



# Form 2

# MINOR

Application No/BC: \_\_\_\_\_  
Property ID #: \_\_\_\_\_

## APPLICATION FOR PROJECT INFORMATION MEMORANDUM AND/OR BUILDING CONSENT Section 33 or 45, Building Act 2004

Fireplace  Demolition/Removal  Swimming Pools  Solar  Drainage  Wet area Shower

### 1. THE BUILDING [if item is not applicable put N/A in the space]

Street address of building: \_\_\_\_\_

[If no street address – details of nearest intersection]: \_\_\_\_\_

Legal description of land where building is located: Lot \_\_\_\_\_ DP \_\_\_\_\_ Site area: \_\_\_\_\_ m<sup>2</sup>

Sec \_\_\_\_\_ Block \_\_\_\_\_

Building name: \_\_\_\_\_ Valuation No: \_\_\_\_\_

Location of building within site/block number: [Include nearest street access] \_\_\_\_\_

Number of levels: [Above & below ground] \_\_\_\_\_

Level/Unit No: \_\_\_\_\_ Floor area: \_\_\_\_\_ (sq m) [Indicate area affected by the building work]

Current, lawfully established, use: \_\_\_\_\_ Year First Constructed: \_\_\_\_\_

[Add no. of occupants per level and per use if more than 1] \_\_\_\_\_

### 2. OWNER

Name of Owner: \_\_\_\_\_

Contact person: \_\_\_\_\_

Mailing address: \_\_\_\_\_

Street address/registered office: \_\_\_\_\_

Phone No: \_\_\_\_\_ Landline: \_\_\_\_\_

Mobile: \_\_\_\_\_ Daytime: \_\_\_\_\_

After hours: \_\_\_\_\_ Facsimile: \_\_\_\_\_

Email: \_\_\_\_\_

Website \_\_\_\_\_

#### THE FOLLOWING EVIDENCE OF OWNERSHIP IS ATTACHED:

Certificate of Title  Lease Agreement

Agreement for Sale and Purchase  Other document

### 3. AGENT [Only required if application is being made on behalf of the owner]

Name of Agent: \_\_\_\_\_

Contact person: \_\_\_\_\_

Mailing address: \_\_\_\_\_

Street address/registered office: \_\_\_\_\_

Phone No: \_\_\_\_\_ Landline: \_\_\_\_\_

Mobile: \_\_\_\_\_ Daytime: \_\_\_\_\_

After hours: \_\_\_\_\_ Facsimile: \_\_\_\_\_

Email: \_\_\_\_\_

Website \_\_\_\_\_

Relationship to owner: [State details of the authorisation from the owner to make the application on the owner's behalf] \_\_\_\_\_

#### FIRST POINT OF CONTACT [Mark boxes as appropriate]

Further information  Agent  Owner

Correspondence  Agent  Owner

Invoicing:  Agent  Owner

Additional copy of Code Compliance Certificate

#### 4. APPLICATION [Tick if applicable]

I, [name] \_\_\_\_\_ request that you issue one of the following [for the building work described in this application]:

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

The signature is that of the  Owner OR the  Agent on behalf of and with the approval of the Owner.

Project Information Memorandum (PIM) & Building Consent  Project Information Memorandum (PIM)

Building Consent

Existing PIM No [if applicable] is: \_\_\_\_\_

Cultural or Heritage Significance?  Yes  No

To be completed in lieu of Authorisation Letter:

I, \_\_\_\_\_ as the owner of the property, authorise \_\_\_\_\_ to act as my agent.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

#### 5. PRIVACY INFORMATION

The information you have provided on this form is required so that your building consent application can be processed under the Building Act 2004. The Council collates statistics relating to issued building consents and has a statutory obligation to forward these regularly to Statistics New Zealand. The Council stores the information on a public register, which must be supplied (as previously determined by the Ombudsman) to whoever requests the information. Under the Privacy Act 1993 you have the right to see and correct personal information the Council holds about you.

#### 6. THE PROJECT

Description of Building Work: [Provide sufficient information below to enable scope of work to be fully understood]

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Will the building work result in a change of use of the building?  Yes  No If Yes, provide details of the new use of the building: \_\_\_\_\_

Intended life of the building if less than 50 years: \_\_\_\_\_ [Years]

List Building Consents previously issued for this project (if any): \_\_\_\_\_

Estimated value of the building work on which the building levy will be calculated [including goods and services tax]:

\$ \_\_\_\_\_ [State estimated value as defined in section 7 of the Building Act 2004]

#### 7. RESTRICTED BUILDING WORK

Will the building work include any restricted building work?  Yes  No If Yes, please provide the following details of all licensed building practitioners who will be involved in carrying out or supervising the restricted building work [If these details are unknown at the time of the application, they must be supplied before the building work begins].

