

**BULLER**DISTRICT COUNCIL
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PROJECT NO:

Due Date:

THE APPLICATION**BUILDING CONSENT AND / OR
PROJECT INFORMATION MEMORANDUM
APPLICATION***This form may be used at any Mainland Building Consent Authority*

- Project Information Memorandum only (PIM)
- Building Consent only
- Building Consent only for existing PIM No : _____ (attach copy)
- Building Consent AND Project Information Memorandum

DATE RECEIVED:

THE BUILDING

Site/Location Address: (or Rapid Number if applicable):

Current lawfully established use:

Legal Description:

Total Floor Area (all floors included):

Existing _____ m² New _____ m²

Valuation Roll Number:

Number of levels:

Level/Unit No:

Building Name if applicable:

Approximate year building was first constructed:

THE PROJECT

Description of building work:

List Building Consent previously issued for this building if any: (ie is this project being constructed in stages? Is this consent for a relocated or transportable building?)

Estimated Value
(incGST) _____

Will the work result in a Change of Use of the Building?

 Yes No*(Refer to Building Regulations 2005 (Specified Systems, Change of Use and Earthquake-prone buildings)***If "Yes" provide details of the new intended use:**

Intended life of the building:

- Indefinite but not less than 50 years; OR
- Specified as _____ years

THE OWNER

Evidence of ownership attached:

- Certificate of Title Lease Agreement
- Sale & Purchase Agreement Other

Owners Name:

Contact person:
(if owner is not an individual)

Mailing Address:

Street Address/Registered Office

E-mail address:

PHONE

Day:

Mobile:

After hours:

Fax:

THE AGENTIf this section is completed, the **Agent** will be the first point of contact for communications with Council and will receive all correspondence **including all invoices and consent documents.**

Agent's Name

Contact person:

Mailing/Billing Address:

Street Address/Registered Office

E-mail address:

PHONE

Day:

Mobile:

After hours:

Fax:

REQUIRED ATTACHMENTS

Complete and attach ONE of the following checklists, and provide ALL of the information, and plans requested on that checklist:

Form BAM 002-R Residential work

Form BAM 002-I Commercial/Industrial work

ALL APPLICATIONS REQUIRE A MINIMUM OF 2 COPIES OF ALL PLANS AND SPECIFICATIONS.

One copy will be retained on Council's files and one will be returned to the owner or agent.

NOTE: Additional information may be requested during processing of the application.

KEY PERSONNEL

Name of Builder: Mailing Address: Email Address:	Phone Number:
	Registration Number:
Name of Craftsman Plumber: Mailing Address: Email Address:	Phone Number:
	Registration Number:
Name of Registered Drainlayer: Mailing Address: Email Address:	Phone Number:
	Registration Number:
Name of Registered Electrician: Mailing Address: Email Address:	Phone Number:
	Registration Number:
Name of Registered Gasfitter: Mailing Address: Email Address:	Phone Number:
	Registration Number:
Name of Architectural Designer: Mailing Address: Email Address:	Phone Number:
	Registration Number:
Name of Structural Engineer: Mailing Address: Email Address:	Phone Number:
	Registration Number:

SIGNATURE

Note: if Agent, state details of authorisation from owner to make application on owner's behalf.

Owner
 Agent

We require our plans and/or specifications to remain confidential

 Signed by or for and on behalf of the Owner

 Date

BUILDING CODE ASSESSMENT

Building Code Clause		Means of Compliance <i>(note that a project may include both Acceptable and Alternative solutions)</i>		
		Acceptable Solution	Alternative Solution <i>(details verifying compliance are required)</i>	Waiver/Modification required? <i>(Provide separate details for justification of acceptance if yes)</i>
B1	Structure			
B2	Durability			
C1	Outbreak of Fire			
C2	Means of Escape			
C3	Spread of Fire			
C4	Structural stability during fire			
D1	Access routes			
D2	Mechanical installations for access			
E1	Surface Water			
E2	External moisture			
E3	Internal moisture			
F1	Hazardous agents on site			
F2	Hazardous building materials			
F3	Hazardous substances and processes			
F4	Safety from falling			
F5	Construction and demolition hazards			
F6	Lighting for emergency			
F7	Warning systems			
F8	Signs			
G1	Personal hygiene			
G2	Laundering			
G3	Food Prep. & prevention of contamination			
G4	Ventilation			
G5	Interior environment			
G6	Airborne and impact sound			
G7	Natural light			
G8	Artificial light			
G9	Electricity			
G10	Piped services			
G11	Gas as an energy source			
G12	Water supplies			
G13	Foul water			
G14	Industrial liquid waste			
G15	Solid waste			
H1	Energy efficiency provisions			
Additional Notes:				

