

Vetting Officer Name: _____

Date of check 1: _____

Vetting Officer Name: _____

Date of check 2: _____

DEMOLITION / REMOVE BUILDING FROM SITE 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"/> | |
| <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"/> | SITE PLAN / AERIAL PHOTO | Showing location of building to be demolished / relocated . | <input type="checkbox"/> | |
| <input type="checkbox"/> | DEMOLITION / RELOCATION FORM | Please complete the ICC Demolition /Relocation form detailing sealing of storm water & foul sewer drains. | <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"/> | |
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