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# How to Apply

We recommend that you seek professional advice for medium to complex projects, as these applications require a sound knowledge of the building code.

## Applying using the Online Portal

If your building work is within one of the following participating council areas, you can apply for your building consent using the [online portal](#) :

• Carterton District Council	• Nelson City Council
• Kapiti Coast District Council	• Tararua District Council
• Horowhenua District Council	• Tasman District Council
• Manawatu District Council	• Wellington City Council
• Masterton District Council	

To use the portal, you will need to sign up as a customer with a valid email address and a password. Use this [link](#) for help on getting started. Once registered, you can complete and submit your application online.

## Non-portal applications

Application forms are available at:

- [GoShift website \(toolbox\)](#)
- Council websites
- Council Offices.

## Notes to completing non-portal application forms

The forms can be completed electronically using the writeable pdf or printed to complete by hand.

If completing electronically using the writeable pdf:

- fill out the form, including signatures and save the application to your computer.

If printing to complete by hand:

- please use black ink throughout and write clearly in BLOCK CAPITALS only.
- to correct a mistake on the form put a line through it and write the correction clearly to the right. If there is no space on the right, write the correction as close as possible.

Once you have completed your application form you may:

- post your application form and supporting documents to the Council;
- deliver your application form and supporting documents to the Council
- some Council's may allow your application and supporting documentation to be emailed or uploaded to their system, please check with your local Council's Building Consent team before submitting in this format.

**Note:** there may be restrictions on sizes of document and the types that can be sent.

Please make sure that all plans are provided in landscape format and are either A1, A2, A3 or A4 in size. They must be shown in black on white paper; and must be to the correct scale.

An incomplete application or lack of supporting information will mean that your application cannot be accepted for processing.

**Help and advice:** if you have any questions or just need advice, please call the Council for assistance.

# Advice on filling out the form

The following guidance notes provide information covering every section of the form.

## 1 – What are you applying for?

Select the appropriate box(es) to indicate what type of application you are submitting. You may need to select more than one box.

1. What are you applying for? *Tick all applicable*

<sup>1</sup> For PIM only applications complete Sections 1 to 7, and 13 only. Follow instructions as per section.

<input type="checkbox"/> Building Consent	<input type="checkbox"/> Project Information Memo (PIM) <sup>1</sup>
<input type="checkbox"/> Amendment to Building Consent <sup>2</sup>	<input type="checkbox"/> Building Consent using a National Multiple-Use Approval ('MultiProof') <sup>3</sup>
<input type="checkbox"/> Staged Consent <sup>2</sup>	

<sup>2</sup> Stage Number  Expected number of stages

<sup>2</sup> Please enter existing building consent number(s):

<sup>3</sup> Please enter National Multiple-Use Approval number:

Please ensure you enter any existing building consent numbers previously issued for this project, along with year of issue.

## 2 – What building work are you doing?

2. What building work are you doing? *Tick all applicable*

*If your building work is not listed, tick Other and provide details (this includes amendments to building consents)*

<input type="checkbox"/> RESIDENTIAL			
<input type="checkbox"/> New detached dwelling	<input type="checkbox"/> New multi-residential dwelling (more than 2 household units)	<input type="checkbox"/> Plumbing works	
<input type="checkbox"/> Major alterations/additions – any work that <b>includes</b> altering or attaching to the exterior of a building	<input type="checkbox"/> Minor alterations – any internal work that does <b>not include</b> altering the exterior of the building	<input type="checkbox"/> New solid fuel burner	
<input type="checkbox"/> Garage / detached carport	<input type="checkbox"/> Other, (please provide details below)		
<i>Details</i> <input type="text"/>			
<input type="checkbox"/> COMMERCIAL/INDUSTRIAL			
<input type="checkbox"/> New commercial / industrial building	<input type="checkbox"/> Major alterations/additions – any work that <b>includes</b> altering or attaching to the exterior of a building	<input type="checkbox"/> Seismic strengthening	
<input type="checkbox"/> Minor alterations – any internal work that does <b>not include</b> altering the exterior of the building	<input type="checkbox"/> Internal fit-out only (including plumbing and ventilation)	<input type="checkbox"/> Other, (please provide details below)	
<i>Details</i> <input type="text"/>			

Select the appropriate box(es) to indicate what sort of building work you are proposing to do. You may need to select more than one box.

If the type of building work is not listed, then tick 'Other' and enter details of the work in the box provided.

### 3 – Where is the building work?

#### 3. Where is the building work? *Complete all fields, enter N/A where not applicable*

What is the street address? <i>(If No street address, State nearest street intersection &amp; distance/direction from that intersection)</i>			
Legal description:	LOT:		DP:
Building name:			
Location of building within site/block including near street access:		Level / Unit #:	
Does the building or site have any cultural or heritage significance, or is it a Marae? <i>If Yes, provide details</i>	<input type="checkbox"/>	Yes	<input type="checkbox"/> No

This can be found on the land title. It is usually a lot and deposited plan (DP) number, but may also be a unit and DP number from a unit title plan.

If there is more than one building on the property, please indicate which building the application relates to. Where access to the building is from another address, include details of the street and number. For example:

- on street front
- at back of section, accessed from 'The Street'

Please provide details of any cultural or heritage matters

Is the subdivision of an existing site involved?  Yes  No

*If a sub division is proposed and you have not yet received a s224 certificate, the application will also need to provide any relevant information stating legal description as at the date of application and, if subdivision is proposed, include details of the relevant resource consent number and any proposed lot numbers.*

*If Yes, complete the following:*

Resource Consent No.

Proposed LOT No.

If you have not been issued with a s224 certificate, please provide relevant information such as the legal description.  
If you have been issued with a s224 certificate please provide the proposed lot number and resource consent number.

