decisions plus any additional comments or RFIs: <ul style="list-style-type: none"> General: Additional: RFIs required: RFIs received: 			
G1 Personal Hygiene <input checked="" type="checkbox"/> Not applicable to this BC (Refer G1 Acceptable Solutions)			
	WC provided		Shower / bath / hand wash basin
Reasons for decisions plus any additional comments or RFIs: <ul style="list-style-type: none"> General: RFIs required: RFIs received: 			

G4 Ventilation (also E3) <input type="checkbox"/> Not applicable to this BC		(Refer G4 Acceptable Solutions)	
	Producer Statements (<i>PS1</i>) if required		Mechanical ventilation
	Natural ventilation (<i>5% of room floor area</i>)		WC 's / bathrooms / laundries ventilated
Reasons for decisions plus any additional comments or RFIs: <ul style="list-style-type: none"> General: Additional: <ul style="list-style-type: none"> Ventilation system: Ventilation rate: RFIs required: RFIs received: 			
G12 Water Supplies <input type="checkbox"/> Not applicable to this BC		(Refer G12 Acceptable Solutions)	
	Potable water supply		Are pipe sizes & length of run specified & adequate
	Backflow protected – air gap or backflow valve		Water tanks have overflows
	Hot water heating, all relevant valves / venting requirements provided		Hot water systems location, seismic restraint
	Wetback installation – Attach heater checklist		Any special signage requirements identified on plans (<i>pumps, non-potable water etc.</i>)
	Solar systems – Attach Solar installations checklist		
Reasons for decisions plus any additional comments or RFIs: <ul style="list-style-type: none"> General: Additional: <ul style="list-style-type: none"> Supply: Quality: HW storage: HW tempering: HW seismic restraints: Supply pipe: Pipe work: RFIs required: RFIs received: 			
G13 Foul Water <input type="checkbox"/> Not applicable to this BC		(Refer G13 Acceptable Solutions)	
	Schematic provided (<i>2 or more levels</i>)		Overflow relief gully (<i>ORG</i>) provided.
	Discharge to approved outfall		Drainage pipe length / ventilation
	System to G13/AS1,2		Drainage pipe size / gradients
	System to AS/NZS 3500.2		Access / inspection / rodding points or chambers (<i>entering or exiting under slab</i>)
	Waste pipe size / gradients		Drainage plan: effluent disposal system (<i>septic tank</i>) in relation to buildings, boundaries, drives, water bores, water courses, & room to duplicate or extend system
	Waste pipe length / venting (<i>stacks, multi fixtures to discharge pipe</i>)		
	Correct sewer connection and depth		
Reasons for decisions plus any additional comments or RFIs: <ul style="list-style-type: none"> General: 			

- Additional:
 - System Capacity:
 - Pipe sizes:
 - Pipe gradients:
 - Bedding and backfill:
 - Drains under buildings:
- RFIs required:
- RFIs received:

RETAINING WALLS ☐ Not applicable to this BC

Also consider and fill out the following tables (at the end of this checklist)

- Building Act and General
- Restricted Building Work
- Statements Received

P/F/NA	Item	P/F/NA	Item
B1 Structural / B2 Durability		(Refer to B1 & B2 Acceptable Solutions)	

For acceptable solutions, refer to

- Figure 1 Assessment of durability requirement Paragraph 1.2.2, pg16
- Table 1, pg17 - 22

	5 year durability considered		Specific design - PS1 provided
	15 year durability considered		Timber treatment and sizing specified
	50 year durability considered		Reinforcing and footing / wall details provided, including control joints
	Specified intended life considered, life =years		

Reasons for decisions plus any additional comments or RFIs:

- General:
- RFIs required:
- RFIs received:

E1 Surface Water (Refer E1 [Acceptable Solutions](#))

	Is drainage detail included in application documents and outfall?
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Reasons for decisions plus any additional comments or RFIs:

- General:
- RFIs required:
- RFIs received:

F4 Safety From Falling (Refer F4 [Acceptable Solutions](#))

	1m barriers to top of retaining wall		Child risk openings <100 mm, no toe-holds
	Other (<i>specify below</i>)		

Reasons for decisions plus any additional comments or RFIs:

- General:
- RFIs required:
- RFIs received:

F5 Construction / Demolition Hazards <input type="checkbox"/> Not applicable to this BC (Refer F5 Acceptable Solutions)
Reasons for decisions plus any additional comments or RFIs: <ul style="list-style-type: none"> General: RFIs required: RFIs received:
(NOTE: F5 is always applicable. It may not be our responsibility to manage F5 but there needs to be an indication that it will be managed on site.)

