

ASHBURTON DISTRICT COUNCIL

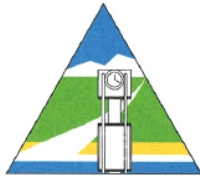
5 Baring Square West, Ashburton, New Zealand
e-mail info@adc.govt.nz Website www.ashburtondc.govt.nz

PROJECT INFORMATION MEMORANDUM AND/OR BUILDING CONSENT APPLICATION

BUILDING ACT 2004 Please read this carefully

INFORMATION FOR APPLICANTS FOR BUILDING CONSENTS

1. APPLICATIONS MUST BE MADE ON THE FORM ATTACHED
2. ALL PARTS OF THE FORM MUST BE ADDRESSED ALTHOUGH ALL PARTS MAY NOT BE RELEVANT TO ALL BUILDING PROJECTS. THE FORM OF APPLICATION MUST HOWEVER BE AS COMPLETE AS POSSIBLE AND INCOMPLETE APPLICATIONS WILL BE RETURNED.
3. TOGETHER WITH THE COMPLETED APPLICATION FORM THERE SHALL BE, DEPOSITED IN DUPLICATE, THE FOLLOWING:
 - a) Indelibly executed plans showing plan, elevations and cross section of the proposed building sufficient to indicate means of construction and preferably to a scale of 1:100 or 1:50. In any event the plans must be to a clearly stated scale.
 - b) Up to date copies of the Certificate of Title that relate to the property that is being built upon.
 - c) A clear plan showing distances from property boundaries.
In the case of a new dwelling of other major developments in rural areas, the site plan should give a clear measurement from a proposed boundary to the proposed entranceway to the new building. This dimension will be used to allocate a R.A.P.I.D number to your property which then becomes the address.
 - d) Plan showing recession planes and percentage of site coverage.
 - e) Full specifications which are applicable to the project in question. **Standard general specifications are not acceptable.**
 - f) Design Certificate, Producer Statement, calculations or other Building Industry Authority approval document relevant to the planned project.
 - g) Please note that 20 working days may be required to process your consent after initial application.
 - h) **An additional 1 copy of the floor plan is required if the value of the building work is above \$20,000.**
4. PLANS TO BE KEPT ON SITE.
One copy of all documentation will be returned to the builder. These documents will be endorsed by Council as being approved and **MUST** be retained on the building site so the Building Official can record inspections and later issue a Code Compliance Certificate.
5. CONDITIONS AND ADVICE NOTES OF CONSENT
All conditions and advice notes of the building consent must be met. **Inspections must be requested** as detailed in the building consent, with 48 hours notice given.
Inspections requested and visits made when the work is not ready for inspection will be charged for and an additional charge may be incurred where 48 hours notice of a required inspection has not been given.
6. DEPOSIT FEES
The amount of the deposit required will be based in the cost of work being undertaken and will consist of the PIM Fee and the Administration Fee. (refer to the Schedule of Fees and Charges 2009/2010)



ASHBURTON DISTRICT COUNCIL

5 Baring Square West, Ashburton, New Zealand
e-mail info@adc.govt.nz Website www.ashburtondc.govt.nz

(BAM 002)

Version 1.1

June 09

FOR OFFICE USE ONLY

BC No:

Date Received:

Project Information Memorandum and/or Building Consent Application

(Only complete items that are applicable to your project)