## 4 – Who owns the building or land?

**4. Who owns the building or land?** *Complete all fields*

Owner name:				Title: e.g. Mr, Mrs, Ms, Dr			
Owner email address:							
Owner contact numbers:	Ph:						
Owner mailing address:							
Indicate which of the following Proof of Ownership documents you have less than 3 months old.							
<input type="checkbox"/>	Copy of Certificate of Title	<input type="checkbox"/>	Copy of Lease Agreement	<input type="checkbox"/>	Sale or Purchase	<input type="checkbox"/>	Full name of legal owner
Are you using an Agent?		<input type="checkbox"/>	Yes	<input type="checkbox"/>	No	<i>If Yes, please also complete the following</i>	
Who is the first point of contact for further correspondence?		<input type="checkbox"/>	Agent	<input type="checkbox"/>	Owner		
Who is the first point of contact for invoicing?		<input type="checkbox"/>	Agent	<input type="checkbox"/>	Owner		
Payee name for invoice:							
Name of contact at Agent:							
Agent email:							
Agent contact numbers:		Ph:					
Agent mailing address:							
Relationship to owner:							

This is the person, people, company or organisation shown as the owner on the proof of ownership document OR another person, people, company or organisation who is entitled to charge rent for the property.

Please include your preferred form of title (eg Mr, Mrs, Ms) if an individual, or the contact person's name for a company, trust or similar.

This is required if the application is being made on behalf of the owner.

The most common 'proof of ownership' is a copy of the land title (this may also be called computer register, Certificate of Title, CT or property title). These can be obtained from Land Information New Zealand (LINZ) – phone 0800 665 463 or go online to [linz.govt.nz](http://linz.govt.nz).

There is a strong preference across councils for the Certificate of Title to be supplied as the Proof of Ownership document.

If a Certificate of Title is supplied for a Trust, it is important to provide evidence of approval from a shareholder in the Trust.

The 'proof of ownership' must be less than three months old.

For a commercial building, a copy of the lease may serve as sufficient 'proof of ownership'



## 6 – What are the specifics of the site?

**6. What are the specifics of the site?** *Complete all fields*

What is the 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"/> Specific Design <i>State value below</i>
What is the exposure zone?					
<input type="checkbox"/> Low (B)		<input type="checkbox"/> Medium (C)		<input type="checkbox"/> High/Sea spray (D)	
Does the proposed external building work cover two or more allotments?					
Are there public drains on the site?					
Is the site subject to natural or created hazards such as erosion, subsidence, and fill or contamination?					
Are there any alterations to land contours (eg earthworks)?					
Are there new or altered connections to public utilities?					

This information is required when making structural or building-envelope related changes.

Sites are classified as being in Low/ Medium/ High/Sea Spray exposure zones depending on the severity of exposure to wind-driven sea salt or to geothermal gases. Refer to NZS3604 for full details.

This information is required for all external work. Please confirm if the work is taking place over a boundary or the building consent covers work on more than one allotment.

Under section 75 of the Building Act 2004, this may impact your ability to transfer or lease individual allotments in the future.

This public drain information is *always* required.

Your local Council may have online maps which supply this information. If not, contact the Council for further advice.

Does the proposed building work cover two or more allotments?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Are there public drains on the site?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Is the site subject to natural or created hazards such as erosion, subsidence, flooding, slips, cut and fill or contamination?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Are there any alterations to land contours (eg earthworks)?		
Are there new or altered connections to public utilities?		
Are there new or altered locations and/or external dimensions of buildings?		
Is there new or altered access for vehicles?		
Is the building work over or adjacent to any road or public place?		
Does the building work involve the disposal of storm-water or wastewater?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Is the building work over any existing drains or sewers or in close proximity to wells or water mains?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Are there any other matters known to the applicant that may require authorisation from the territorial authority?	<input type="checkbox"/> Yes	<input type="checkbox"/> No

Has the land been cut or filled in the past or is this being proposed? Generally applicable if more than half a metre height of earth is being cut or filled. However, for large projects the cut or fill is defined on volume level.

This information is required if extending the building envelope, changing the use of a room or for new builds.

Your local Council may have online maps which supply this information. If not, contact the Council for further advice.

Are any new or changed connections for telephones, fibre-optic, potable water, stormwater, waste water, electricity or gas required for the site?

## 7 – What are the details of the building work?

7. What are the details of the building work? *Comp*

Provide a full description of the building work:

*E.g. 4 Bedroom dwelling with multiple cladding types and attached garage*

Clearly describe the work planned. More detail is better than less. For example:

- say 'new two-storey house with separate garage' rather than 'new dwelling'
- say 'remove hot water cylinder to create ensuite for master bedroom' rather than 'internal alterations'

If this is an amendment to a building consent, please provide details of the amendment, not the building work of the original consent

Estimated value of the building work (including GST):	\$	
If the application is for an amendment to a building consent, please add the additional value if applicable (including GST):	\$	<input type="checkbox"/> N/A
What is the intended life of the building?	<input type="checkbox"/> 50+ years	<input type="checkbox"/> Limited Life
If Limited Life, please indicate the intended life of the building		years
Have you discussed this project with Council prior to applying?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Does the project include Restricted Building Work?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Are you applying for Owner/Builder exemption to complete the Restricted	<input type="checkbox"/>	<input type="checkbox"/>

The life of a building is usually indefinite (not less than 50 years). If you intend to remove the building before that time, you need to state the life of the building, for example:

- a marquee for a two-day event
- concert grandstands with a life of two weeks
- a show home with a life of six years
- temporary site office with a life of two years

For certain types of work, it is strongly recommended that you meet with Council prior to lodging your application. To find out whether a meeting is recommended, contact a building officer at the Council.

