

Vetting Officer Name: _____

Date of check 1: _____



Vetting Officer Name: _____

Date of check 2: _____

MISCELLANEOUS BUILDING / PLUMBING WORK 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"/>	
<input type="checkbox"/>	WATER CONNECTION	If a water connection is required please supply a completed Water Service application form.	<input type="checkbox"/>	
<input type="checkbox"/>	SMOKE ALARMS	Confirm supply and installation of smoke detectors in accordance with NZBC:F7 (Residential work only)	<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"/>	BUILDING OVER BOUNDARIES – SECTION 75(2)	If the building works involves building over boundaries / parcel boundaries or allotments provide property descriptions for the lots affected and confirm that you agree to a Section 75(2) condition being placed on the property titles.	<input type="checkbox"/>	
APPLICANT USE	HEADING	RE-ROOF	VETTING OFFICER	
			Acc.	Notes
<input type="checkbox"/>	ROOF PLAN	Showing all ridges & valleys.	<input type="checkbox"/>	
<input type="checkbox"/>	FLASHING DETAILS	Provide construction details of all relevant flashings for the project, such as ridge, barge & penetrations .	<input type="checkbox"/>	
<input type="checkbox"/>	SPECIFICATION	Provide details about the roof material, roof pitch, fixings, roof underlay, purlin sizes & fixings.	<input type="checkbox"/>	
APPLICANT USE	HEADING	GAS HOT WATER	VETTING OFFICER	
			Acc.	Acc.
<input type="checkbox"/>	FLOOR PLAN	"As existing" (if relevant) & "proposed" floor plan showing the existing hot water cylinder & the proposed position of gas califont & gas bottles.	<input type="checkbox"/>	
<input type="checkbox"/>	INSTALLATION INSTRUCTIONS	Provide the installation information for the chosen gas califont.	<input type="checkbox"/>	
<input type="checkbox"/>	SPECIFICATION	Provide details about the materials to be used, insulation & test procedure for pipes.	<input type="checkbox"/>	

APPLICANT USE	HEADING	DISHWASHER	VETTING OFFICER	
			Acc.	Acc.
<input type="checkbox"/>	FLOOR PLAN	Floor plan showing the location of the new dishwasher . Show sink existing & proposed position.	<input type="checkbox"/>	
<input type="checkbox"/>	PLUMBING LAYOUT & SPEC	Provide a plumbing layout plan & specification detailing pipe types, lagging, testing procedures, etc & details of any building work being carried out.	<input type="checkbox"/>	
<input type="checkbox"/>	BUILDING WORK	If there is any building work to be carried out provide full details.	<input type="checkbox"/>	
APPLICANT USE	HEADING	TIMBER DECK	VETTING OFFICER	
			Acc.	Acc.
<input type="checkbox"/>	SITE PLAN	Showing location & size of proposed deck & all buildings on site, plus vehicle crossing and dimensions from all boundaries.	<input type="checkbox"/>	
<input type="checkbox"/>	FLOOR PLAN	Showing deck access to & from the deck.	<input type="checkbox"/>	
<input type="checkbox"/>	FOUNDATION PLAN	Provide a foundation plan detailing the pile, joist & bearer layout, sizes & spans, anchor piles & bracing.	<input type="checkbox"/>	
<input type="checkbox"/>	ELEVATIONS	Include details of ground lines, balustrades / barriers / handrails, stairs, steps & ramps & bracing if applicable.	<input type="checkbox"/>	
<input type="checkbox"/>	STRUCTURAL FIXING DETAILS	For all piles, bearers, joists, decking, barriers, etc.	<input type="checkbox"/>	
<input type="checkbox"/>	ENTRY DETAILS	Provide details & dimensions for access into the dwelling if relevant.	<input type="checkbox"/>	
<input type="checkbox"/>	STEPS & STAIRS	Provide details showing construction, tread & riser sizes & details of handrails / barriers where applicable.	<input type="checkbox"/>	
<input type="checkbox"/>	DWELLING / DECK JUNCTION	Provide construction details of the junction between the deck & the dwelling.	<input type="checkbox"/>	
<input type="checkbox"/>	LOCATION OF DRAINS	Show the location of any drains in the vicinity of the deck.	<input type="checkbox"/>	
APPLICANT USE	HEADING	SIGNS	VETTING OFFICER	
			Acc.	Acc.
<input type="checkbox"/>	SITE PLAN	Showing location & size of proposed sign & all buildings on site, plus vehicle crossing and dimensions from all boundaries.	<input type="checkbox"/>	
<input type="checkbox"/>	FOUNDATION PLAN	Provide a foundation plan detailing the foundation type, reinforcing , etc.	<input type="checkbox"/>	
<input type="checkbox"/>	STRUCTURAL FIXING DETAILS	Fixings for the sign & how its supports are fixed to the foundation.	<input type="checkbox"/>	
<input type="checkbox"/>	PRODUCER STATEMENTS FOR DESIGN	Provide these for any steel work, foundation design, etc. outside the scope of NZS 3604:2011.	<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"/>	
<input type="checkbox"/>		Restricted Building Work – Is work that affects the structure &/or the external cladding systems of the building. 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"/>	

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.