DECKS AND VERANDAHS <input type="checkbox"/> Not applicable to this BC			
Please note: If the deck is to be enclosed, use the Dwelling Checklist			
Also consider and fill out the following tables (at the end of this checklist) <ul style="list-style-type: none"> Fire Docs Building Act and General Restricted Building Work Statements Received 			
P/F/NA	Item	P/F/NA	Item
B1 Structural / B2 Durability <input type="checkbox"/> Not applicable to this BC		(Refer to B1 & B2 Acceptable Solutions)	
For acceptable solutions, refer to <ul style="list-style-type: none"> Figure 1 Assessment of durability requirement Paragraph 1.2.2, pg16 Table 1, pg17 - 22 			
	5 year durability considered		Anchor piles / bracing piles / cantilever piles - bracing if deck width >2m
	15 year durability considered		
	50 year durability considered		
	Specified intended life considered, life =years		Post footings specified, provide adequate resistance against uplift
	If deck pile >3m from ground, or total of pile length >3.6m, then engineer designed with required calculations, details & PS1		Top / bottom post connections
			Pile centres correct for bearer size
			Steps: stringer size, grade and fixings
	Timber treatment and size specified - 2kpa - calculations if required		Beam treatment, grade, size, span, rafter compliant
Reasons for decisions plus any additional comments or RFIs: <ul style="list-style-type: none"> General: RFIs required: RFIs received: 			
D1 Access / F4 Safety From Falling <input type="checkbox"/> Not applicable to this BC		(Refer to D1 and F4 Acceptable Solutions)	
	Balustrade / post gaps and connections compliant		
Reasons for decisions plus any additional comments or RFIs: <ul style="list-style-type: none"> General: RFIs required: RFIs received: 			
E2 External Moisture <input type="checkbox"/> Not applicable to this BC		(Refer E2 Acceptable Solutions)	
	Flashing of connection to dwelling or alternative solution		Step down compliant
Reasons for decisions plus any additional comments or RFIs: <ul style="list-style-type: none"> General: 			

<ul style="list-style-type: none"> RFIs required: RFIs received: 		
F5 Construction / Demolition Hazards <input checked="" type="checkbox"/> Not applicable to this BC (Refer F5 Acceptable Solutions)		
Reasons for decisions plus any additional comments or RFIs: <ul style="list-style-type: none"> General: RFIs required: RFIs received: <p>(NOTE: F5 is always applicable. It may not be our responsibility to manage F5 but there needs to be an indication that it will be managed on site.)</p>		
F7 Warning Systems <input type="checkbox"/> Not applicable to this BC (RE: dwelling alterations / additions) (Refer F7 Acceptable Solutions)		
<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%; padding: 2px;">Smoke detection provided in all household units</td> <td style="width: 50%;"></td> </tr> </table>	Smoke detection provided in all household units	
Smoke detection provided in all household units		
Reasons for decisions plus any additional comments or RFIs: <ul style="list-style-type: none"> General: Additional: RFIs required: RFIs received: 		

MARQUEES (>100 sq. m.) <input type="checkbox"/> Not applicable to this BC			
Also consider and fill out the following tables (at the end of this checklist) <ul style="list-style-type: none"> Fire Docs Building Act and General Statements Received 			
P/F/NA	Item	P/F/NA	Item
B1 Structural <input type="checkbox"/> Not applicable to this BC		(Refer to B1 Acceptable Solutions)	
	PS1 from design engineer - tie downs / wind zone		
Reasons for decisions plus any additional comments or RFIs: <ul style="list-style-type: none"> General: RFIs required: RFIs received: 			
D1 Access <input type="checkbox"/> Not applicable to this BC		(Refer D1 Acceptable Solutions)	
	Egress		Spread of Flame Index of material
Reasons for decisions plus any additional comments or RFIs: <ul style="list-style-type: none"> General: RFIs required: RFIs received: 			

F5 Construction / Demolition Hazards <input type="checkbox"/> Not applicable to this BC (Refer F5 Acceptable Solutions)			
Reasons for decisions plus any additional comments or RFIs: <ul style="list-style-type: none"> General: RFIs required: RFIs received: 			
(NOTE: F5 is always applicable. It may not be our responsibility to manage F5 but there needs to be an indication that it will be managed on site.)			
F6 Visibility in Escape Routes, F7 Warning Systems, F8 Signage <input type="checkbox"/> Not applicable to this BC (Refer F6 , F7 & F8 Acceptable Solutions)			
	Signage		Warning systems
	Emergency lighting		
Reasons for decisions plus any additional comments or RFIs: <ul style="list-style-type: none"> General: RFIs required: RFIs received: 			

