

**Commercial or Industrial PIM/Building Consent
Application Checklist**
(in conjunction with form 2)

FOR OFFICE USE ONLY	
Project No:	
Date Received:	

The following documentation is required to be submitted 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 by ticking the appropriate box to indicate that the required item of information has been supplied or is not applicable to the project.

Upon receipt, your application will be checked for completeness. This list is not intended to be exhaustive and additional information may be requested during processing of the application.

PIM		Supplied	N/A	Council
1	Application form COMPLETED and signed including Building Code Assessment and Specified System details.			
2	Application fee \$ <input type="text"/> GST Inclusive (Accepted Methods of Payment: CASH - EFTPOS – CHEQUE)			
3	Evidence of ownership: For building work outside the existing building envelope provide a recent search copy of the Certificate of Title less than 6 months old, plus a sale and purchase agreement if not in the applicant's name. A subdivision scheme plan is required for a new site where Title is not yet available.			
4	Site Plan: Include all proposed and existing buildings, swimming pools, legal boundaries, building setbacks, site areas, vehicle access, significant trees, hard standing areas, retaining walls, spot levels or contours, intentions for the disposal of stormwater and sewer and the storage location and capacity of any Hazardous Substances (ie LPG, diesel etc).			
5	Outline Floor plans (for all floors)			
6	Outline Elevations			
7	Outline Cross Sections - to show recession plane/daylight plane and height compliance			
8	Hazardous Substances - storage location and capacity (ie, LPG, diesel, home heating oil etc)			
9	Health Licensing - surface finishes, sinks, dishwashers, food storage			
10	Liquor Licensing - wash basins, sinks, glass washing machine			

Fire and Emergency New Zealand Assessment		
Applications for single household units, outbuilding, ancillary buildings and internal fits outs do not apply (unless it is subject to a change of use)		
Part 1:	Yes	No
the gathering together, for any purpose, of 100 or more persons		
providing employment facilities for 10 or more persons:		
providing accommodation for more than 5 persons (other than in 3 or fewer household units):		
a place where hazardous substances are present in quantities exceeding the prescribed minimum amounts, whatever the purpose for which the building is used:		
providing early childhood facilities (other than in a household unit):		
providing nursing, medical, or geriatric care (other than in a household unit):		
providing specialised care for persons with disabilities (other than in a household unit):		
providing accommodation for persons under lawful detention (not being persons serving a sentence of home detention, or community detention, or serving a sentence of imprisonment on home detention, or on parole subject to residential restrictions imposed under section 15 of the Parole Act 2002).		
Part 2:	Yes	No
Are alternative solutions to the Building Code for means of escape from fire and fire fighting used (Clauses C1-C6, D1, F6, F7, F8)		
Are there 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, F7, F8)		
Does the application involve an alteration, change in use or subdivision and affects the fire safety systems, including any building work on a specified system relating to fire safety, except where the effect on the fire safety system is minor.		

Is there a Yes in both part 1 and part 2?		
Council Use Only - Send copy to Design Review Unit?		

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

Continue next page for PIM and Building Consent application

BUILDING CONSENT (in addition to the above)		Supplied	N/A	Council
11	Project Information Memorandum (if already issued) plus all attached forms			
12	Foundation Plans (timber or concrete slab) including all details			
13	Drainage Plans - full design details including both Sewer and Stormwater and any disposal methods			
14	West Coast Regional Council approval for effluent disposal			
15	Detailed Floor Plans - fully dimensioned and notated, including location of Smoke Alarms			
16	Detailed Elevations - including door and windows showing opening sashes			
17	Cross Sections - to show all relevant construction, especially through difficult areas of the building and changes in building form			
18	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			
19	Insulation – R-values on drawings, method of compliance identified (Schedule / Calculation / Modelling)			
20	Framing Details - including floor joist layout plans if applicable			
21	Construction Details - with all materials, fixings etc noted			
22	Weathertightness Details - including a risk assessment matrix for all walls and all flashings			
23	Internal Waterproofing Details - including all wet areas and surface finishes			
24	Plumbing Details - including layout plan / schematic and water supply details			
25	Specifications - relevant to the project			
26	Bracing Design - calculations, schedule and layout plans			
27	Roof Truss Design - including layout plan, fixings and specific design for lintels where required			
28	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, or a specific ground assessment and foundation design by a suitably qualified and experienced engineer			
29	National Environmental Standards (NES) for assessing & managing contaminants in soil to protect human health: The NES applies to any piece of land on which an activity or industry described in the current edition of the Hazardous Activities and Industries List (HAIL) is, has been, or is more likely than not to have been undertaken. The most up-to-date version of the HAIL, and other useful information about applying the NES, can be found at the Ministry for the Environment’s website www.mfe.govt.nz . Does the NES apply to this piece of land? YES / NO <i>If YES</i> , a detailed site investigation carried out by a suitably qualified and experienced practitioner will be required in order to assess the effects of the proposal in relation to the NES. Check HAIL list / WCRC database / Property records			
30	Design Features Report – for the structure			
31	Engineers Details and Producer Statement - where any specific design has been carried out (e.g. steel beams)			
32	Sediment Control Management Plan (if required by site location)			
33	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			
34	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			
35	Overhead electrical power lines – Under the Electrical (Safety) Regulations it’s an offence to erect any building or structure within prescribed distances of an overhead electric line. Contact the local power authority to enquire about these restrictions and confirm the building design allows for these as necessary.			
36	Quality of Documentation: Ensure that the quality of the documentation meets the requirements outlined in the application coversheet.			
37	Specified System details: For each specified system, attach the relevant completed specified system sheets SS1 – SS16.			