**Complete in contacts section below**

**8. CONTACTS [Provide all details where relevant]**

Please provide the following details of all practitioners who will be involved in carrying out or supervising the building work regardless of whether it is restricted building work.

<b>DESIGNER:</b> Name: _____ Address: _____ Email: _____ Telephone: _____ LBP No: _____ License Class: DESIGN	<b>ENGINEER:</b> Name: _____ Address: _____ Email: _____ Telephone: _____ Reg No: _____ License Class: DESIGN
<b>BUILDER:</b> Name: _____ Address: _____ Email: _____ Telephone: _____ LBP No: _____ License Class: CARPENTRY	<b>BRICK / BLOCK LAYER:</b> Name: _____ Address: _____ Email: _____ Telephone: _____ Reg No: _____ License Class: BLOCKLAYING
<b>ROOFER:</b> Name: _____ Address: _____ Email: _____ Telephone: _____ Reg No: _____ License Class: ROOFING or CARPENTRY (delete one)	<b>EXTERNAL PLASTERER:</b> Name: _____ Address: _____ Email: _____ Telephone: _____ Reg No: _____ License Class: EXTERNAL PLASTERING
<b>FOUNDATIONS / FLOORS:</b> Name: _____ Address: _____ Email: _____ Telephone: _____ Reg No: _____ License Class: FOUNDATIONS or CARPENTRY (delete one)	<b>GAS FITTER:</b> Name: _____ Address: _____ Email: _____ Telephone: _____ Reg No: _____
<b>PLUMBER:</b> Name: _____ Address: _____ Email: _____ Telephone: _____ Reg No: _____	<b>DRAIN LAYER:</b> Name: _____ Address: _____ Email: _____ Telephone: _____ Reg No: _____
<b>LICENSED BUILDNG PRACTITIONER:</b> Name: _____ Address: _____ Email: _____ Telephone: _____ Reg No: _____ License Class: _____	<b>OTHER KEY PERSONNEL:</b> Name: _____ Address: _____ Email: _____ Telephone: _____ Reg No: _____ License Class: _____

**9. PROJECT INFORMATION MEMORANDUM** [Do not fill in this section if the application is for a building consent only]

The following matters are involved in the project: *[Tick the matters relevant to the project]*

- Subdivision
- Alterations to land contours *[e.g. digging out the site for a building platform]*
- New or altered connections to public utilities *[e.g. Council sewer, stormwater or water mains]*
- New or altered locations and/or external dimensions of buildings
- New or altered access for vehicles
- Building work over or adjacent to any road or public place
- Disposal of stormwater and wastewater
- Building work over any existing drains or sewers or in close proximity to wells or water mains
- Other matters known to the applicant that may require authorisations from the Territorial Authority: *[Specify]*

The following plans and specifications are attached to this application:

\_\_\_\_\_

<b>Building Code Clause</b> <i>Tick relevant clauses</i>	<b>Acceptable Solution &amp; NZS 4121 Accessible Design</b>	<b>Verification Method</b>	<b>Alternative Solution</b> [Supporting documents listed below]	<b>Waiver/Modification</b> [Supporting documents listed below]	<b>Proposed Inspections</b>
<input type="checkbox"/> B1 Structure	<input type="checkbox"/> AS1NZS1170 <input type="checkbox"/> B1/AS1 <input type="checkbox"/> NZS3604 <input type="checkbox"/> NZS4229 <input type="checkbox"/> Other	<input type="checkbox"/> B1/VM1 <input type="checkbox"/> Other	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> Council <input type="checkbox"/> Engineer <input type="checkbox"/> Other <i>(Specify)</i> : _____
<input type="checkbox"/> B2 Durability	<input type="checkbox"/> B2/AS1	<input type="checkbox"/> B2/VM1	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> Council <input type="checkbox"/> Engineer <input type="checkbox"/> Other <i>(Specify)</i> : _____
<input type="checkbox"/> C1-6 Protection from Fire	<input type="checkbox"/> C/AS1 <input type="checkbox"/> C/AS2	<input type="checkbox"/> C/VM1 <input type="checkbox"/> C/VM2	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> Council <input type="checkbox"/> Engineer <input type="checkbox"/> Other <i>(Specify)</i> : _____
<input type="checkbox"/> D1 Access routes	<input type="checkbox"/> D1/AS1 <input type="checkbox"/> NZS 4121		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> Council <input type="checkbox"/> Engineer <input type="checkbox"/> Other <i>(Specify)</i> : _____
<input type="checkbox"/> E1 Surface water	<input type="checkbox"/> E1/AS1 <input type="checkbox"/> AS3500	<input type="checkbox"/> E1/VM1	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> Council <input type="checkbox"/> Other <i>(Specify)</i> : _____
<input type="checkbox"/> E2 External moisture	<input type="checkbox"/> E2/AS1 <input type="checkbox"/> E2/AS2 <input type="checkbox"/> SED <input type="checkbox"/> E2/AS3	<input type="checkbox"/> E2/VM1	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> Council <input type="checkbox"/> Other <i>(Specify)</i> : _____
<input type="checkbox"/> E3 Internal moisture	<input type="checkbox"/> E3/AS1 <input type="checkbox"/> Other		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> Council <input type="checkbox"/> Other <i>(Specify)</i> : _____
<input type="checkbox"/> F1 Hazardous agents on site	<input type="checkbox"/> F1/AS1	<input type="checkbox"/> F1/VM1	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> Council <input type="checkbox"/> Other <i>(Specify)</i> : _____
<input type="checkbox"/> F2 Hazardous building materials	<input type="checkbox"/> F2/AS1		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> Council <input type="checkbox"/> Other <i>(Specify)</i> : _____

