

Guidance notes

Application for Project Information Memorandum (PIM), Building Consent (BC) Certificate of Acceptance (COA) amendments

Introduction

These guidance notes have been compiled to help you understand the process of applying for a PIM, BC (including MultiProofs and econsents) (including amendments) or COA. They also outline the information that Council will need to make an informed decision about your application and to ensure that your application can be assessed without delay.

A major cause of delay in processing applications for PIMs, BCs or COAs is the lack, or poor quality of necessary information. Help us to assist you by reading these guidance notes thoroughly and refer to them as you complete each section of the application form. When you have completed the form, remember to complete the check list. This will ensure that all requirements are met by your application and that a complete application is received by Council and assessment can proceed without delay.

How long will my application take?

Under the Building Act 2004, Council is required to work within the following timeframes:

Application for PIM only	20 working days to issue
Application for BC only (<i>S45 Building Act 2004</i>)	20 working days to grant
Application for BC only (<i>MultiProof</i>)	10 working days to grant
Application for PIM and BC <i>together</i> (<i>S45 Building Act 2004</i>)	20 working days to issue the PIM and grant the BC
Application for BC and PIM (<i>MultiProof</i>)	10 working days to issue the PIM and grant the BC
Application for COA	20 working days to issue or refuse

Working days are defined under Section 7 of the Building Act 2004 as being any day except:

- Saturday, Sunday, Good Friday, Easter Monday, Anzac Day, the Sovereign's Birthday, Labour Day and Waitangi Day
- The Monday following Waitangi Day or Anzac Day if they fall on a weekend
- Provincial Anniversaries
- The period from 20 December to 10 January of the following year inclusive.

Our building officers will assess the plans and specifications to ensure they comply with the Building Code and may request further information from you. If this is the case, the processing clock will stop and your application will be suspended until you submit the required information.

Econsents

Council has launched the first phase of an econsent scheme. This scheme allows applicants for PIMs and Building Consents to make applications electronically and to receive the consented documents in the same way. In the initial stages, this scheme is restricted both in the number of participants and the scope of the projects although it is hoped to increase the scope of both once proven a success. If you are interested in finding out more about the scope and criteria for inclusion on the scheme, please email Council at mailroom@wdc.govt.nz

Do I need a PIM?

You may wish to apply for a Project Information Memorandum (PIM) which will give you important information about the site that is relevant to your project.

If you do not apply for a PIM you will need to satisfy yourself that the project meets all of the requirements of the District Plan as well as any legislative requirements such as the National Environmental standard for potential contaminants in soils.

The information requirements for an application for a PIM are less detailed than those for an application for BC. If you decide to apply for a PIM, please ensure that you complete the appropriate check list at the rear of the application form and ensure that the required information is included.

If this is a joint application for a PIM and BC, please ensure that both check lists are fully completed.

Submitting your application

Your application will undergo a vetting process prior to acceptance that will assess both the completeness of the documentation and the technical content. If required documentation is not included or contains errors or omissions the application will not be accepted and you will be advised of the reasons why.

These Notes of Guidance and the Building Consent Application Form contain details of Council's documentation requirements for applications for Building Consent. Please refer to these as you compile your application and make sure that you have included all required information before attempting to submit it.

If the application is accepted, initial fees will be calculated and charged and the 'assessment clock' will be started. Please note that payment of the initial fee is required at the time the application is accepted.

How much will it cost?

We have a schedule of fees and charges for building consents but actual costs will vary dependent on the size and nature of the project, the number of inspections required and the quality of the supporting information supplied with the application.

Fees are calculated and payable at the time of application. The calculation is a deposit and further charges may be incurred if additional time is required to process the application or if extra inspections are carried out through the building process. Additional fees for the processing of an application will be payable prior to granting of the building consent. Fees for inspections carried out additional to those paid for at the time of application will be payable prior to issue of a Code Compliance Certificate.

Refer to our website for our Schedule of Fees and Charges or the online Building Fees Calculator.

Next stages

Your application will be assessed by our project planning assessment team who will consider whether there are any District Plan or other concerns to be addressed, whether any notifications are required or there are development contributions to pay. If you have applied for a PIM, this will be issued along with copies of any engineering reports or other documentation held by Council that may affect your project. If you have not applied for a PIM, you will receive a letter advising of any such issues or concerns. A fee will be charged for this service when a PIM has not been applied for or when the time taken exceeds that included in the PIM fee.

