

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

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



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

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

# GARAGE / CARPORTS / SHED 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"/>	
<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>SITE PLAN</b>	Showing location of <b>proposed garage</b> & all other buildings on site, plus <b>vehicle crossing</b> and <b>dimensions</b> from all boundaries.	<input type="checkbox"/>	
<input type="checkbox"/>	<b>DRAINAGE PLAN</b>	<b>Garage</b> – Include <b>stormwater</b> layout including pipe sizes & gradients & include existing stormwater drains & sumps. If your driveway is over 40 m <sup>2</sup> in size a driveway sump may be required. <b>Farm Shed</b> – Include size & number of DP's & details about where storm water is draining to (e.g. tank & overflow, away from building, etc.)	<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 (e.g. <b>concrete</b> ) 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 cladding systems, construction and floor height above ground level & height from ground level to apex.	<input type="checkbox"/>	
<input type="checkbox"/>	<b>CROSS SECTIONS &amp; DETAILS</b>	Cross sections to include foundations, floor slab, wall framing, exterior and interior cladding and roofing.	<input type="checkbox"/>	
<input type="checkbox"/>	<b>FIRE RATINGS</b>	If relevant provide details for <b>fire walls</b> including ratings, manufacturer's installation information & construction details.	<input type="checkbox"/>	

<input type="checkbox"/>	<b>TIMBER TREATMENTS</b>	Provide details on the <b>type, grade &amp; treatments</b> being used.	<input type="checkbox"/>	
<input type="checkbox"/>	<b>LINTEL SIZES &amp; SPANS</b>	For all windows, doors & beams.	<input type="checkbox"/>	
<input type="checkbox"/>	<b>ROOF FRAMING</b>	Include a <b>truss layout</b> from a registered manufacturer or <b>rafter layout</b> stipulating sizes, spans and load points.	<input type="checkbox"/>	
<input type="checkbox"/>	<b>TRUSS ELEVATIONS</b>	Include <b>elevations</b> of all main trusses and truss manufacturers design for lintels.	<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. (if other than Ideal, Skyline, Totalspan or Versatile)	<input type="checkbox"/>	
<input type="checkbox"/>	<b>STRUCTURAL FIXING DETAILS</b>	<b>Purlin sizes and fixings, bottom &amp; top plate fixings and lintel fixings.</b>	<input type="checkbox"/>	
<input type="checkbox"/>	<b>PRODUCER STATEMENTS FOR DESIGN</b>	Provide these for any <b>steel beams &amp;/or steel purlins, timber beams, etc.</b> outside the scope of NZS 3604:2011 (Timber Framed Buildings)	<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, wall &amp; window</b> flashings.	<input type="checkbox"/>	
APPLICANT USE	HEADING	LIVING SPACE / FACILITIES	VETTING OFFICER	
			Acc.	Notes
<input type="checkbox"/>	<b>HABITABLE SPACE</b>	If a portion of the shed or garage is to be <b>habitable</b> , provide full details as required for dwellings – including <b>smoke alarms, risk matrix &amp; H1 calculations</b> . <i>See the B14 checklist for New Dwellings / Dwelling Alts.</i>	<input type="checkbox"/>	
<input type="checkbox"/>	<b>PLUMBING LAYOUT &amp; SPEC</b>	Provide a <b>plumbing layout plan &amp; specification</b> if relevant.	<input type="checkbox"/>	
<input type="checkbox"/>	<b>WET AREAS</b>	Provide details of <b>impervious floor &amp; wall linings, ventilation</b> to spaces & <b>safety glazing</b> if required.	<input type="checkbox"/>	
<input type="checkbox"/>	<b>HOT WATER SYSTEM DETAILS</b>	This could be electric, gas, etc. Provide the type of storage capacity and <b>location on plan</b> and details of valve venting, type of seismic restraint (if applicable).	<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 – Is work that effects the structure &amp;/or the external cladding systems of the building.</b> 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"/>	