



BULLER
DISTRICT COUNCIL
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PROJECT NO:

Due Date:

THE APPLICATION	<p>BUILDING CONSENT AND / OR PROJECT INFORMATION MEMORANDUM APPLICATION</p> <p><i>This form may be used at any Mainland Building Consent Authority</i></p>	DATE RECEIVED:
	<p><input type="checkbox"/> Project Information Memorandum only (PIM)</p> <p><input type="checkbox"/> Building Consent only for existing PIM No : _____ (attach copy)</p> <p><input type="checkbox"/> Building Consent (including Project Information Memorandum)</p>	

THE BUILDING	Site/Location Address: (or Rapid Number if applicable):	Current lawfully established use:
	Legal Description:	Total Floor Area (all floors included): Existing _____m ² New _____m ²
	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 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?)
	<p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>Estimated Value (inc GST) \$ _____</p> <p>Intended life of the building:</p> <p><input type="checkbox"/> Indefinite but not less than 50 years</p> <p><input type="checkbox"/> or Specified as _____ years</p>	<p>Will the work result in a Change of Use of the Building?</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p><i>(Refer to Building (Specified Systems, Change of Use, and Earthquake-prone Buildings) Regulations 2005 if in doubt)</i></p> <p>If "Yes", provide details of the new intended use:</p>

THE OWNER	Evidence of ownership attached:	THE AGENT	If 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.
	<input type="checkbox"/> Certificate of Title <input type="checkbox"/> Lease Agreement <input type="checkbox"/> Sale & Purchase Agreement <input type="checkbox"/> Other		Agent's Name
	Owners Name:		Contact person:
	Contact person: (if owner is not an individual)		Mailing/Billing Address:
	Mailing Address:		Street Address/Registered Office
Street Address/Registered Office	E-mail address:	Street Address/Registered Office	E-mail address:
E-mail address:			
PHONE	Day:	PHONE	Day:
	Mobile:		Mobile:
	After hours:		After hours:
	Fax:		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.

KEY PERSONNEL

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

SIGNATURE

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

Owner _____
 Agent _____ Signed by or for and on behalf of the Owner
 We require our plans and/or specifications to remain confidential

_____ Date

BUILDING CODE ASSESSMENT

Building Code Clause		Means of Compliance (note that a project may include both Acceptable and Alternative solutions)		
		Acceptable Solution	Alternative Solution (details verifying compliance are required)	Waiver/ Modification required? (Provide separate details for justification of acceptance if yes)
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	Laundrying			
G3	Food prep. and 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 – Processing Costs

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				

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	



**Residential PIM / Building Consent
Application Checklist**
(BAM 002-R) (in conjunction with form BAM 002)

PROJECT NO:

Project address:

Supplied	N/A	Council	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.
✓	✓	✓	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 and 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)

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

BUILDING CONSENT

(in addition to the above PIM information)

Supplied	N/A	Council	<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 style="text-align: center;">Additional information may be requested during processing of the application.</p>
✓	✓	✓	
			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
			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)

Additional Notes:
