

Applicant's Checklist: Cowsheds / Dairy Sheds

Projects: for example - rotary and herringbone construction methods

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 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.	TICK <input checked="" type="checkbox"/> if Supplied (S) OR <input checked="" type="checkbox"/> if Not Applicable (NA)	WRITE Plans / Specs Page Number	Office only <input checked="" type="checkbox"/> /P = Pass ✘/F = Fail I/NA = Not applicable	
APPLICATION FORM AND REQUIRED DOCUMENTS	S	NA	PG No.	P/F/NA
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	
Please provide required number of copies of plans and specifications to councils: (NOTE: For councils that have online services, provide 1 set of plans and specifications) <ul style="list-style-type: none"> ○ Otorohanga, Waitomo and Waipa – 2 sets of plans and specifications. ○ Hamilton – 2 sets of plans and specifications and an extra floor plan. ○ Hauraki – 1 set of plans and specifications and a site plan. ○ Thames-Coromandel and Waikato – 1 set of plans and specifications. ○ Matamata-Piako – 2 sets of plans and specifications. 			NA	
Letter of authority (from owner).			NA	
Fee payment.			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 / 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.				
Show the layout of existing and proposed sanitary and stormwater drains. Provide details of on-site stormwater disposal, e.g. rain tanks, soak holes etc.				
Indicate the top of any banks shown and their gradient contours in relation to the building. Show the height of the bank and the distance from the top of the bank to the building.				
A geotechnical report from an appropriately qualified person may be required.				
Show the dimensions of any existing and / or proposed vehicle entranceway and its position along the boundary. For a new entranceway, include a completed application form for a new entrance / crossing.				
Have you checked that your plans meet your Council's district plan requirements: Check with your Council planner				
FLOOR PLANS				
Supply a 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. Show the location of all plumbing fittings / waste pipes.				
Show location and size of windows and doors.				
Show all fittings and fixtures such as kitchens, bathrooms.				
ELEVATION PLAN				
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 type of cladding.				
Show location of wall and roof bracing and of all opening window sashes.				

	S	NA	PG No.	P/F/NA
Specify products being used.				
FOUNDATION PLAN				
For concrete floors: provide clear plans and details and CROSS-SECTION DETAILS showing width, depth, reinforcing, underlay, and hard fill locations, and a PLAN VIEW showing location of slab thickenings and steel.				
For foundation walls: provide a CROSS-SECTION plan and footing showing width, depth, reinforcing and block layout (<i>where applicable</i>).				
If there is specific foundation design, attach Producer Statement (PS1). A structural engineer-designed foundation is required for buildings on weak soils, sloping sites and pole foundations over 3m high.				
STRUCTURAL BRACING CALCULATIONS				
Supply engineered designed structural calculations in an approved form.				
Show the wall bracing elements on the floor plan and the roof bracing on the truss plan.				
CROSS-SECTIONAL PLANS / DETAILS				
Provide sufficient scaled cross-section drawings (1:50 or better) through the building to show foundation details, floor systems, wall, ceiling and roof construction.				
Show construction details of terraces, steps, stairs (internal and external), barriers and balustrades.				
Where the position of beams, supports and connections are not clear, these should be shown with details of connections at a scale of 1:50 or 1:20.				
Show the location and type of wall cladding and roof sheathing. For composite systems, that are alternative solutions to the Building Code, these should be designated on the CROSS-SECTION plan and referenced in the SPECIFICATIONS.				
Show flashing details between roofs and walls.				
PLUMBING				
Specify AS/NZS 3500 or G13 plumbing system. Show positions of all fittings and hot water system (indicate any upgrade). Show pipe sizes / gradients.				
Show the backflow protection / philosophy.				
SPECIFICATIONS				
The specification is project specific and appropriate to the building construction. It is laid out in easily followed sections covering methods and materials that are not included in the building plans, e.g. standards and materials.				
Include manufacturer's specifications of any solid fuel heater or solar system.				
SPECIFIC DESIGN (Specific design is required for: Buildings outside the scope of NZS 3604, 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). Discuss with Council prior to application				
An engineer's letter of supervision may be required.				
EFFLUENT DISPOSAL (If an on-site effluent disposal system ('septic tank') is required)				
Provide plans for the system, including the size and location of tank and of the effluent field / pond and calculations, distance from potable water courses, and bores. Show human and animal waste systems				
Provide certification and calculations from a suitably qualified person that the system is suitable for the site and complies with the regional and local rules for waste water disposal.				
WATER, WASTE WATER, STORMWATER CONNECTIONS				
Provide a scaled site plan with the location of any new stormwater, waste water and / or water connections.				
Stormwater Connection: Provide details of on-site disposal, e.g. soak holes.				
Wastewater Connection: If there are no waste water reticulation services available to the property, ensure that details of the size of the effluent disposal system (septic tank) and of the effluent field are included on the site plan and with the specifications.				

	S	NA	PG No.	P/F/NA
Water Connection If no water connection has been installed to service the new building or development, please apply for a connection and submit with fees (provide site plan for approval).				
If there are no Council water reticulation services available to the property, provide details of the source of the existing or proposed water supply.				
CROSSING DETAILS				
If you need to construct a new, or alter an existing crossing, please check with Council about District Plan requirements.				
Project Location:				
Applicant's declaration: 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:	

