

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

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



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

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

# NEW CONSERVATORY 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	ACCEPTANCE CHECK	
			Acc.	Notes
<input type="checkbox"/>	<b>FORM 2 APPLICATION FORM</b>	Please provide a <b>fully completed, signed</b> and <b>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"/>	
<input type="checkbox"/>	<b>VEHICLE CROSSING FORM</b>	Please complete <u>regardless</u> of whether or not a vehicle crossing is there.	<input type="checkbox"/>	
<input type="checkbox"/>	<b>WATER CONNECTION</b>	If a <b>water connection</b> is required please supply a completed <b>Water Service</b> application form.	<input type="checkbox"/>	
<input type="checkbox"/>	<b>BUILDING OVER BOUNDARIES – SECTION 75(2)</b>	If the building works involves building over <b>boundaries / parcel boundaries</b> or <b>allotments</b> provide property descriptions for the lots affected and confirm that you agree to a <b>Section 75(2)</b> condition being placed on the property titles.	<input type="checkbox"/>	
APPLICANT USE	HEADING	DETAILS REQUIRED	VETTING OFFICER	
			Acc.	Notes
<input type="checkbox"/>	<b>EXISTING STRUCTURE</b>	If the <b>new conservatory</b> is <b>proposed</b> to be on an <b>existing structure</b> , an inspection is required to ascertain whether the existing structure is suitable to sustain the new loads imposed by the conservatory. Arrange for an inspection with an ICC Building Inspector by speaking to our administration staff.	<input type="checkbox"/>	
<input type="checkbox"/>	<b>SITE PLAN</b>	Showing location of <b>proposed conservatory</b> and <b>dimension</b> from all boundaries.	<input type="checkbox"/>	
<input type="checkbox"/>	<b>DRAINAGE PLAN</b>	Include <b>stormwater</b> pipe sizes, gradients, access points, venting of drains and downpipes and calculations of areas and sizes as per E1.	<input type="checkbox"/>	
<input type="checkbox"/>	<b>ENGINEERS GROUND BEARING REPORT</b>	If this property is located in an <b>area with soft ground</b> (i.e. ground outside the scope of NZS 3604:2011) provide penetrometer tests & an investigation report from a CPEng Engineer.	<input type="checkbox"/>	
<input type="checkbox"/>	<b>FOUNDATION PLAN</b>	Provide a foundation plan detailing the <b>type</b> of foundation ( <b>concrete, timber</b> , etc.) location of saw cuts in slabs or pile, joist & bearer layout, sizes & spans.	<input type="checkbox"/>	
<input type="checkbox"/>	<b>FLOOR PLANS &amp; ELEVATIONS</b>	<b>"As existing"</b> (if relevant) & <b>"proposed"</b> floor plans & elevations <b>to a recognised scale with dimensions</b> - show all windows & doors, including <b>opening sashes</b> for natural ventilation.	<input type="checkbox"/>	
<input type="checkbox"/>	<b>CROSS SECTIONS &amp; DETAILS</b>	Cross sections to include foundations, floor slab / timber foundation, wall framing, exterior and interior cladding and roofing.	<input type="checkbox"/>	

<input type="checkbox"/>	<b>ENTRY DETAILS</b>	Provide details & dimensions for <b>access into the dwelling</b> if relevant.	<input type="checkbox"/>	
<input type="checkbox"/>	<b>LINTEL SIZES &amp; SPANS</b>	For all windows, doors & beams.	<input type="checkbox"/>	
<input type="checkbox"/>	<b>BRACING</b>	Provide a <b>bracing layout plan &amp; bracing schedule</b> as well as <b>fixing information</b> for the chosen bracing elements.	<input type="checkbox"/>	
<input type="checkbox"/>	<b>STRUCTURAL FIXING DETAILS</b>	For all relevant fixings for the project.	<input type="checkbox"/>	
<input type="checkbox"/>	<b>PRODUCER STATEMENTS FOR DESIGN</b>	Provide these for any <b>conservatory systems, steel work, timber beams, etc.</b> outside the scope of NZS 3604:2011.	<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, apron &amp; window</b> flashings.	<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"/>	
<input type="checkbox"/>	<b>ENERGY EFFICIENCY</b>	Please provide all workings showing compliance with <b>H1 Energy Efficiency</b> & detail insulation R values.	<input type="checkbox"/>	
<input type="checkbox"/>	<b>SPECIFICATION</b>	Provide details about the concrete, aluminium windows & doors, carpentry, plumbing & drainage as applicable.	<input type="checkbox"/>	
APPLICANT USE	HEADING	RESTRICTED BUILDING WORK	VETTING OFFICER	
			Acc.	Notes
<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"/>	