This is the estimated value of the building work for the building levy calculation. The estimate must include the value of:

- materials including the value of salvaged materials
- fees charged for design work
- builders, plumbers and other contractor's charges at normal commercial rates
- owner's own labour at normal commercial rates
- project manager's charges
- GST.

A rough guide to the average square metre costs of your building work is: \$1,500/m<sup>2</sup> is low cost; \$2,000-\$2,500/m<sup>2</sup> is a median cost; and \$3,000/m<sup>2</sup> upwards is likely to reflect difficult building conditions (e.g. steeply sloping section) or a more bespoke designed house.

A designer will usually charge between 6 and 15 percent of the total cost of the job depending on how complex and how large the project is; and what services the designer provides.

If you need expert assistance in calculating the costs of your project, a Quantity Surveyor will be able to give you an accurate estimate of your project costs.



## 7 – What are the details of the building work? (cont'd)

Restricted Building Work (RBW) concerns projects that involve work critical to a building's structural integrity or weather-tightness. In general, such work includes bricklaying or block laying, external plastering, certain types of carpentry, foundations work and roofing work – although this is not an exhaustive list.

RBW does not apply to:

- mixed use apartment (e.g. buildings with shops)
- ancillary and outbuildings (e.g. detached garages/carports, bridges, swimming pools)
- commercial building of any height
- large apartment buildings (those that exceed 10m in height)

For if there is any Restricted Building Work you will need to provide a memorandum from Licensed Building Practitioner form and Certificate of Design Work for each type of building work being undertaken.

If you are applying for Owner / Builder exemption to complete the Restricted Building Work, then you will need to complete the Statutory Declaration as to Owner Builder form.

Please indicate if the application is related to the weathertight Financial Assistance Package (FAP), and if it is please provide the FAP number. Also indicate whether this is a re-clad application.

Information on weathertight services help for owner of leaky homes can be found at

<https://www.building.govt.nz/resolving-problems/resolution-options/weathertight-services/>.

Does the project involve Restricted Building Work?		<input type="checkbox"/>			<input type="checkbox"/>				
Are you applying for Owner/Builder exemption to complete the Restricted Building Work?		<input type="checkbox"/>	Yes	<input type="checkbox"/>	No				
<p>If Yes, please complete and attach the <b>Statutory Declaration as to Owner Builder form</b> (click here)</p> <p>If No, please complete and attach the <b>Memorandum from Licensed Building Practitioner: Certificate of Design Work form</b> (click here) for each type of building work being undertaken</p>									
Total number of floor levels:				Levels below ground:					
Current floor area:				Proposed new total floor area:					
If you are making alterations to an existing dwelling, please complete the following:									
Is there any Recladding?	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No	Is Recladding covered by a claim under the Financial Assistance Package?	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No
If Yes, please provide Financial Assistance Package reference number									
Does the building work involve a swimming pool?		<input type="checkbox"/>	Yes	<input type="checkbox"/>	No				
Year first constructed:									
Current lawful established use:									
Proposed use:									
Will the building work result in a change of use of the building?		<input type="checkbox"/>	Yes	<input type="checkbox"/>	No				
<p>If you are unsure how to determine if a change of use will occur, please refer to the guidance provided by the Ministry of Business, Innovation and Employment: <a href="http://www.building.govt.nz/managing-buildings/change-of-use-and-alterations/">http://www.building.govt.nz/managing-buildings/change-of-use-and-alterations/</a></p> <p>If Yes, please provide details</p>									

For the purpose of the building code 'buildings' are classified according to type, under seven categories. The categories are set by the building code. See the 'Classified Uses' section at the end of this document.

If you are unsure about the current lawfully established use of a building, please discuss this with a Council officer.

If the use of all or part of the building will change, then a 'change of use' will occur. You will need to provide details of the new use of the building or parts of the building. The change of use provisions also relate to the establishment of a household unit where one did not exist before. For example:

- office space (WL) converted to restaurant (CL)
- changing a garage into a self-contained flat
- café space (CL) converted to hairdresser (WL)

The following document may also provide useful guidance on determining a change of use:

<https://www.building.govt.nz/assets/Uploads/managing-buildings/changing-or-assessing-building-use-in-canterbury/change-of-use-guidance-ccc.pdf>

## 8 – What clauses of the building code does your building work comply with?

**8. What clauses of the building code does your building work comply with?**

*Please read the following carefully:*

- You are required to indicate what code clause(s) your building work complies with
- Unless otherwise noted below, your application will be assessed under Acceptable Solutions
- If you are using another means of compliance, please provide details of the standard(s) that your building work complies with and the means of compliance in the space provided. Use a separate sheet of paper if necessary
- If you do not provide all the necessary information to show how your application complies with the Building Code, it will be returned unprocessed.

I understand that this application is to be assessed against Acceptable Solutions, unless otherwise stated in the following section. Please tick to indicate your agreement.

<input type="checkbox"/>	B1 Structure	<input type="checkbox"/>	F1 Hazardous agents on site	<input type="checkbox"/>	G5 Interior environment
<input type="checkbox"/>	B2 Durability	<input type="checkbox"/>	F2 Hazardous building materials	<input type="checkbox"/>	G6 Airborne & impact sound
<input type="checkbox"/>	C1 Protection from fire	<input type="checkbox"/>	F3 Hazardous substances and processes	<input type="checkbox"/>	G7 Natural light
<input type="checkbox"/>	C2 Prevention of fire occurring	<input type="checkbox"/>	F4 Safety from falling	<input type="checkbox"/>	G8 Artificial light
<input type="checkbox"/>	C3 Fire affecting areas beyond fire source	<input type="checkbox"/>	F5 Site safety	<input type="checkbox"/>	G9 Electricity
<input type="checkbox"/>	C4 Movement to place of safety	<input type="checkbox"/>	F6 Visibility in escape routes		
<input type="checkbox"/>	C5 Access & safety for fire-fighting operations	<input type="checkbox"/>	F7 Warning systems		
<input type="checkbox"/>	C6 Structural stability	<input type="checkbox"/>	F8 Signs		
<input type="checkbox"/>	D1 Access routes	<input type="checkbox"/>	F9 Means of restriction to residential pools		
<input type="checkbox"/>	D2 Mechanical installations	<input type="checkbox"/>	G1 Personal hygiene		
<input type="checkbox"/>	E1 Surface water	<input type="checkbox"/>	G2 Laundering		
<input type="checkbox"/>	E2 External moisture	<input type="checkbox"/>	G3 Food preparation prevention of contamination		
<input type="checkbox"/>	E3 Internal moisture	<input type="checkbox"/>	G4 Ventilation		