ADDITIONAL NOTES

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Application vet by:	Date:
Outcome: <input type="checkbox"/> Accepted <input type="checkbox"/> Rejected	Reason for outcome: <input type="checkbox"/> All information provided <input type="checkbox"/> Only 1 item of information missing <input type="checkbox"/> More than 1 item of information missing <input type="checkbox"/> Poor quality of documentation
Building Category: <input type="checkbox"/> Res 1 <input type="checkbox"/> Res 2 <input type="checkbox"/> Res 3 <input type="checkbox"/> Com 1 <input type="checkbox"/> Com 2 <input type="checkbox"/> Com 3	

BUILDING CODE ASSESSMENT

Building Code Clause

Tick each clause relevant to the proposed building work

Means of Compliance

For each relevant clause, identify which means of compliance has been used. This list is only the most common solutions, there are other options available. Multiple means of compliance may be used in each project.

<input type="checkbox"/> B1 Structure	<input type="checkbox"/> B1/AS1: NZS 4229 Masonry <input type="checkbox"/> B1/AS1: NZS 3604 Timber <input type="checkbox"/> B1/AS1: NZS 4299 Earth <input type="checkbox"/> B1/AS1: NZS 4251 Stucco <input type="checkbox"/> B1/AS1: NZS 4452 Drains <input type="checkbox"/> B1/AS1: NZS 4223 Glazing <input type="checkbox"/> B1/AS2: Timber Barriers <input type="checkbox"/> B1/AS3: Small Chimneys <input type="checkbox"/> B1/VM1: AS/NZS 1170 <input type="checkbox"/> Other : Engineer Design <input type="checkbox"/> Other	<input type="checkbox"/> Waiver or modification:
<input type="checkbox"/> B2 Durability	<input type="checkbox"/> B2/AS1 <input type="checkbox"/> Other	<input type="checkbox"/> Waiver or modification:
<input type="checkbox"/> C1 – C6 Fire	<input type="checkbox"/> C/AS2 <input type="checkbox"/> C/AS3 <input type="checkbox"/> C/AS4 <input type="checkbox"/> C/AS5 <input type="checkbox"/> C/AS6 <input type="checkbox"/> C/AS7 <input type="checkbox"/> Engineer Design [C/VM2] + Peer review <input type="checkbox"/> Other	<input type="checkbox"/> Waiver or modification:
<input type="checkbox"/> D1 Access Routes	<input type="checkbox"/> D1/AS1 <input type="checkbox"/> NZS 4121 <input type="checkbox"/> Other	<input type="checkbox"/> Waiver or modification:
<input type="checkbox"/> D2 Mechanical installations for access	<input type="checkbox"/> D2/AS1: NZS 4332 Passenger Carrying Lifts <input type="checkbox"/> D2/AS1: EN 81 Passenger Carrying Lifts <input type="checkbox"/> D2/AS2: Domestic & Service Lifts <input type="checkbox"/> D2/AS3: EN 115 Escalators & Moving Walks <input type="checkbox"/> Other	<input type="checkbox"/> Waiver or modification:
<input type="checkbox"/> E1 Surface water	<input type="checkbox"/> E1/AS1 <input type="checkbox"/> Other	<input type="checkbox"/> Waiver or modification:
<input type="checkbox"/> E2 External moisture	<input type="checkbox"/> E2/AS1 <input type="checkbox"/> WANZ WIZ <input type="checkbox"/> Cladding Manufacturers Information <input type="checkbox"/> Other	<input type="checkbox"/> Waiver or modification:
<input type="checkbox"/> E3 Internal moisture	<input type="checkbox"/> E3/AS1 <input type="checkbox"/> Other	<input type="checkbox"/> Waiver or modification:
<input type="checkbox"/> F1 Hazardous agents on site	<input type="checkbox"/> F1/VM1 : <input type="checkbox"/> Other <i>[specify]</i>	<input type="checkbox"/> Waiver or modification:
<input type="checkbox"/> F2 Hazardous building materials	<input type="checkbox"/> F2/AS1: NZS 4223 Glazing <input type="checkbox"/> F2/AS1: Asbestos <input type="checkbox"/> Other <i>[specify]</i>	<input type="checkbox"/> Waiver or modification:
<input type="checkbox"/> F3 Hazardous substances and processes	<input type="checkbox"/> F3/VM1 : <input type="checkbox"/> Other <i>[specify]</i>	<input type="checkbox"/> Waiver or modification:
<input type="checkbox"/> F4 Safety from falling	<input type="checkbox"/> F4/AS1 : Barriers <input type="checkbox"/> F4/AS1 : Openings <input type="checkbox"/> Other <i>[specify]</i>	<input type="checkbox"/> Waiver or modification:
<input type="checkbox"/> F5 Construction and Demolition hazards	<input type="checkbox"/> F5/AS1: Work-Site Barriers <input type="checkbox"/> Other <i>[specify]</i>	<input type="checkbox"/> Waiver or modification:
<input type="checkbox"/> F6 Lighting for emergency	<input type="checkbox"/> F6/AS1 <input type="checkbox"/> Other <i>[specify]</i>	<input type="checkbox"/> Waiver or modification:
<input type="checkbox"/> F7 Warning systems	<input type="checkbox"/> F7/AS1: Domestic Smoke Alarms <input type="checkbox"/> F7/AS1: NZS 4512 Manual Fire Alarm Systems <input type="checkbox"/> NZS 4515 : Residential Fire Sprinklers <input type="checkbox"/> NZS 1668 : Smoke Detectors in HVAC systems <input type="checkbox"/> Other <i>[specify]</i>	<input type="checkbox"/> Waiver or modification:

