

Vetting Officer Name: _____

Date of check 1: _____



Vetting Officer Name: _____

Date of check 2: _____

SOLAR HOT WATER 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"/>	
APPLICANT USE	HEADING	DETAILS REQUIRED	VETTING OFFICER	
			Acc.	Notes
<input type="checkbox"/>	PLUMBING SPECIFICATION	Provide a site specific written specification detailing pipe types, lagging, testing procedures, etc.	<input type="checkbox"/>	
<input type="checkbox"/>	SYSTEM INFORMATION	Provide the manufacturers installation information for the chosen solar system.	<input type="checkbox"/>	
<input type="checkbox"/>	ROOF PLAN & ELEVATIONS	Provide a roof plan showing the location of the system on the roof & elevations where applicable.	<input type="checkbox"/>	
<input type="checkbox"/>	STRUCTURAL FIXING DETAILS	Provide details of how the system is fixed to the roof.	<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"/>	FLASHING DETAILS	Provide construction details of all relevant flashings for the project.	<input type="checkbox"/>	
<input type="checkbox"/>	SMOKE ALARMS	Confirm supply and installation of smoke detectors in accordance with NZBC:F7	<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"/>	