



# ASHBURTON DISTRICT COUNCIL

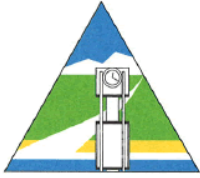
5 Baring Square West, Ashburton, New Zealand  
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## PROJECT INFORMATION MEMORANDUM AND/OR BUILDING CONSENT APPLICATION

### 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)



# ASHBURTON DISTRICT COUNCIL

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

(BAM 008)

Version: 3

Date Issued: 19/08/2009

BC \_\_\_\_\_

## Application for a Certificate of Acceptance

(Only complete items that are applicable to your project)

APPLICATION			
I request that you issue a Certificate of Acceptance for the building work described in this application.			
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)	
		Existing:      m <sup>2</sup>	Add:      m <sup>2</sup>
Current lawfully established use:		Approx year building first constructed:	
THE PROJECT			
Description of building work: <i>(eg dwelling, commercial, farm shed, garage etc)</i>			
Did the building undergo a change of use?		<input type="checkbox"/> Yes	<input type="checkbox"/> No
If "Yes", provide details of the new 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>			
Associated Resource Consents:			
<b>Estimated Value</b> (inc GST) <i>(ie the estimated aggregate of the values of all goods and services):</i> \$			
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			
<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:		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:	

## 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 050 Minor residential work  
 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)

## REASONS

### A certificate of Acceptance is required because:

**Unauthorised work:** The owner, or owner's predecessor in title, carried out building work for which a building consent was required, but a building consent was not obtained because: (explain detail):

\_\_\_\_\_

\_\_\_\_\_

**Urgent work:** A building consent could not practicably be obtained in advance because the building work had to be carried out urgently: (complete one of the following)

- for the purpose of saving or protecting life or health or preventing serious damage to property as follows:  
*(explain in detail)*

\_\_\_\_\_

• in order to ensure that a specified system was maintained in a safe condition or made safe as follows:  
*(explain in detail)*

\_\_\_\_\_

**Building Certifier/Building Consent Authority Work:** The building consent authority that granted the building consent is unable or refuses to issue a code compliance certificate in relation to the building work, and no other building consent authority will agree to issue a code compliance certificate for the building work:

Building Certifier/Building Consent Authority: \_\_\_\_\_

## KEY PERSONNEL

<b>Name of Builder:</b>		Registration Number:	
Mailing Address:			
E-mail Address:		Phone Day:	
<b>Name of Craftsman Plumber:</b>		Registration Number:	
Mailing Address:			
E-mail Address:		Phone Day:	
<b>Name of Registered Drainlayer:</b>		Registration Number:	
Mailing Address:			
E-mail Address:		Phone Day:	
<b>Name of Craftsman Gasfitter:</b>		Registration Number:	
Mailing Address:			
E-mail Address:		Phone Day:	

<b>Name of Designer:</b>		Registration Number:
Mailing Address:		
E-mail Address:		Phone Day:

**KEY PERSONNEL (continued)**

<b>Name of Engineer:</b>		Registration Number:
Mailing Address:		
E-mail Address:		Phone Day:

**NOTES BY APPLICANT (Other notes or comments which you as the applicant may wish to add)**


**SIGNATURE**

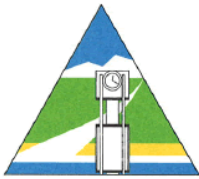
Signed by or for and on behalf of the Owner: \_\_\_\_\_

Owner       Agent      Date: \_\_\_\_\_

**Note:** If acting “for and on behalf”, please read the following declaration before signing: “I hereby declare that I am authorised to act as Agent of the Owner”.

**NOTES**

- An appointment must be made with a Building Consent officer to lodge this application. A minimum application fee plus relevant levies apply at that time.
- Certificate of Acceptance Fees: The charges incurred by the Council in processing this application are payable whether or not the application is approved.
- The application for a Certificate of Acceptance does not avoid the possibility of prosecution if the work was carried out illegally.



