



# ASHBURTON DISTRICT COUNCIL

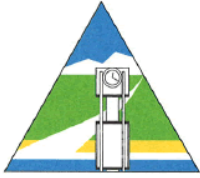
5 Baring Square West, Ashburton, New Zealand  
e-mail [info@adc.govt.nz](mailto:info@adc.govt.nz) Website [www.ashburtondc.govt.nz](http://www.ashburtondc.govt.nz)

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

**BAM 050**

Version: 2

Date Issued: 19/08/2009

## Application for Building Consent MINOR WORKS

BC \_\_\_\_\_

| The Building                            | Property ID  |
|---|--|
| Street Address: _____<br>_____<br>_____ | Legal Description:<br>Lot _____ DP: _____<br>Other:<br>_____ |

| The Owner (as defined by Building Act)           | Agent – First Point of Contact                             |
|--|--|
| Person ID [ _____ ]                              | (Must be authorized by the Owner to make this application) |
| Full Name(s): _____<br>_____                     | Name: _____<br>Company: _____                              |
| Contact Person: _____                            | Mailing Address: _____                                     |
| Street Address/Registered Office: _____<br>_____ | Street Address/Registered Office: _____<br>_____           |
| Phone: Landline _____ Mobile: _____              | Phone: Landline _____ Mobile _____                         |
| Fax: _____                                       | Fax: _____   |

**I request that you issue a Project Information Memorandum and Building Consent for the building work described in this application.**

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

Signature of: \_\_\_\_\_ Owner/Agent (on behalf of & with the consent of the  
 (write name) owner) (delete one)

| The Project   |   |
|---|---|
| <b>Description of Work</b> (please tick and give details)<br>To be used for residential works valued at less than \$20,000<br><input type="checkbox"/> Plumbing/Drainage<br><input type="checkbox"/> Demolition<br><input type="checkbox"/> Minor Internal Alterations<br><input type="checkbox"/> Detailed Description (use): _____<br>_____<br>_____<br>_____ | <b>Have you provided the following?</b> (where relevant)<br><input type="checkbox"/> Site Plan<br><input type="checkbox"/> Certificate of Title<br><input type="checkbox"/> Plumbing/drainage details<br><input type="checkbox"/> Cross sections<br><input type="checkbox"/> Full Floor Plan<br><input type="checkbox"/> Elevations<br><input type="checkbox"/> Location of smoke detectors in house is required<br><input type="checkbox"/> With project marked<br><input type="checkbox"/> 3 copies of plans<br><input type="checkbox"/> Application fee of \$ _____ (GST inclusive)<br><small>Additional fees are payable if complex processing or additional inspections are required</small> |
| Intended Life if less than 50 years: _____<br>Estimated Value of proposed work (inclusive of GST)<br>\$ _____   | <b>Associated Resource / Subdivision Consents</b><br>Number RMA: _____<br><b>Floor Area</b><br>Total existing floor area: _____<br>Additional Floor area: _____   |

## Contacts

| Designer/Architect                  | Structural Engineer                 |
|-------------------------------------|-------------------------------------|
| Business/name: _____                | Business/name: _____                |
| Address: _____                      | Address: _____                      |
| Daytime: _____ Mobile: _____        | Daytime: _____ Mobile: _____        |
| After Hours: _____ Facsimile: _____ | After Hours: _____ Facsimile: _____ |
| Registration/qualification          | Registration/qualification          |

| Engineer (identify practice college) | Plumber                             |
|--------------------------------------|-------------------------------------|
| Business/name: _____                 | Business/name: _____                |
| Address: _____                       | Address: _____                      |
| Daytime: _____ Mobile: _____         | Daytime: _____ Mobile: _____        |
| After Hours: _____ Facsimile: _____  | After Hours: _____ Facsimile: _____ |
| Registration/qualification           | Registration/qualification          |

| Builder:                            | Drain layer:                        |
|-------------------------------------|-------------------------------------|
| Business/name: _____                | Business/name: _____                |
| Address: _____                      | Address: _____                      |
| Daytime: _____ Mobile: _____        | Daytime: _____ Mobile: _____        |
| After Hours: _____ Facsimile: _____ | After Hours: _____ Facsimile: _____ |
| Registration/qualification          | Registration/qualification          |

| Head Contractor/Site Manager:       | Other:                              |
|-------------------------------------|-------------------------------------|
| Business/name: _____                | Business/name: _____                |
| Address: _____                      | Address: _____                      |
| Daytime: _____ Mobile: _____        | Daytime: _____ Mobile: _____        |
| After Hours: _____ Facsimile: _____ | After Hours: _____ Facsimile: _____ |
| Registration/qualification          | Registration/qualification          |

### Attachments

The following documents are attached to this application if required/necessary: (tick boxes as applicable)

- Plans and specifications (list)
- Project information memorandum
- Development contribution notice
- Certificate attached to project information memorandum

### Privacy Information

*The information you have provided on this form is required so that your building consent application can be processed under the Building Act 2004. The Council collates statistics relating to issued building consents and has a statutory obligation to regularly forward these to Statistics NZ. The Council stores the information on a public register which must be supplied (as previously determined by the Ombudsman) to whomsoever requests the information.*

*Under the Privacy Act 1993 you have the right to see and correct personal information the Council holds about you.*