

# Form 2

## Project Information Memorandum and/or Building Consent

SECTION 33 OR SECTION 45, BUILDING ACT 2004



### LOCATION OF PROPOSED WORK & BUILDING DETAILS

**Street Address** (For structures that do not have a street address, state the nearest street intersection and the distance and direction from that intersection)

**Legal Description e.g., Lot & DP** (State legal description as at the date of application and, if the land is proposed to be subdivided, include details of relevant lot numbers and subdivision consent)

**Building Name**

(If applicable)

**Location of building within site/block number**

(Include nearest street access)

**Number of levels**

(Include ground level and any levels below ground)

**Level / Unit Number**

**Area (sqm)**

(Indicate area affected by the building work if less than the total area)

**Year First Constructed**

**Current, lawfully established use**

(Include number of occupants per level and per use – if more than 1)

### OWNER DETAILS

**Name** (as per current record of title)

**Mailing Address**

**Street Address**

**Contact Person**

**Phone / Landline** (Daytime / Afterhours)

**Mobile**

**Email**

**Fax**

**Website**

### AGENT DETAILS

**NZ Companies Registered Number** (if applicable)

**Company Name**

**Contact Person**

**Mailing Address**

**Street Address**

**Contact Person**

**Phone / Landline** (Daytime / Afterhours)

**Mobile**

**Email**

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### WHAT BUILDING WORK ARE YOU DOING?

 Residential Multi-Residential Commercial / Industrial

**Description of the Building Work** (Provide sufficient information below to enable scope of work to be fully understood)

Will the building work result in a change of use of the building?

Yes

No

If yes, provide further details

Intended life of the building if less than 50 years

Does the design feature a modular component by an accredited manufacturer as per the BuiltReady scheme?

Yes

No

List Building Consents previously issued for this project (if any)

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Estimated value of the building work on which the building levy will be calculated (including goods and services tax)

(State estimated value as defined in section 7 of the Building Act 2004)

\$ \_\_\_\_\_

Will the building work include any restricted building work?

Yes

No

If yes, provide the following details of all licensed building practitioners who will be involved in carrying out or supervising the restricted building work (if these details are unknown at the time of the application, they must be supplied before the work begins)

Full Name	Licensing Class	Licensed Building Practitioner Number (or registration number if treated as being licensed under section 291 of the Building Act 2004)

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### PROJECT INFORMATION MEMORANDUM (PIM) (only complete this section if the application is for a project information memorandum)

The following matters are involved in this project

Subdivision	Alterations to land contours e.g., digging out the site for a building platform
New or altered connections to public utilities e.g., Council sewer, storm or water mains	New or altered locations and/or external dimensions of buildings
New or altered access for vehicles	Building work over or adjacent to any road or public place
Disposal of Stormwater and wastewater	Building work over any existing drains or sewers or in close proximity to wells or water mains
Other matters known to the applicant that may require authorisation from the Territorial Authority	

### BUILDING CONSENT (only complete this section if the application is for a building consent)

The building work will comply with the Building Code as follows

Clause (Tick relevant clause numbers of the building code)	Means of Compliance (refer to the relevant compliance documents or detail of alternative solution in the plans and specifications if not applicable, state n/a)	Waiver/modification required (state nature of waiver or modification of building code required, if not application state n/a)
B1 Structure		
B2 Durability		
C1-6 Protection from fire		
D1 Access Routes		
D2 Mechanical Installations for access		
E1 Surface Water		
E2 External Moisture		
E3 Internal Moisture		
F1 Hazardous agents on site		
F2 Hazardous Building Materials		
F3 Hazardous Substances and Processes		
F4 Safety form Falling		
F5 Construction and demolition hazards		
F6 Lighting for Emergency		
F7 Warning Systems		
F8 Signs		
G1 Personal Hygiene		
G2 Laundering		
G3 Food Preparation and Prevention of contamination		
G4 Ventilation		
G5 Interior Environment		
G6 Airborne and Impact Sound		
G7 Natural Light		
G8 Artificial Light		
G9 Electricity		
G10 Piped Services		
G11 Gas as an energy Source		
G12 Water Supplies		
G13 Foul Water		
G14 Industrial Liquid Waste		
G15 Solid Waste		
H1 Energy Efficiency		

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### COMPLIANCE SCHEDULE (Only complete this section if the application is for a building consent)

**Does the building have any specified systems?** (Specified systems are defined in regulations)

Yes  No If yes, complete the following section(s) – attach further details if required

The specified systems for the building are as follows

The following specified systems are being altered, added to, or removed in the course of the building work

### ATTACHMENTS

- Memoranda (Certificates of Design Work) from licensed building practitioners who carried out or supervised any design work that is restricted building work
- Project Information Memorandum
- Modular Component Documentation including – Current Manufacturers Certificates (referred to in sections 45(1)(bb) and 45(1)(bc) of the Building Act and Current Product Certificates
- Alternative Plans and Specifications (if the applicant wants to obtain pre-approval for possible product substitutions – list below or attach list)


Alternative Product Certificate(s) (if the applicant wants to obtain pre-approval for possible product substitutions)

**The following documents are attached to this application** (All plans and specifications must meet the minimum requirements set out in the regulations or required by the building consent authority)

### Additional Forms Attached (if applicable forms can be found on the ICC website)

<input type="checkbox"/>	Alternative Solution Application	<input type="checkbox"/>	Durability Modification Application Form
<input type="checkbox"/>	Application for amendment to Compliance Schedule	<input type="checkbox"/>	Change of Use

### PROOF OF OWNERSHIP (Must be current, issued within previous three months and attached)

<input type="checkbox"/>	Record of Title	<input type="checkbox"/>	Sale & Purchase Agreement – must be signed and dated
<input type="checkbox"/>	Rates Notice – Solid Fuel Burners only	<input type="checkbox"/>	Request a Record of Title from the BCA or Council (There may be a fee for this, check with the BCA)

Please visit the ICC website [Invercargill City Council \(icc.govt.nz\)](http://Invercargill City Council (icc.govt.nz)) Building Services pages for further information, guidance documents and other required forms on applying for a Building Consent