

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"/>	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"/>	