# ASHBURTON DISTRICT COUNCIL

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

**(BAM 002-I)**

Version: 2

Date Issued: 19/08/2009

BC \_\_\_\_\_

## Commercial or Industrial 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. <b>Please complete this Checklist in FULL.</b> Additional information may be requested during processing of the application.	Supplied	N/A
<b>Application form COMPLETED and signed</b>		
<b>All information identified on the cover sheet</b>		
<b>Application fee \$</b> _____ <b>GST Inclusive</b> (Accepted Methods of Payment: CASH - EFTPOS – CHEQUE)		
<b>Certificate of Title:</b> Up to date copies of the Certificate of Title that relate to the property that is being built upon.		
<b>Copies of drawings as specified in the cover sheet</b>		
<b>Site Plan – showing:</b> <ul style="list-style-type: none"> <li>– All new and existing buildings, swimming pools</li> <li>– Any heritage buildings/trees or archaeological site information known</li> <li>– Legal and notional boundaries (existing and proposed), easements, waterways, shared access ways/other areas with building setbacks dimensioned</li> <li>– Building and site areas (including floor areas (m<sup>2</sup>) for all floors)</li> <li>– Vehicle access, crossing location, manoeuvre, and parking area</li> <li>– Street trees, poles, sumps, manholes, traffic islands outside the property</li> <li>– Any hard-standing (sealed or concrete) areas with proposed drainage</li> <li>– Landscaped areas required by District Plan indicated</li> <li>– Any significant trees on the site</li> <li>– All activities on a site indicated</li> <li>– Proposed and existing site and floor levels</li> <li>– Existing and proposed contours, drive gradients and building heights ( for hill or sloping sites)</li> <li>– Intentions for the disposal of stormwater and sewer</li> <li>– Storage location and capacity of Hazardous Substances (ie LPG, diesel, home heating oil etc)</li> </ul>		
<b>Outline Floor plans (for all floors)</b>		
<b>Outline Elevations</b>		
<b>Outline Cross Sections</b> - (if required) to show recession plane/daylight plane and height compliance		
<b>Hazardous Substances</b> - storage location and capacity (ie, LPG, diesel, home heating oil etc)		
<b>Health Licensing</b> - surface finishes, sinks, dishwashers, food storage		
<b>Liquor Licensing</b> - wash basins, sinks, glass washing machine		

Evacuation Scheme Assessment (required for PIM):			Building Sprinkled?	
	Yes	No	Yes	No
Can 100 or more people gather for different purposes or activities?				
Are there facilities for more than 10 employees?				
Is accommodation provided for more than 5 people?				
Are hazardous substances stored?				
Are early childhood facilities provided?				
Is specialised care for people with disabilities provided?				
Is specialised nursing, medical, or geriatric care provided?				
Are people in lawful detention?				
Can 100 or more people gather in a common venue?				

----- **STOP HERE IF THIS IS A PIM ONLY APPLICATION** -----  
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If any Evacuation Scheme Assessment questions are marked yes please continue on the next page for the Building Consent checklist



## COMPLIANCE SCHEDULE LIST

Project No:		Project Address:					
Please tick the relevant boxes to show which systems are included or to be included in the building project		Existing	New / Modified	Removed	Do the systems use the Performance Standards plus Inspection, maintenance and reporting procedures from the Building Code Handbook	If no, Performance Standards plus Inspection, maintenance and reporting procedures identified in building consent documents	
1	Cable Car						
2	Automatic systems for fire suppression (for example, sprinkler systems)						
3	Automatic or manual emergency warning systems for fire or other dangers (other than a warning system for fire that is entirely within a household unit and serves only that unit).						
4	Electromagnetic or automatic doors or windows (for example, ones that close on fire alarm activation)						
5	Emergency lighting systems						
6	Escape route pressurisation systems						
7	Riser mains for fire service use						
8	Automatic back-flow preventers connected to a potable water supply						
9	Lifts, escalators, travelators, or other systems for moving people or goods within buildings						
10	Mechanical ventilation or air conditioning systems/cooling towers						
10a	Cooling tower as a part of an air conditioning system						
10b	Cooling tower as part of a processing plant						
11	Building maintenance units for providing access to the exterior and interior walls of buildings						
12	Laboratory fume cupboards						
13	Audio loops or other assistive listening systems						
14	Smoke control systems						
15	Emergency power systems for, or signs relating to, a system or feature specified in any of the clauses 1 to 13						
16	Means of Escape from Fire						
16/1	<ul style="list-style-type: none"> <li>• Systems for communicating spoken information intended to facilitate evacuation</li> </ul>						
16/2	<ul style="list-style-type: none"> <li>• Final exit (as defined by A2 of the Building Code; and</li> </ul>						
16/3	<ul style="list-style-type: none"> <li>• Fire separations;</li> </ul>						
16/4	<ul style="list-style-type: none"> <li>• Signs for communicating information intended to facilitate evacuation;</li> </ul>						
16/5	<ul style="list-style-type: none"> <li>• Smoke separations</li> </ul>						
<b>NONE OF THE ABOVE</b>							
<b>COMPLETE THIS SECTION ONLY IF THE BUILDING CONTAINS OR WILL CONTAIN ANY OF THE SYSTEMS ABOVE</b>							
17	Safety Barriers						
18	Access and Facilities for People with Disabilities						
19	Hand Held Hose Reels						
20	Such Signs as are required by the Building Code or Section 120 of the Building Act 2004						