BUILDING CODE ASSESSMENT continued...

<input type="checkbox"/> F8 Signs	<input type="checkbox"/> F8/AS1 <input type="checkbox"/> Other <i>[specify]</i>	<input type="checkbox"/> Waiver or modification:
<input type="checkbox"/> F9 Restricting access to residential pools	<input type="checkbox"/> F9/AS1 <input type="checkbox"/> F9/AS2 <input type="checkbox"/> NZS8500 Safety barriers and fencing <input type="checkbox"/> Other <i>[specify]</i>	<input type="checkbox"/> Waiver or Modification:
<input type="checkbox"/> G1 Personal hygiene	<input type="checkbox"/> G1/AS1 <input type="checkbox"/> Other <i>[specify]</i>	<input type="checkbox"/> Waiver or modification:
<input type="checkbox"/> G2 Laundering	<input type="checkbox"/> G2/AS1 <input type="checkbox"/> Other <i>[specify]</i>	<input type="checkbox"/> Waiver or modification:
<input type="checkbox"/> G3 Food prep and prevention of contamination	<input type="checkbox"/> G3/AS1 <input type="checkbox"/> Other <i>[specify]</i>	<input type="checkbox"/> Waiver or modification:
<input type="checkbox"/> G4 Ventilation	<input type="checkbox"/> G4/AS1 <input type="checkbox"/> AS 1668.2 <input type="checkbox"/> NZS 5261 <input type="checkbox"/> Other <i>[specify]</i>	<input type="checkbox"/> Waiver or modification:
<input type="checkbox"/> G5 Interior environment	<input type="checkbox"/> G5/AS1 <input type="checkbox"/> Other <i>[specify]</i>	<input type="checkbox"/> Waiver or modification:
<input type="checkbox"/> G6 Airborne and impact sound	<input type="checkbox"/> G6/AS1 <input type="checkbox"/> Other <i>[specify]</i>	<input type="checkbox"/> Waiver or modification:
<input type="checkbox"/> G7 Natural light	<input type="checkbox"/> G7/AS1 <input type="checkbox"/> Other <i>[specify]</i>	<input type="checkbox"/> Waiver or modification:
<input type="checkbox"/> G8 Artificial light	<input type="checkbox"/> G8/AS1 <input type="checkbox"/> Other <i>[specify]</i>	<input type="checkbox"/> Waiver or modification:
<input type="checkbox"/> G9 Electricity	<input type="checkbox"/> G9/AS1: NZECP 51 Domestic Dwellings <input type="checkbox"/> G9/VM1: AS/NZS 3000 <input type="checkbox"/> Other <i>[specify]</i>	<input type="checkbox"/> Waiver or modification:
<input type="checkbox"/> G10 Piped services	<input type="checkbox"/> G10/AS1 <input type="checkbox"/> G10/AS1: NZS 5261 <input type="checkbox"/> Other <i>[specify]</i>	<input type="checkbox"/> Waiver or modification:
<input type="checkbox"/> G11 Gas as an energy source	<input type="checkbox"/> G11/AS1 <input type="checkbox"/> G11/AS1: NZS 5261 <input type="checkbox"/> Other <i>[specify]</i>	<input type="checkbox"/> Waiver or modification:
<input type="checkbox"/> G12 Water supplies	<input type="checkbox"/> G12/AS1 <input type="checkbox"/> G12/AS2: Solar Water Heaters <input type="checkbox"/> G12/VM1: AS/NZS 3500.1 Water Services <input type="checkbox"/> G12/VM1: AS/NZS 3500.4 Heated Water Services <input type="checkbox"/> Other <i>[specify]</i>	<input type="checkbox"/> Waiver or modification:
<input type="checkbox"/> G13 Foul water	<input type="checkbox"/> G13/AS1 : Sanitary Plumbing <input type="checkbox"/> G13/AS2 : Drainage <input type="checkbox"/> G13/AS3 : AS/NZS 3500.2 <input type="checkbox"/> G13/VM1: BS 5572 <input type="checkbox"/> Other <i>[specify]</i>	<input type="checkbox"/> Waiver or modification:
<input type="checkbox"/> G14 Industrial liquid Waste	<input type="checkbox"/> G14/AS1 <input type="checkbox"/> Other <i>[specify]</i>	<input type="checkbox"/> Waiver or modification:
<input type="checkbox"/> G15 Solid waste	<input type="checkbox"/> G15/AS1 <input type="checkbox"/> Other <i>[specify]</i>	<input type="checkbox"/> Waiver or modification:
<input type="checkbox"/> H1 Energy efficiency provisions	<input type="checkbox"/> H1/AS1 : NZS 4218 Schedule Method <input type="checkbox"/> H1/AS1 : NZS 4218 Calculation Method <input type="checkbox"/> H1/AS1 : NZS 4243 Large buildings other than housing <input type="checkbox"/> H1/AS1 : NZS 4243 Artificial Lighting <input type="checkbox"/> H1/VM1 : NZS 4218 Modelling method <input type="checkbox"/> BRANZ ALF <input type="checkbox"/> Waiver or Modification <input type="checkbox"/> Other <i>[specify]</i>	<input type="checkbox"/> Waiver or modification:

SPECIFIED SYSTEMS LIST

Code	Type of System	Existing	New / Modified	Removed	Number of this type of system
SS 1	Automatic systems for fire suppression				
SS 2	Automatic or manual emergency warning systems				
SS 2 / 1	Security Based Emergency Warning System				
SS 3/1	Automatic doors				
SS 3/2	Access controlled doors				
SS 3/3	Interfaced fire or smoke doors or windows				
SS 4	Emergency lighting systems				
SS 5	Escape route pressurisation systems				
SS 6	Riser mains				
SS 7	Automatic back-flow preventers				
SS 8/1	Passenger-carrying lifts				
SS 8/2	Service lifts				
SS 8/3	Escalators and moving walks				
SS 9	Mechanical ventilation or air conditioning systems				
SS 10	Building maintenance units				
SS 11	Laboratory fume cupboards				
SS 12/1	Audio loops				
SS 12/2	FM radio frequency systems and infrared beam transmission systems				
SS 13/1	Mechanical smoke control				
SS 13/2	Natural smoke control				
SS 13/3	Smoke curtains				
SS 14/1	Emergency power systems				
SS 14/2	Signs				
SS 15/1	Systems for communicating spoken information intended to facilitate evacuation				
SS 15/2	Final exits				
SS 15/3	Fire separations				
SS 15/4	Signs for communicating information intended to facilitate evacuation				
SS 15/5	Smoke separations				
SS 16	Cable Cars				

NOTE: For each new or modified specified system you MUST complete and attach one copy of the Specified System Details form (SS1 – SS16). This is required so that Council can prepare a draft compliance schedule prior to the issuing of building consent. This aids expediency when the compliance schedule is required to be issued, upon issue of Code Compliance Certificate. **Your building consent will not be granted without this information.**

COUNCIL USE ONLY

MAX. OCCUPANT LOAD	RISK GROUP	BUILDING OFFICIAL	BCA ISSUED DATE
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