SIGNS (>3 m or 6 sq m) <input type="checkbox"/> Not applicable to this BC			
Also consider and fill out the following tables (at the end of this checklist) <ul style="list-style-type: none"> Building Act and General Statements Received 			
P/F/NA	Item	P/F/NA	Item
	Fully engineered project (<i>refer to statement</i>)		
B1 Structure <input type="checkbox"/> Not applicable to this BC (Refer to B1 Acceptable Solutions)			
	Wind Zone: <input type="checkbox"/> Low <input type="checkbox"/> Medium <input type="checkbox"/> High <input type="checkbox"/> Very High <input type="checkbox"/> Extra High <input type="checkbox"/> SED		Floor slab edge detail and starters provided
	Ground stability		Hard fill, sand shown
	Pile size, spacing, footing, height		Slab thickness & reinforcement mesh
	Concrete foundations & reinforcement		SED Producer Statement
	Posts, beams, footing & connections		
Reasons for decisions plus any additional comments or RFIs: <ul style="list-style-type: none"> General: RFIs required: RFIs received: 			
B2 Durability <input type="checkbox"/> Not applicable to this BC (Refer to B2 Acceptable Solutions)			
For acceptable solutions, refer to <ul style="list-style-type: none"> Figure 1 Assessment of durability requirement Paragraph 1.2.2, pg16 Table 1, pg17 - 22 			
	5 year durability considered		Snow zone
	15 year durability considered		Fixings SS if in Corrosion zone
	50 year durability considered		Serviceable items able to be accessed
	Specified intended life considered, life = years	Timber treatment shown for:	
	Corrosion zone: <input type="checkbox"/> B <input type="checkbox"/> C <input type="checkbox"/> D / E	<ul style="list-style-type: none"> Exterior timbers 	
	Geothermal zone (<i>within 50m of hotspot</i>)	<ul style="list-style-type: none"> Piles and in ground contact Structural steel coatings 	

Reasons for decisions plus any additional comments or RFIs:

- General:
- RFIs required:
- RFIs received:

F5 Construction / Demolition Hazards ☐ Not applicable to this BC (Refer F5 [Acceptable Solutions](#))

Reasons for decisions plus any additional comments or RFIs:

- General:
- RFIs required:
- RFIs received:

(NOTE: F5 is always applicable. It may not be our responsibility to manage F5 but there needs to be an indication that it will be managed on site.)

OTHER / FULLY ENGINEERED PROJECTS (Please describe) ☐ Not applicable to this BC
(Includes energy work relating to specified systems, cable cars as well as other types of projects)

Also consider and fill out the following tables (at the end of this checklist)

- Fire Docs
- Building Act and General
- Restricted Building Work
- Statements Received

Description:

Reasons for decisions plus any additional comments or RFIs:

- General:
- RFIs required:
- RFIs received:

Under section 112, Building Act 2004, the following must be considered for any alteration

C DOCS - Protection from Fire: ☐ Not applicable to this BC (Refer to C documents [Acceptable Solutions](#))

State Risk Group: [tick all that apply]

- ☐ C/VM1 Solid fuel heaters
- ☐ C/VM2 Framework for fire safety design
- ☐ C/AS1 (SH) Buildings with Sleeping (residential) and Outbuildings (Risk Group SH)
- ☐ C/AS2 Buildings other than Risk Group SH

Verification Method C/VM1 ☐ Not applicable to this BC as no heater
☐ Solid fuel heater processing checklist attached

Reasons for decisions plus any additional comments or RFIs:

- General:
- Additional:
 - Solid fuel heater:
 - Hearth/slab:
 - Chimney flue:
 - Generic materials:
 - Heat transfer / Distances:

- RFIs required:
- RFIs received:

Acceptable Solutions

Part 1 General ☐ Not applicable to this BC

Reasons for decisions plus any additional comments or RFIs:

- General:
- Additional: Fire protection system:
- RFIs Required:
- RFIs received:

Part 2 Fire Cells, Fire Safety Systems, and Fire Resistance Ratings ☐ Not applicable to this BC

Reasons for decisions plus any additional comments or RFIs:

- General:
- Additional: Distance to Boundary: <specify>
- RFIs required:
- RFIs received:

Part 3 Means Of Escape ☐ Not applicable to this BC

Reasons for decisions plus any additional comments or RFIs:

- General:
- Additional: Escape path lengths (match protection system):
- RFIs required:
- RFIs received:

Part 4 Control Of Internal Fire & Smoke Spread ☐ Not applicable to this BC

Reasons for decisions plus any additional comments or RFIs:

- General:
- RFIs required:
- RFIs received:

Part 5 Control Of External Fire spread ☐ Not applicable to this BC

Reasons for decisions plus any additional comments or RFIs:

- General:
- RFIs required:
- RFIs received:

Part 6 Firefighting ☐ Not applicable to this BC

Reasons for decisions plus any additional comments or RFIs:

- General:
- RFIs required:
- RFIs received:

Part 7 Prevention Of Fire Occurring ☐ Not applicable to this BC

Reasons for decisions plus any additional comments or RFIs:

- General:
- RFIs required:
- RFIs received:

☒ All other clauses of the Building Code have been considered not applicable to this Building Consent.**Building Act 2004 and Other**(Refer to [Building Act 2004](#))

S26(2) Warning or ban	S71 - 74 Natural hazards
S30A-H NMUA	S75 - 77 Building over 2 lots
S31 PIM	S87A Owner-Builder Carrying out Restricted Building Work
S272U Modular Certification	
S36 Development Contribution notice	S90 Inspections by BCA
S37 Restrict project start (no Resource Consent issued)	S90D Owner-Builder exemption – FORM2C
S39 Heritage New Zealand	S112 Alterations to existing buildings
S42: Building work already undertaken (with or without a BC) which may require a COA	S113 Intended life of building
S43(2) Energy work requiring a BC	S115 Change of use
S45 How to apply for a BC, Amendment minor variation	S116 Extension of Life
S67 - 70 Waiver or modification	S116A Subdivision of building / part of building
Project value provided and reasonable	

Reasons for decisions plus any additional comments or RFIs:

- S26(2):
- S30A-H:
- S31:
- S36 - 37:
- S39:
- S42:
- S43(2)
- S45:
- S67-70:
- S71-74:
- S75-77:
- S87A
- S90:
- S90D:
- S112:
- S113:

- S115:
- S116:
- S116A:
- RFIs required:
- RFIs received:

RESTRICTED BUILDING WORK ☐ Not applicable to this BC

Certificate of Design Work (COW) received. If NO, clock stopped and COW requested

Design LBP's are named, If NO, clock stopped and name(s) requested

Trade LBP's are named for all categories of RBW. If NO, Inspection Alert activated

Reasons for decisions plus any additional comments or RFIs:

- General:
- RFIs required:
- RFIs received:

STATEMENTS RECEIVED

Key for statement types: Electrical Plan (EP) Engineer / Designer (PS1, PS2) Truss Layout (TR) Fire Philosophy (FP)
Waterproofing (WP) Other (O) [specify statement type].....

Author's Name (If author providing more than one document, list and assess each document)	Decisions Regarding Document Content						Decision Regarding Author registration						Reason for decision P = content adequate / author approved / other reason recorded below F = content inadequate / author not approved / other recorded below	Outcome of decision P = Accept document F = Reject document
	Statement type / Header	P=Pass F=Fail NA=Not Applicable					P=Pass F=Fail NA=Not Applicable							
		Site Address / Legal description	Insurance	Date	B. Code (parts)	Work identified	Name & signature	CP Eng register	NZRAB register	EWRB register	PGD register	WBCG register		

Other reason(s) for decision(s): (Use this area for "other" statement types, or for giving reasons for decisions where a statement is not complete or an author is not registered, but you are accepting their statement)

OUTCOME OF DECISIONS

- ☐ Documentation does NOT demonstrate compliance with the Building Code and Building Act 2004. Building Consent cannot be granted until requests for further information have been addressed by the Applicant. The application is on hold.
- Name: _____ Signature: _____ Date: _____
- ☐ Documentation demonstrates compliance with the Building Code and Building Act 2004. If there were any requests for further information, these have been addressed and the reasons for these have been recorded in each instance. Building Consent can now be granted and issued on payment of the appropriate fees and levies.
- Name: _____ Signature: _____ Date: _____
- ☐ Documentation does NOT demonstrate compliance with the Building Code and Building Act 2004. Building Consent cannot be granted. Requests for further information have not been addressed by the Applicant.
- Name: _____ Signature: _____ Date: _____

