

Vetting Officer Name: \_\_\_\_\_

Date of check 1: \_\_\_\_\_



Vetting Officer Name: \_\_\_\_\_

Date of check 2: \_\_\_\_\_

# NEW DWELLING / ALTERATION TO A DWELLING / MULTI-PROOF 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"/>	<b>FORM 2 APPLICATION FORM</b>	Please provide a <b>fully completed, signed and dated</b> 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"/>	<b>PLANS</b>	<b>1 x</b> full copies of <b>plans</b> are required.	<input type="checkbox"/>	
<input type="checkbox"/>	<b>SPECIFICATIONS</b>	<b>1 x</b> full copies of the <b>specifications</b> are required - covering all the trades involved in the proposed building work and scope of work.	<input type="checkbox"/>	
<input type="checkbox"/>	<b>SCOPE OF WORK</b>	This needs to identify all work covered by the application.	<input type="checkbox"/>	
<input type="checkbox"/>	<b>COMPLIANCE WITH NZBC</b>	Details of what construction is complying with <b>NZBC acceptable solutions</b> or if any <b>alternative solutions</b> . If alternative solution, provide full details for Council's consideration.	<input type="checkbox"/>	
<input type="checkbox"/>	<b>FEES SHEET</b>	Provide a completed <b>Building Consent Fees Sheet</b> .	<input type="checkbox"/>	
<input type="checkbox"/>	<b>PROOF OF OWNERSHIP</b>	This could be a <b>Certificate of Title, Sale &amp; Purchase Agreement</b> or a <b>rates notice</b> .	<input type="checkbox"/>	
<input type="checkbox"/>	<b>VEHICLE CROSSING FORM</b>	Please complete <u>regardless</u> of whether or not a vehicle crossing is there.	<input type="checkbox"/>	
<input type="checkbox"/>	<b>WATER CONNECTION</b>	If a <b>water connection</b> is required please supply a completed <b>Water Service</b> application form.	<input type="checkbox"/>	
<input type="checkbox"/>	<b>BUILDING OVER BOUNDARIES – SECTION 75(2)</b>	If the building works involves building over <b>boundaries / parcel boundaries</b> or <b>allotments</b> provide property descriptions for the lots affected and confirm that you agree to a <b>Section 75(2)</b> condition being placed on the property titles.	<input type="checkbox"/>	
APPLICANT USE	HEADING	DETAILS REQUIRED	VETTING OFFICER	
			Acc.	Notes
<input type="checkbox"/>	<b>SITE PLAN</b>	Showing location of <b>proposed dwelling</b> and <b>vehicle crossing</b> and <b>dimension</b> from all boundaries.	<input type="checkbox"/>	
<input type="checkbox"/>	<b>DRAINAGE PLAN</b>	Include <b>sewer</b> and <b>stormwater</b> pipe sizes, gradients, invert levels, 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 type="checkbox"/>	<b>EFFLUENT FIELD</b>	<b>Wastewater / effluent designs / systems</b> will be sent to MWH electronically for review. Provide <b>1 x</b> copies.	<input type="checkbox"/>	
<input type="checkbox"/>	<b>LIQUEFACTION VULNERABILITY ASSESSMENT REPORT</b>	The geotechnical report will need to identify the following in relation to the property and proposed building work:  1. Soil types – for example loose non-plastic soil (typically sands and silts, or in some cases gravel). 2. Saturated soil (i.e., below the groundwater table). 3. Sufficient ground shaking (a combination of the duration and intensity of shaking).	<input type="checkbox"/>	
<input type="checkbox"/>	<b>GROUND BEARING</b>	Provide a <b>statement confirming the site</b> has been <b>investigated &amp; good ground found</b> as per NZS 3604 3.1.3.	<input type="checkbox"/>	
<input type="checkbox"/>	<b>ENGINEERS GROUND BEARING REPORT</b>	If this property is located in an <b>area with soft ground</b> (i.e. ground outside scope of NZS 3604:2011) provide penetrometer tests & investigation report from a CPEng Engineer.	<input type="checkbox"/>	
<input type="checkbox"/>	<b>FOUNDATION PLAN</b>	Provide a foundation plan detailing the <b>type</b> of foundation ( <b>concrete, timber</b> , etc.) location of saw cuts in slabs or pile, joist & bearer layout, sizes & spans.	<input type="checkbox"/>	
<input type="checkbox"/>	<b>FLOOR PLANS &amp; ELEVATIONS</b>	<b>"As existing"</b> & <b>"proposed"</b> floor plans & elevations to a <b>recognised scale with dimensions</b> - show all cladding systems, construction and floor height above ground level.	<input type="checkbox"/>	
<input type="checkbox"/>	<b>MULTI-PROOF DWELLINGS</b>	Multi-proof plans & specifications should bear the <b>approval mark</b> of the DBH. Provide the <b>multi-proof certificate</b> & a	<input type="checkbox"/>	

