

Vetting Officer Name: _____

Date of check 1: _____



Vetting Officer Name: _____

Date of check 2: _____

NEW DWELLING / ALTERATION TO A DWELLING / MULTI-PROOF INFORMATION CHECKLIST

Details required before a Building Consent application can be accepted

Key: or N/A means 'not applicable' provided / accepted

APPLICANT USE	HEADING	GENERAL REQUIRED ITEMS	VETTING OFFICER	
			Acc.	Notes
<input type="checkbox"/>	PLANS	2x full copies of plans are required, plus 1x extra site plan, floor plan and elevations. The extra set of plans goes to the Valuations section of Council.	<input type="checkbox"/>	
<input type="checkbox"/>	SPECIFICATIONS	2x full copies of the specifications are required - covering all the trades involved in the proposed building work and scope of work.	<input type="checkbox"/>	
<input type="checkbox"/>	SCOPE OF WORK	This needs to identify all work covered by the application.	<input type="checkbox"/>	
<input type="checkbox"/>	COMPLIANCE WITH NZBC	Details of what construction is complying with NZBC acceptable solutions or if any alternative solutions . If alternative solution, provide full details for Council's consideration.	<input type="checkbox"/>	
<input type="checkbox"/>	FEES SHEET	Provide a completed Building Consent Fees Sheet .	<input type="checkbox"/>	
<input type="checkbox"/>	PROOF OF OWNERSHIP	This could be a Certificate of Title, Sale & Purchase Agreement or a rates notice .	<input type="checkbox"/>	
<input type="checkbox"/>	VEHICLE CROSSING FORM	Please complete <u>regardless</u> of whether or not a vehicle crossing is there.	<input type="checkbox"/>	
<input type="checkbox"/>	WATER CONNECTION	If a water connection is required please supply a completed Water Service application form.	<input type="checkbox"/>	
APPLICANT USE	HEADING	DETAILS REQUIRED	VETTING OFFICER	
			Acc.	Notes
<input type="checkbox"/>	SITE PLAN	Showing location of proposed dwelling and vehicle crossing and dimension from all boundaries.	<input type="checkbox"/>	
<input type="checkbox"/>	DRAINAGE PLAN	Include sewer and stormwater pipe sizes, gradients, invert levels, access points, venting of drains and downpipes and calculations of areas and sizes as per E1 and G13 and/or an effluent disposal design and plans.	<input type="checkbox"/>	
<input type="checkbox"/>	EFFLUENT FIELD	Wastewater / effluent designs / systems will be sent to MWH electronically for review. Provide 2x copies.	<input type="checkbox"/>	
<input type="checkbox"/>	ENGINEERS GROUND BEARING REPORT	If this property is located in an area with soft ground (i.e. ground outside scope of NZS 3604:2011) provide penetrometer tests & investigation report from a CPEng Engineer.	<input type="checkbox"/>	
<input type="checkbox"/>	FOUNDATION PLAN	Provide a foundation plan detailing the type of foundation (concrete, timber , etc.) location of saw cuts in slabs or pile, joist & bearer layout, sizes & spans.	<input type="checkbox"/>	
<input type="checkbox"/>	FLOOR PLANS & ELEVATIONS	"As existing" & "proposed" floor plans & elevations to a recognised scale with dimensions - show all cladding systems, construction and floor height above ground level.	<input type="checkbox"/>	
<input type="checkbox"/>	MULTI-PROOF DWELLINGS	Multi-proof plans & specifications should bear the approval mark of the DBH. Provide the multi-proof certificate & a statement issued to the ICC stating that the design for the building consent complies with the approval from the Department & meets all the conditions of the multi-proof for the proposed site.	<input type="checkbox"/>	
<input type="checkbox"/>	CROSS SECTIONS & DETAILS	Cross sections to include foundations, floor slab, wall framing, exterior and interior cladding and roofing.	<input type="checkbox"/>	

