

Vetting Officer Name: _____

Date of check 1: _____



Vetting Officer Name: _____

Date of check 2: _____

RELOCATE A RESIDENTIAL BUILDING ON TO 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"/>	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"/>	
<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 building and vehicle crossing and dimension from all boundaries.	<input type="checkbox"/>	
<input type="checkbox"/>	DRAINAGE PLAN	Include sewer and stormwater 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 type="checkbox"/>	EFFLUENT FIELD	Where wastewater / effluent designs / systems are included in the Building consent Application, Please provide three copies	<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"/>	FLOOR PLANS & ELEVATIONS	"As existing" & "proposed" (if relevant) floor plans & elevations to a recognised scale with dimensions - show all cladding systems, construction and floor height above ground level.	<input type="checkbox"/>	
<input type="checkbox"/>	FOUNDATION PLAN	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 & subfloor bracing layout.	<input type="checkbox"/>	
<input type="checkbox"/>	SUBFLOOR VENTILATION	Provide details of ventilation to subfloor (piles or foundation wall)	<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"/>	ENTRY DETAILS	Provide details & dimensions for access into the building if relevant.	<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"/>	STRUCTURAL FIXING DETAILS	Pile fixings, joist & bearer fixings, bottom plate fixings, new lintel & beam fixings etc.	<input type="checkbox"/>	
<input type="checkbox"/>	PRODUCER STATEMENTS FOR DESIGN	Provide these for foundation design, steel work, timber beams, etc. outside the scope of NZS 3604:2011.	<input type="checkbox"/>	
	DETAILS OF ALTERATIONS	If alterations are being carried out provide full details including plans & specifications.		
<input type="checkbox"/>	RISK MATRIX	If changing the cladding provide a risk matrix detailing risk scores.	<input type="checkbox"/>	
<input type="checkbox"/>	FLASHING DETAILS	Provide construction details of all relevant flashings for the project, such as roof & window flashings.	<input type="checkbox"/>	
<input type="checkbox"/>	SMOKE ALARMS	Confirm supply and installation of smoke detectors in accordance with NZBC:F7	<input type="checkbox"/>	
<input type="checkbox"/>	ENERGY EFFICIENCY	Please provide all workings showing compliance with H1 Energy Efficiency & detail insulation R values if the building is being altered.	<input type="checkbox"/>	
<input type="checkbox"/>	PLUMBING LAYOUT & SPEC	Provide a plumbing layout plan & specification 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"/>	HEATER DETAILS	Full installation details if applicable for solid fuel, liquid or gas fires or boilers.	<input type="checkbox"/>	
APPLICANT USE	HEADING	RESTRICTED BUILDING WORK	VETTING OFFICER	
			Acc.	Notes
<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"/>	
<input type="checkbox"/>		<input type="checkbox"/>	
<input type="checkbox"/>		<input type="checkbox"/>	