

All documents to be combined into one of the following

- Architectural Plans
- Architectural Specifications
- Structural Plans
- Structural Specifications
- Supporting Documentation — Specified System Templates and Compliance Schedule (one merged file)
- Supporting Documentation (one merged file)

Documentation must be submitted as a PDF file type

Must be legible and show reference to the proposed address/owners

Documentation that has previous/historic consent information visible will not be accepted

Proof of Ownership must be issued within the previous three months and can be one of the following

Record of Title

- Title must include second page showing diagram
- Consent Notices and Easement Information must be supplied
- If under a Sales & Purchase Agreement a full copy of the Agreement signed, dated and showing any conditions of settlement must also be supplied

Rates Notices – Solid Fuel Burner applications only

		New Dwelling	New Commercial	Alteration	Accessory (garage/shed)
Site / Location Plan					
<input type="checkbox"/> Lot & DP number <input type="checkbox"/> All car parking spaces on site <input type="checkbox"/> North point <input type="checkbox"/> Dimensions on all boundaries <input type="checkbox"/> Street name & number <input type="checkbox"/> Site Area and Coverage <input type="checkbox"/> Gross Plan Area <input type="checkbox"/> Permeable Area	<input type="checkbox"/> Ground contours and levels <input type="checkbox"/> Outline and areas of all existing <input type="checkbox"/> Drainage layout <input type="checkbox"/> Rapid number and proposed buildings <input type="checkbox"/> Distances to boundaries <input type="checkbox"/> Reference point for FFL to be measured against (fixed Datum point) <input type="checkbox"/> Maximum Building Height <input type="checkbox"/> Planning zone and TA	✓	✓	✓	✓
Drainage Plan (Sewer and Stormwater)					
<input type="checkbox"/> Foul and Storm Water layout <input type="checkbox"/> Location of Council foul sewer with inspection bends, main sewers & drains to junctions indicated to serve the site	<input type="checkbox"/> Kerb and channel <input type="checkbox"/> Stormwater sewer <input type="checkbox"/> Outline of building with location of all fixtures and fittings <input type="checkbox"/> Septic tank and effluent details	✓	✓		✓
Plumbing Plan					
Details of the proposed waste disposal system including the proposed method of installation. The type of water heating system to be used (e.g., oil, gas, electric)		✓	✓	✓	
Foundation Plan					
<input type="checkbox"/> Dimensions of all new foundations <input type="checkbox"/> Details of slab and footing steel	<input type="checkbox"/> Bracing for timber sub floor <input type="checkbox"/> Position of all structural components <input type="checkbox"/> Piles and footing details	✓	✓	✓	✓
Floor Plans					
<input type="checkbox"/> Floor areas for all floors <input type="checkbox"/> All framing dimensions and room sizes <input type="checkbox"/> All spaces designated <input type="checkbox"/> Sanitary fixtures and fittings <input type="checkbox"/> Door and window dimensions <input type="checkbox"/> Food storage areas	<input type="checkbox"/> Kitchen stove <input type="checkbox"/> Barriers, handrails and stair details <input type="checkbox"/> Entry details <input type="checkbox"/> Solid and waste system <input type="checkbox"/> Floor joist layout <input type="checkbox"/> Support beams and trimmer joists	✓	✓	✓	✓
Elevations					
<input type="checkbox"/> Accurate ground lines from boundary to boundary <input type="checkbox"/> Relevant district plan height control planes <input type="checkbox"/> The maximum height on each elevation <input type="checkbox"/> Location of door and window openings	<input type="checkbox"/> Safety glazing <input type="checkbox"/> Exterior claddings <input type="checkbox"/> Floor levels in relation to ground levels all elevations <input type="checkbox"/> Ventilators to sub floor areas <input type="checkbox"/> Soil and waste system <input type="checkbox"/> Fixed and opening sashes	✓	✓	✓	✓
<input type="checkbox"/> Foundation details (reinforcing steel locations and sizes) <input type="checkbox"/> Flashings to all openings <input type="checkbox"/> Details of all framing and structural members <input type="checkbox"/> Stud height from lowest ground floor level to top of ridge (along and across) and details of all major connections	<input type="checkbox"/> Details of fire rated systems <input type="checkbox"/> Exterior claddings including veneers, fascia's and gutters <input type="checkbox"/> Details of sound rated partitions <input type="checkbox"/> Include risk matrix as per E2 NZBC requirements <input type="checkbox"/> Safety glazing impact requirements <input type="checkbox"/> Insulation systems (to floors, walls and roofs)	✓	✓	✓	✓