APPLICATION			
I request that you issue a: <i>(please tick one)</i>	<input type="checkbox"/>	Project Information Memorandum only (PIM)	
	<input type="checkbox"/>	Building Consent only (for existing PIM) No: <input type="text"/>	(attach copy)
	<input type="checkbox"/>	Building Consent (including Project Information Memorandum)	
THE BUILDING			
Street Address (or Rapid No if applicable):		Building Name (if applicable):	
<input type="text"/>		<input type="text"/>	
Legal Description: Lot: <input type="text"/>	DP: <input type="text"/>	Valuation Roll Number: <input type="text"/>	
Number of Levels: <input type="text"/>	Level/Unit No: <input type="text"/>	Total Floor Area: (all floors included)	
Current lawfully established use: <input type="text"/>	<input type="text"/>	Existing: <input type="text"/> m ²	Add: <input type="text"/> m ²
Is there a swimming/spa pool located at this address: yes/no		Approx year building first constructed: <input type="text"/>	
<input type="text"/>		<input type="text"/>	
THE OWNER			
Owner's Name: <input type="text"/>		Contact Person: <input type="text"/> <i>(if owner is not an individual)</i>	
<input type="text"/>		<input type="text"/>	
Mailing/Billing Address: <input type="text"/>			
Street Address/Registered Office: <input type="text"/>			
E-mail Address: <input type="text"/>		Phone Day: <input type="text"/>	
Phone A'Hours: <input type="text"/>	Fax: <input type="text"/>	Cellphone: <input type="text"/>	
<input type="text"/>		<input type="text"/>	
THE AGENT			
<i>Note - The Agent will be the first point of contact for communications with the Council/Building Consent Authority regarding this application/building work and will receive all correspondence including all invoices.</i>			
Agent's Name: <input type="text"/>		Contact Person: <input type="text"/> <i>(if Agent is not an individual)</i>	
<input type="text"/>		<input type="text"/>	
Mailing/Billing Address: <input type="text"/>			
Street Address/Registered Office: <input type="text"/>			
E-mail Address: <input type="text"/>		Phone Day: <input type="text"/>	
Phone A'Hours: <input type="text"/>	Fax: <input type="text"/>	Cellphone: <input type="text"/>	
<input type="text"/>		<input type="text"/>	
THE PROJECT			
Description of building work: <i>(eg dwelling, commercial, farm shed, garage etc)</i>			
<input type="text"/>			
Will the building work result in a change of use of the building?		<input type="checkbox"/> Yes	<input type="checkbox"/> No
<i>(Refer to Building (Specified Systems, Change of Use, and Earthquake-prone Buildings) Regulations 2005 if in doubt)</i>			
If "Yes", provide details of the new intended use: <input type="text"/>			
<input type="text"/>			
Intended life of the building: <input type="text"/>	Indefinite but not less than 50 years	or specified as <input type="text"/>	years
List Building Consents previously issued for this building (if any): <i>(ie is this project being constructed in stages? Is this consent for a relocated or transportable building?)</i>			
<input type="text"/>			

Estimated Value (inc GST) (ie the estimated aggregate of the values of all goods and services): \$

PROJECT INFORMATION MEMORANDUM

PROJECT INFORMATION MEMORANDUM (Do not fill in this section if the application is for a building consent only)

The following matters are involved in the project: (tick the matters relevant to the project)

- Subdivision
- Alteration to land contours
- New or altered connections to public utilities
- New or altered locations and/or external dimensions of the buildings
- New or altered access for vehicles
- Building work over or adjacent to any road or public place
- Disposal of storm water and waste water
- 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 authorisations from the territorial authority: (specify)

Note that Devolvement Contributions may be levied in cases where extra demand for services is required. Refer to "Customer Guide for Development Contributions" for additional information.

BUILDING CONSENT

The following documentation is attached to this application:

- specifications plans calculations producer statements
- other (specify) _____

BUILDING CODE CLAUSE		MEANS OF COMPLIANCE (refer to the relevant compliance document(s) or detail of alternative solution in the plans & specifications; if not applicable, put n/a)	WAIVER/MODIFICATION REQUIRED (state nature of waiver or modification of building code required)
B1	Structure	<input type="checkbox"/> NZS3604 <input type="checkbox"/> NZS1170 <input type="checkbox"/> NZS4229 <input type="checkbox"/> Other..... (specify)	
B2	Durability	<input type="checkbox"/> B2/AS1 <input type="checkbox"/> NZS3101 <input type="checkbox"/> NZS3602 <input type="checkbox"/> NZS3604 <input type="checkbox"/> Other (specify)	
C1	Outbreak of fire	<input type="checkbox"/> C/AS1 <input type="checkbox"/> Other (specify)	
C2	Means of escape	<input type="checkbox"/> C/AS1 <input type="checkbox"/> Other (specify)	
C3	Spread of fire	<input type="checkbox"/> C/AS1 <input type="checkbox"/> Other (specify)	
C4	Structural stability during fire	<input type="checkbox"/> C/AS1 <input type="checkbox"/> Other (specify)	
D1	Access Routes	<input type="checkbox"/> D1/AS1 <input type="checkbox"/> NZS4121 Other (specify)	
D2	Mechanical installations for access	<input type="checkbox"/> D2/AS1 <input type="checkbox"/> NZS4332 <input type="checkbox"/> EN81 <input type="checkbox"/> EN115 <input type="checkbox"/> Other (specify)	
E1	Surface water	<input type="checkbox"/> E1/AS1 <input type="checkbox"/> AS/NZS3500.3 <input type="checkbox"/> Other(specify)	
E2	External moisture	<input type="checkbox"/> E2/AS1 <input type="checkbox"/> Specific design and testing	
E3	Internal moisture	<input type="checkbox"/> E3/AS1 <input type="checkbox"/> Other (specify)	
F1	Hazardous agents on site	<input type="checkbox"/> F1/AS1 <input type="checkbox"/> Other (specify)	