<input type="checkbox"/>	ENTRY DETAILS	Provide details & dimensions for access into the dwelling if relevant.	<input type="checkbox"/>	
<input type="checkbox"/>	FIRE RATINGS	If relevant provide details for fire walls including ratings, manufacturer's installation information & construction details.	<input type="checkbox"/>	
<input type="checkbox"/>	LINTEL SIZES & SPANS	For all windows, doors & beams.	<input type="checkbox"/>	
<input type="checkbox"/>	TIMBER TREATMENTS	Provide details on the type, grade & treatments being used.	<input type="checkbox"/>	
<input type="checkbox"/>	ROOF FRAMING	Include a truss layout from a registered manufacturer or rafter layout stipulating sizes, spans and load points. Include elevations of all main trusses and truss manufacturers design for lintels.	<input type="checkbox"/>	
<input type="checkbox"/>	BRACING	Provide a bracing layout plan & bracing schedule as well as fixing information for the chosen bracing elements.	<input type="checkbox"/>	
<input type="checkbox"/>	STRUCTURAL FIXING DETAILS	Purlin sizes and fixings, bottom & top plate fixings and lintel fixings.	<input type="checkbox"/>	
<input type="checkbox"/>	PRODUCER STATEMENTS FOR DESIGN	Provide these for any steel work, timber beams, etc. outside the scope of NZS 3604:2011.	<input type="checkbox"/>	
<input type="checkbox"/>	RISK MATRIX	Provide a risk matrix detailing risk scores.	<input type="checkbox"/>	
<input type="checkbox"/>	FLASHING DETAILS	Provide construction details of all relevant flashings for the project, such as roof & window flashings.	<input type="checkbox"/>	
<input type="checkbox"/>	SMOKE ALARMS	Confirm supply and installation of smoke detectors in accordance with NZBC:F7	<input type="checkbox"/>	
<input type="checkbox"/>	ENERGY EFFICIENCY	Please provide all workings showing compliance with H1 Energy Efficiency & detail insulation R values.	<input type="checkbox"/>	
<input type="checkbox"/>	PLUMBING LAYOUT & SPEC	Provide a plumbing layout plan & specification as well as schematic / elevation of soil stack for floors above ground floor complete with structure shown if relevant.	<input type="checkbox"/>	
<input type="checkbox"/>	WET AREAS – BATHROOMS, KITCHEN & LAUNDRY	Provide details of impervious wall & floor finishes, ventilation to rooms (opening window or mechanical fan) safety glazing to windows (if required) and provide construction details for wet floor showers & show how water splash is contained (e.g. curtain, glass screen)	<input type="checkbox"/>	
<input type="checkbox"/>	HOT WATER SYSTEM DETAILS	This could be electric, gas, etc. Provide the type of storage capacity and location on plan and details of valve venting, type of seismic restraint (if applicable).	<input type="checkbox"/>	
<input type="checkbox"/>	HEATER DETAILS	Full installation details if applicable for solid fuel, liquid or gas fires or boilers including the flue system .	<input type="checkbox"/>	
APPLICANT USE	HEADING	RESTRICTED BUILDING WORK	VETTING OFFICER	
			Acc.	Notes
<input type="checkbox"/>	RESTRICTED BUILDING WORK (RBW)	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/>	
		Restricted Building Work – <u>Is work that effects the structure &/or the external cladding systems of the building.</u> If the work you want to carry out is RBW you will need a licensed Designer with an LBP number to draw or supervise the drawing of the plans for consent & a licensed Builder with an LBP number to carry out or supervise the building work.	<input type="checkbox"/>	
<input type="checkbox"/>	CODW	Certificate of Design Work – from a Designer with a design LBP number covering all restricted building work.	<input type="checkbox"/>	
<input type="checkbox"/>	LIST OF CODW'S	Provide a list of all CODW's where there is more than 1 provided.	<input type="checkbox"/>	

NB: Unsatisfactory site plans which fail to show distances to legal boundaries, inadequate specifications covering all trades, and a lack of elevations may cause delays in issuing of your building consent.