Next the application will be forwarded to our application consent processors for the technical details of the project to be checked. At this stage, the consent processors will be looking to ensure that the project, as submitted, will meet the necessary requirements of the NZ building code. It may be necessary for them to request further information and, if so, your application will be suspended and the processing clock will be stopped, while you obtain and submit this. In the case of a COA application, a site inspection will be undertaken at this stage.

If your application is for a MultiProof Consent under the Building Amendment Act 2009, the application consent processors will assess compliance with the NZ building code only for those items not covered by the MultiProof Certificate. Typically, these will be site specific items such as foundations, plumbing, drainage, etc. For items covered by the MultiProof Certificate, the consent processors will confirm that the project is generally in accordance with the current certificate and no further assessment will be undertaken.

During the technical assessment stage of processing of the Building Consent application, decisions regarding the particular types of Council inspections required and third party verification and inspections for the project will be confirmed by the processing officer and recorded in the 'Schedule of Site Requirements', which will be contained in your consent pack on site. For your information and reference, Further information regarding Council's list of inspection types and third party verification and inspection are given in section 13 of this document.

Ordinarily, inspections will be undertaken by Council's building officers. These may, however, on occasion, have to be undertaken by other professionals (*e.g. ground conditions - required by applicant's engineer*). It is important that inspections are booked in accordance with the schedule of site inspections and that LBP memoranda and other documentation is supplied as required. Please note that the cost of all inspections and re-inspections are chargeable to the applicant at the inspection fee applicable at the time when the inspection is undertaken. Once the consent processor is satisfied that the project will meet the requirements of the building code, the application will be granted.

The application will then go to our administrative team who will prepare the final paperwork for the consent, calculate and charge any outstanding fees and issue the building consent. Building work cannot start until the consent is actually issued and you are in possession of it.

Upon receipt of your consent, please check the details thoroughly and notify us at once if anything appears to be amiss. Under the provisions of the Building Act 2004, you are required to commence work on your project within 12 months of the consent being granted. The building consent will include a schedule of site requirements that sets out the inspections and other verification required and the LBP Memoranda required as the project progresses. It is important that these requirements are completed with.

Completing the application form

You may either print the application form and complete it by hand or, if you prefer, complete the form online. Using the online form will reduce the likelihood of your application being rejected at the lodgement stage because of incomplete information.

If you are included in the econsents scheme then you will be able to submit the form and documents electronically, following the procedures established for that scheme.

Please indicate on the form whether your application is for a **PIM, BC, (S45 Building Act 2004 or MultiProof Building Amendment Act 2009) Combined application or COA.**

If your application is for a MultiProof Consent, please ensure that you enter the certificate number on the front of the form and enclose a copy of the certificate.

The following notes of guidance relate to questions on the application form. Please ensure you refer to these as you complete the form.

Inspections can be booked by telephoning 430 4224 between the hours of 8am and 4.30pm Monday to Friday. At the time of booking you will need to provide the BC number, contact person and their phone number and the name of the LBP who has undertaken the work if Restricted Building Work is involved. If you are unable to supply the name of the LBP, the inspection will not be booked.

1 Location of proposed building work

Give the street or road address, including rapid number if rural (*if one has been allocated*). If a vehicle crossing/access to the road is required as part of the project, it is advisable to apply for this immediately to avoid possible delays later. We may not be able to issue the Building Consent if you are unable to demonstrate that you have legal access to the property.

Legal description

The legal description of the land is usually the Lot and Deposited Plan (DP) number of the land but can also be described as an Allotment, Parish or Maori land block. You can get this information from your rates assessment notice or Certificate of Title. The valuation roll number can also be found on your rates assessment. If you cannot obtain the information from these sources, a member of Council's customer services team may be able to assist you. The area of the site can also be found on the Certificate of Title.

If your application involves a subdivision that has not been completed, please supply a copy of the proposed subdivision plan with the proposed lot clearly indicated.

Year first constructed

The year first constructed is relevant mainly to alterations to existing buildings and allows our building officers to identify the standards in place at the time of construction for your buildings. The year first constructed will be taken as the year in which the building consent is applied for.

2 Owner

For the purposes of the Building Act, the owner of the land may be:

- the owner of the fee simple of the land
- any person who has agreed in writing, either conditionally or unconditionally, to purchase the land or any leasehold estate or interest in the land, or take out a lease of the land, while the agreement remains in force.