Building Code Clause <i>Tick relevant clauses</i>	Acceptable Solution & NZS 4121 Accessible Design	Verification Method	Alternative Solution [Supporting documents listed below]	Waiver/Modification [Supporting documents listed below]	Proposed Inspections
<input type="checkbox"/> F4 Safety from falling	<input type="checkbox"/> F4/AS1		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> Council <input type="checkbox"/> Other (Specify): _____
<input type="checkbox"/> F5 Construction and demolition hazards	<input type="checkbox"/> F5/AS1		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> Council <input type="checkbox"/> Other (Specify): _____
<input type="checkbox"/> F9 Means of restricting access to residential pools	<input type="checkbox"/> F9/AS1 <input type="checkbox"/> F9/AS2		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> Council <input type="checkbox"/> Other (Specify): _____
<input type="checkbox"/> F7 Warning systems	<input type="checkbox"/> F7/AS1		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> Council <input type="checkbox"/> Engineer <input type="checkbox"/> Other (Specify): _____
<input type="checkbox"/> G4 Ventilation	<input type="checkbox"/> G4/AS1	<input type="checkbox"/> G4/VM1	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> Council <input type="checkbox"/> Other (Specify): _____
<input type="checkbox"/> G7 Natural light	<input type="checkbox"/> G7/AS1	<input type="checkbox"/> G7/VM1	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> Council <input type="checkbox"/> Other (Specify): _____
<input type="checkbox"/> G9 Electricity	<input type="checkbox"/> G9/AS1	<input type="checkbox"/> G9/VM1	<input type="checkbox"/>	<input type="checkbox"/>	By certification only
<input type="checkbox"/> G12 Water Supplies	<input type="checkbox"/> G12/AS1 <input type="checkbox"/> G12/AS2	<input type="checkbox"/> G12/VM1	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> Council <input type="checkbox"/> Other (Specify): _____
<input type="checkbox"/> G13 Foul Water	<input type="checkbox"/> G13/AS1 <input type="checkbox"/> G13/AS2 <input type="checkbox"/> AS3500 <input type="checkbox"/> G13/AS3	<input type="checkbox"/> G13/VM1 <input type="checkbox"/> G13/VM4	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> Council <input type="checkbox"/> Other (Specify): _____

#### 10. WAIVER/MODIFICATION TO NZ BUILDING CODE REQUIRED FOR FOLLOWING PARTS OF CODE:

Supporting documentation attached as follows *[please list]*:

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#### 11. COMPLIANCE SCHEDULE:

The specified systems for the building are as follows: *[specified systems are defined in regulations]*

There are no specified systems in the building <input type="checkbox"/>	<b>Applicant to complete</b>								
Any system installed from below to be accompanied by procedures for inspection and routine maintenance. <b>[Council to vet and verify in first column.]</b>	<b>COUNCIL</b>	Existing	New	Altered	Added	Removed	Inspection performance standards	Maintenance performance standards	Reporting frequency

**Specified Systems Prescribed by Building Act 2004 Compliance Schedule Handbook 25 May 2007 (List Systems)**

		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**12. ATTACHMENTS**

The following documents are attached to this application: *[Tick as applicable]*

Plans and specifications *[list]* \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
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 \_\_\_\_\_