Bracing Schedule and Plan					
<input type="checkbox"/> Location, type and number of bracing elements to indicate compliance with NZS 3604	<input type="checkbox"/> Bracing schedule and calculation sheet. <input type="checkbox"/> If the bracing was specifically designed then attach copies of calculations and producer statements	✓	✓	✓	✓
Roof Plan					
<input type="checkbox"/> Ridge <input type="checkbox"/> Valley	<input type="checkbox"/> Spouting <input type="checkbox"/> Downpipes <input type="checkbox"/> Gutter lines	✓	✓	✓	✓
Cladding/Weather Tightness					
<input type="checkbox"/> Full details of exterior wall claddings <input type="checkbox"/> Flashings	<input type="checkbox"/> Paint finishes <input type="checkbox"/> Cavity and joinery used	✓	✓	✓	✓
Specifications					
Covering all trades and materials relevant to this specific project will be required and should include both and NOTE – generic specifications will not be accepted <input type="checkbox"/> Details of products and of the building manufactures requirements	<input type="checkbox"/> Determination of the buildings including their maintenance wind zone and snow load and warranties <input type="checkbox"/> A timber treatment schedule <input type="checkbox"/> A wind zone specific fixing listing the type of treatment schedule for all connections required for timber in all parts	✓	✓	✓	✓
Liquefaction Vulnerability Assessment Report					
The Geotechnical Report will need to identify the following in relation to the property and proposed building work - Soil Types – loose non-plastic soils typically sands, silts or gravel - Saturated soil – below the groundwater table - Sufficient ground shaking – combination of the duration and intensity of shaking		✓	✓		
Ground Bearing					
Statement confirming the site has been investigated and good ground found – as per NZS 3604 3.1.3		✓	✓	✓	✓
Engineers Ground Bearing Report					
If property is located in an area with soft ground (outside scope of NZS 3604:2011) penetrometer tests and investigation report from a CPEng Engineer will be required		✓	✓	✓	✓
RBW – Restricted Building Work (work that affects the structure and/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 and a Licensed Builder with an LBP number to carry out or supervise the building work					
Designer/Architect: Memorandum (CODW) provided with LBP /NZRAB number		✓	✓	✓	✓
Engineer(s): Memorandum (CODW) provided with CPEng number		✓	✓	✓	✓
Owner exemption: Statutory declaration Form 2B provided (for design and/or build)		✓	✓	✓	✓
Fire Report					
Detailed Fire Report and supporting plans showing compliance with the NZBC C Documents. Clearly identify whether the design is to an Acceptable Solution, Verification method or an Alternative Solutions			✓		
Accessible Facilities					
Detail all accessible facilities to be installed – counters, bathroom facilities & accessible car parks & routes, etc			✓		
112 REPORT (Alteration to an Existing Building)					
Provide a gap analysis covering the means of escape & accessible facilities in the building. Refer to http://www.dbh.govt.nz/guidance-information for guidance.				✓	
115 Report (change of use)					

Provide a gap analysis covering means of escape from fire, protection of other property, sanitary facilities, structural performance, fire rating performance & accessible facilities		✓	✓	
Compliance Schedule Information				
Provide Compliance Schedule information including identifying all the inspection, maintenance, performance standards, reporting type & make of each specified system. Refer to the specified system templates on the ICC website for guidance.		✓	✓	
Specified Systems				
For any altered/added systems a Specified System Template form must be provided		✓	✓	
Specified Systems Plan				
Provide a floorplan showing the locations of all specified systems in the building		✓	✓	
Fire Ratings				
If relevant provide details for fire walls including ratings, manufacturers installation information and construction details	✓	✓	✓	
Hazardous Substances				
Provide details of proposed storage of hazardous substances or processes		✓	✓	
PS2 For work value over \$1 million				
Contact ICC Building Team to arrange a pre-application meeting to discuss	✓	✓		
AF3P				
Required for 3 rd Party Certification/Evidence in Place of On-site Inspections	✓	✓	✓	✓