INTERNAL OFFICE USE ONLY

Application to also be assessed by:

Planning (RMA)
 Liquor Licensing (SOL)
 Food Hygiene (FHR)
 Fire Service

Certificate of Title Endorsement Required (DLR):

YES
 NO
 Relevant Legislation

Processing Costs – including counter time:

Date	Action Taken	Officer	Time	Cost
Total Processing Charges				

- Project Information Memorandum only (PIM)
 Building Consent only for existing PIM No
 Building Consent only
 Building Consent and PIM

RECEIVED	
Officer:	
Date received:	
Deposit paid:	
Receipt:	
Fire Service	
Historic Places Trust	
External Processing	
ISSUED	
Officer:	
Date:	
Invoice:	
RELEASED	
Officer:	
Receipt/Transaction:	
Payment Date:	

FEES AND CHARGES	
Administration Fee	
Processing Charges	
Inspections (Number _____)	
Compliance Schedule	
Code Compliance Certificate	
PIM	
Title Endorsement	
Fire Services Assessment	
Other _____	
SUBTOTAL	
BCA Levy	
DBH Levy \$1.97/\$1,000	
BRANZ Levy \$1/\$1,000	
SUBTOTAL	
LESS DEPOSIT PAID	
TOTAL	



Commercial or Industrial
PIM / Building Consent Application Checklist (BAM 002-I)
 (in conjunction with form BAM 002)

PROJECT NO:

Project address:

Supplied	N/A	<p>NB The following is required on application 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.</p> <p align="center">Additional information may be requested during processing of the application.</p>	Council Use		
✓	✓	PIM	✓		
		Application form COMPLETED & signed			
		DEPOSIT as applicable			
		Ownership Details: eg. Recent Certificate of Title / sale & purchase agreement / Lease Agreement / current Rates demand. A subdivision scheme plan is required for a new site where Title is not yet available.			
		Copies of drawings as specified in the cover sheet			
		Site Plan – showing:			
		– All new & existing buildings, swimming pools			
		– Any heritage buildings / trees or archaeological site information known			
		– Legal & notional boundaries (existing & proposed), easements, waterways, shared access ways / other areas with building setbacks dimensioned			
		– Building & site areas (including floor areas (m ²) 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 District Plan indicated			
		– Any significant trees on the site			
		– Retaining walls			
		– Fire rated walls, eaves			
		– All activities on a site indicated			
		– Proposed & existing site & floor levels			
		– Existing & proposed contours, drive gradients and building heights (for hill or sloping sites)			
		– Intentions for the disposal of stormwater & sewer			
		– Storage location & capacity of Hazardous Substances (ie LPG, diesel, home heating oil etc)			
		Outline Floor plans (for all floors)			
		Outline Elevations			
		Outline Cross Sections – (if required to show recession plane / daylight plane & height compliance)			
		Hazardous Substances – storage location & capacity (ie, LPG, diesel, home heating oil etc)			
		Health Licensing – surface finishes, sinks, dishwashers, food storage			
		Liquor Licensing – wash basins, sinks, glass washing machine			
Evacuation Scheme Assessment (required for PIM):		Yes	No	Building Sprinkled?	Council Use
				Yes	No
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?					
Are hazardous substances stored?				If any of the above are answered “yes” please continue on the next page for the Building Consent checklist	
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?					
Council Use Only – Evacuation Scheme required?					