- Memoranda from licensed building practitioner(s) who carried out or supervised any design work that is restricted building work
- Project Information Memorandum
- Development contribution notice
- Certificate attached to Project Information Memorandum
- National Environmental Standard Checklist
- Other information relevant to this application: *[Please specify]*: \_\_\_\_\_

\_\_\_\_\_  
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# COUNCIL USE ONLY

## ESTIMATED TOTAL VALUE OF WORK

\$ \_\_\_\_\_ GST inclusive Project floor area \_\_\_\_\_ m<sup>2</sup>

### FEE PAYABLE

Project Information Memorandum	\$ _____
Building Administration	\$ _____
Technical Processing fee	\$ _____
Inspection fee	\$ _____
Certificate of Title	\$ _____
Other	\$ _____
<b><u>LODGEMENT FEE</u></b>	<b>\$ _____</b>
Technical Processing fee	\$ _____
Inspection fee	\$ _____
Industry Levy (DBH)	\$ _____
Industry Levy (BRANZ)	\$ _____
BCA Levy	\$ _____
Rural ID #	\$ _____
Compliance Schedule	\$ _____
Specified Systems	\$ _____
Vehicle Crossing	\$ _____
Street Damage	\$ _____
Water Connection	\$ _____
Sewer Connection	\$ _____
Peer Review	\$ _____
N Z F S	\$ _____
Development Contribution	\$ _____
_____	\$ _____
_____	\$ _____

**TOTAL BALANCE PAYABLE** \$ \_\_\_\_\_

Lodgement deposit	\$ _____
Date paid	_____
Receipt No.	_____
Consent fee balance	\$ _____
Date paid	_____
Receipt No.	_____

Granted by \_\_\_\_\_

Signature \_\_\_\_\_

Date \_\_\_\_\_

Issued by \_\_\_\_\_

Signature \_\_\_\_\_

Date \_\_\_\_\_

Please complete

Forward any refunds or further invoices to:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_



**Building Consent Application Checklist**  
**MINOR**

<input type="checkbox"/> Fireplace	<input type="checkbox"/> Demolition/Removal	<input type="checkbox"/> Swimming Pools	<input type="checkbox"/> Solar	<input type="checkbox"/> Drainage	<input type="checkbox"/> Wet area shower
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**Address** \_\_\_\_\_ **D** \_\_\_\_\_

**How to use this checklist**

Use this checklist when finalising your building drawings plans to assist you to lodge a complete application and to avoid delays in processing. Your application will be accepted based on this checklist to ensure that it has sufficient information to commence processing. All items on this checklist must be circled to show that they are either provided or are not applicable to your project (N/A).

Later additional information may be requested during the processing of your building consent to confirm compliance with the Building Act, Building Code, District/City Plan and any other relevant legislation. Processing time will be suspended until information is received.

Your application will only be accepted if the information in this checklist is provided and the checklist completed.

Customer Use Circle as appropriate		Doc ref./ page #	General Documentation Required	Council Use		
Yes	N/A		Application form completed in full and signed	Yes	No	N/A
Yes	N/A		Lodgement fee (refer to Schedule of Fees and Charges for amount)	Yes	No	N/A
Yes	N/A		Two (2) complete sets of drawings/report/specification/plans and other relevant documents are required	Yes	No	N/A
Yes	N/A		All drawings must meet the minimum requirements of the technical drawings standard AS/NZS1100. Index provided for plans and specifications	Yes	No	N/A
Yes	N/A		All documents including photocopies must be legible	Yes	No	N/A
Yes	N/A		All plans are to be titled and dated (or version number)	Yes	No	N/A
			Legal Documentation Required			
Yes	N/A		Full, current (less than three months old) Certificate of Title	Yes	No	N/A
Yes	N/A		Sale and purchase agreement with settlement date provided (if applicable)	Yes	No	N/A

