

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

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



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

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

# NEW DWELLING / ALTERATION TO A DWELLING / MULTI-PROOF 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"/>	<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 dwelling</b> and <b>vehicle crossing</b> and <b>dimension</b> from all boundaries.	<input type="checkbox"/>	
<input type="checkbox"/>	<b>DRAINAGE PLAN</b>	Include <b>sewer</b> and <b>stormwater</b> pipe sizes, gradients, invert levels, access points, venting of drains and downpipes and calculations of areas and sizes as per E1 and G13 and/or an effluent disposal design and plans.	<input type="checkbox"/>	
<input type="checkbox"/>	<b>EFFLUENT FIELD</b>	<b>Wastewater / effluent designs / systems</b> will be sent to MWH electronically for review. Provide <b>2x</b> copies.	<input type="checkbox"/>	
<input type="checkbox"/>	<b>GROUND BEARING</b>	Provide a <b>statement confirming the site</b> has been <b>investigated &amp; good ground found</b> as per NZS 3604 3.1.3.	<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 scope of NZS 3604:2011) provide pentrometer tests & 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> & <b>"proposed"</b> floor plans & elevations to a <b>recognised scale</b> with <b>dimensions</b> - show all cladding systems, construction and floor height above ground level.	<input type="checkbox"/>	
<input type="checkbox"/>	<b>MULTI-PROOF DWELLINGS</b>	Multi-proof plans & specifications should bear the <b>approval mark</b> of the DBH. Provide the <b>multi-proof certificate</b> & a <b>statement</b> issued to the ICC stating that the design for the building consent complies with the approval from the Department & meets all the conditions of the multi-proof for the proposed site.	<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>ENTRY DETAILS</b>	Provide details & dimensions for <b>access into the dwelling</b> if relevant.	<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>LINTEL SIZES &amp; SPANS</b>	For all windows, doors & beams.	<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>ROOF FRAMING</b>	Include a <b>truss layout</b> from a registered manufacturer or <b>rafter layout</b> stipulating sizes, spans and load points. 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.	<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 work, timber beams, etc.</b> outside the scope of NZS 3604:2011.	<input type="checkbox"/>	
<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>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>PLUMBING LAYOUT &amp; SPEC</b>	Provide a <b>plumbing layout plan &amp; specification</b> as well as schematic / elevation of soil stack for floors above ground floor complete with structure shown if relevant.	<input type="checkbox"/>	
<input type="checkbox"/>	<b>WET AREAS – BATHROOMS, KITCHEN &amp; LAUNDRY</b>	Provide details of <b>impervious</b> wall & floor finishes, <b>ventilation</b> to rooms (opening window or mechanical fan) <b>safety glazing</b> to windows (if required) and provide construction details for <b>wet floor showers</b> & show how <b>water splash</b> is contained (e.g. curtain, glass screen)	<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>HEATER DETAILS</b>	Full installation details if applicable for <b>solid fuel, liquid or gas</b> fires or boilers including the <b>flue system</b> .	<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 <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"/>	

**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.**