

Vetting Officer Name: _____

Date of check 1: _____



Vetting Officer Name: _____

Date of check 2: _____

HWCP
Zone 1

NEW COMMERCIAL / ALTERATION TO COMMERCIAL 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 checked="" 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 checked="" type="checkbox"/>	PLANS <i>DIGITAL</i>	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 checked="" type="checkbox"/>	SPECIFICATIONS <i>DIGITAL</i>	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 checked="" type="checkbox"/>	SCOPE OF WORK <i>A-DEF</i>	This needs to identify all work covered by the application.	<input type="checkbox"/>	
<input checked="" 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"/>	FEE SHEET <i>OVER VALUE</i>	Provide a completed Building Consent Fees Sheet .	<input type="checkbox"/>	
<input type="checkbox"/>	PROOF OF OWNERSHIP <i>REFER CDFR</i>	This could be a Certificate of Title, Sale & Purchase Agreement or a rates notice .	<input type="checkbox"/>	
<input type="checkbox"/> N/A	VEHICLE CROSSING FORM	Please complete <u>regardless</u> of whether or not a vehicle crossing is there.	<input type="checkbox"/>	
<input type="checkbox"/> N/A	WATER CONNECTION	If a water connection is required please supply a completed Water Service application form. <i>NOT IN SCOPE - ZONE 2</i>	<input type="checkbox"/>	
<input type="checkbox"/> N/A	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	DETAILS REQUIRED	VETTING OFFICER	
			Acc.	Notes
<input checked="" type="checkbox"/>	SITE PLAN	Showing location of proposed building and vehicle crossing and dimensions from all boundaries. <i>N/A</i>	<input type="checkbox"/>	
<input checked="" type="checkbox"/>	DRAINAGE PLAN <i>(O) GRAVE</i>	Include sewer and stormwater sumps, pipe sizes, gradients, 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 checked="" type="checkbox"/>	ENGINEERS GROUND BEARING REPORT	If this property is located in an area with soft ground (i.e. ground outside the scope of NZS 3604:2011) provide penetrometer tests & an investigation report from a CPEng Engineer. <i>GETTECH REPORT</i>	<input type="checkbox"/>	
<input checked="" type="checkbox"/>	FIRE REPORT - HARD COPY <i>DIGITAL</i>	Provide a detailed fire report & supporting plans showing compliance with the NZBC C Documents - clearly identify whether the design is to an Acceptable Solution, Verification Method or an Alternative Solution.	<input type="checkbox"/>	
<input checked="" type="checkbox"/>	ELECTRONIC FIRE REPORT, FLOOR PLANS, SITE PLAN & ELEVATIONS	If the building fits the criteria of Gazette Notice 49 (view here; http://www.building.govt.nz/bc-update-132) the Council needs to send the fire design, floor plans, site plan & elevations electronically to the NZFS for review. Discuss this with the Vetting Officer to see if your design needs to be sent. Please email PDF's of the documents to vetting@icc.govt.nz (max 20MB per email)	<input type="checkbox"/>	
<input checked="" type="checkbox"/>	ACCESSIBLE FACILITIES	Detail all accessible facilities to be installed - counters, bathroom facilities & accessible car parks & routes, etc.	<input type="checkbox"/>	
<input type="checkbox"/> N/A	112 REPORT (Alteration to an Existing Building)	Provide a gap analysis covering the means of escape & accessible facilities in the building. Refer to http://www.dbh.govt.nz/guidance-information for guidance.	<input type="checkbox"/>	

