



**Residential PIM / Building Consent  
Application Checklist Form 2 (R)  
(in conjunction with Form 2)**

PROJECT NO:  
  
COMPLEXITY:  
  
DATE RECEIVED:

Project address: \_\_\_\_\_

<b>NB The following is required on application in sufficient detail to show compliance with aspects of the District Plan and the New Zealand Building Code. Please complete this checklist in FULL.</b> <b>Additional information may be requested during processing of the application.</b>	Supplied	N/A	Council
<b>PIM</b>			
<b>Application Form 2 COMPLETED and signed</b> (ensure mandatory fields are completed)			
<b>Application fee:</b> - \$200.00 for PIM Only / \$400.00 for combined PIM and Building Consent (GST Incl.)			
<b>Certificate of Title:</b> Recent search copy less than 6 months old, or a sale and purchase agreement if title is not in the applicant's name. A subdivision scheme plan is required for a new site where title is not yet available.			
<b>Site Plan</b> – showing:			
<ul style="list-style-type: none"> <li>All new and existing buildings and swimming pools in relation to all buildings and boundaries</li> </ul>			
<ul style="list-style-type: none"> <li>Legal and notional boundaries (existing and proposed), easements, waterways, shared access ways / other areas with building setbacks dimensioned</li> </ul>			
<ul style="list-style-type: none"> <li>Any heritage buildings / trees or archaeological site information known</li> </ul>			
<ul style="list-style-type: none"> <li>Building and site areas (including floor areas (m<sup>2</sup>) for all floors)</li> </ul>			
<ul style="list-style-type: none"> <li>Vehicle access, crossing location, manoeuvre, parking area, street trees, poles, sumps, manholes, and traffic islands outside the property</li> </ul>			
<ul style="list-style-type: none"> <li>Any hard-standing (sealed or concrete) areas with proposed drainage</li> </ul>			
<ul style="list-style-type: none"> <li>Any significant trees on the site</li> </ul>			
<b>Outline Floor plans (for all floors)</b>			
<b>Outline Elevations</b>			
<b>Outline Cross Sections</b> – (if required to show recession plane / daylight plane and height compliance)			

----- **STOP HERE IF THIS IS A PIM ONLY APPLICATION** -----  
-----

**SEE PAGE 2**

**FOR**

**BUILDING CONSENT**  
*(in addition to the above application information)*

**For BCA Use Only:**  
*(Please complete if PIM only, otherwise BCA staff to sign page 2)*

*This application is accepted / declined as all relevant information has / has not been supplied*

- Signed: \_\_\_\_\_

- Name: \_\_\_\_\_

<b>BUILDING CONSENT</b> (in addition to the above application information)	Supplied	N/A	Council
<b>Project Information Memorandum</b> (if already issued) plus all attached forms			
<b>Building Code Assessment</b> showing means of compliance, eg AS1, AS2			
<b>Fully Detailed Foundation Plans</b>			
<b>Levels</b> <ul style="list-style-type: none"> <li>• proposed &amp; existing site levels</li> <li>• existing &amp; proposed contours</li> <li>• drive gradients and pedestrian access</li> <li>• floor levels and finished paving levels</li> </ul>			
<b>Drainage Plans</b> - full design details for both foul water and storm water to approved outfalls			
<b>Detailed Floor Plans</b> drawn to scale, fully dimensioned and annotated <b>showing</b> location of smoke alarms with rooms identified			
<b>Detailed Elevations</b> - including door and windows showing opening sashes			
<b>Hazardous Substances</b> - storage location and capacity (ie LPG, diesel, home heating oil etc)			
<b>Cross Sections</b> - show <b>all</b> relevant construction details, particularly for complex sections of the construction			
<b>Timber Treatment</b> - the species, grading and treatment of <b>all</b> timber specific to the project is to be <b>specified on the drawings</b> , ideally on the cross section, in addition to any specification references			
<b>Insulation</b> – R-values on drawings, method of compliance identified (Schedule / Calculation / Modelling)			
<b>Electrical Plan</b> – showing all lighting and electrical outlets including fitting types			
<b>Framing Details</b> - including floor joist layout plans if applicable			
<b>Construction Details</b> - with <b>all</b> materials, fixings etc noted			
<b>Weathertightness Details</b> - including a risk assessment matrix for <b>all</b> walls and flashings			
<b>Internal Waterproofing Details</b> - including <b>all</b> wet areas and surface finishes			
<b>Plumbing Details</b> - including layout plan with full schematics where needed, plus water supply details			
<b>Specifications</b> – Information limited to and relevant to the project only			
<b>Bracing Design</b> - calculations, schedule and layout plans showing specific locations in building			
<b>Roof Truss Design</b> - including layout plan, all fixings and specific design for lintels where required			
<b>Ground Conditions report</b> - 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 Chartered engineer or qualified Geotechnical Engineer			
<b>Engineers Details, Producer Statement (PS1) &amp; Design Calculations</b> - where any specific design has been carried out (e.g. steel beams)			
<b>Approvals from Other Authorities</b> – Approvals for discharges to land, air, or water from ECAN			
<b>Heating Appliance</b> <ul style="list-style-type: none"> <li>• floor plan (as above)</li> <li>• installation details including clearances, hold down details, flue installation, flue height (approx) and flashing type</li> <li>• ceiling type – flat or sloping</li> <li>• plumbing details for wetback installation and location of hot water cylinder (if applicable)</li> </ul>			
<b>Solar Water Heating</b> - product specifications, elevations, plumbing schematic floor plan (as above)			
<b>Swimming/Spa Pool</b> - site plan (as above), details of construction, fencing, gate latch and opening, backflow, discharge of pool water, hydrostatic relief valve (if applicable)			

**For BCA Use Only:**

*This application is accepted / declined as all relevant information has / has not been supplied*

- Signed: \_\_\_\_\_

- Name: \_\_\_\_\_