

Vetting Officer Name: _____

Date of check 1: _____



Vetting Officer Name: _____

Date of check 2: _____

GARAGE / CARPORTS / SHED 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	1 x full copies of plans are required.	<input type="checkbox"/>	
<input type="checkbox"/>	SPECIFICATIONS	1 x 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 regardless of whether or not a vehicle crossing is there.	<input type="checkbox"/>	
<input type="checkbox"/>	WATER CONNECTION	If a water connection is required please supply a completed Water Service application form.	<input type="checkbox"/>	
<input type="checkbox"/>	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 type="checkbox"/>	SITE PLAN	Showing location of proposed garage & all other buildings on site, plus vehicle crossing and dimensions from all boundaries.	<input type="checkbox"/>	
<input type="checkbox"/>	DRAINAGE PLAN	Garage – Include stormwater layout including pipe sizes & gradients & include existing stormwater drains & sumps. If your driveway is over 40 m ² in size a driveway sump may be required. Farm Shed – Include size & number of DP's & details about where storm water is draining to (e.g. tank & overflow, away from building, etc.)	<input type="checkbox"/>	
<input 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.	<input type="checkbox"/>	
<input type="checkbox"/>	FOUNDATION PLAN	Provide a foundation plan detailing the type of foundation (e.g. concrete) location of saw cuts in slabs or pile, joist & bearer layout, sizes & spans.	<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"/>	CROSS SECTIONS & DETAILS	Cross sections to include foundations, floor slab, wall framing, exterior and interior cladding and roofing.	<input type="checkbox"/>	

<input type="checkbox"/>	FIRE RATINGS	If relevant provide details for fire walls including ratings, manufacturer's installation information & construction details.	<input type="checkbox"/>	
<input type="checkbox"/>	TIMBER TREATMENTS	Provide details on the type, grade & treatments being used.	<input type="checkbox"/>	
<input type="checkbox"/>	LINTEL SIZES & SPANS	For all windows, doors & beams.	<input type="checkbox"/>	
<input type="checkbox"/>	ROOF FRAMING	Include a truss layout from a registered manufacturer or rafter layout stipulating sizes, spans and load points.	<input type="checkbox"/>	
<input type="checkbox"/>	TRUSS ELEVATIONS	Include elevations of all main trusses and truss manufacturers design for lintels.	<input type="checkbox"/>	
<input type="checkbox"/>	BRACING	Provide a bracing layout plan & bracing schedule as well as fixing information for the chosen bracing elements. (if other than Ideal, Skyline, Totalspan or Versatile)	<input type="checkbox"/>	
<input type="checkbox"/>	STRUCTURAL FIXING DETAILS	Purlin sizes and fixings, bottom & top plate fixings and lintel fixings.	<input type="checkbox"/>	
<input type="checkbox"/>	PRODUCER STATEMENTS FOR DESIGN	Provide these for any steel beams &/or steel purlins, timber beams, etc. outside the scope of NZS 3604:2011 (Timber Framed Buildings)	<input type="checkbox"/>	
<input type="checkbox"/>	FLASHING DETAILS	Provide construction details of all relevant flashings for the project, such as roof, wall & window flashings.	<input type="checkbox"/>	
APPLICANT USE	HEADING	LIVING SPACE / FACILITIES	VETTING OFFICER	
			Acc.	Notes
<input type="checkbox"/>	HABITABLE SPACE	If a portion of the shed or garage is to be habitable , provide full details as required for dwellings – including smoke alarms, risk matrix & H1 calculations . <i>See the B14 checklist for New Dwellings / Dwelling Alts.</i>	<input type="checkbox"/>	
<input type="checkbox"/>	PLUMBING LAYOUT & SPEC	Provide a plumbing layout plan & specification if relevant.	<input type="checkbox"/>	
<input type="checkbox"/>	LIQUEFACTION VULNERABILITY ASSESSMENT REPORT	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"/>	WET AREAS	Provide details of impervious floor & wall linings, ventilation to spaces & safety glazing if required.	<input type="checkbox"/>	
<input type="checkbox"/>	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 type="checkbox"/>	RESTRICTED BUILDING WORK (RBW)	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/>	
		Restricted Building Work – Is work that effects the structure &/or the external cladding systems of the building. If the work you want to carry out is RBW 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"/>	CODW	Certificate of Design Work – from a Designer with a design LBP number covering all restricted building work.	<input type="checkbox"/>	
<input type="checkbox"/>	LIST OF CODW'S	Provide a list of all CODW's where there is more than 1 provided.	<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"/>	