

Building Act 2004

Form 2 - Application for Project Information Memorandum (PIM), Building Consent (BC)

This form should be used to make application for

- Project Information Memorandum (PIM)** Section 33 of the Building Act 2004
- Building Consent (BC)** Section 45 of the Building Act 2004
- PIM & BC** Section 31(1)(a) of the Building Act 2004
- MultiProof Consent** Building Amendment Act 2009

MultiProof Certificate Number

*If you are filling in this form electronically, please **save a copy to your computer first**. You can then open the form with Adobe Reader and fill it in on your computer.*

DO NOT fill this form in within a browser as you will lose your data.

Please ensure you fill in all mandatory fields (mark N/A where not applicable) before submitting the form or there is a chance you will be asked to resubmit before your application can be processed.

1. The Building (see guidance)

Please enter the street address of the building

Number

Street

Suburb / Locality

Postcode

Legal Description of Land

Area (ha)

Building name (if applicable)

No. Levels

Location of building within site/block no.

Level/Unit no.

Year First Constructed

Total Floor Area (m²)

Currently lawfully established use (include number of occupants per level and per use if more than 1)

2. Owner (see guidance)

Full name(s) of owner(s)

Contact person (if the applicant is not an individual)

Postal address of owner

Post code

Street address/registered office

Phone no landline

Mobile

Fax

Website

Email

The following evidence of ownership is attached:

Select type of ownership:

- Fee Simple
- Incompleted or recently completed purchase
- Crosslease
- Leasehold
- Trust or company

Ensure the following evidence of ownership is supplied with the application (dependant on the type of ownership):

Fee Simple

- Current Certificate of Title

Incompleted or recently completed purchase

- Current Sale and Purchase Agreement
- Current Certificate of Title

Crosslease

- Signed permission from Crosslease parties
- Current Certificate of Title

Leasehold

- Details of lease duration
- Authorisation from owner
- Current Certificate of Title

Trust or Company

- Letter from Trust or body solicitor confirming ownership
- Current Certificate of Title

3. Agent (see guidance)

Do you want to nominate an agent? Yes No

Full name of agent

Contact person

Postal address Post code

Street address/registered office

Phone no landline Mobile Fax

Website Email

After hours

Relationship to owner

Declaration (see guidance)

I/we give authority for the person named as agent to act in that capacity on my/our behalf in connection with all matters pertaining to this application.

Signature of owner

Date

Print name

If you are completing and submitting this form electronically please print and complete the following Authorisation form, include this form as a pdf attachment with your e-consent.

Note: This form covers declarations from sections 3, 5 and 18.



[Declaration](#)

4. First point of contact for communication with Council / building consent authority

- Owner
- Agent
- Other

Note: Contact details must be in New Zealand

To assist in prompt communication with our customers, Council prefers to contact you by email where possible. Please indicate below that you authorise WDC to contact you in this manner.

- Yes (please ensure you specified a valid e-mail address above)
- No - please use my postal address

5. I / we request that you issue a:

- Project Information Memorandum (PIM)
- Building Consent (BC)
- PIM & BC
- MultiProof Consent

(for the building work described in this application)

- Owner
- Agent on behalf of and with the authority of the owner

Signature

Name (please print)

Date

Position or title (please print)

If you are completing and submitting this form electronically please print and complete the following Authorisation form, include this form as a pdf attachment with your e-consent.

Note: This form covers declarations from sections 3, 5 and 18.



[Declaration](#)

6. The project

6.1 Description of the building work ([see guidance](#))

If 'Other', please state description in same format as this list - i.e. 'New _____' or 'Alterations to Existing _____'

6.2 Intended use

6.3 Will the building work result in a change of use of the building?

- No
 - Yes
- If yes, provide details of the new use

7. Intended life of the building if less than 50 years ([see guidance](#))

- Indefinite - more than 50 years
- Less than 50 years

Please state (years)

8. List building consents previously issued for this project (if any) ([see guidance](#))

1 2

14. Other Key personnel (see guidance)

Please indicate the key personnel involved in this project.