Provide details of all Verification Methods being used (include relevant drawings, plans, specifications and other evidence)

Provide details of all Alternative Solutions being used (include relevant drawings, plans, specifications and other evidence)

This section of the form requires you to state how you will comply with the requirements of each applicable clause area within the building code relating to your project.

This section lists out the seven key clause areas from the building code: B1-B2 Stability, C1-C6 Fire Safety, D1-D2 Access, E1-E3 Moisture, F1-F8 Safety of Users, G1-G15 Services and Facilities, and H1 Energy Efficiency. You are required to tick each code clause that your building work complies with.

The underlying assumption in this section is that your application meets an Acceptable Solution for each clause selected. If you are seeking to use another method to comply with the building code (or seeking a waiver/modification to the code), please use the text boxes to indicate the details of the standard(s) that your building work complies with, and the means of compliance. You will also need to attach evidence for each applicable selection such as drawings, plans, supplied specifications and information on 'alternative' and other 'acceptable' solutions.

This section is the main part of the application that is likely to cause problems for people with no building industry experience. In this case, you should get your architect or designer to complete this section.

## 9 – What specified systems are in your building?

### 9. What specified systems are in your building? *Complete all fields*

Does your building work involve any Specified Systems (SS)?	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No
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<b>Residential</b> <i>please complete the following</i>					<input type="checkbox"/>	N/A			
<i>If Yes, please complete Specified System 16 (Cable Car) below</i>									
SS16 Does your building work involve a cable car?					<input type="checkbox"/>	Yes	<input type="checkbox"/>	No	<i>If Yes, please provide detail below</i>
SS Cable cars	Existing	Removed	Altered	Added / New	Complete this section if the cable car is being altered or added				
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Performance Standards	Inspection & Maintenance Procedures	Reporting Frequency		

Provide any other details

<b>Commercial</b> <i>please complete the following and Appendix B (Specified Systems)</i>	
<i>If applicable, what is the existing compliance schedule number?</i>	
Risk Group:	
Total occupancy numbers:	

This section of the form requires you to describe the systems being installed, altered, added to or removed in the course of the building work.

Specified systems are specialised features (such as sprinklers, lifts, fire alarms and disabled access) required in many non-residential buildings. If you plan to install such systems, you will need to get specialist advice. A qualified person (licensed building practitioner) will have to design, install and certify any such system.

In general, cable cars are the only specified system used in residential properties. A full list of specified systems is included in Appendix B, which should be completed by all Commercial/Industrial applications that include specified systems.

For further clarification around Compliance Schedules and the Building Warrant of Fitness processes, visit <https://www.building.govt.nz/managing-buildings/managing-your-bwof/?url=/building-warrant-of-fitness-guide>.

Appendix B List of Specified Systems (Commercial/Industrial Building Consent Applications)		Existing	Altered	Added/New	Removed	Complete this section if systems are new or added only	
The following specified systems are existing, being altered, added to or removed in the course of the building work						Inspection performance standards	Maintenance performance standards
SS1	Automatic systems for fire suppression (eg sprinkler systems) (Includes Gas/Flood Systems)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
SS2	Automatic or manual emergency warning systems for fire or other dangers	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
SS3	Electromagnetic or automatic doors or windows						
SS3.1	Automatic doors	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
SS3.2	Access control doors	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
SS3.3	Interfaced fire or smoke doors or windows	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
SS4	Emergency lighting systems	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
SS5	Escape route pressurisation systems	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
SS6	Riser mains for use by fire services	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
SS7	Automatic backflow prevention devices	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		

## 10 – Does your build require a fire design review?

**10. Does your build require a fire design review?**

Certain applications for building consent must be submitted to the Fire and Emergency New Zealand Fire Engineering Unit (FEU) for review. *For commercial / industrial applications please complete the following:*

Is your building of a type defined in the Gazette notice and section 46 of the Building Act, 2004?  Yes  No

In general 'standard' residential applications do not require a fire design review. Full information on the requirement for a fire design review is in the NZ Gazette No. #56, 24 March 2005. If your building is of a type defined in Fire Services Act 1975, Section 21A, and none of the four possible exceptions fully apply, a fire design review will be required.

If you are unclear about the requirement for a fire design review, a building officer will be able to advise you. If there is still any uncertainty, please provide the fire design documentation with your application form to avoid any delays.

