

Vetting Officer Name: _____

Date of check 1: _____



Vetting Officer Name: _____

Date of check 2: _____

PROJECT INFORMATION MEMORANDUM (PIM) 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"/>	DESCRIPTION OF BUILDING WORK	Provide a clear description of the building work.	<input type="checkbox"/>	
<input type="checkbox"/>	INTENDED USE	Provide details of the intended use for the building.	<input type="checkbox"/>	
<input type="checkbox"/>	CHANGE OF USE	If the work involves a change of use provide all details required as per section 115 of the Building Act .	<input type="checkbox"/>	
<input type="checkbox"/>	LIST OF CONSENTS	Provide a list of previous consents for the property if applicable.	<input type="checkbox"/>	
<input type="checkbox"/>	SUBDIVISION DETAILS	Provide details of a subdivision if applicable.	<input type="checkbox"/>	
<input type="checkbox"/>	VEHICLE ACCES & DRAINAGE	Provide details of provisions to be made for vehicle access in buildings over or adjacent to any road or public place & for disposing of storm water & waste water .	<input type="checkbox"/>	
<input type="checkbox"/>	BUILDING OVER EXISTING DRAINS	Provide details of precautions to be taken if building work is carried out over any existing drains or sewers or in close proximity to wells or water mains.	<input type="checkbox"/>	
<input type="checkbox"/>	SITE PLAN	Showing location of proposed building & all other buildings on site, plus vehicle crossing and dimensions from all boundaries.	<input type="checkbox"/>	
<input type="checkbox"/>	FLOOR PLANS & ELEVATIONS	"As existing" (if relevant) & "proposed" floor plans & elevations to a recognised scale with dimensions - show all cladding systems, construction and floor height above ground level & height from ground level to apex.	<input type="checkbox"/>	
<input type="checkbox"/>	CONNECT TO PUBLIC UTILITIES	Provide information in respect of proposed connections to public utilities from the proposed 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.