



THE BUILDING

(refer to your Rates Account for details)

1. Site Address: _____

(Street /Road /Township)

Rapid Number: _____

(Applies to Rural Properties Only)

2. Legal description:

LOT: _____ DP/RS: _____

Valuation Roll Number: _____

Note: Only complete items here that are applicable to your project.

3. Building Name: _____

(eg: where buildings have Official Names)

4. Location of Building within Site: _____

(Only applicable to multi-development sites)

5. Number of Levels: _____ 6. Level/Unit No: _____

7. Floor Area – Existing: _____ New: _____ Total: _____

8. Current Lawfully Established Use: *(eg: Use on any previous consent for the existing building)*

9. Year Building First Constructed: _____

(Only applicable to existing buildings, approximate date is acceptable, e.g. 1920s or 1960-1970)

THE APPLICANT / OWNER

10. Owner's Name: _____

(Company or organisational name)

11. Contact Person: _____

(If Owner is not an Individual)

12. Mailing Address: _____

13. Street Address / Registered Office: _____

14. Phone Numbers: Daytime: _____ Mobile: _____

After Hours: _____

15. Fax: _____

16. Email: _____

17. Website: _____

18. The following evidence of ownership is attached to this application, eg:

Certificate of Title and / or

Sale and Purchase Agreement

AGENT / CONTACT

Contact Details MUST be in New Zealand)

19. Name of Agent: _____

20. Contact Person: _____

21. Mailing/Billing Address: _____

22. Street Address / Registered Office: _____

23. Phone Numbers: Daytime: _____ Mobile: _____

After Hours: _____

24. Fax: _____

25. Email: _____

26. Website: _____

27. Authorisation from Agent Attached.

(Authorisation from the owner confirming authority)

28. **Note: The "Agent/Contact" 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.**

APPLICATION

29. I request that a:
(select one)

Project Information Memorandum Only (PIM)

Building Consent for PIM No: _____

Building Consent (including Project Information Memorandum)

be issued for the Building Work Described in this Application.

For Office Use Only

THE PROJECT

30. Type of Building Work: (eg: dwelling, dwelling relocation, commercial, farm shed, garage, demolition, etc., or combination of)

31. Will the building work result in a change of use of the building: Yes No

32. If "Yes", provide details of the new intended use:

(eg: domestic use, shop, implement shed, garage to bedroom)

Will Hazardous Substances be stored in the building?

33. Intended life of the building:

Indefinite but not less than 50 years

Or specified as _____ years

34. 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?)

35. Estimated Value (inc GST) \$ _____

(ie: the estimated aggregate of the values of all goods and services to be supplied for the building work and includes GST).

PROJECT INFORMATION MEMORANDUM

*This section must be completed if you are applying for a PIM.
DO NOT complete this section if a PIM has already been issued.*

36. The following matters are involved in the project: (Tick appropriate boxes that apply to your project and attach details)

- | | |
|---|--|
| <input type="checkbox"/> Subdivision | <input type="checkbox"/> Alterations to land contours |
| <input type="checkbox"/> New or altered connections to public utilities | <input type="checkbox"/> New or altered locations and/or external dimensions of buildings |
| <input type="checkbox"/> New or altered access for vehicles | <input type="checkbox"/> Disposal of stormwater and wastewater |
| <input type="checkbox"/> Building work over or adjacent to any road or public place | <input type="checkbox"/> Other matters known to the applicant that may require authorisations from the Territorial Authority |
| <input type="checkbox"/> Building work over any existing drains or in close proximity to wells or water mains | |

(eg: Planning Approvals, other Licences)

(specify):

The following documents are attached to this application:

- Site plan, Floor plans, Elevations for proposed building, Certificate of Title and or Sales and Purchase Agreement
Two copies of all information required. (all plans to be dimensioned, scaled and accurate)
- Application Fee (per Council Fees and Charges Schedule)

BUILDING CONSENT

(DO NOT complete this section if the Application is for a Project Information Memorandum only)

37. The following documents are attached to this application:

- 4 copies** – building plans (site plans, floor plans, elevation plans) (one set of plans only must be A3 or A4 size)
- 3 copies** of each – specifications, producer statements, truss details
- 2 copies** – Certificate of Title and/or Sale and Purchase Agreement
All plans to be dimensioned, scaled and accurate
- Project Information Memorandum
- Development Contribution Notice (if applicable)
- Certificate attached to Project Information Memorandum (Resource Management Act)
- Key personnel – see page 5.

38. See page 6 for a Schedule confirming the Building Work will comply with the Building Code.

APPLICATION INFORMATION

(a) Project Information Memorandum (PIM)

A Project Information Memorandum will be issued within a maximum allowable time of 20 working days provided all the information required has been supplied. Insufficient information will result in your application being returned.

A fee is required to accompany your PIM application. (Per Council's Fees and Charges Schedule.)

(b) Building Consent (BC)

A Building Consent will be processed within a maximum allowable time of 20 working days provided all the information required has been supplied. Processing time is stopped whenever further information is required and starts again when the information is received.

Once the building consent has been processed, you will receive notification, which will include an invoice for the fees payable.

Once the fees are paid in full your Building Consent will be granted.

(c) Combined Project Information Memorandum & Building Consent Applications

Applications for a combined PIM / BC will only be accepted when sufficient information is provided to permit the Building Consent to be processed. If insufficient information is provided then further information will be requested, or your application may be returned to you.

INSPECTIONS

Phone Prime on (03) 311 8240 or 0800 724 2378 for booking inspections.

A minimum of 48 hours notice of commencement of the building work is required to be given to the Building Consent Authority.

