

Vetting Officer Name: _____

Date of check 1: _____



Vetting Officer Name: _____

Date of check 2: _____

DEMOLITION / REMOVE BUILDING FROM SITE 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	
			ADMIN	VETTING
<input type="checkbox"/>	FORM 2 APPLICATION FORM	Please provide a fully completed, signed and dated 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"/>	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"/>	
APPLICANT USE	HEADING	DETAILS REQUIRED	VETTING OFFICER	
			Acc.	Notes
<input type="checkbox"/>	SITE PLAN / AERIAL PHOTO	Showing location of building to be demolished / relocated .	<input type="checkbox"/>	
<input type="checkbox"/>	DEMOLITION / RELOCATION FORM	Please complete the ICC Demolition /Relocation form detailing sealing of storm water & foul sewer drains.	<input type="checkbox"/>	
<input type="checkbox"/>	RELOCATION SUITABILITY REPORT	If the building is going to be relocated to another site, ensure it has been inspected by an ICC Building Inspector prior to the removal of the building from site & a relocation suitability report has been written as this may be required by the local Council where the building is being shifted to. Book this inspection with the Building Consents administration staff.	<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"/>	