

ASHBURTON DISTRICT COUNCIL

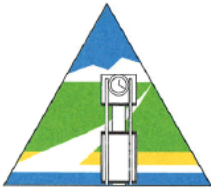
5 Baring Square West, Ashburton, New Zealand
e-mail info@adc.govt.nz Website www.ashburtondc.govt.nz

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 \$5,000.**
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 on 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-R)
 Version: 3
 Date Issued: 19/08/2009

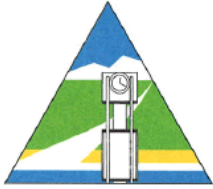
BC _____

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 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 window-s 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)			



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(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 ²	Add: m ²
Current lawfully established use:		Approx year building first constructed:	

THE PROJECT

Description of building work: (eg dwelling, commercial, farm shed, garage etc)			
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:	<input type="checkbox"/> Indefinite but not less than 50 years	<input type="checkbox"/> or specified as	<input type="text"/> years
List Building Consents previously issued for this building (if any): (ie is this project being constructed in stages? Is this consent for a relocated or transportable building?)			
Associated Resource Consents:			
Estimated Value (inc GST) (ie the estimated aggregate of the values of all goods and services): \$			

THE OWNER

Owner's Name:		Contact Person: (if owner is not an individual)	
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.*

E-mail Address:		Phone Day:	
Name of Registered Drainlayer:		Registration Number:	
Mailing Address:			
E-mail Address:		Phone Day:	
Name of Craftsman Gasfitter:		Registration Number:	
Mailing Address:			
E-mail Address:		Phone Day:	
Name of Designer:		Registration Number:	
Mailing Address:			
E-mail Address:		Phone Day:	

KEY PERSONNEL (<i>continued</i>)			
Name of Engineer:		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: _____			
<input type="checkbox"/> Owner	<input type="checkbox"/> 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.