## 11 – Have you attached all required documents?

**11. Have you attached all required documents?**

*You are required to provide all the necessary documents to support your application. This includes (but is not limited to) the following sections:*

- Section 4: Proof of Ownership
- Section 6: Plans showing land and boundary features as required by the Resource Management Act 1976, PIM, development of contribution notice or certificate of contribution
- Section 7: Statutory Declaration as to Owner Builder form OR Certificate of Design Work (for each Practitioner – Certificate of Design Work (for each Practitioner))
- Section 8: Plans, specifications and other supporting information showing how the work complies with the build, eg where the work deviates from an Approved Building Rule

*Please check your application and ensure all the supporting information is attached. Applications returned **unprocessed**.*

*When you are satisfied your application is complete, please complete section 13 and send to your local Building Consent Authority.*

*If you are unsure about what information to include in your application, a guidance document is available ([click here](#)).*

**Privacy Information**

The information you have provided on this form is required so that your building consent application can be processed under the Building Act 2004. The Council collates statistics relating to issued building consents and has a statutory obligation to forward these regularly to Statistics New Zealand. The Council stores the information on a public register, which must be supplied (as previously determined by the Ombudsman) to whoever requests the information. Under the Privacy Act 1993 you have the right to see and correct personal information the Council holds about you.

The 'checklist documentation' section at the end of this guide contains a list of the documents that must be supplied with your application.

Two copies of each attachment must be supplied, unless otherwise specified.

Please review your application carefully and ensure all the supporting information is attached, otherwise your application will be returned unprocessed.

## 12 – Your application fees

### 12. Your application fees

Your council will charge fees for your consent application. These will include statutory levies payable to BRANZ and the Ministry of Business, Innovation & Employment.

A full fee schedule can be found on the council's website. Please consult this before submitting your application.

To determine what fees you will need to pay for your application, you will need to consult the Council's website for their schedule of fees and charges.

## 13 – Have you signed the application?

### 13. Have you signed the application?

I request that you issue a project information memorandum, project information memorandum and building consent, or building consent for the building work described in this application.

All of the information contained in this application is, to the best of my knowledge, true and correct. I understand that work must not commence until the building consent is issued and uplifted.

*Name and signature of the owner / agent on behalf of and with the authority of the owner*

I understand that this application may only be made with the owner's approval. Please tick to indicate your agreement.

Owner / Agent Name:	
Owner / Agent Signature: <i>(Enter your name and tick the acknowledgement box if you do not have a digital signature)</i>	
Date:	

*Your local council (or their website) will be able to help you with information specific to the site your application covers.*

Your application form must be signed by the owner or agent on behalf of, or with authority from, the owner. Your application will not be valid if not signed. Ensure your application is complete before entering your digital signature and locking the form.

# Checklist of Documentation

Two copies of the attachments must be supplied, unless otherwise specified.

## Documentation always required

The attachments listed below must be supplied for ALL applications. Your application will not be accepted and will be returned if appropriate documentation is not attached.

<b>Application form (original)</b>	Completed and signed by the owner, or by an agent on behalf of the owner.
<b>Proof of ownership (one copy)</b>	The 'proof of ownership' must be current – that is, less than three months old. The preference is for a Certificate of Title.
<b>Drawings and plans</b>	Detailed drawings and plans showing existing and proposed modification or new build. See the 'types of plans and drawings' section of this guide to understand the requirements for different types of plans required.
<b>Application fee and any Council fee estimate calculations</b>	Applications will not be accepted without payment. Use the published fee schedule when estimating or submitting payment with mail applications. Please provide copies of any fee estimate provided by the Council.
<b>Site specific specifications</b>	Specifications can be either on the drawings or a separate document. You must ensure that the specification complements the drawings and is: <ul style="list-style-type: none"> <li>• specific to the project and does not include generic, irrelevant or contradictory information</li> <li>• clearly specifies the systems and products to be used in the build and does not contain multiple choice pick-lists for these products.</li> </ul>
<b>Specification supporting documentation</b>	Always required for specified products. Full details on the brand and/or type and, unless otherwise specified manufacturer's technical data, – including installation and maintenance requirements, – must be provided for these products: <ul style="list-style-type: none"> <li>• solid fuel fires and flue details</li> <li>• solar and wetback hot water systems</li> <li>• fire resistance-rated systems</li> <li>• heating and ventilation systems</li> <li>• deck membranes</li> <li>• roof membranes</li> <li>• wet area membrane</li> <li>• tanking membrane</li> <li>• wall cladding (manufacturer's technical data is not required for horizontal timber weather board or 70mm or 90mm bricks; details must still be shown on drawings)</li> <li>• roof cladding (manufacturer's technical data is not required for long-run metal roof cladding; details must still be shown on drawings)</li> <li>• building wrap (building wrap manufacturers technical data is not required with absorbent wall cladding systems ie most non-metallic wall cladding systems.</li> </ul> <p>For less common products or products being used in less common or more novel applications, appropriate specification, installation instructions and accredited agency (such as BRANZ) information must also be provided.</p>

## Documentation sometimes required

The following attachments need to be considered and supplied, where required:

<b>Pre-lodgement checklist</b>	Required by some councils	Your council may require a pre-lodgement checklist. Please refer to the council website for relevant forms.
<b>Inspection list</b>	Required where inspections other than by Council employees are proposed.	Give full details of proposed inspections and who will carry them out.
<b>Bracing calculations</b>	Required for sub-floor, large decks, wall and ceiling/roof bracing where loading has changed.	If the structure is specifically engineered, include details about this with the structural calculations.
<b>Specific design (SD) wind documents</b>	Required when building in specific design (SD) windzone if external building shell or structure is affected.	When building in a specific design (SD) windzone, provide additional proof to show that proposed products and systems are within their design constraints and will meet the building code. 'Means of compliance' can be shown by a combination of such things as peer reviewed reports from a recognised weathertightness expert, a quality assurance programme, a manufacturer's confirmation that their product/system will meet the requirements of its warranty under the site conditions, and test reports from an accredited facility. Further guidance can be found on the Ministry of Business, Innovation & Employment – Building Performance website ( <a href="http://building.govt.nz">building.govt.nz</a> )
<b>Weather-tightness risk matrix E2</b>	Required where cladding is affected.	The website <a href="http://www.building.govt.nz">www.building.govt.nz</a> contains more information about risk factors to consider. Note: Acceptable solutions can be employed for different levels of E2 risk, up to a score of 20. Where the score is greater than 20, specific design wind documents are required – see item above.
<b>Truss design Producer Statement (PS1)</b>	Required for all non-NZS 3604 designs.	
<b>Structural engineer's Producer Statement (PS1) and associated calculations</b>	Required for alternative structural solutions and verification methods	Structural engineer documents PS1, PS2 (if applicable) and associated calculations with information explaining the design philosophy, justification of assumptions and methodologies used in analysis.
<b>Vehicle access application</b>	Required for new or modified vehicle crossings and/ or driveways on legal road.	This is required under some council bylaws. Your Council website will have relevant forms, if this is required.

