

## Applicant's Checklist: Demolition or Removal

Building consent is required if greater than 3 storeys, or if not a stand-alone building

**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) <b>OR</b> <input checked="" type="checkbox"/> if Not Applicable (NA)	WRITE Plans / Specs Page Number	Office only ✓/P =Pass ✗/F = Fail I/NA = Not applicable
<b>APPLICATION FORM AND REQUIRED DOCUMENTS</b>	S	NA	PG No.
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
<b>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).</b>			NA
Letter of authority (from owner).			NA
Fee payment.			NA
<b>HISTORIC BUILDINGS</b>	<b>Please note page numbers for plans / specs</b>		
Is the site classified as a significant archaeological, historic or cultural site? (i.e., the building is protected). Check with your local Council planner.			
<b>COMMERCIAL BUILDINGS</b>			
Supply Compliance Schedule details forms for removal of systems.			
<b>SITE PLAN</b> (Use an appropriate metric scale of 1:200 or 1:100 and include a north point.)			
Show <b>ALL</b> the legal boundaries of the site, and easements. Show the location and distances of the building to be demolished / removed.			
Show the layout of existing sanitary and stormwater drains, including the position of all points of disconnection for drains, and water supply.			
Show the layout of existing septic tank / effluent fields, and underground water tanks, including the position of all points of disconnection ( <i>if applicable</i> ).			
Show the dimensions of any existing vehicle entranceway and / or vehicle crossings.			
Show the position of fencing and / or hoardings to be erected ( <i>if applicable</i> ).			
Have you checked that your plans meet your Council's district plan requirements: <b>Check with your Council planner</b>			
<b>SPECIFICATIONS</b>			
Provide a traffic management plan ( <i>if applicable</i> ).			
Show site clean-up methods to be used.			
Show public safety measures to be put in place including construction details of fences.			
Show methodology of removal of any asbestos in the structure. ( <i>Include details of the OSH registered contractor undertaking this work if appointed at this stage</i> ).			
<b>WATER, WASTE WATER, &amp; STORMWATER DISCONNECTIONS</b>			
Please apply for the disconnection, and capping of waste water and / or water connections.			
<b>Stormwater Disconnection</b> If connected to Council stormwater mains, Council must be advised prior to the demolition or removal of any building.			
<b>Wastewater Disconnection</b> If connected to Council waste water scheme, Council must be advised prior to the demolition or removal of any building.			

	S	NA	PG No.	P/F/NA
If the property is connected to a septic tank, provide information about how the tank will be decommissioned, so it does not form a hazard in the future.				
<b>Water Disconnection</b> If connected to Council water supply, Council must be advised prior to the demolition or removal of any building.				
If the property is connected to a domestic water tank, provide information about how the tank will be decommissioned, so it does not form a hazard in the future.				
<b>Project Location:</b> .....				
<b>Applicant's declaration:</b> I have provided all the required information:				
Name ..... Signature ..... Date .....				

OFFICE USE ONLY:	OUTCOME OF DECISIONS	BC No:
<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: .....	