		<b>statement</b> issued to the ICC stating that the design for the building consent complies with the approval from the Department & meets all the conditions of the multi-proof for the proposed site.		
<input type="checkbox"/>	<b>CROSS SECTIONS &amp; DETAILS</b>	Cross sections to include foundations, floor slab, wall framing, exterior and interior cladding and roofing.	<input type="checkbox"/>	
<input type="checkbox"/>	<b>ENTRY DETAILS</b>	Provide details & dimensions for <b>access into the dwelling</b> if relevant.	<input type="checkbox"/>	
<input type="checkbox"/>	<b>FIRE RATINGS</b>	If relevant provide details for <b>fire walls</b> including ratings, manufacturer's installation information & construction details.	<input type="checkbox"/>	
<input type="checkbox"/>	<b>LINTEL SIZES &amp; SPANS</b>	For all windows, doors & beams.	<input type="checkbox"/>	
<input type="checkbox"/>	<b>TIMBER TREATMENTS</b>	Provide details on the <b>type, grade &amp; treatments</b> being used.	<input type="checkbox"/>	
<input type="checkbox"/>	<b>ROOF FRAMING</b>	Include a <b>truss layout</b> from a registered manufacturer or <b>rafter layout</b> stipulating sizes, spans and load points. Include <b>elevations</b> of all main trusses and truss manufacturers design for lintels.	<input type="checkbox"/>	
<input type="checkbox"/>	<b>BRACING</b>	Provide a <b>bracing layout plan &amp; bracing schedule</b> as well as <b>fixing information</b> for the chosen bracing elements.	<input type="checkbox"/>	
<input type="checkbox"/>	<b>STRUCTURAL FIXING DETAILS</b>	<b>Purlin sizes and fixings, bottom &amp; top plate fixings and lintel fixings.</b>	<input type="checkbox"/>	
<input type="checkbox"/>	<b>PRODUCER STATEMENTS FOR DESIGN</b>	Provide these for any <b>steel work, timber beams, etc.</b> outside the scope of NZS 3604:2011 and supporting <b>calculations</b> .	<input type="checkbox"/>	
<input type="checkbox"/>	<b>RISK MATRIX</b>	Provide a <b>risk matrix</b> detailing risk scores.	<input type="checkbox"/>	
<input type="checkbox"/>	<b>FLASHING DETAILS</b>	Provide construction details of all <b>relevant flashings</b> for the project, such as <b>roof &amp; window flashings</b> .	<input type="checkbox"/>	
<input type="checkbox"/>	<b>SMOKE ALARMS</b>	Confirm supply and installation of <b>smoke detectors</b> in accordance with NZBC:F7	<input type="checkbox"/>	
<input type="checkbox"/>	<b>ENERGY EFFICIENCY</b>	Please provide all workings showing compliance with <b>H1 Energy Efficiency</b> & detail insulation R values.	<input type="checkbox"/>	
<input type="checkbox"/>	<b>PLUMBING LAYOUT &amp; SPEC</b>	Provide a <b>plumbing layout plan &amp; specification</b> as well as schematic / elevation of soil stack for floors above ground floor complete with structure shown if relevant.	<input type="checkbox"/>	
<input type="checkbox"/>	<b>WET AREAS – BATHROOMS, KITCHEN &amp; LAUNDRY</b>	Provide details of <b>impervious</b> wall & floor finishes, <b>ventilation</b> to rooms (opening window or mechanical fan) <b>safety glazing</b> to windows (if required) and provide construction details for <b>wet floor showers</b> & show how <b>water splash</b> is contained (e.g. curtain, glass screen)	<input type="checkbox"/>	
<input type="checkbox"/>	<b>HOT WATER SYSTEM DETAILS</b>	This could be electric, gas, etc. Provide the type of storage capacity and <b>location on plan</b> and details of valve venting, type of seismic restraint (if applicable).	<input type="checkbox"/>	
<input type="checkbox"/>	<b>HEATER DETAILS</b>	Full installation details if applicable for <b>solid fuel, liquid or gas</b> fires or boilers including the <b>flue system</b> .	<input type="checkbox"/>	
APPLICANT USE	HEADING	RESTRICTED BUILDING WORK	VETTING OFFICER	
			Acc.	Notes
<input type="checkbox"/>	<b>RESTRICTED BUILDING WORK (RBW)</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/>	
		<b>Restricted Building Work – <u>Is work that effects the structure &amp;/or the external cladding systems of the building.</u></b> If the work you want to carry out is <b>RBW</b> you will need a licensed Designer with an LBP number to draw or supervise the drawing of the plans for consent & a licensed Builder with an LBP number to carry out or supervise the building work.	<input type="checkbox"/>	
<input type="checkbox"/>	<b>CODW</b>	<b>Certificate of Design Work</b> – from a Designer with a design LBP number covering all restricted 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.**