<b>Energy efficiency compliance H1</b>	Required for any conditioned space (ie heated or cooled areas).	<p>H1 Energy efficiency document detailing the method of compliance:</p> <ul style="list-style-type: none"> <li>• schedule method. Schedule method guidance may be available from the Council.</li> <li>• calculation method</li> <li>• or computer modelling method (provide all calculations).</li> </ul> <p>All insulation, including glazing and skylights, should be detailed in building drawings or specifications. Compliance guidance may be available from the Council or via the website <a href="http://www.building.govt.nz">www.building.govt.nz</a>.</p>
<b>Maintenance Processes for B2</b>	Maintenance processes that need to be followed to ensure B2 durability.	Information must be provided if any maintenance processes need to be followed to ensure B2 durability compliance with 50, 15 and 5 year requirements.
<b>'Alternative solution' supporting documents</b>	Required for all 'alternative solutions'.	<p>Where the proposal is designed to meet the requirements of the building code by means other than those covered in the compliance documents, provide a supporting, current, signed design report. This should include independent test results, calculations and/or computer modelling (indicating the validity of assumptions and applicability to project), consideration of various scenarios (indication that they cover worst case scenarios) and comparison with levels of safety offered by compliance with acceptable solutions. The designer must have established experience or qualifications. For alternative solutions that deviate significantly from acceptable solutions, an independent peer review may also be required.</p>
<b>Certificate of acceptance – documentation</b>	Required where a certificate of acceptance application is being made.	<p>Date of construction proof (ie dated and signed building contract payments).</p> <p>Work closed in. Any supporting evidence that work closed in, (not able to be inspected) complies with the building code including photographs, concrete certificates, material supply docket, PS4 from supervising engineers, expert opinion reports, etc.</p>



## Additional documentation

These additional attachments need to be considered and supplied, where required:

<b>Fire report</b>	Required for all new buildings, changes of use and alterations.	<p>The fire report documents the fire safety design for the building and specifies the fire safety features that must be incorporated in order for the building to comply with the building code.</p> <p>The report needs to discuss the philosophy behind the proposal and demonstrate compliance with the building code. The report must state whether the proposal fully complies with acceptable solutions or is an alternative solution. A supporting peer review is required for all alternative solutions. Nomination of the peer reviewer must be previously agreed by the Council.</p> <p>For all existing buildings an assessment, by a competent person, of the whole building and the means of escape is required and must be based on the plans and a site inspection. For 'changes of use' the assessment must include assessing the building's structural stability during a fire and must show how sleeping areas and household property will be protected.</p> <p>For marquees:</p> <ul style="list-style-type: none"> <li>• show fabric has appropriate ignitability and flammability ratings for compliance</li> <li>• impacts of adjacent building</li> <li>• occupancy numbers and means of escape to safe place</li> <li>• alerting devices (where occupancy exceeds 50 people)</li> <li>• emergency lighting</li> <li>• exit signs (required over each exit) manual call points (required over each exit)</li> <li>• rubbish bin locations (to be over 1m from side walls)</li> <li>• lighting locations (shades and bulbs to be more than 0.6m from fabric)</li> <li>• cooking locations (gas/solid fuel and electric cookers to be over 1.5m or 1m from walls/fabric respectively)</li> <li>• smoking rules (no smoking in venue)</li> <li>• fire wardens (must be present and clearly identifiable).</li> </ul>
<b>Accessibility assessment</b>	Required for changes of use and alterations.	<p>Buildings providing access and facilities for people with disabilities applies are listed in schedule 2 of the Building Act 2004.</p> <p>The assessment, for the whole building, will cover access and facilities for people with disabilities and must include a statement confirming that a site visit was conducted as part of the assessment, or a justification statement if no site visit took place.</p>
<b>Fire design plans</b>	If required by NZ Gazette No. #56, 24 March 2005.	<p>Guidance can be found in NZ Gazette No. #56, 24 March 2005.</p> <p>Provide an electronic copy of a full set of plans, fire report</p>

		and specification relating to the fire design
<b>Site management plan</b>	Required for major projects and significant demolition and removal.	<p>Provide details of how the site will be managed including:</p> <ul style="list-style-type: none"> <li>• means of barricading the site – provide details of temporary barriers, gates which swing inwards or other means of restricting public access to the area</li> <li>• proposed tipping location for demolition material – give address/ location</li> <li>• hazardous building material – provide safety plan detailing the safe handling and disposal of hazardous materials</li> <li>• control of silt run-off</li> <li>• control of noise and dust</li> <li>• proposed destination for relocated buildings</li> <li>• access to and from the site – including kerb and crossing</li> <li>• specify termination of existing services – water, sewer and stormwater</li> <li>• details about the building such as the number of storeys; type of materials the building is constructed of and photographs of the building.</li> </ul> <p>You may need to inform:</p> <ul style="list-style-type: none"> <li>• service utilities owners such as electricity, gas, drainage, potable water, transport, telecommunications and cable television</li> <li>• your local council infrastructure team – before you transport a relocated building.</li> </ul>
<b>A near as reasonably practical (ANARP) documentation – alterations to existing buildings (Building Act section 112)</b>	Required for all ANARP solutions.	<p>Description of proposed improvements to routes for escaping from fire, access and facilities for people with disabilities.</p> <p>Supporting documentation should show why the project would not proceed if the building was required to fully comply.</p>
<b>ANARP documentation – change of use (Building Act section 115)</b>	Required for all ANARP solutions.	<p>Provide an assessment of existing sanitary facilities in the building in relation to current code and level of amenity provided by the acceptable solutions.</p> <p>For additional household units, an assessment of the building is required on all building code clauses. If a proposal is for a project to meet anything less than full compliance with any clause of the building code, the application must clearly state reasoning, with supporting documentation, and must show how the highest level of compliance that can be considered reasonably practical will be met.</p>
<b>Hazardous substances and processes</b>	Required where the building use involves storage, use or processing with hazardous substance.	<p>Provide details of the materials used or stored, their hazardous substance classification (HSNO), individual container size and aggregate volume.</p> <p>This issue must be specifically considered within the fire report. Plans and specifications need to show spaces where hazardous substances are stored and used and the</p>

		method of waste disposal. Consideration must be given to containment, pressure relief, electrical hazards, area zoning and ventilation.
<b>Contaminated site/ building investigation and management report</b>	May be required to meet F1 where there is contamination.	This report can only be produced by an appropriately certified engineer, and should contain details on the type, quantity, storage and containment of the contamination.
<b>Application for a Certificate for Public Use (CPU)</b>	Required for public access during building work.	Required under section 363A of the Building Act 2004. To download application forms, go to the Council's website.
<b>Food premises documentation</b>	Required for all projects with an intended use, including the manufacture, storage, preparation or sale of food products.	Relevant details need to be provided including: <ul style="list-style-type: none"> <li>• the type of business, including the general food types to be prepared and beverages served</li> <li>• full details of the water supply and sewage disposal</li> <li>• number of staff</li> <li>• number of patrons (seated and standing)</li> <li>• full details of surface finishes in food preparation, cooking, servery, storage and dishwashing areas</li> <li>• full details of the location of all appliances and fixtures in food preparation including cooking, servery, storage, dish washing, cold storage, joinery, plumbing fitting, extractor hoods</li> <li>• full details about the grease trap including make, model and size</li> <li>• designation of the proposed use for each area.</li> </ul>
<b>Compliance schedule documentation</b>	Where the building has any systems or features that require a compliance schedule.	Provide a copy of the existing compliance schedule and details of proposed changes. Supply one copy of the current Building Warrant of Fitness or confirmation from Council records. If specified systems are to be installed or modified, provide details of the system. The proposed maintenance and test regime will need to be included in the new or updated compliance schedule.

# Types of Plans and Drawings

This section outlines the different types of plans and drawings that may be required.

Plan	When required	Content
<b>Location plan (normally 1:500)</b>	For external, structural work, including commercial signs and temporary buildings.	Physical location of the site in relation to streets or landmarks, north point and lot and DP number, location of the building on the site and location of work within the building.
<b>Site plan (normally 1:100)</b>	For external or structural work including commercial signs and temporary buildings.	Dimensions of all boundaries, north point, finished floor levels, ground contours (extending to boundaries) and/or levels, site area, street name and number, lot and DP number, outline of building, distances to boundaries and the designated wind zone.  For affected vehicle areas: show crossings, levels, gradients of driveways, manoeuvring, parking and commercial loading areas.
<b>Floor plan (normally 1:100 or 1:50)</b>	For any internal work including temporary buildings.	All levels (new or altered), all designated spaces, all removals, sanitary fixtures, smoke detectors, egress routes to safe places need to be shown for 'commercial and complex residential' applications.  For temporary building show a scaled plan with: furniture layout including the number of seats and bar facilities, widths of egress routes and exits, car park sizes, sanitary facilities including numbers and gender allocation, and facilities for the disabled including seating and accessibility (this is a public use requirement).
<b>Foundation plans (normally 1:100 or 1:50)</b>	For new and altered foundations and where loading has changed.	Dimensions of all new foundations, sub-floor, footing details, reinforcing and contraction joints (if concrete slab), piles and footings, ventilation to sub-floor spaces.
<b>Bracing plans: subfloor, deck, wall and ceiling/roof (normally 1:100 or 1:50)</b>	For new and altered bracing and where loading has changed.	
<b>Plumbing and drainage (normally 1:100)</b>	For new and altered plumbing and drainage.	<ul style="list-style-type: none"> <li>• Materials, products and systems</li> <li>• fixtures and fittings, hot water system(s)</li> <li>• for multi-storey buildings with sanitary fittings on upper floors provide an isometric layout showing wastes, pipes and falls</li> <li>• drainage layout with inspection bends and junctions indicated for both sewer and stormwater</li> <li>• water-sealed interceptors (when a direct connection to stormwater main occurs)</li> <li>• any drainage on-site including Council mains and retaining wall field drains</li> <li>• ventilation of sanitary rooms</li> </ul>

