

**Applicant's Checklist: Minor Works** Projects: bathroom facilities, level access showers, retaining walls, decks & verandahs, marquees, signs (>3m), other / fully engineered projects

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

INSTRUCTIONS – Please give this form to your designer to complete		TICK <input checked="" type="checkbox"/> if Supplied (S) OR <input checked="" type="checkbox"/> 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
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. Please state the page number for each item.					
All sections of the application form have been completed.				NA	
If Restricted Building Work, a Certificate of Design Work has been provided.				NA	
If Restricted Building Work, a list of all Licensed Building Practitioners has been supplied – where known.				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 2 sets of 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>SITE PLAN</b> (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.					
If it is a large site or a cross-lease or a unit title, provide a locality plan to indicate the position within the site.					
Show the layout of existing and proposed sanitary and stormwater drains. Include the location of each drain's connection to the public mains. Provide details of on-site stormwater disposal, e.g. rain tanks, soak holes etc. (Check that kerb connection is acceptable if the site is unsuitable for on-site disposal or a Council stormwater connection is unavailable - see effluent disposal). Please contact the Council for specific requirements when building near or over a Council main.					
Show the gross floor area of <u>all</u> buildings on the title.					
Have you checked that your plans meet your Council's district plan requirements: <b>Check with your Council planner</b>					
<b>FLOOR PLANS</b>					
Supply a floor plan of the proposed works, 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. Show the location of all plumbing fittings / waste pipes.					
Show location of smoke alarms (if applicable).					
<b>ELEVATION PLAN</b>					
Supply an elevation plan 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.					
Show location of wall and roof bracing and of all opening window sashes.					
<b>FOUNDATION PLAN</b>					
For timber floors: show the location of piles, and pile type (i.e., braced, anchor, ordinary or cantilever piles).					
For concrete floors: provide clear CROSS-SECTION DETAILS below, and location of slab thickenings and steel.					
<b>STRUCTURAL BRACING CALCULATIONS</b>					
Supply bracing calculations in an approved form.					
<b>PLEASE CONTINUE ON NEXT PAGE</b>					

	S	NA	PG No.	P/F/NA
Show the location of the pile bracing elements on the foundation plan, the wall bracing elements on the floor plan and the roof bracing on the truss or roof plan. (For 1 - 2 room additions the location, type and value of the bracing element will be sufficient).				
<b>WEATHERTIGHTNESS</b> (For internally lined buildings only)				
A Weathertightness Risk Matrix Calculation must be provided – refer to NZ Building Code E2.AS1.3.0. ( <a href="#">Compliance Document E2/AS1</a> )				
<b>CROSS-SECTIONAL PLANS / DETAILS</b>				
Provide sufficient scaled cross-section drawings (1:50 or better) through the building to show foundation details, floor systems, wall, ceiling and roof construction.				
Provide a finalised roof truss / framing plan and producer statement from truss manufacturer.				
Show construction details of terraces, steps, stairs (internal and external), barriers and balustrades.				
Show the location and type of wall cladding and roof sheathing including underlays.				
Give details of thermal insulation: calculations, type and R values ( <i>for habitable rooms only</i> ).				
<b>FIRE WALL, FIRE RATING REQUIREMENTS</b> (recommend <a href="#">IPENZ Practice Note 22</a> )				
If using an approved and tested fire system, provide details and state the particular design type and number.				
If the system is specifically designed by an engineer, then supply the specific design and Producer Statement (PS1).				
<b>PLUMBING</b> (if applicable)				
Specify AS/NZS 3500 or G13 plumbing system. Show positions of all fittings and hot water system (indicate any upgrade). Show pipe sizes / gradients.				
For multi-level buildings, provide isometric drawings of the plumbing reticulation including soil and waste system showing positions of all fittings and pipe sizing.				
Backflow philosophy if this is a commercial building.				
Show how accidental overflow is addressed for Duplex dwellings.				
<b>SPECIFICATIONS</b>				
A written specification may not be required provided adequate written and graphic detail is shown on the other plans.				
<b>SPECIFIC DESIGN</b> (Specific design is required for: Buildings outside the scope of NZS3604, structural steel frames, foundations on weak soils and large retaining walls)				
Provide a structural engineer's Design Producer Statement (PS1), drawings and calculations. (NOTE: A peer review may be required, provided at cost to the applicant).				
Provide an engineer's Certificate of Design – for carrying out or supervising residential work that is restricted building work.				
An engineer's letter of supervision may be required.				
Provide specific details for fixings for ballustrading to decks.				
<b>Project Location:</b> .....				
<b>Applicant's declaration:</b> I have provided all the required information:				
Name ..... Signature ..... Date .....				
<b>OFFICE USE ONLY:</b>		<b>OUTCOME OF DECISIONS</b>	<b>BC No:</b>	
<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: .....				