During the process of construction, inspections will be necessary to confirm all work complies with your approved Building Consent documentation. The Building Consent Authority requires a minimum of 24 hours notice prior to the Building Consent Authority's Building Officials visit, however this will not guarantee an inspection in 24 hours if inspection bookings are full for that day.

The inspections required will be set out in the Building Consent documentation issued by the Building Consent Authority. Failure to have a prescribed inspection carried out and to be provided with confirmation that the work has been approved by the Inspecting Authority will put the issue of the Code Compliance Certificate for the work at risk.

RESOURCE CONSENTS

Your application will be assessed by the Planning Unit of the Council to determine whether your project complies with the relevant District Plan requirements.

If your application does not comply with District Plan requirements you will need to either amend your proposal to comply or apply for a Resource Consent. A Certificate will be attached to your Project Information Memorandum to notify that a resource consent is required prior to building work commencing. It is recommended that you contact the Planning Unit to determine the process from there.

CODE COMPLIANCE

A building consent is not completed until it has been issued with a Code Compliance Certificate. The Owner is required to complete a separate application form to apply for a Code Compliance Certificate as soon as practicable after the building work is completed but in any event no later than **2 years** after the granting of the Building Consent. A Code Compliance Certificate will be issued within a maximum allowable time of 20 working days provided all the information required has been supplied. Note: Certificates will be required from all trades involved in the project.

In the event that no application for Code Compliance is made, the Building Consent Authority may issue a Notice to Fix, or other action as provided by the Building Act.

CODE COMPLIANCE

Complete as far as possible in all cases

(Give names, addresses, and telephone numbers. Give relevant registration numbers if known)

BUILDER		
Name:	Reg. N ^o :
Address:	
Phone N ^o :	Fax N ^o :	Email:

DESIGNER(S)		
Name:	Reg. N ^o :
Address:	
Phone N ^o :	Fax N ^o :	Email:

REGISTERED DRAINLAYER		
Name:	Reg. N ^o :
Address:	
Phone N ^o :	Fax N ^o :	Email:

CRAFTSMAN PLUMBER		
Name:	Reg. N ^o :
Address:	
Phone N ^o :	Fax N ^o :	Email:

CRAFTSMAN GASFITTER		
Name:	Reg. N ^o :
Address:	
Phone N ^o :	Fax N ^o :	Email:

REGISTERED ELECTRICIAN		
Name:	Reg. N ^o :
Address:	
Phone N ^o :	Fax N ^o :	Email:

STRUCTURAL ENGINEER		
Name:	Reg. N ^o :
Address:	
Phone N ^o :	Fax N ^o :	Email:

OTHER CONTRACTOR – TYPE:		
Name:	Reg. N ^o :
Address:	
Phone N ^o :	Fax N ^o :	Email:

Application for project information memorandum and/or building consent

The building work will comply with the building code as follows:

[if you're not sure which clauses are applicable, consult with your builder, designer or architect.]

Clause	Means of compliance	Waiver / modification required
[tick relevant clause numbers of building code]	[refer to the relevant compliance document(s) or detail of alternative solution in the plans and specifications; if not applicable put n/a]	[state nature of waiver or modification of building code required; if not applicable, put n/a]
<input type="checkbox"/> B1 Structure		
<input type="checkbox"/> B2 Durability		
<input type="checkbox"/> C1 Outbreak of fire		
<input type="checkbox"/> C2 Means of escape		
<input type="checkbox"/> C3 Spread of fire		
<input type="checkbox"/> C4 Structural stability during fire		
<input type="checkbox"/> D1 Access routes		
<input type="checkbox"/> D2 Mechanical installations for access		
<input type="checkbox"/> E1 Surface water		
<input type="checkbox"/> E2 External moisture		
<input type="checkbox"/> E3 Internal moisture		
<input type="checkbox"/> F1 Hazardous agents on site		
<input type="checkbox"/> F2 Hazardous building materials		
<input type="checkbox"/> F3 Hazardous substances and processes		
<input type="checkbox"/> F4 Safety from falling		
<input type="checkbox"/> F5 Construction and demolition hazards		
<input type="checkbox"/> F6 Lighting for emergency		
<input type="checkbox"/> F7 Warning systems		
<input type="checkbox"/> F8 Signs		
<input type="checkbox"/> G1 Personal hygiene		
<input type="checkbox"/> G2 Laundering		
<input type="checkbox"/> G3 Food preparation and prevention of contamination		
<input type="checkbox"/> G4 Ventilation		
<input type="checkbox"/> G5 Interior environment		
<input type="checkbox"/> G6 Airborne and impact sound		
<input type="checkbox"/> G7 Natural light		
<input type="checkbox"/> G8 Artificial light		
<input type="checkbox"/> G9 Electricity		
<input type="checkbox"/> G10 Piped services		
<input type="checkbox"/> G11 Gas as an energy source		
<input type="checkbox"/> G12 Water supplies		
<input type="checkbox"/> G13 Foul water		
<input type="checkbox"/> G14 Industrial liquid waste		
<input type="checkbox"/> G15 Solid waste		
<input type="checkbox"/> H1 Energy efficiency		

All the relevant information on this form is required to be provided under the Building Act and Resource Management Act for the Environmental Services Unit to process your application. Under these Acts this information has to be made available to members of the public. The information contained in this application may be made available to other units of the Council. You have the right to access the personal information held about you by the Council which can be readily retrieved. You can also request that the Council correct any personal information it holds about you.

APPLICANT'S SIGNATURE

Signed by or for and on behalf of the Applicant _____

Owner or 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 Applicant" and enclose a letter of authorisation from the owner.