Builder Known To be advised

Name Reg no Email
Address Post code
Phone no Mobile no Website

Designer

Name Reg no Email
Address Post code
Phone no Mobile no Website

Engineer Known To be advised

Name Reg no Email
Address Post code
Phone no Mobile no Website

Certifying Drain Layer Known To be advised

Name Reg no Email
Address Post code
Phone no Mobile no Website

Certifying Plumber Known To be advised

Name Reg no Email
Address Post code
Phone no Mobile no Website

Registered Electrician Known To be advised

Name Reg no Email
Address Post code
Phone no Mobile no Website

Certifying Gas Fitter Known To be advised

Name Reg no Email
Address Post code
Phone no Mobile no Website

Other Known To be advised

Name Reg no Email

Address Post code

Phone no Mobile no Website

Other Known To be advised

Name Reg no Email

Address Post code

Phone no Mobile no Website

Other Known To be advised

Name Reg no Email

Address Post code

Phone no Mobile no Website

Other Known To be advised

Name Reg no Email

Address Post code

Phone no Mobile no Website

15. Vehicle Crossing (see guidance)

Is a vehicle crossing required for the project Yes No

If yes, application no. (if already applied for)

16. Public utility connections required (see guidance)

Is this application subject to a utility connection application (*Drainage, water connection or water meter installation*)

Is there already a water meter in place?

Yes - Enter Account Number

No - Application made

No - Existing connections in place

N/A

17. Project Information Memorandum *(To be completed with all applications, UNLESS a PIM has already been obtained)*

The following matters are involved in the project:

- Subdivision
- Alterations to land contours
- New or altered connections to public utilities
- New or altered locations and/or external dimensions of buildings
- New or altered access for vehicles
- Building work over or adjacent to any road or public place
- Disposal of stormwater and wastewater
- Building work over any existing drains or sewers or in close proximity to wells or water mains
- Other matters known to the applicant that may require authorisations from the territorial authority (specify)

18. Specific fire design (see guidance) *(skip this section for PIM/COA applications)*

Does the project involve a specific fire design Yes No

If Yes, I understand that this application will be forwarded to the New Zealand Fire Service and agree to meet any and all costs incurred by council in connection with this.

Signature of

Owner Agent on behalf of and with the authority of the owner

Signature

Name (please print)

Date

If you are completing and submitting this form electronically please print and complete the following Authorisation form, include this form as a pdf attachment with your e-consent.
Note: This form covers declarations from sections 3, 5 and 18.



[Declaration](#)

19. Code clauses (see guidance) (skip this section for PIM applications)

The building work will comply with the building code as follows:

Clause <i>(which of the following clauses will be involved in the proposed work)</i>	Means of compliance <i>(refer to the relevant compliance document(s) or detail of alternative solution in the plans and specifications; if not applicable, state n/a)</i>	Waiver/modification required <i>(state nature of waiver or modification of building code required; if not applicable, state n/a)</i>
B1 Structure <input type="radio"/> Involved <input type="radio"/> Not Involved	<input type="checkbox"/> B1/AS2 <input type="checkbox"/> NZS3604 <input type="checkbox"/> NZS4203 <input type="checkbox"/> NZS4229 <input type="checkbox"/> Other (specify) <input type="text"/>	
B2 Durability <input type="radio"/> Involved <input type="radio"/> Not Involved	<input type="checkbox"/> B2/AS1 <input type="checkbox"/> NZS3101 <input type="checkbox"/> NZS3602 <input type="checkbox"/> NZS4229 <input type="checkbox"/> Other (specify) <input type="text"/>	
C1 - 4 Fire <input type="radio"/> Involved <input type="radio"/> Not Involved	<input type="checkbox"/> C/AS1 <input type="checkbox"/> Other (specify) <input type="text"/>	
D1 Access routes <input type="radio"/> Involved <input type="radio"/> Not Involved	<input type="checkbox"/> D1/AS1 <input type="checkbox"/> NZS4121 <input type="checkbox"/> NZS4229 <input type="checkbox"/> Other (specify) <input type="text"/>	
D2 mechanical installations for access <input type="radio"/> Involved <input type="radio"/> Not Involved	<input type="checkbox"/> D2/AS1 <input type="checkbox"/> NZS4332 <input type="checkbox"/> EN81 <input type="checkbox"/> EN115 <input type="checkbox"/> Other (specify) <input type="text"/>	
E1 Surface water <input type="radio"/> Involved <input type="radio"/> Not Involved	<input type="checkbox"/> E1/AS1 <input type="checkbox"/> AS/NZS3500.3 <input type="checkbox"/> EN115 <input type="checkbox"/> Other (specify) <input type="text"/>	
E2 External moisture <input type="radio"/> Involved <input type="radio"/> Not Involved	<input type="checkbox"/> E2/AS1 <input type="checkbox"/> Specific design & testing <input type="checkbox"/> Other (specify) <input type="text"/>	
E3 Internal moisture <input type="radio"/> Involved <input type="radio"/> Not Involved	<input type="checkbox"/> E3/AS1 <input type="checkbox"/> Other (specify) <input type="text"/>	
F1 Hazardous agents on site <input type="radio"/> Involved <input type="radio"/> Not Involved	<input type="checkbox"/> F1/AS1 <input type="checkbox"/> Other (specify) <input type="text"/>	
F2 Hazardous building materials <input type="radio"/> Involved <input type="radio"/> Not Involved	<input type="checkbox"/> F2/AS1 <input type="checkbox"/> NZS4223 <input type="checkbox"/> Other (specify) <input type="text"/>	
F3 Hazardous substances and processes <input type="radio"/> Involved <input type="radio"/> Not Involved	<input type="checkbox"/> F3/AS1 <input type="checkbox"/> Other (specify) <input type="text"/>	

<p>F4 Safety from falling</p> <p><input type="radio"/> Involved <input type="radio"/> Not Involved</p>	<p><input type="checkbox"/> F4/AS1 <input type="checkbox"/> Other (specify)</p> <input type="text"/>	
<p>F5 Construction and demolition hazards</p> <p><input type="radio"/> Involved <input type="radio"/> Not Involved</p>	<p><input type="checkbox"/> F5/AS1 <input type="checkbox"/> Other (specify)</p> <input type="text"/>	
<p>F6 Emergency lighting</p> <p><input type="radio"/> Involved <input type="radio"/> Not Involved</p>	<p><input type="checkbox"/> F6/AS1 <input type="checkbox"/> Other (specify)</p> <input type="text"/>	
<p>F7 Warning systems</p> <p><input type="radio"/> Involved <input type="radio"/> Not Involved</p>	<p><input type="checkbox"/> F7/AS1 <input type="checkbox"/> NZS4512 <input type="checkbox"/> NZS4515 <input type="checkbox"/> EN115 <input type="checkbox"/> Other (specify)</p> <input type="text"/>	
<p>F8 Signs</p> <p><input type="radio"/> Involved <input type="radio"/> Not Involved</p>	<p><input type="checkbox"/> F8/AS1 <input type="checkbox"/> Other (specify)</p> <input type="text"/>	
<p>F9 Restricting access to residential pools</p> <p><input type="radio"/> Involved <input type="radio"/> Not Involved</p>	<p><input type="checkbox"/> F9/AS1 <input type="checkbox"/> F9/AS2 <input type="checkbox"/> Other (specify)</p> <input type="text"/>	
<p>G1 Personal hygiene</p> <p><input type="radio"/> Involved <input type="radio"/> Not Involved</p>	<p><input type="checkbox"/> G1/AS1 <input type="checkbox"/> Other (specify)</p> <input type="text"/>	
<p>G2 Laundering</p> <p><input type="radio"/> Involved <input type="radio"/> Not Involved</p>	<p><input type="checkbox"/> G2/AS1 <input type="checkbox"/> Other (specify)</p> <input type="text"/>	
<p>G3 Food preparation & prevention from contamination</p> <p><input type="radio"/> Involved <input type="radio"/> Not Involved</p>	<p><input type="checkbox"/> G3/AS1 <input type="checkbox"/> Other (specify)</p> <input type="text"/>	
<p>G4 Ventilation</p> <p><input type="radio"/> Involved <input type="radio"/> Not Involved</p>	<p><input type="checkbox"/> G4/AS1 <input type="checkbox"/> AS1668.2 <input type="checkbox"/> Other (specify)</p> <input type="text"/>	
<p>G5 Interior environment</p> <p><input type="radio"/> Involved <input type="radio"/> Not Involved</p>	<p><input type="checkbox"/> G5/AS1 <input type="checkbox"/> Other (specify)</p> <input type="text"/>	
<p>G6 Airborne and impact sound</p> <p><input type="radio"/> Involved <input type="radio"/> Not Involved</p>	<p><input type="checkbox"/> G6/AS1 <input type="checkbox"/> Other (specify)</p> <input type="text"/>	
<p>G7 Natural light</p> <p><input type="radio"/> Involved <input type="radio"/> Not Involved</p>	<p><input type="checkbox"/> G7/AS1 <input type="checkbox"/> Other (specify)</p> <input type="text"/>	
<p>G8 Artificial light</p> <p><input type="radio"/> Involved <input type="radio"/> Not Involved</p>	<p><input type="checkbox"/> G8/AS1 <input type="checkbox"/> NZS6703 <input type="checkbox"/> Other (specify)</p> <input type="text"/>	

