

Residential PIM/Building Consent Application Checklist

BAM 002 - R
Version: 11
Updated: Oct 17
Review: Oct 18
BC:

Note: The following may be required on application in sufficient detail to show compliance with all aspects of the District Plan and the New Zealand Building Code. It would be helpful if you complete this checklist in full and submit with your application. Your application will be received but insufficient evidence will result in your application being placed on hold for further information prior to it being formally lodged. Additional information may also be requested during processing of the application.

Applicant to please tick or state N/A as applicable for each section below.

PIM	Applicant Supplied	Council Use only
Project Location:		
Application form completed and signed		
Application fee \$ GST Inclusive		
Certificate of Title (less than 6 months old)		
Site plan, showing: <ul style="list-style-type: none"> - Street name and legal description - Wind zone, snow zone, corrosion zone, altitude and North point - All new and existing buildings, and swimming/spa 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 for all floors) - Percentage of site coverage - 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 the District Plan - 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) - Details of stormwater and sewer disposal - Location of water supply - Storage location and capacity of Hazardous Substances (e.g. LPG) 		
Outline Floor Plans (for all floors)		
Outline Elevations (for all elevations)		

Outline Cross Sections (if required) to show recession plan/daylight plan and height compliance		
Brief description of the intended use of the building(s)		
Building Consent	Supplied	Council Use only
Project Information Memorandum (if already issued) plus all attached forms		
Inspection Regime (form BAM002 – IR)		
Fully completed Certificate of Design Work (required for Restricted Building Work)		
Foundation Plans (timber or concrete slab) including all details		
Drainage Plans - for both Sewer and Stormwater and any disposal methods (including any applications /approvals to ECan for onsite wastewater systems)		
Detailed Floor Plans - fully dimensioned and notated, including location of Smoke Alarms		
Detailed Elevations - including doors 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		
Insulation for walls, ceilings and floors, H1 calculations		
Framing Details - including floor joist layout plans if applicable		
Deck/patio and/or step details including slip resistance, height below cladding, maximum rise and minimum tread size for all entry points to the building		
Construction Details - with all materials, fixings etc. noted		
Weather-tightness 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		
Full specifications - relevant to the project (note: standard generic specifications are not acceptable)		
Bracing Design - calculations, schedule and layout plans		
Roof Truss Design - including layout plan, fixings and specific design for lintels where required		
Electrical plan including location of meter and distribution board, mechanical ventilation and associated specification		
Details of heating (electric, gas, solid/liquid fuel) including manufacturers installation instructions		

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 3604:2011, or a specific ground assessment and foundation design by a suitably qualified engineer		
Engineers producer Statement, design calculations, drawings - where any specific design has been carried out (e.g. steel beams)		
Sediment Control Management Plan (if required by site location)		
Spa/swimming pool construction details and specification		
Spa/swimming pool fencing and gate plan		
Stairs and handrail details including fixing		
Fire rated boundary walls (if foundation is within a metre of boundary or eaves are within 650mm of the boundary)		
<u>Council Use Only</u>		
All Information submitted correct	Yes	No
Further information required:		

<input type="checkbox"/> Res 1 - Category Allocation Assessment (one of the questions must be Yes)		
Is the building a residential out-building or an ancillary building? Note: If the building has a firewall then it considered to be Res 3	Y	N
<input type="checkbox"/> Res 1 - Category Allocation Assessment (one of the questions must be Yes)		
Is the building a single level detached dwelling with a risk matrix of 6 or less? Note: If the building has a firewall then it considered to be Res 3	Y	N
<input type="checkbox"/> Res 2 - Category Allocation Assessment (all questions must be Yes)		
Is the building two storeys or less detached dwelling with a risk matrix of 12 or less? Note: If the building has a firewall then it considered to be Res 3	Y	N
<input type="checkbox"/> Res 3 - Category Allocation Assessment (all questions must be Yes)		
Is the building three storeys or less detached dwelling with a risk matrix of 13 or more?	Y	N
Council Officer:	Sign:	Date:

Notes:

1. If the answers in Res 3 category contains a N, then check the application against commercial checklist.
2. If there are multiple uses in the buildings(s) choose the highest category.
3. Outbuildings and ancillary buildings are accessory to the principal use of associated buildings.
4. If the building is greater than three storeys, please discuss with BSM or TL-Processing.