<input checked="" type="checkbox"/> N/A	115 REPORT (Change of Use)	Provide a gap analysis covering means of escape from fire, protection of other property, sanitary facilities, structural performance, fire rating performance & accessible facilities.	<input type="checkbox"/>	
<input checked="" type="checkbox"/> REFER C.DFR	COMPLIANCE SCHEDULE INFORMATION	Provide Compliance Schedule information including the SBCG 27 form identifying all the inspection, maintenance, performance standards, reporting type & make of each specified system. Refer to the specified system templates on the ICC website for guidance.	<input type="checkbox"/>	
<input checked="" type="checkbox"/>	SPECIFIED SYSTEMS PLAN	Provide a floor plan showing the locations of all specified systems in the building.	<input type="checkbox"/>	
<input checked="" type="checkbox"/> REFER C.DFR	CERTIFICATE OF PUBLIC USE (CPU)	If the building will be occupied &/or able to be accessed by the public while the building work is carried out a CPU will need to be applied for <u>before</u> work begins. Refer to the F15a Checklist for Certificate of Public Use for guidance. <u>This must be submitted to Council after the building consent has been issued and will be lodged as a separate application.</u> NOTE: Council have 20 working days to process a CPU application.	<input type="checkbox"/>	
<input checked="" type="checkbox"/>	FIRE RATINGS	If relevant provide details for fire walls including ratings, manufacturer's installation information & construction details.	<input type="checkbox"/>	
<input checked="" type="checkbox"/> N/A	HAZARDOUS SUBSTANCES	Provide details of proposed storage of hazardous substances or processes.	<input type="checkbox"/>	
<input checked="" type="checkbox"/> ARCH	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.	<input type="checkbox"/>	
<input checked="" type="checkbox"/>	FOUNDATION PLAN STRUCT	Provide a foundation plan detailing the type of foundation (concrete, timber , etc.) location of saw cuts in slabs or pile, joist & bearer layout, sizes & spans.	<input type="checkbox"/>	
<input checked="" type="checkbox"/> ARCH+STRUCT	CROSS SECTIONS & DETAILS	Cross sections to include foundations, floor slab, wall framing, exterior and interior cladding and roofing.	<input type="checkbox"/>	
<input checked="" type="checkbox"/>	ENTRY DETAILS	Provide details & dimensions for access into the building if relevant. <u>IN ARCH, BUT (INCLUDE) W 20-22</u>	<input type="checkbox"/>	
<input checked="" type="checkbox"/>	LINTEL SIZES & SPANS STRUCT	For all windows, doors & beams.	<input type="checkbox"/>	
<input checked="" type="checkbox"/>	ROOF FRAMING STRUCT/ARCH	Include a truss layout from a registered manufacturer or rafter layout stipulating sizes, spans and load points. Include elevations of all main trusses and truss manufacturers design for lintels.	<input type="checkbox"/>	
<input checked="" type="checkbox"/>	BRACING STRUCT	Provide a bracing layout plan & bracing schedule as well as fixing information for the chosen bracing elements.	<input type="checkbox"/>	
<input checked="" type="checkbox"/> STRUCT	STRUCTURAL FIXING DETAILS	Purlin sizes and fixings, bottom & top plate fixings and lintel fixings.	<input type="checkbox"/>	
<input checked="" type="checkbox"/> STRUCT	PRODUCER STATEMENTS FOR DESIGN	Provide these for any steel work, timber beams, etc. outside the scope of NZS 3604:2011 and supporting calculations .	<input type="checkbox"/>	
<input checked="" type="checkbox"/> STRUCT	PS2 FOR WORK VALUED OVER 1 MILLION	Provide a PS2 Producer Statement from a CPEng Engineer for work with a value of work over 1 million dollars.	<input type="checkbox"/>	
<input checked="" type="checkbox"/> ARCH	FLASHING DETAILS	Provide construction details of all relevant flashings for the project, such as roof & window flashings .	<input type="checkbox"/>	
<input checked="" type="checkbox"/> H1 REPORT	ENERGY EFFICIENCY	Please provide all workings showing compliance with H1 Energy Efficiency & detail insulation R values.	<input type="checkbox"/>	
<input checked="" type="checkbox"/> H2 DR.	PLUMBING LAYOUT & SPEC	Provide a plumbing layout plan & site specific specification as well as schematic / elevation of soil stack for floors above ground floor complete with structure shown if relevant.	<input type="checkbox"/>	
<input checked="" type="checkbox"/> H2 DR.	HOT WATER SYSTEM DETAILS	This could be electric, gas, etc. Provide the type of storage capacity and location on plan and details of valve venting, type of seismic restraint (if applicable).	<input type="checkbox"/>	
<input checked="" type="checkbox"/> N/A	HEATER DETAILS	Full installation details if applicable for solid fuel, liquid or gas fires or boilers.	<input type="checkbox"/>	