



Commercial/Industrial PIM/Building Consent Application Checklist

BAM 002 - C
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 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, percentage of site coverage - Building and site areas (including floor areas 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 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)		

Health Licensing – surface finishes, sinks, dishwashers, food storage			
Liquor Licensing – wash basins, sinks, glass washing machine			
Evacuation Scheme Assessment (required for PIM)	Yes	No	Council Use only
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?			
If yes, for the above three, is the building sprinklered?			
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?			
Fire Service Assessment (If you have marked yes for any question in the Evacuation Scheme Assessment section, you will need a building consent. Please fill in the section below.)			
Is this a fit out of an existing building?			
Is a change of use involved?			
Are alternative solutions, or any application for a modification or waiver to the Building Code for means of escape from fire and fire fighting used (Clauses C1-C6, D1, F6 or F8)			
Building Consent		Supplied	Council Use only
Project Information Memorandum (if already issued) plus all attached forms			
Inspection Regime (form BAM002 – IR)			
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 and experienced engineer.		
Design features report for the structure		
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		
Access and Facilities for people with disabilities – for a new building all details of compliance are required, for an existing building a report is required to determine what can be reasonably upgraded to comply		
Fire Report (2 copies) – a fire design statement is required to show compliance with the "C" clauses of the Building Code, and the drawings must reflect the detail in the report.		
Is a Compliance schedule required (new or amended)? Please provide the maintenance, inspection and reporting schedules on the templates provided		
Is a Certificate for Public Use required? If Yes, please complete application form and supply relevant details. (Note: required if you wish to occupy/operate during construction or prior to CCC being issued)		

<u>Council Use Only</u>		
All Information submitted correct	Yes	No
Further information required:		
<input type="checkbox"/> Com 1 - Category Allocation Assessment (all questions must be Yes)		
Is the building commercial/industrial/communal?	Y	N
Is the building less than or equal to two storeys?	Y	N
Is the building designed for 100 people or less?	Y	N
<input type="checkbox"/> Com 2 - Category Allocation Assessment (all questions must be Yes)		
Is the building commercial/industrial/communal?	Y	N
Is the building less than or equal to four storeys high?	Y	N
Is the building designed for 500 people or less?	Y	N
<input type="checkbox"/> Com 3 - Category Allocation Assessment (all questions must be Yes)		
Is the building commercial/industrial/communal?	Y	N
Is the building greater than four storeys high?	Y	N
Council Officer:	Sign:	Date:

Notes:

1. If the answers in Com 3 category contains a N, then check the application against residential 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 contains horizontal fire separation, please discuss with BSM or TL-Processing.