BUILDING CODE CLAUSE		MEANS OF COMPLIANCE (refer to the relevant compliance document(s) or detail of alternative solution in the plans & specifications; if not applicable, put n/a)	WAIVER/MODIFICATION REQUIRED (state nature of waiver or modification of building code required)
F2	Hazardous building materials	<input type="checkbox"/> F2/AS1 <input type="checkbox"/> NZS4223 <input type="checkbox"/> Other(specify)	
F3	Hazardous substances and processes	<input type="checkbox"/> F3/AS1 <input type="checkbox"/> Other (specify)	
F4	Safety from falling	<input type="checkbox"/> F4/AS1 <input type="checkbox"/> FSP Act <input type="checkbox"/> Other(specify)	
F5	Construction and demolition hazards	<input type="checkbox"/> F5/AS1 <input type="checkbox"/> Other(specify)	
F6	Lighting for emergency	<input type="checkbox"/> F6/AS1 <input type="checkbox"/> Other(specify)	
F7	Warning systems	<input type="checkbox"/> F7/AS1 <input type="checkbox"/> NZS4512 <input type="checkbox"/> Other(specify)	
F8	Signs	<input type="checkbox"/> F8/AS1 <input type="checkbox"/> Other(specify)	
G1	Personal hygiene	<input type="checkbox"/> G1/AS1 <input type="checkbox"/> Other(specify)	
G2	Laundering	<input type="checkbox"/> G2/AS1 <input type="checkbox"/> Other.....(specify)	
G3	Food prep. And prevention of contamination	<input type="checkbox"/> G3/AS1 <input type="checkbox"/> Other(specify)	
G4	Ventilation	<input type="checkbox"/> G4/AS1 <input type="checkbox"/> AS1668.2 <input type="checkbox"/> Other(specify)	
G5	Interior environment	<input type="checkbox"/> G5/AS1 <input type="checkbox"/> Other(specify)	
G6	Airborne and impact sound	<input type="checkbox"/> G6/AS1 <input type="checkbox"/> Other(specify)	
G7	Natural light	<input type="checkbox"/> G7/AS1 <input type="checkbox"/> Other(specify)	
G8	Artificial light	<input type="checkbox"/> G8/AS1 <input type="checkbox"/> NZS6703 <input type="checkbox"/> Other(specify)	
G9	Electricity	<input type="checkbox"/> G9/AS1 <input type="checkbox"/> Other(specify)	
G10	Piped services	<input type="checkbox"/> G10/AS1 <input type="checkbox"/> NZS5261 <input type="checkbox"/> Other..... (specify)	
G11	Gas as an energy source	<input type="checkbox"/> G11/AS1 <input type="checkbox"/> Other(specify)	
G12	Water supplies	<input type="checkbox"/> G12/AS1 <input type="checkbox"/> AS/NZS3500.1 <input type="checkbox"/> AS/NZS3500.4 <input type="checkbox"/> Other(specify)	
G13	Foul water	<input type="checkbox"/> G13/AS1 <input type="checkbox"/> AS/NZS3500.2 <input type="checkbox"/> BS5572 <input type="checkbox"/> Other(specify)	
G14	Industrial liquid waste	<input type="checkbox"/> G14/AS1 <input type="checkbox"/> Other(specify)	
G15	Solid waste	<input type="checkbox"/> G15/AS1 <input type="checkbox"/> Other(specify)	
H1	Energy efficiency provisions	<input type="checkbox"/> H1/AS1 <input type="checkbox"/> NZS4218 <input type="checkbox"/> NZS4243 <input type="checkbox"/> ALF Design Manual <input type="checkbox"/> NZS4214 <input type="checkbox"/> Other(specify)	

REQUIRED ATTACHMENTS

Evidence of ownership attached to this application:

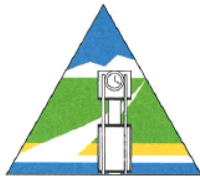
Certificate of Title Sale and Purchase Agreement