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

Fire Service Assessment:	Yes	No	Council Use
Is this a fitout of an existing building?			
Is a change of use involved?			Minor alts?
Are alternative solutions, or any application for a modification or waiver to the Building Code for means of escape from fire & fire fighting used (Clauses C1-C4, D1, F6 or F8)			
Council Use Only - Send copy to Fire Service?			

BUILDING CONSENT (in addition to the above PIM information)

Supplied	N/A	NB The following is required on application 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. Additional information may be requested during processing of the application.	Council Use
✓	✓		✓
		Project Information Memorandum (if already issued) plus all attached forms	
		Foundation Plans (timber or concrete slab) including all details	
		Drainage Plans - full design details including both Sewer & Stormwater and any disposal methods	
		Detailed Floor Plans - fully dimensioned and notated, including location of Smoke Alarms	
		Detailed Elevations - including door & 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 & treatment of all timber specific to the project is to be specified on the drawings , ideally on the cross section	
		Framing Details - including floor joist layout plans if applicable	
		Construction Details - with all materials, fixings etc noted	
		Weathertightness Details - including a risk assessment matrix for all walls & all flashings	
		Internal Waterproofing Details - including all wet areas & surface finishes	
		Plumbing Details - including layout plan / schematic & water supply details	
		Specifications - relevant to the project	
		Bracing Design - calculations, schedule and layout plans	
		Roof Truss Design - including layout plan, fixings and specific design for lintels where required	
		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 3604:1999, or a specific ground assessment & foundation design by a suitably qualified & experienced engineer	
		Design Features Report – for the structure	
		Engineers Details & Producer Statement - where any specific design has been carried out (e.g. steel beams)	
		Sediment Control Management Plan (if required by site location)	
		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 reasonable 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	

BUILDING CODE ASSESSMENT: Ensure the Building Code Assessment page is completed to show how the work complies with all clauses of the Building Code

COMPLIANCE SCHEDULE: If this is required for your building, ensure the Compliance Schedule List is completed showing if any of the systems are, or are to be, included or modified in the building

Additional Attached documents

COMPLIANCE SCHEDULE LIST

PROJECT NO:

Project address:

Please tick the relevant boxes to show which systems are existing or to be amended		Existing	New	Removed	Do the systems use the Performance Standards plus Inspection, maintenance & reporting procedures from the Building Code Handbook		If no, Performance Standards plus Inspection, maintenance & reporting procedures identified in building consent documents	COUNCIL USE - CONFIRMED
SS					Yes	No		
	Cable car							
1	Automatic systems for fire suppression (for example, sprinkler systems)							
2	Automatic or manual emergency warning systems for fire or other dangers (other than a warning system for fire that is entirely within a household unit & serves only that unit).							
3	Electromagnetic or automatic doors or windows (for example, ones that close on fire alarm activation)							
4	Emergency lighting systems							
5	Escape route pressurisation systems							
6	Riser mains for fire service use							
7	Automatic back-flow preventers connected to a potable water supply							
8	Lifts, escalators, travelators, or other systems for moving people or goods within buildings							
9	Mechanical ventilation or air conditioning systems/cooling towers							
9a	Cooling tower as a part of an air conditioning system							
9b	Cooling tower as part of a processing plant							
10	Building maintenance units for providing access to the exterior and interior walls of buildings							
11	Laboratory fume cupboards							
12	Audio loops or other assistive listening systems							
13	Smoke control systems							
14	Emergency power systems for, or signs relating to, a system/feature specified in any of the clauses 1-13							
15	Means of Escape from Fire							
15/1	<ul style="list-style-type: none"> Systems for communicating spoken information intended to facilitate evacuation 							
15/2	<ul style="list-style-type: none"> Final exit (as defined by A2 of the Building Code) 							
15/3	<ul style="list-style-type: none"> Fire separations 							
15/4	<ul style="list-style-type: none"> Signs for communicating information intended to facilitate evacuation 							
15/5	<ul style="list-style-type: none"> Smoke separations 							
COUNCIL USE ONLY								
MAXIMUM OCCUPANT LOAD	PURPOSE GROUP	FIRE HAZARD CATEGORY	BUILDING OFFICIAL			DATE ISSUED		

