

Vetting Officer Name: \_\_\_\_\_

Date of check 1: \_\_\_\_\_



Vetting Officer Name: \_\_\_\_\_

Date of check 2: \_\_\_\_\_

# DOMESTIC WET AREA / WET FLOOR SHOWER / BATHROOM ALTERATION 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	ACCEPTANCE CHECK	
			ADMIN	VETTING
<input type="checkbox"/>	<b>FORM 2 APPLICATION FORM</b>	Please provide a <b>fully completed, signed and dated</b> Form 2 application form with your application.	<input type="checkbox"/> Initial:___	<input type="checkbox"/> Initial:___
APPLICANT USE	HEADING	GENERAL REQUIRED ITEMS	VETTING OFFICER	
			Acc.	Notes
<input type="checkbox"/>	<b>PLANS</b>	<b>2x</b> full copies of <b>plans</b> are required, plus <b>1x</b> 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"/>	<b>SPECIFICATIONS</b>	<b>2x</b> full copies of the <b>specifications</b> are required - covering all the trades involved in the proposed building work and scope of work.	<input type="checkbox"/>	
<input type="checkbox"/>	<b>SCOPE OF WORK</b>	This needs to identify all work covered by the application.	<input type="checkbox"/>	
<input type="checkbox"/>	<b>COMPLIANCE WITH NZBC</b>	Details of what construction is complying with <b>NZBC acceptable solutions</b> or if any <b>alternative solutions</b> . If alternative solution, provide full details for Council's consideration.	<input type="checkbox"/>	
<input type="checkbox"/>	<b>FEES SHEET</b>	Provide a completed <b>Building Consent Fees Sheet</b> .	<input type="checkbox"/>	
<input type="checkbox"/>	<b>PROOF OF OWNERSHIP</b>	This could be a <b>Certificate of Title, Sale &amp; Purchase Agreement</b> or a <b>rates notice</b> .	<input type="checkbox"/>	
APPLICANT USE	HEADING	DETAILS REQUIRED	VETTING OFFICER	
			Acc.	Notes
<input type="checkbox"/>	<b>DRAINAGE PLAN</b>	Show positions of all existing & new wastes, gully traps & vents. Provide sizes & gradients for new wastes & sizes of new vents.	<input type="checkbox"/>	
<input type="checkbox"/>	<b>FLOOR PLAN(S)</b>	<b>"As existing"</b> (if relevant) & <b>"proposed"</b> floor plans & with <b>dimensions</b> – showing the layout of existing & proposed plumbing fixtures, any new building work & the location of any windows & doors.	<input type="checkbox"/>	
<input type="checkbox"/>	<b>PLUMBING SCHEMATIC</b>	Provide a <b>schematic / elevation</b> of soil stack for floors above ground floor complete with structure shown if relevant.	<input type="checkbox"/>	
<input type="checkbox"/>	<b>WET FLOOR SHOWER DETAILS</b>	If a <b>wet floor shower</b> is to be installed, please provide details of alterations to the floor joists / concrete foundation.	<input type="checkbox"/>	
<input type="checkbox"/>	<b>SHOWER SYSTEM</b>	<b>Specify shower system</b> (wet floor / tray / proprietary prefinished cubicle / other) If the shower is a wet floor shower or is over a bath provide wall & floor lining details, waterproof membrane details (if applicable) & enclosure details (shower curtain / screen)	<input type="checkbox"/>	
<input type="checkbox"/>	<b>WALL &amp; FLOOR FINISHES</b>	Specify <b>wall &amp; floor finishes</b> – to comply with the Building Code these need to be impervious & easily cleaned.	<input type="checkbox"/>	
<input type="checkbox"/>	<b>HOT WATER SYSTEM DETAILS</b>	Provide hot water system details. If altering a bathroom fixture, a <b>tempering valve</b> is required to be installed.	<input type="checkbox"/>	
<input type="checkbox"/>	<b>VENTILATION</b>	Provide details of ventilation to area – either <b>natural</b> (opening window) or <b>mechanical</b> (extract fan) Provide manufacturers specifications for mechanical ventilation if applicable.	<input type="checkbox"/>	
<input type="checkbox"/>	<b>SAFETY GLAZING</b>	Show sill heights of windows & specify whether <b>safety glazing</b> is to be fitted.	<input type="checkbox"/>	
<input type="checkbox"/>	<b>SPECIFICATION</b>	Provide a site specific <b>written specification</b> detailing pipe types, lagging, testing procedures, etc & details of any building work being carried out.	<input type="checkbox"/>	
<input type="checkbox"/>	<b>SMOKE ALARMS</b>	Confirm supply and installation of <b>smoke detectors</b> in accordance with NZBC:F7	<input type="checkbox"/>	

APPLICANT USE	HEADING	RESTRICTED BUILDING WORK	VETTING OFFICER	
			Acc.	Notes
<input type="checkbox"/>	<b>RISK MATRIX</b>	Provide a <b>risk matrix</b> detailing risk scores.	<input type="checkbox"/>	
<input type="checkbox"/>	<b>FLASHING DETAILS</b>	Provide construction details of all <b>relevant flashings</b> for the project, such as <b>roof &amp; window</b> flashings.	<input type="checkbox"/>	
<input type="checkbox"/>	<b>RESTRICTED BUILDING WORK (RBW)</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/>	
		<b>Restricted Building Work</b> – Is work that effects the structure &/or the external cladding systems of the building. If the work you want to carry out is <b>RBW</b> 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"/>	<b>CODW</b>	<b>Certificate of Design Work</b> – from a Designer with a design LBP number covering all restricted building work.	<input type="checkbox"/>	
<input type="checkbox"/>	<b>LIST OF CODW'S</b>	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.**

	VETTING OFFICER FURTHER NOTES	Acc.	Notes
<input type="checkbox"/>		<input type="checkbox"/>	
<input type="checkbox"/>		<input type="checkbox"/>	
<input type="checkbox"/>		<input type="checkbox"/>	
<input type="checkbox"/>		<input type="checkbox"/>	