Proof of ownership

The following proof of ownership will be required:

- **where you are the owner of the fee simple of the land a copy of the Certificate of Title. This must be current and no more than six months old.**
- **cross-lease - where the land is subject to a cross lease agreement.** Cross leases often place requirements for those wishing to undertake building work to consult with neighbours and to gain their approval. It is your responsibility to make sure that you have met any such requirements included in your lease and Council will not undertake any checks to confirm this. If you are unclear about how this affects your project then you are recommended to seek the advice of a lawyer or other legal representative. A copy of your certificate of title must be submitted with the application.
- **where you are the lessee of the land** a copy of the page of the lease that details the duration of the lease, a letter from the owner confirming that there are no objections to the project as detailed on the application for building consent being undertaken and a copy of the Certificate of Title. The owner may confirm both the existence of the lease and approval for the project in the same letter if preferred.
- **where you have agreed to purchase the land but not yet completed the purchase or have only recently completed the purchase,** a copy of the Sale and Purchase agreement and a copy of the Certificate of Title. The Sale & Purchase Agreement must be current at the time of your application.
- **where the land is held in a Family Trust or other legal body,** the application form will need to be signed by somebody who carries that authority from the Trust or body. You will need to submit a letter from the Trust or body solicitor confirming this. You may also need to supply a copy of the decision from the Maori Land Court if this is relevant to the property.

Note: Copies of certificates of title must be current and no more than 6 months old and can be obtained from the following sources: a solicitor, a surveyor, or direct from Land Information New Zealand, PO Box 92016, Auckland. You can also visit the Land Information New Zealand website www.landonline.govt.nz Each provider will set their own charges for this.

3 Agent

This section should be completed only if an agent is being used. The agent may be your builder or other contact person. Provide the agent's name, address and other particulars. Please note that if you nominate an agent, all correspondence pertaining to your application will be sent to them. This will include suspension letters (*although copies of these will be forwarded to owners as well*), invoices for amounts owing to Council and any correspondence affecting the title of your property including development contributions. It is important that you discuss this with your proposed agent and ensure that you have established systems to ensure that any such correspondence is forwarded to you promptly. Also, the person you nominate will remain as your agent for the duration of the project (*until the Code Compliance is issued*) unless you notify us in writing to the contrary.

If the owner cannot sign the actual form, a letter with the same declaration statement can be presented.

Please note that the Building Act 2004 requires that we have a contact person with an address in New Zealand.

4 The project

4.1 Description of work

Describe the work, e.g. 3 bedroom dwelling and attached garage, bedroom or en suite addition etc. Intended use describes the use, i.e. private or communal housing, or a particular commercial, industrial, service or farming use. Please give as much information as possible and be specific about the intended use. If a change of use is intended, you may need to apply for resource consent as well as building consent. Giving as much information as possible will help us assess whether that will be necessary and advise you accordingly.

4.2 Intended life

This is the intended life of the building. If an intended life of less than 50 years is specified then a condition of the building consent, when issued, will be that the building be altered, removed or demolished on or before the end of the specified life. Application will need to be made for a building consent at that time for whichever option is taken, and Council is establishing procedures to monitor such buildings. The standard intended life for domestic buildings and alterations is 'not less than 50 years'.

4.3 Floor areas should be given in m². The information requested in this section is also required for information we are required to supply to Statistics New Zealand.

Market Value (*incl GST*) is required for assessing any levies payable and is defined in Section 10 of the Goods and Services Tax Act 1985. This will be the contract price of the project if that includes all work or, if not contracted, the rate as publicised on the Department of Building and Housing (*DBH*) website current at the time of application. You can go to the DBH website to view these rates www.building.dbh.govt.nz/e/publish/industry/estimated_building_costs.shtm

4.4 Please identify the category of your project. This will help us to understand what you intend to do. Please indicate whether your project is domestic, commercial, industrial etc.

4.5 Nature of consent

Please indicate the nature of your project.

4.6 Staged project

Applications may be made to undertake projects in stages. The application should state clearly which stage is being applied for and how many stages are involved. It is important that the project is staged in such a way that each stage is able to be issued with a Code Compliance Certificate independent of the other stages. Further applications for building consent will be required for additional stages.

4.7 If your project is a commercial activity, the following information is also required:

Hours of operation - what hours and days will the activity be operating.

Signage – will there be new signs erected as part this project.

