

Processing Checklist:

Waikato Building Consents

Re-sited / Re-locatable / Multi-Proof

House, office, garage, re-piling, MBIE multi-proof (NMUA) - If doing additions or alterations, use Dwelling Checklist.

Processor Name:		Building Consent No:		Building Category:	
KEYS: Decisions: <input type="checkbox"/> P or <input type="checkbox"/> Y or <input checked="" type="checkbox"/> = Pass <input type="checkbox"/> F or <input type="checkbox"/> N or <input checked="" type="checkbox"/> = Fail, i.e. Item either passes or fails to meet the performance requirements of the NZBC <input type="checkbox"/> NA or <input type="checkbox"/> 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.					
P/F/NA	Item	P/F/NA	Item		
Re-site / Relocate Consent <input type="checkbox"/> Not applicable to this BC					
<input type="checkbox"/> Second hand or <input type="checkbox"/> New		CCC provided for new building			
Building inspection report provided & indicates building acceptable for re-site / relocate		Alteration / addition involved – dwelling checklist attached			
Multi-Proof Consent <input type="checkbox"/> Not applicable to this BC (Refer MBIE website)					
Matches approved documents		Approval number:			
Reasons for decisions plus any additional comments or RFIs: <ul style="list-style-type: none"> General: RFIs required: RFIs received: 					

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

B1 Structure <input type="checkbox"/> Not applicable to this BC (Refer to B1 Acceptable Solutions)					
Site Stability					
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			
In ground HCC services		Liquefaction risk addressed			
Sand pad design		Ground water			
Slope stability risk addressed		Testing appropriate for project scale			
Retaining walls		Specific Design, PS1 provided			
Reasons for decisions plus any additional comments or RFIs: <ul style="list-style-type: none"> General: RFIs required: RFIs received: 					
Concrete Floor <input type="checkbox"/> Not applicable to this BC			Timber Floor <input type="checkbox"/> Not applicable to this BC		
Concrete foundations & reinforcement			Pile size, spacing, footing, height		
Floor slab edge detail and starters provided			Bearer and joist size		
Hard fill, sand, DPC shown			Sub-floor bracing calculations & design		
Slab thickness & reinforcement mesh			Pile heights within limits		
Slab thickenings provided under LB walls			Posts, beams, footing & connections		
Free joints and saw cuts			Reinforcement to walls, bond beams		
Corners reinforced (<i>internal</i>)					
Reasons for decisions plus any additional comments or RFIs: <ul style="list-style-type: none"> General: Additional: <ul style="list-style-type: none"> Foundations: Floor slab: DPM: 			Reasons for decisions plus any additional comments or RFIs: <ul style="list-style-type: none"> General: Additional: <ul style="list-style-type: none"> Piles: Bearers/joists: RFIs required: 		

<ul style="list-style-type: none"> ○ Slab thickness/ thickenings: ○ Mesh: ○ Joints/cuts: • RFIs required: • RFIs received: 	<ul style="list-style-type: none"> • RFIs received:
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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	Timber treatment shown for:
15 year durability considered	<ul style="list-style-type: none"> • External wall framing
50 year durability considered	<ul style="list-style-type: none"> • Exterior timbers
Specified intended life considered, life = years	<ul style="list-style-type: none"> • Piles and in ground contact
Corrosion zone: <input type="checkbox"/> B <input type="checkbox"/> C <input type="checkbox"/> D / E	<ul style="list-style-type: none"> • Wood-based flooring: distance to exposed ground
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"> • Structural steel coatings
DPC provided to piles if required	

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:
- RFIs received:

Under section 112, Building Act, 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]

<input type="checkbox"/> C/VM1	Solid fuel heaters
<input type="checkbox"/> C/VM2	Framework for fire safety design
<input type="checkbox"/> C/AS1 (SH)	Buildings with Sleeping (residential) and Outbuildings (Risk Group SH)
<input type="checkbox"/> 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:

<ul style="list-style-type: none"> ○ Chimney flue: ○ Generic materials: ○ Heat transfer / Distances: • RFIs required: • RFIs received:
Acceptable Solutions
Part 1 General <input type="checkbox"/> Not applicable to this BC Reasons for decisions plus any additional comments or RFIs: <ul style="list-style-type: none"> • General: • Additional: Fire protection system: • RFIs Required: • RFIs received:
Part 2 Fire Cells, Fire Safety Systems, and Fire Resistance Ratings <input type="checkbox"/> Not applicable to this BC Reasons for decisions plus any additional comments or RFIs: <ul style="list-style-type: none"> • General: • Additional: Distance to Boundary: <specify> • RFIs required: • RFIs received:
Part 3 Means Of Escape <input type="checkbox"/> Not applicable to this BC Reasons for decisions plus any additional comments or RFIs: <ul style="list-style-type: none"> • General: • Additional: Escape path lengths (match protection system): • RFIs required: • RFIs received:
Part 4 Control Of Internal Fire & Smoke Spread <input type="checkbox"/> Not applicable to this BC Reasons for decisions plus any additional comments or RFIs: <ul style="list-style-type: none"> • General: • RFIs required: • RFIs received:
Part 5 Control Of External Fire spread <input type="checkbox"/> Not applicable to this BC Reasons for decisions plus any additional comments or RFIs: <ul style="list-style-type: none"> • General: • RFIs required: • RFIs received:
Part 6 Firefighting <input type="checkbox"/> 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:

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

D1 Access ☐ Not applicable to this BC (Refer D1 [Acceptable Solutions](#))

	Slip resistance		Steps 400mm clear of door
	Limited riser openings where children present		Curved stairs comply
	Landings top and bottom of stairs and ramps		Handrails provided to stairs
	Max flight height checked (2.5m and 4m)		Stair pitch, riser & treads suitable for main private, secondary private, minor private

Reasons for decisions plus any additional comments or RFIs:

- General:
- Additional:
 - Slip resistance external:
 - Slip resistance internal:
- RFIs required:
- RFIs received:

D2 Mechanical Installation - Access ☐ Not applicable to this BC (Specific Design)(Refer D2 [Acceptable Solutions](#))

Reasons for decisions plus any additional comments or RFIs:

- **Use either Dwelling or Commercial Checklist, if adding a lift.**

E1 Surface Water ☐ Not applicable to this BC (Refer E1 [Acceptable Solutions](#))

	Contours on site plan, levels defined		Storm water to approved outfall
	Floor level >150mm above ground / street or secondary flow (E1/AS1) Proposed storm water drainage plan		Soakage report for new buildings or additions (1 in 10yr storm) & soak hole design & calculations
	Internal gutters sized		Cesspits provided to sealed / concrete areas
	Overflows provided to exterior		Drains under building straight with access each end
	Downpipes adequate		

Reasons for decisions plus any additional comments or RFIs:

- General:
- Additional:
 - FFLs:
 - Gutters:
 - Downpipes:
 - Discharge pipe:

- Pipe gradients:
- Protection from flooding:
- Soak pit / other:
- Retaining wall drainage:
- RFIs required:
- RFIs received:

E2 External Moisture ☐ Not applicable to this BC (Refer E2 [Acceptable Solutions](#))

Joists in the roof or in the cladding (*house cut up to transport*) are addressed

Reasons for decisions plus any additional comments or RFIs:

- General:
- RFIs required:
- RFIs received:

E3 Internal Moisture ☐ Not applicable to this BC (Refer E3 [Acceptable Solutions](#))

Reasons for decisions plus any additional comments or RFIs:

- General:
- RFIs required:
- RFIs received:

F1 Hazardous Agents on Site ☐ Not applicable to this BC (Refer F1 [Acceptable Solutions](#))

Contamination etc. checked on GIS

Sent to Health

Reasons for decisions plus any additional comments or RFIs:

- General:
- RFIs required:
- RFIs received:

F2 Hazardous Building Materials ☐ Not applicable to this BC (Refer F2 [Acceptable Solutions](#))

Reasons for decisions plus any additional comments or RFIs:

- General:
- RFIs required:
- RFIs received:

F4 Safety from Falling <input type="checkbox"/> Not applicable to this BC		(Refer F4 Acceptable Solutions)	
Stairs, Landings, Platforms, Handrails			
	1m barriers to all decks, stairs, openings etc.		Walls (<i>>1m in height</i>)
	Child risk openings <100 mm, no toeholds		Upper storey windows restrictors required where sill height <760 mm
	Retaining on access routes protected		
<p>Reasons for decisions plus any additional comments or RFIs:</p> <ul style="list-style-type: none"> General: Additional: <ul style="list-style-type: none"> Windows: Handrails: RFIs required: RFIs received: 			
Pools (Fence and Gate Height) <input type="checkbox"/> Not applicable to this BC		(Refer to Building (Pools) Amendment Act 2016)	
	Attach pool processing checklist, if a pool is part of the BC application		
<p>Reasons for decisions plus any additional comments or RFIs:</p> <ul style="list-style-type: none"> General: RFIs required: RFIs received: 			

F5 Construction and Demolition Hazards <input type="checkbox"/> Not applicable to this BC		(Refer F5 Acceptable Solutions)	
	Hazard identification and management		
<p>Reasons for decisions plus any additional comments or RFIs:</p> <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		(Refer F7 Acceptable Solutions)	
	Smoke detection provided in all household units		
<p>Reasons for decisions plus any additional comments or RFIs:</p> <ul style="list-style-type: none"> General: Additional: RFIs required: RFIs received: 			

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

G1 Personal Hygiene <input 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: 	

G9 Electricity <input type="checkbox"/> Not applicable to this BC (Refer G9 Acceptable Solutions)	
Electrical energy certificate – needs to be supplied with CCC application	
Reasons for decisions plus any additional comments or RFIs: <ul style="list-style-type: none"> General: Additional: RFIs required: RFIs received: 	

G10-G11 Piped Services & Gas Energy <input type="checkbox"/> Not applicable to this BC (Refer G10 and G11 Acceptable Solutions)	
Gas energy certificate – needs to be supplied with CCC application	
Reasons for decisions plus any additional comments or RFIs: <ul style="list-style-type: none"> General: RFIs required: RFIs received: 	

G12 Water Supplies <input type="checkbox"/> Not applicable to this BC (Refer G12 Acceptable Solutions)	
Potable water supply	Water tanks have overflows
Backflow protected – air gap or backflow valve	Hot water system 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 ☐ Not applicable to this BC (Refer G13 [Acceptable Solutions](#))

	Schematic provided (<i>2 or more levels</i>)		Drainage pipe length / ventilation
	Discharge to approved outfall		Drainage pipe size / gradients
	System to G13/AS1,2		Access/ inspection / rodding points or chambers (<i>entering or exiting under slab</i>)
	System to AS/NZS 3500		Separate connection for each house
	Waste pipe size / gradients		Engineering site investigation (<i>soil report</i>) provided with design specification & PS1 for system
	Waste pipe length / venting (<i>stacks, multi fixtures to discharge pipe</i>)		
	Correct sewer connection and depth to allow gravity feed		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
	Overflow relief gully (<i>ORG</i>) provided.		

Reasons for decisions plus any additional comments or RFIs:

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

H1 Energy Efficiency ☐ Not applicable to this BC (Refer H1 [Acceptable Solutions](#))

	Roof insulated		Glazing
	Walls insulated		25mm air gap between ceiling insulation and roof underlay
	Sub-floor insulated		HWC length of run complies
	Method: <input type="checkbox"/> Schedule <input type="checkbox"/> Calculations <input type="checkbox"/> Modelling <input type="checkbox"/> Building Performance Index		Down lights CA rating

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 notification of LBPs doing RBW
	S272U Modular Certification		S90 Inspections by BCA
	S36 Development Contribution notice		S90D Owner-Builder exemption – FORM2C

	S37 Restrict project start (no Resource Consent issued)		S112 Alterations to existing buildings
	S39 Heritage New Zealand		S113 Intended life of building
	S42: Building work already undertaken (with or without a BC) which may require a COA		S115 Change of use
	S43(2) Energy work requiring a BC		S116 Extension of Life
	S45 How to apply for a BC, Amendment minor variation		S116A Subdivision of building / part of building
	S67 - 70 Waiver or modification		S133AT Alterations to buildings subject to EPB notice
	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 reason 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	CPEng 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: _____