<p>G9 Electricity</p> <p><input type="radio"/> Involved <input type="radio"/> Not Involved</p>	<p><input type="checkbox"/> G9/AS1 <input type="checkbox"/> Other (specify)</p> <input type="text"/>	
<p>G10 Piped services</p> <p><input type="radio"/> Involved <input type="radio"/> Not Involved</p>	<p><input type="checkbox"/> G10/AS1 <input type="checkbox"/> NZS5261</p> <p><input type="checkbox"/> Other (specify)</p> <input type="text"/>	
<p>G11 Gas as an energy source</p> <p><input type="radio"/> Involved <input type="radio"/> Not Involved</p>	<p><input type="checkbox"/> G11/AS1 <input type="checkbox"/> Other (specify)</p> <input type="text"/>	
<p>G12 Water supplies</p> <p><input type="radio"/> Involved <input type="radio"/> Not Involved</p>	<p><input type="checkbox"/> G12/AS1 <input type="checkbox"/> AS/NZS3500.2</p> <p><input type="checkbox"/> AS/NZS3500.5 <input type="checkbox"/> Other (specify)</p> <input type="text"/>	
<p>G13 Foul water</p> <p><input type="radio"/> Involved <input type="radio"/> Not Involved</p>	<p><input type="checkbox"/> G13/AS1 <input type="checkbox"/> AS/NZS3500.2</p> <p><input type="checkbox"/> BS5572 <input type="checkbox"/> Other (specify)</p> <input type="text"/>	
<p>G14 Industrial liquid waste</p> <p><input type="radio"/> Involved <input type="radio"/> Not Involved</p>	<p><input type="checkbox"/> G14/AS1 <input type="checkbox"/> Other (specify)</p> <input type="text"/>	
<p>G15 Solid waste</p> <p><input type="radio"/> Involved <input type="radio"/> Not Involved</p>	<p><input type="checkbox"/> G15/AS1 <input type="checkbox"/> Other (specify)</p> <input type="text"/>	
<p>H1 Energy efficiency</p> <p><input type="radio"/> Involved <input type="radio"/> Not Involved</p>	<p><input type="checkbox"/> H1/AS1 <input type="checkbox"/> NZS4218 <input type="checkbox"/> NZS4243</p> <p><input type="checkbox"/> ALF design manual <input type="checkbox"/> NZS4214</p> <p><input type="checkbox"/> Other (specify)</p> <input type="text"/>	

20. Compliance Schedule [\(see guidance\)](#)

(only complete this section if the application is for a commercial building consent)

Does the building have an existing compliance schedule?

