



How to use this checklist

Use this checklist when finalising your building drawings and plans to assist you to lodge a complete application and avoid delays in processing. Your application will be accepted based on this checklist to ensure that it has sufficient information to commence processing.

Later, additional information may be requested during the processing of your building consent to confirm compliance with the Building Code. Processing time will be suspended until information is received.

All items on this checklist must be ticked to show that they are either provided (P) or are not applicable to your project (N/A).

Please note that the Council can decline to issue a certificate of acceptance where work does not comply with the building consent or compliance cannot be verified.

OFFICE USE

Applicant use

P - Information provided

N/A - Not applicable to this project



P N/A

1. Minimum building consent application documentation

- a. Completed application forms.
- b. Two full sets of plans and specifications.
- c. One site/location plan showing complete floor area (sq.m) and cladding elevations.
- d. All plans drawn to a recognised metric scale, drawn in black ink (not pencil or red pen) and showing a north arrow.



P N/A

2. Site/location plan (for external works only)

- a. Accurate site plan showing street name and boundary dimensions.
- b. Location of unauthorised building, building area and distances to boundaries.
- c. Previous and new uses of the affected building.
- d. Existing contours.
- e. Alterations to land contours (retaining, cut, fill and their intended quantities, site datum for floor levels).
- f. Easements, public drains and service connections (where known).



P N/A

3. Elevations (for external works only)

- a. North, south, east and west elevations showing original and proposed ground levels at buildings and boundaries.
- b. Relationship of finished ground level relative to floor levels.
- c. Dimensions of openings (doors and windows).
- d. Specify cladding and roofing type and any other relevant details.
- e. Roof pitch and height to apex of building.
- f. Height and daylighting angles.



P N/A

4. Floor plan for where unauthorised work is located

- a. Complete floor plan(s) with walls/partitions and doorways, and the previous and new uses of affected areas.
- b. Smoke detectors indicated (must be in or within 3m of each bedroom).



P N/A

5. Cross sections and details of construction

- a. Weathering details.
- b. Wall details showing cladding, framing, insulation, linings, etc.
- c. Door and window lintel sizes.
- d. Truss layout.
- e. Fire rating system for all walls closer than 1m to a boundary.
- f. Stairs, handrails and barriers.



P N/A

6. Heating

- a. Manufacturer's installation specifications.
- b. Letter from a member of the Home Heating Association confirming that the wood fire has been installed as to manufacturer's specifications.



P N/A

7. Specifications

Specifications must be relevant to the project. They must give a full description of the type, size and grade of materials to be used and the method of construction, e.g. timber treatment, cladding system, roofing type, wet area surfaces, etc. Include the relevant parts of the manufacturer's specifications, detailing where they apply to your project.

**OFFICE
USE**

Applicant use

P - Information provided

N/A - Not applicable to this project



P N/A

8. Specific engineering design

You may attach an engineer's report that was issued for the unauthorised work to confirm compliance with the Building Code. Otherwise an engineer's report may be required before a certificate can be issued.

Other information that may be required



P N/A

9. Other supporting documentation or plans

This is a generic checklist for this project type. Please provide any other information that may be specific to your project or site that has not been covered in the above items.

OFFICE USE ONLY

Further information required?

 Yes No

Application accepted?

 Yes No

Date of acceptance

Officer