Form 2: Application for project information memorandum and/or building consent

Section 33 or 45, Building Act 2004

1. THE BUILDING *[Complete all applicable sections]*

Street address of building: ……

……

[If no street address – details of nearest intersection] ……

Legal description of land where building is located: Lot …… DP……

Site area …… (m^2) Sec …… Block……

Building name: …… Valuation Number ……

Location of building within site/block number*: [Include nearest street access]* ……

……

Number of levels: *[Above & below ground]* …… Level /Unit Number: ……

Floor area: …… (m^2) *[Indicate area affected by the building work]*

Current, lawfully established, use: …… Year First Constructed: ……

[Add no. of occupants per level and per use if more than 1] ……

OFFICE USE ONLY:

Consent Number:

……

PIM Number:

……

Compliance Schedule No:

……

Date received:

……

2. APPLICATION *[Nominate as applicable]*

I request that you issue a: (for the building work described in this application)

- ☐ Project Information Memorandum (PIM)
- ☐ Project Information Memorandum (PIM) and Building Consent (BC)
- ☐ Building Consent The existing PIM No [If applicable] is: ……
- ☐ Amendment to an existing Building Consent. The existing BC No is: ……
- ☐ Staged Consent – Being stage …….. of …….. stages

State the reference number if this application involves a National Multiple Use Approval: ……

Name: ……Signature: ……Date: ……

The signature is that of the ☐ Owner <u>OR</u> ☐ the Agent on behalf of and with the approval of the Owner

This is my address for service and I acknowledge that some communications may be by email.

Please nominate if email address is not available ☐

3. THE PROJECT

DESCRIPTION OF BUILDING WORK: *(Provide sufficient information below to enable scope of work to be fully understood)*

……

……

……

Current use of building: …… *[E.g. Home, implement shed, office]*

Will the building work result in a change of use of the building? ☐ Yes ☐ No. If Yes, provide details of the new use of the building:

……

Intended life of the building if less than 50 years: …… [Years]

List Building Consents previously issued for this project *(if any)*: ……

Estimated value of the building work on which the building levy will be calculated (including goods and services tax):

$…… [State estimated value as defined in section 7 of the Building Act 2004]

Is prescribed energy work to be part of this Building Consent *(tick if applicable)* Gas ☐ Electricity ☐

SOUTHERN Building Controls Group

Central Otago District Council
Clutha District Council
Dunedin City Council
Gore District Council
Invercargill City Council
Mackenzie District Council
Queenstown Lakes District Council
Southland District Council
Timaru District Council
Waimate District Council
Waitaki District Council

4. OWNER

Name of Owner: ……

Contact person ……

Mailing address: ……

……

Street address/registered office: ……

……

Phone No.: Landline: ……

Mobile: ……

Daytime: ……

After hours: ……

Facsimile: ……

Email: ……

Website: ……

THE FOLLOWING EVIDENCE OF OWNERSHIP IS ATTACHED:

☐ Certificate of Title ☐ Lease Agreement

☐ Agreement for Sale and Purchase ☐ Other document

5. AGENT *[Only required If application is being made on behalf of the owner]*

Name of Agent: ……

Contact person: ……

Mail address: ……

……

Street address/registered office: ……

……

Phone No.: Landline: ……

Mobile: ……

Daytime: ……

After hours: ……

Facsimile: ……

Email: ……

Website: ……

Relationship to owner: *[State details of the authorisation from the owner to make the application on the owner's behalf]* ……

……

FIRST POINT OF CONTACT for communications with the Council / Building Consent Authority: ☐ Owner ☐ Agent

Or : *(If different to above details)* Name :…….. Email:……..

Mailing Address:…… Phone: …… Facsimile:……

……

BILLING (PAYER) DETAILS: ☐ Owner ☐ Agent ☐ Other, (state name & mailing address) ……

……

6. RESTRICTED BUILDING WORK

Will the building work include any restricted building work? ☐ Yes ☐ No

If Yes, provide the following details of all licensed building practitioners who will be involved in carrying out or supervising the restricted building work *(If these details are un-known at the time of the application, they must be supplied before the building work begins.):*

Name	**Licensing Class**	**Licensed Building Practitioner Number** *(or registration number if treated as being licensed under section 291 of the Building Act 2004)*

Note: Continue on another page if necessary

7. PROJECT INFORMATION MEMORANDUM *[Do not fill in this section if the application is for a building consent only]*

The following matters are involved in the project: *[Nominate the matters relevant to the project]*

- ☐ Subdivision
- ☐ Alterations to land contours *[e.g. digging out the site for a building platform]*
- ☐ New or altered connections to public utilities *[e.g. Council sewer, storm water or water mains]*
- ☐ New or altered locations and/or external dimensions of buildings
- ☐ New or altered access for vehicles
- ☐ Building work over or adjacent to any road or public place
- ☐ Disposal of stormwater and wastewater
- ☐ Building work over any existing drains or sewers or in close proximity to wells or water mains
- ☐ Other matters known to the applicant that may require authorisations from the Territorial Authority: *[Specify]*

……

8. BUILDING CONSENT

The following plans and specifications are attached to this application: *(please enter these in section 10 over page)*

THE BUILDING WORK WILL COMPLY WITH THE BUILDING CODE AS FOLLOWS:

	Means of Compliance *Nominate relevant compliance path(s) for each clause selected.*				
Building Code Clause *Nominate relevant clauses*	**Acceptable Solution**	**NZS 4121 Accessible Design**	**Verification Method**	**Alternative Solution** *Please complete Form SBCG 34.1*	**Waiver/Modification** *Please complete Form SBCG 23.1*
☐ B1 Structure	☐ B1/AS1 ☐ B1/AS3		☐ B1/VM1 ☐ B1/VM4	☐	☐
☐ B2 Durability	☐ B2/AS1		☐ B2/VM1	☐	☐
☐ C1-6 Protection from fire	☐ C/AS1 ☐ C/AS2 ☐ C/AS3 ☐ C/AS4 ☐ C/AS5 ☐ C/AS6 ☐ C/AS7		☐ C/VM1 ☐ C/VM2	☐	☐
☐ D1 Access routes	☐ D1/AS1	☐	☐ D1/VM1	☐	☐
☐ D2 Mechanical installation for access	☐ D2/AS1 ☐ D2/AS2 ☐ D2/AS3	☐		☐	☐
☐ E1 Surface water	☐ E1/AS1		☐ E1/VM1	☐	☐
☐ E2 External moisture	☐ E2/AS1 ☐ E2/AS2 ☐ E2/AS3		☐ E2/VM1	☐	☐
☐ E3 Internal moisture	☐ E3/AS1			☐	☐
☐ F1 Hazardous agents on site			☐ F1/VM1	☐	☐
☐ F2 Hazardous building materials	☐ F2/AS1			☐	☐
☐ F3 Hazardous substances and processes			☐ F3/VM1	☐	☐
☐ F4 Safety from falling	☐ F4/AS1			☐	☐
☐ F5 Construction and demolition hazards	☐ F5/AS1			☐	☐
☐ F6 Visibility in escape routes	☐ F6/AS1			☐	☐
☐ F7 Warning systems	☐ F7/AS1			☐	☐
☐ F8 Signs	☐ F8/AS1	☐		☐	☐
☐ F9 Restricting access to residential pools	☐ F9/AS1 ☐ F9/AS2			☐	☐
☐ G1 Personal hygiene	☐ G1/AS1	☐		☐	☐
☐ G2 Laundering	☐ G2/AS1	☐		☐	☐
☐ G3 Food preparation and prevention of contamination	☐ G3/AS1	☐		☐	☐
☐ G4 Ventilation	☐ G4/AS1		☐ G4/VM1	☐	☐
☐ G5 Interior environment	☐ G5/AS1	☐		☐	☐
☐ G6 Airborne impact sound	☐ G6/AS1		☐ G6/VM1	☐	☐
☐ G7 Natural light	☐ G7/AS1		☐ G7/VM1	☐	☐
☐ G8 Artificial light	☐ G8/AS1		☐ G8/VM1	☐	☐
☐ G9 Electricity	☐ G9/AS1		☐ G9/VM1	☐	☐
☐ G10 Piped services	☐ G10/AS1		☐ G10/VM1	☐	☐
☐ G11 Gas as an energy source	☐ G11/AS1			☐	☐
☐ G12 Water supplies	☐ G12/AS1 ☐ G12/AS2		☐ G12/VM1	☐	☐
☐ G13 Foul water	☐ G13/AS1 ☐ G13/AS2 ☐ G13/AS3		☐ G13/VM1 ☐ G13/VM4	☐	☐
☐ G14 Industrial liquid waste	☐ G14/AS1		☐ G14/VM1	☐	☐
☐ G15 Solid waste	☐ G15/AS1			☐	☐
☐ H1 Energy efficiency	☐ H1/AS1		☐ H1/VM1	☐	☐
☐ B1-H1 Simple House Solution	☐ SH/AS1				
☐ B1-H1 Back Country Hut	☐ BCH/AS1				

9. COMPLIANCE SCHEDULE (specified systems are defined in regulations)

☐ The specified systems for the building are as follows:

☐ The following specified systems are being altered, added to, or removed in the course of the building work:

or

☐ There are no specified systems in the building.

Please provide the details required by completing either form:
- SBCG27 Compliance Schedule Specified Systems (or)
- SBCG11 Application for amendment to Compliance Schedule

10. ATTACHMENTS

The following documents are attached to this application (All plans and specifications must meet the minimum requirements set out in the regulations or required by the building consent authority):

[Nominate as applicable]

☐ Plans and specifications *(list) (or attach a list)*.....

.....

☐ Memoranda from licensed building practitioner(s) who carried out or supervised any design work that is restricted building work

☐ Project Information Memorandum ☐ Development contribution notice ☐ Certificate attached to Project Information Memorandum

☐ Other information relevant to this application: *[Please specify]*: .....

.....

☐ Current Certificate of title provided

11. CONTACTS (involved in this project)

Designer

Name(s): .....

Postal Address: .....

.....

Mobile: ..... Daytime: .....

Reg No: ..... Email: .....

Engineer

Name(s): .....

Postal Address: .....

.....

Mobile: ..... Daytime: .....

Reg No: ..... Email: .....

Builder

Name(s): .....

Postal Address: .....

.....

Mobile: ..... Daytime: .....

Reg No: ..... Email: .....

Gasfitter

Name(s): .....

Postal Address: .....

.....

Mobile: ..... Daytime: .....

Reg No: ..... Email: .....

Drainlayer

Name(s): .....

Postal Address: .....

.....

Mobile: ..... Daytime: .....

Reg No: ..... Email: .....

Plumber

Name(s): .....

Postal Address: .....

.....

Mobile: ..... Daytime: .....

Reg No: ..... Email: .....

Electrician

Name(s): .....

Postal Address: .....

.....

Mobile: ..... Daytime: .....

Reg No: ..... Email: .....

Other

Name(s): .....

Postal Address: .....

.....

Mobile: ..... Daytime: .....

Reg No: ..... Email: .....