Yes No

If yes, compliance schedule number

If yes, will this project amend, add or remove any specified systems

Yes No N/A

Will this project result in a new compliance schedule being required for this building

Yes No

If yes, please complete and attach the Compliance Schedule application form

<http://www.wdc.govt.nz/BuildingandProperty/BuildingConsents/Documents/Building-Compliance-Schedule-application.pdf>

Please complete the checklist at the end of this form to indicate the plans and specifications attached to this application

**If you require assistance in completing this form,
please make contact with your nearest WDC Service Centre
0800 WDC INFO (0800 932 463)**

**If you require assistance of a technical nature,
please make an appointment with a building officer by telephoning 09 430 4224**

The first half hour of this service is provided without charge

Application for Project Information Memorandum (PIM) and/or Building Consent (BC) Checklist

Please use this checklist to ensure you have provided all relevant information with your application
 Incomplete applications will not be accepted

Applicant Use		Office Use	
Yes	N/A	Checked	
For all applications			
<input type="checkbox"/>		<input type="checkbox"/>	Have all questions on the form been fully completed
<input type="checkbox"/>		<input type="checkbox"/>	Is a certificate of title attached
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Is a sale & purchase agreement attached
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Has a MultiProof Certificate been supplied
Application for PIM, PIM/BC, COA			
1 Does site plan show			
<input type="checkbox"/>		<input type="checkbox"/>	An appropriate scale
<input type="checkbox"/>		<input type="checkbox"/>	Legal description of property
<input type="checkbox"/>		<input type="checkbox"/>	Site area of property in m ²
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Private drainage
<input type="checkbox"/>		<input type="checkbox"/>	Existing and proposed buildings
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Topography showing contours at 1m increments
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Dimensions and m ² of all existing & proposed buildings
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Distance from boundaries of all existing & proposed buildings
<input type="checkbox"/>		<input type="checkbox"/>	North point
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Retaining walls
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Parking & vehicle access
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Water meter N/A PIM
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Sewer connections
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Water source N/A PIM
2 Does floor plan show for PIM, PIM/BC, COA			
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Proposed use of each room
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Room dimensions - N/A Residential PIMS
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Fixtures & fittings
3 Do elevations show for PIM, PIM/BC, COA			
<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/> North <input type="checkbox"/> South <input type="checkbox"/> East <input type="checkbox"/> West
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Wall cladding
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Roof pitch - N/A PIM

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Finished floor levels
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Height in relation to boundary
<input type="checkbox"/>		<input type="checkbox"/>	Maximum building height
Building consent & COA documentation			
- For timber floors			
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Dimensions
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Pile size, centres
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Footing size
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Bracing
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Joists and bearers
- For concrete floors			
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Dimensions
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Mesh, size
5 Plans and specifications			
The following plans and specifications are enclosed			
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Roof Framing Plan
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Specific truss design calculation and producer statement
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Geotechnical Reports
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	E2 Risk Matrix
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Cross Sections
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Plumbing Layout
Structural engineering			
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Is there a signed Producer Statement?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Structural Engineering Report/ Calculations
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Are copies of calculations included
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Has engineer/designer endorsed all submitted plans
Specifications			
<input type="checkbox"/>		<input type="checkbox"/>	Correct number of sets supplied
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Bracing Calculations
Other supporting information (specify)			
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	If commercial see Guidance note 4.7
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Supplementary information for commercial projects

Office use

Application not accepted

Reasons

Customer Services Representative

Date

Application accepted

Receipt no

Fees received \$

Customer Services Representative

Date