If yes, please give dimensions and height of sign, show location on-site plan and indicate whether illuminated or painted etc.

Hazardous substances – does this project involve the storage or handling of any hazardous substances?

If yes, please supply details and indicate on floor plan where the substances will be located.

Employees – if this project is for a home based activity, how many employees will there be who do not live on-site?

Parking – to aid in the calculation of parking spaces required for this project, clearly indicate the floor area for all existing and proposed spaces for all buildings on the site, e.g. office, retail, industrial. (*Not applicable in all cases e.g. some areas in the city centre are exempt from parking regulations.*)

Traffic movements – what is the maximum number of traffic movements expected to and from the site in a 24 hour period?

Landscaping – it would be helpful if a site plan is included showing the location and height of any boundary fencing or planting (*e.g. trees, hedges or gardens*). (*Not applicable in all cases.*)

Please make sure the intended use of your project is clearly stated on the application form.

Please put this information on the sheet supplied at the end of this document.

5 Utility connection required

In order to issue a building consent, Council must be satisfied that potable (*drinkable*) water, stormwater and sewage disposal to a recognised disposal system are all provided for and approved. Should there be no indication in Council's records that these already exist; the consent will not be granted until the applicant can show how they will be supplied. If you require any of these connections that are controlled by Council, it is advisable to apply for these immediately to avoid delays at a later stage.

6 Specific fire design

Section 47 of the Building Act 2004 requires projects with a specific fire design to be forwarded to the New Zealand Fire Service for consideration. This usually relates to commercial buildings but will also relate to some larger, multi-storey residential buildings. The New Zealand Fire Service (NZFS) will issue a memorandum providing advice on issues such as 'means of escape from fire', 'water supply for fire fighting' and 'the needs of persons who are authorised by law to enter the building to undertake fire fighting'. The NZFS will make a charge for this and you will be required to confirm to Council that you will meet any and all costs incurred by Council in this connection. This confirmation will be required before the application is forwarded to the NZFS and you should ensure that you have completed and signed the declaration on the application form if this is appropriate to your application.

7 Code clauses

Please complete this section showing how compliance with the relevant clauses of the New Zealand building code will be achieved. This information will help our consent processors to decide whether to grant or refuse your application and supplying detailed information may well help to avoid an application being suspended, thereby saving you time and the risk of additional charges for assessment. Please take some time to fully complete this section in advance of submitting your application.

8 Compliance Schedule

This relates primarily to commercial and industrial developments and is unlikely to affect residential projects. Please detail any compliance schedule items that will be incorporated into the building, or removed, if this is appropriate to your application.

9 Key personnel

It is important that you give details of the key personnel who will be undertaking the building work (*have undertaken in the case of COA*). It is also important that you ensure they are appropriately qualified to undertake the works for which they have been nominated.

If you are unable to supply the information at this stage, then you must advise Council before works commence.

10 Development contributions

The requirement for development contributions is assessed at the time the planning assessment is undertaken or, if you have applied for a PIM, when a PIM application is processed. You may pay these at any time following this assessment. An invoice may be issued for any contributions payable when work on your project has commenced (*after the first inspection*). All development contributions must be paid prior to the issue of the Code Compliance Certificate. For further information, please contact the development contributions team or see the development contributions policy on Council's website.

11 Amendments

Please supply only those plans and specifications that are subject of the amendments and ensure that the amended items are clearly marked, e.g. identified with 'clouds', bold print, etc. Council will not accept full copies of plans and specifications when they have not been amended. The Government has recently issued guidance to building consent Authorities on categorisation of minor variations and formal amendments. Further information is available from the Department of Building and Housing website www.dbh.govt.nz or you can contact either one of our building officers on-site or the duty building officer before making a formal application for an amendment as this may not be required.

12 Restricted building works

Section 45 of the Building Act outlines requirements for applying for a Building Consent on or after March 1 2012 for works deemed to be Restricted Building Works (RBW). Any Building Consent application in relation to a single detached or multi-unit residential development up to 10 metres high involving structural or exterior envelope works, will need to be accompanied by Memoranda (*Certificates of Design Work*) issued by Design Licensed Building Practitioners collectively covering the full spectrum of RBW in the project.

In the case of an application for a Building Consent that relates to restricted building work, the applicant must state the name of each Licensed Building Practitioner (LBP) who, as far as the applicant is aware at the time the application is made, will be involved in carrying out or supervision the restricted building work that is the subject of the application.

Further information regarding the Licensed Building Practitioners scheme can be found on the Department of Building and Housing website www.dbh.govt.nz

Requirements for plans and specifications

The following is the minimum requirements for plans, specifications and other supporting information. Please note the following:

- all plans submitted must show the legal description of the property to which they relate and be signed by the engineer/designer who has prepared them
- all specifications must relate specifically to the project for which application for building consent or COA is being made. Generic specifications are not acceptable
- it will be necessary for you to identify the relevant clause of the building code and how the submitted documents will satisfy them
- if you require a waiver or modification of the building code, please state this.

13 Inspections and third party verification

- Excavation for foundations (piles, posts etc)
This is the first inspection generally for a timber floored building – it is a check of the building position and orientation on the site, of the ground conditions, and the position and depths of timber pile / post footings.
- Excavation and reinforcing in foundations
This is for a concrete floored building – it is a check of the building position and orientation on the site, of the ground conditions, and the position and depths of foundations and the reinforcing content.
- Under floor slab plumbing
A check of the drainage system beneath the slab – a check of the layout, materials used, falls, observation of the drainage system 'on test' – i.e. holding water.
- Slab on ground prior to pouring concrete
A check of the slab, prepared for pouring concrete – a check of slab thickness, damp proof membrane and blinding material and reinforcing steel.
- Foundation wall reinforcing
A check of the laying of the blockwork or construction of the formwork for the wall, reinforcing content, washout points to blockwork.
- Waterproofing of retaining walls prior to backfill
A visual check of the membrane applied to the exterior of a retaining wall, extent of the membrane, protective blinding, drainage behind wall, suitability of fill material (free draining).
- Other reinforcing steel as required
A check of any other reinforcing steel in a project not related to any of the previous inspections before concrete is poured – i.e. intermediate floors, masonry block walls, columns, beams, etc.
- Timber sub floor prior to flooring being fixed

A check of the subfloor structure, subfloor structural connections, timber treatment, bearers, subfloor braces, prior to laying of flooring to permit easy visual inspection.

- Fixings pre roofing and pre wrap
A comprehensive check of the assembly of the structural skeleton of the building – wall and roof framing, prior to fixing of wraps and claddings. A thorough check of framework and structural connections is carried out along with checks of external bracing elements (typically plywood sheets).
- Direct fixed post wrap / flashing / cladding fixings
A check of the cladding and window installation during the cladding process for direct fixed claddings. At a minimum, a visual inspection of the installation of one window and the adjacent cladding to demonstrate that the flashing and cladding systems will meet the requirements of the manufacturers literature and the Building Code. A check of the roofing installation will generally be carried out at this stage concurrently.
- Brick veneer check (first day / half height)
A check of the brick veneer under construction, a check of the laying of the brickwork, brick cavity width, brick ties, and of the condition of the wall wrap, etc.
- Cavity battens
A check of the cavity battens, over the building wrap, prior to the fixing of the cladding. Batten position, vermin proofing, window installation and securing of wall wrap are checked. A check of the roofing installation will generally be carried out at this stage concurrently.
- Pre-plaster
A check of the plaster substrate prior to applying any plaster coating.
- Pre-lining including moisture content and plumbing under pressure
A check of the internal space of the building, before fixing of wall linings. Inspection includes a framing moisture content check, check of insulation installation, hot and cold water supply pipework, structural framework fixings required for wall bracing panels, and a check of the completed cladding installation and the weathertightness of the external envelope.
- Fire separation wall during lining
Check of fire walls prior to lining – check of framing, structural fixings, penetrations and similar considerations.
- All bracing panels
A check of internal wall bracing panels (typically plasterboard) and their fixings to the framing prior to being gib stopped. Position, length and type of wall brace will be checked against the consented design.
- Drainage before any work is covered up including test, and including connection inspection if using Council system
A check of the sanitary and stormwater drainage systems and effluent disposal systems prior to backfilling trenches. A check of the layout, materials used, falls, observation of the drainage system 'on test' – i.e. holding water. A Drainage As-Built Plan is required to be submitted to Council by the drainlayer at this stage.
- Final - when all work covered by the consent is completed
The last inspection of the building project. Final collection of paperwork – Producer Statements, Memoranda, As-Built plans, Electrical and Gas Certificates, Code Compliance Certificate Application form.
On residential projects, It is also check of any outstanding items raised at previous inspections, hot water supply temperature check, and a check of final finishing items – bathrooms, kitchens, laundries, landscaping, driveways, smoke alarms etc.
On commercial projects, access routes and facilities for persons with disabilities, carparks, emergency exits, signage and emergency lighting, water supply temperature check, etc.
- Fireplace inspections:
 - *Free standing - after installation of heater but prior to installation of flue ceiling plate*
 - *Inbuilt - when fire place is prepared but prior to installation of heater*

- Swimming Pool inspections:
 - *Excavation prior to installation: in ground pools, prior to concreting or installing fibreglass insert.*
 - *Fencing and backflow device: check of fencing and barriers complying with the Fencing of Swimming Pools Act 1987, and backflow prevention device fitted to nearest hose tap to pool.*

Third party verification and inspections

In some cases, third party verification that works are in accordance with the Building Code and Building Consent will be requested by the BCA for works it cannot reasonably verify through the normal inspections process. Verification of such works will in most cases be done by the person carrying out the particular works by providing a Producer Statement, often referred to as a 'Construction' or 'PS3', which details the works carried out, and a statement that the works are in accordance with the Building Code and Building Consent.

The BCA considers that third party verification is appropriate in cases where it is not possible or practicable to inspect the works itself, because it would require being on site for extended periods of time watching the works being carried out, or it is not practical to view the works before they are covered up in the construction sequence. The BCA considers the following items as being cases where third party verification is appropriate:

- Wet area (under tile) waterproofing membranes;
- Plaster coating systems;
- Tanking of below – ground walls.

Inspections by third parties are also considered by the BCA to be suitable to confirm compliance with the Building Code and the Building Consent in situations where the building work in question is outside the area of expertise of the inspectorate or requires specialist knowledge, judgement or testing to confirm compliance. Third party inspections are normally requested to be carried out by a CPEng Engineer, at the cost of the applicant. The BCA considers the following items as being cases where third party inspections are appropriate:

- Driving of timber piles;
- Confirming suitability of fill compaction;
- Depth of bored piles into subsoil layers;
- Any aspect of the design where the engineer has detailed that it should be inspected by the engineer.

Third party inspections by engineers typically results in the issue of a PS4 (Producer Statement – Construction Review). This should be forwarded on to Council as soon as practicable along with any other associated documentation. This information will be reviewed for acceptance by a building officer when received.

For a BC, (S45, Building Act 2004), MultiProof (Building Amendment Act 2009), PIM/BC, COA and Joint Application

Document type	No of copies required	Required scale	Details required
Certificate of Title (See Guidance note 2)	1	N/A	Must be current and no more than six months old
MultiProof Certificate	2	N/A	Must be current and consistent with information held on the Department of Building and Housing website
Site plan	Residential – 3 Commercial – 3 One copy to be A3 size maximum in each case	Minimum 1:100 or such other suitable metric scale	Show details of the proposed and existing buildings including: floor area (m ²), distance from all legal boundaries (nearest part of building) Easements The location and layout of existing private drainage, stormwater and sewerage connections. The source of the water supply The location of the vehicle entrance and distance from a legal side boundary
Foundation plan	Residential – 2 Commercial – 3	Minimum 1:100	For timber floors: dimensions, pile details, footing size, bracing, joists and bearers For concrete floors: dimensions, mesh size, plumbing layout (unless provided separately) Sub floor bracing calculations
Floor plan	Residential – 3 Commercial – 4 One copy to be A3 size in each case	Minimum 1:100	Floor layout, designated use of each room with dimensions, locations of fixtures and fittings, e.g. kitchen cupboards, cooking facilities, bath and sanitary ware, solid fuel heater, waste and vent pipes
Elevations	Residential – 3 Commercial – 4 One copy to be A3 size in each case	Minimum 1:100	Diagram for each elevation: location of wall and roof bracing, height from ground level to top of roof line, opening windows and roof pitch
Roof framing plan	Residential – 2 Commercial – 3	Minimum 1:100	Pitched Roof: ridge beam, rafters, purlins, building paper, insulation, eaves Trussed Roof: truss type, point loads identified, roof bracing, insulation In both cases, plans must be signed by the designer or Chartered Professional Engineer and a signed Producer Statement must be provided along with a copy of the engineer's current practicing certificate
Geotechnical reports	Residential – 2 Commercial – 3	N/A	
E2 Risk Matrix	Residential – 2 Commercial – 3	N/A	
Cross sections	Minimum of one along the width and one along the length Residential – 2 Commercial – 3		Footing size, sub floor ventilation and insulation, size and centres of foundation steel, wall insulation, wall framing – sizes, centres, treatment, height, masonry and slab, cladding, cavity and battens, stairs – tread, rise, pitch and height, decks and balconies, linings and finishes, ceiling insulation