		<ul style="list-style-type: none"> <li>• calculations for sizing downpipes</li> <li>• HVAC drawings and details and location of back-flow prevention devices need to shown for commercial and 'complex residential' applications.</li> </ul>
<b>Fire protection plan (normally 1:100 or 1:50)</b>	Desirable for 'commercial and complex residential' applications.	<ul style="list-style-type: none"> <li>• Fire alarm sounders</li> <li>• fire hose reels</li> <li>• penetrations through or between fire cells</li> <li>• sprinkler systems</li> <li>• any 'protected path'</li> <li>• fire alarm call points</li> <li>• method or systems for fire rating</li> <li>• emergency lights</li> <li>• thermal (heat) detectors</li> <li>• 'open path' travel to exits</li> <li>• smoke alarms.</li> </ul>
<b>Elevations plan (normally 1:100 or 1:50)</b>	For new and altered external building shells.	Show accurate lines from boundary to boundary on each elevation, relevant District Plan daylight control lines, the maximum height on each elevation, location of door and window openings, fixed and opening sashes, sill heights, floor levels in relation to ground levels, exterior cladding nominated to all elevations, down pipes and spouting, ventilators to sub-floor area for suspended floors only.
<b>Sections and details</b>	Where clarification of building plans are needed, such as:	<ul style="list-style-type: none"> <li>• Stairs, handrails, decks and decking</li> <li>• insulation systems and materials for floors, walls and roof</li> <li>• barriers to prevent falls (specific engineering design required where detail does not comply with NZBC B1/AS2)</li> <li>• framing sizes, beams, lintels, trusses, including fixing and other structural items appropriate to windzone (lintel carrying point loads, such as from girder trusses, require specific engineering design)</li> <li>• roof cladding, eaves, fascias, gutters, flashing to openings</li> <li>• fire-rated systems on all walls that are closer than one metre to the boundary</li> <li>• flue details for freestanding and/inbuilt fires</li> <li>• stud heights of rooms and total height from lowest ground floor level to top of ridge</li> <li>• truss layout supported by design certificates and design fixing details and load path to ground</li> <li>• retaining wall details, eg type, height of retained ground, relationship to boundary, waterproof membrane and proposed drainage</li> <li>• truss design detail</li> <li>• bath and shower tray junctions including junctions with walls and floors</li> <li>• driveway gradients</li> <li>• for signs show scaled details of: the type of sign (ie under veranda, horizontal or vertical, freestanding, sky sign etc), the construction including framework and dimensions, flashing and fixing methods, details of what the sign is fixed</li> </ul>

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to, and then height above the ground (signs must be 2.4m above pavements).

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# Classified Uses of Buildings

This section outlines the different types of plans and drawings that may be required.

Clause	Description
<b>1.0 Explanation</b>	<p>1.0.1 For the purposes of this building code buildings are classified according to type, under seven categories.</p> <p>1.0.2 A building with a given classified use may have one or more intended uses as defined in the Act.</p>
<b>2.0 Housing</b>	<p>2.0.1 Applies to buildings or use where there is self care and service (internal management). There are three types:</p> <p>2.0.2 Detached dwellings Applies to a building or use where a group of people live as a single household or family. Examples: a holiday cottage, boarding house accommodating fewer than 6 people, dwelling or hut.</p> <p>2.0.3 Multi-unit dwelling Applies to a building or use which contains more than one separate household or family. Examples: an attached dwelling, flat or multi-unit apartment.</p> <p>2.0.4 Group dwelling Applies to a building or use where groups of people live as one large extended family. Examples: within a commune or marae.</p>
<b>3.0 Communal Residential</b>	<p>3.0.1 Applies to buildings or use where assistance or care is extended to the principal users. There are two types:</p> <p>3.0.2 Community service Applies to a residential building or use where limited assistance or care is extended to the principal users. Examples: a boarding house, hall of residence, holiday cabin, [backcountry hut,] hostel, hotel, motel, nurses' home, retirement village, time-share accommodation, a work camp, or camping ground.</p> <p>3.0.3 Community care Applies to a residential building or use where a large degree of assistance or care is extended to the principal users. There are two types: (a) Unrestrained; where the principal users are free to come and go. Examples: a hospital, an old people's home or health camp. (b) Restrained; where the principal users are legally or physically constrained in their movements. Examples: a borstal or drug rehabilitation centre, an old people's home where substantial care is extended, a prison or hospital.</p>
<b>4.0 Communal non-residential</b>	<p>4.0.1 Applies to a building or use being a meeting place for people where care and service is provided by people other than the principal users. There are two types:</p> <p>4.0.2 Assembly service Applies to a building or use where limited care and service is provided. Examples: a church, cinema, clubroom, hall, museum, public swimming pool, stadium, theatre, or whare runanga (the assembly house).</p> <p>4.0.3 Assembly care Applies to a building or use where a large degree of care and service is provided. Examples: an [early childhood education and care centre], college, day care institution, centre for handicapped persons, kindergarten, school or university.</p>
<b>5.0 Commercial</b>	<p>5.0.1 Applies to a building or use in which any natural resources, goods, services or money are either developed, sold, exchanged or stored. Examples: an amusement park,</p>

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auction room, bank, car-park, catering facility, coffee bar, computer centre, fire station, funeral parlour, hairdresser, library, office (commercial or government), police station, post office, public laundry, radio station, restaurant, service station, shop, showroom, storage facility, television station or transport terminal.

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**6.0 Industrial**

6.0.1 Applies to a building or use where people use material and physical effort to:

- (a) extract or convert natural resources,
- (b) produce goods or energy from natural or converted resources,
- (c) repair goods, or
- (d) store goods (ensuing from the industrial process).

Examples: an agricultural building, agricultural processing facility, aircraft hanger, factory, power station, sewage treatment works, warehouse or utility.

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**7.0 Outbuildings**

7.0.1 Applies to a building or use which may be included within each classified use but are not intended for human habitation, and are accessory to the principal use of associated buildings. Examples: a carport, farm building, garage, greenhouse, machinery room, private swimming pool, public toilet, or shed.

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**8.0 Ancillary**

8.0.1 Applies to a building or use not for human habitation and which may be exempted from some amenity provisions, but which are required to comply with structural and safety-related aspects of the building code. Examples: a bridge, derrick, fence, free standing outdoor fireplace, jetty, mast, path, platform, pylon, retaining wall, tank, tunnel or dam.

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