Complete and attach **ONE** of the following checklists, and provide **ALL** of the information and plans requested on that checklist:

Form BAM 002-R Residential work Form BAM 002-I Commercial/Industrial work

Application Fee (Deposit)

Application Fee of \$ (refer to cover sheet for appropriate fees)



ASHBURTON DISTRICT COUNCIL

5 Baring Square West, Ashburton, New Zealand
 e-mail info@adc.govt.nz Website www.ashburtondc.govt.nz

(BAM 002-R)

BC _____

Date of Vetting

Residential PIM/Building Consent Application Checklist (In conjunction with form BAM 002)

NB. The following is required on application in sufficient detail to show compliance with all aspects of the District Plan and the New Zealand Building Code. Please complete this checklist in FULL. Additional information may be requested during processing of the application.		Supplied	N/A
PIM			
Application form COMPLETED and signed			
All information identified on the cover sheet			
Application fee \$	GST Inclusive (Accepted Methods of Payment: CASH - EFTPOS – CHEQUE)		
Certificate of Title: Up to date copies of the Certificate of Title that relate to the property that is being built upon.			
Copies of drawings as specified in the cover sheet			
Site Plan – showing:			
<ul style="list-style-type: none"> - All new and existing buildings, swimming pools - Any heritage buildings/trees or archaeological site information known - Legal and notional boundaries (existing and proposed), easements, waterways, shared access ways/other areas with building setbacks dimensioned - Building and site areas (including floor areas (m²) for all floors) - Vehicle access, crossing location, manoeuvre, and parking area - Street trees, poles, sumps, manholes, traffic islands outside the property - Any hard-standing (sealed or concrete) areas with proposed drainage - Landscaped areas required by District Plan indicated - Any significant trees on the site - Retaining walls - Fire rated walls, eaves - All activities on a site indicated - Proposed and existing site and floor levels - Existing and proposed contours, drive gradients and building heights (for hill or sloping sites) - Intentions for the disposal of stormwater and sewer - Storage location and capacity of Hazardous Substances (ie LPG, diesel, home heating oil etc) 			
Outline Floor Plans (for all floors)			
Outline Elevations			
Outline Cross Sections (if required to show recession plane/daylight plane and height compliance)			

----- **STOP HERE IF THIS IS A PIM ONLY APPLICATION** -----

BUILDING CONSENT (in addition to the above)		
Project Information Memorandum (if already issued) plus all attached forms		
Foundation Plans (timber or concrete slab) including all details		
Drainage Plans - full design details including both Sewer and Stormwater and any disposal methods		
Detailed Floor Plans - fully dimensioned and notated, including location of Smoke Alarms		
Detailed Elevations - including door and windows showing opening sashes		
Cross Sections - to show all relevant construction, especially through difficult areas of the building and changes in building form		
Timber Treatment - the species, grading and treatment of all timber specific to the project is to be specified on the drawings , ideally on the cross section		
Framing Details - including floor joist layout plans if applicable		
Construction Details - with all materials, fixings etc noted		
Weathertightness Details - including a risk assessment matrix for all walls and all flashings		
Internal Waterproofing Details - including all wet areas and surface finishes		
Plumbing Details - including layout plan/schematic and water supply details		
Specifications - relevant to the project		
Bracing Design - calculations, schedule and layout plans		
Roof Truss Design - including layout plan, fixings and specific design for lintels where required		
Ground Conditions Report - this will be either a report to show why it is assumed that the ground is "good ground" using Section 3 of NZS 3604:1999, or a specific ground assessment and foundation design by a suitably qualified and experienced engineer		
Engineers Details and Producer Statement - where any specific design has been carried out (e.g. steel beams)		
Sediment Control Management Plan (if required by site location)		

BUILDING CODE ASSESSMENT				
Building Code Clause		Means of Compliance (Note that a project may include both acceptable and alternative solutions)		
		Acceptable Solution	Alternative Solution (Details verifying compliance are required)	Waiver/Modification required? (Provide separate details for justification of acceptance if yes)
B1	Structure			
B2	Durability			
C1	Outbreak of fire			
C2	Means of escape			
C3	Spread of fire			
C4	Structural stability during 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 from falling			
F5	Construction and demolition hazards			
F6	Lighting for emergency			
F7	Warning systems			
F8	Signs			
G1	Personal hygiene			
G2	Laundering			
G3	Food prep. 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 provisions			

