



ASHBURTON DISTRICT COUNCIL

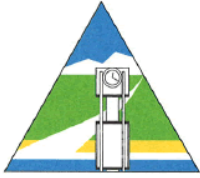
5 Baring Square West, Ashburton, New Zealand
e-mail info@adc.govt.nz Website www.ashburtondc.govt.nz

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 or 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)



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(BAM 002)

Version: 2
Date Issued: 19/08/2009

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: _____ (attach copy)
	<input type="checkbox"/>	Building Consent (including Project Information Memorandum)

THE BUILDING

Street Address (or Rapid No if applicable):		Building Name (if applicable):	
Legal Description: Lot:	DP:	Valuation Roll Number:	
Number of Levels:	Level/Unit No:	Total Floor Area: (all floors included)	
Current lawfully established use:		Existing: _____ m ²	Add: _____ m ²
Is there a swimming/spa pool located at this address: yes/no		Approx year building first constructed:	

THE OWNER

Owner's Name:	Contact Person: <i>(if owner is not an individual)</i>
Mailing/Billing Address:	
Street Address/Registered Office:	
E-mail Address:	Phone Day:
Phone A' Hours:	Fax:
	Cellphone:

THE AGENT *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.*

Agent's Name:	Contact Person: <i>(if Agent is not an individual)</i>
Mailing/Billing Address:	
Street Address/Registered Office:	
E-mail Address:	Phone Day:
Phone A' Hours:	Fax:
	Cellphone:

THE PROJECT

Description of building work: <i>(eg dwelling, commercial, farm shed, garage etc)</i>	
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:	
Intended life of the building:	Indefinite but not less than 50 years or specified as _____ 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>	
Estimated Value (inc GST) <i>(ie the estimated aggregate of the values of all goods and services):</i> \$ _____	

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 Development 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

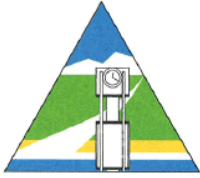
The following documentation is attached to this application:

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

BUILDING CODE CLAUSE		MEANS OF COMPLIANCE <small>(refer to the relevant compliance document(s) or detail of alternative solution in the plans & specifications; if not applicable, put n/a)</small>	WAIVER/MODIFICATION REQUIRED <small>(state nature of waiver or modification of building code required)</small>
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	Laundrying	<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:	
<input type="checkbox"/> Certificate of Title	<input type="checkbox"/> Sale and Purchase Agreement
Complete and attach ONE of the following checklists, and provide ALL of the information and plans requested on that checklist:	
<input type="checkbox"/> Form BAM 002-R Residential work	<input type="checkbox"/> Form BAM 002-I Commercial/Industrial work
Application Fee (Deposit)	
<input type="checkbox"/> Application Fee of \$	_____ (refer to cover sheet for appropriate fees)



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(BAM 002-R)

Version: 3

Date Issued: 19/08/2009

BC _____

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 requiredo 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)		