For a BC, (S45, Building Act 2004), MultiProof (Building Amendment Act 2009), PIM/BC, COA and Joint Application (continued)

Document type	No of copies required	Required scale	Details required
Plumbing layout	Residential – 2 Commercial – 3		Must be drawn to AS/NZ standards and specify the particular standard used, showing pipe sizes, gradients etc
Structural Engineering Report/calculations/ current practicing certificate)	Residential – 2 Commercial – 3		Copy of engineer's current practicing certificate and calculations
Bracing Information	Residential – 2 Commercial – 3		Wall and floor bracing calculations and plans showing the location of bracing elements

Specifications	Residential – 2 Commercial – 3		Written specifications: describing all building work, components, fixings including size and type, demonstrate compliance with the functionality and performance requirements of the building code. Specifications must be specific to the project
Other supporting Information	Residential – 2 Commercial – 3		Must be specific to the project
Procedure for inspection	Residential – 2 Commercial – 3		Must be signed by the applicant or nominated agent.

In addition, please also complete the Risk Matrix Assessment form on the following page and attach it to your application if the score is more than six.

For a PIM

Document type	No of copies required	Required scale	Details Required
Certificate of Title (See Guidance note 2)	1	N/A	Must be current and no more than six months old
Site Plan	2	Minimum 1:100 or such other suitable metric scale	Show details of the proposed and existing buildings including: floor area (m ²), distance from all legal boundaries (nearest part of building) Easements The location and layout of existing private drainage, stormwater and sewerage connections (if known) The location of the vehicle entrance and distance from a legal side boundary Distance from water bodies
Floor Plan	2	Minimum 1:100	Floor layout, designated use of each room with dimensions, locations of fixtures and fittings, e.g. kitchen cupboards, cooking facilities, bath and sanitary ware, solid fuel heater
Elevations	2 size in each case	Minimum 1:100	Diagram for each elevation: height from existing ground level to top of roof line, height in relation to boundaries

Risk matrix assessment

Wall number <input type="text"/>	Risk Severity								Subtotals for each risk factor
	Low	Score	Medium	Score	High	Score	Very High	Score	
Risk factor <input type="text"/>									
Wind zone (per NZS 3604)	0		0		1		2		
Number of storeys	0		1		2		4		
Roof/wall junctions	0		1		3		5		
Eave width	0		1		2		5		
Envelope complexity	0		1		3		6		
Decks	0		2		4		6		
Total risk score									

Wall number <input type="text"/>	Risk Severity								Subtotals for each risk factor
	Low	Score	Medium	Score	High	Score	Very High	Score	
Risk factor <input type="text"/>									
Wind zone (per NZS 3604)	0		0		1		2		
Number of storeys	0		1		2		4		
Roof/wall junctions	0		1		3		5		
Eave width	0		1		2		5		
Envelope complexity	0		1		3		6		
Decks	0		2		4		6		
Total risk score									

Wall number <input type="text"/>	Risk Severity								Subtotals For each risk factor
	Low	Score	Medium	Score	High	Score	Very High	Score	
Risk factor <input type="text"/>									
Wind zone (per NZS 3604)	0		0		1		2		
Number of storeys	0		1		2		4		
Roof/wall junctions	0		1		3		5		
Eave width	0		1		2		5		
Envelope complexity	0		1		3		6		
Decks	0		2		4		6		
Total risk score									

Wall number <input type="text"/>	Risk Severity								Subtotals for each risk factor
	Low	Score	Medium	Score	High	Score	Very High	Score	
Risk factor <input type="text"/>									
Wind zone (per NZS 3604)	0		0		1		2		
Number of storeys	0		1		2		4		
Roof/wall junctions	0		1		3		5		
Eave width	0		1		2		5		
Envelope complexity	0		1		3		6		
Decks	0		2		4		6		
Total risk score									

Supplementary information for commercial projects

Hours of operation _____

Signage _____

Hazardous substances _____

Employees _____

Parking _____

Traffic movements _____

Landscaping _____