**Comments – Council Use Only**



Customer Use Circle as appropriate		Doc ref./ page #	Solid Fuel Heaters	Council Use		
<input type="checkbox"/> Section NA				<input type="checkbox"/> Section Accepted		
Yes	N/A		Is the proposed appliance 'clean air' approved?	Yes	No	N/A
Yes	N/A		Location of SFH on floor plan in relation to windows, doors and flammable materials	Yes	No	N/A
Yes	N/A		Make and model provided	Yes	No	N/A
Yes	N/A		Manufacturers specifications provided including hearth information	Yes	No	N/A
Yes	N/A		Cross section through roof including height of flue in relation to roof	Yes	No	N/A
Yes	N/A		Flashing details (roof/wall penetrations)	Yes	No	N/A
Yes	N/A		Location and distance of all smoke alarms	Yes	No	N/A
Yes	N/A		Seismic restraint detailed	Yes	No	N/A
<input type="checkbox"/> Section NA			Wetback Installation	<input type="checkbox"/> Section Accepted		
Yes	N/A		Location of hot water cylinder and size	Yes	No	N/A
Yes	N/A		Wetback installation diagram/manufacturers installation instructions	Yes	No	N/A
Yes	N/A		Tempering valve information provided	Yes	No	N/A
<input type="checkbox"/> Section NA			Other Solid Fuel Heaters	<input type="checkbox"/> Section Accepted		
Yes	N/A		Second hand fire producer statement (from an approved recognised expert)	Yes	No	N/A
Yes	N/A		Diesel burner information including isolating tap	Yes	No	N/A
Yes	N/A		Piping layout supplied	Yes	No	N/A

<input type="checkbox"/> Section NA			Plumbing and Drainage	<input type="checkbox"/> Section Accepted		
Yes	N/A		All existing SEWERS, sewer connections and sewer drain locations and depth shown including Territorial Authority services	Yes	No	N/A
Yes	N/A		All existing STORMWATER drains and connections shown including Territorial Authority services	Yes	No	N/A
Yes	N/A		Proposed sewer and stormwater drains/soak holes, terminal vents shown	Yes	No	N/A
Yes	N/A		All existing and proposed sanitary fittings including pipe sizes and gradients (isometric)	Yes	No	N/A
Yes	N/A		Standard Regional Council design system or Regional Council approved effluent disposal system	Yes	No	N/A
Yes	N/A		Specifications for hot water heating system (consider seismic restraints)	Yes	No	N/A
Yes	N/A		Stormwater disposal design and calculations	Yes	No	N/A

<input type="checkbox"/> Section NA			Wet Area Showers (Level entry)	<input type="checkbox"/> Section Accepted		
Yes	N/A		Entire floor plan and including location and distance of all smoke alarms	Yes	No	N/A
Yes	N/A		Cross section of shower construction including timber treatment	Yes	No	N/A
Yes	N/A		Product specifications for the shower system including substrate, tanking and its appraisal certificates and all impervious finishes	Yes	No	N/A
Yes	N/A		Size and gradient of waste pipes and any additional ventilation to same	Yes	No	N/A

Comments – Council use only						

<b>Customer Use</b> Circle as appropriate		Doc ref./ page #	<b>Solar Heating</b>	<b>Council Use</b>		
<input type="checkbox"/> <b>Section NA</b>				<input type="checkbox"/> <b>Section Accepted</b>		
Yes	N/A		Specifications and installation details	Yes	No	N/A
Yes	N/A		Location of solar panels/ tubes/roof tank on roof plan (orientation)	Yes	No	N/A
Yes	N/A		Flashing and installation details for pipe penetrations through walls/roof details	Yes	No	N/A
Yes	N/A		Demonstrate roof structure is designed for additional load (weight)	Yes	No	N/A
Yes	N/A		Water pipe type and insulation requirements	Yes	No	N/A
Yes	N/A		Location and distance of all smoke alarms	Yes	No	N/A

<input type="checkbox"/> <b>Section NA</b>			<b>Demolition/Removal</b>	<input type="checkbox"/> <b>Section Accepted</b>		
Yes	N/A		Have building/s to be removed been identified on a site plan?	Yes	No	N/A
Yes	N/A		Confirmation received that any services are to be capped off	Yes	No	N/A
Yes	N/A		Have any hazardous building materials been identified, such as asbestos?	Yes	No	N/A
Yes	N/A		Consideration of impact on adjoining/adjacent buildings i.e. specified systems, weather tightness, structure, site management	Yes	No	N/A

<input type="checkbox"/> <b>Section NA</b>			<b>Swimming Pool/Spa Pool</b>	<input type="checkbox"/> <b>Section Accepted</b>		
Yes	N/A		Site plan (refer site plan section of checklist)	Yes	No	N/A
Yes	N/A		Plan of all floors describing the function of each room including all doors and windows and location and distance of all smoke alarms	Yes	No	N/A
Yes	N/A		Fences/Gates with dimensions	Yes	No	N/A
Yes	N/A		Show access restrictions and locking device details for doors and windows to pool area from all doors and windows	Yes	No	N/A
Yes	N/A		Have immediate pool area hazards been identified	Yes	No	N/A
Yes	N/A		Pool manufacturer's specifications	Yes	No	N/A
Yes	N/A		Elevations/Cross section showing all construction details	Yes	No	N/A
Yes	N/A		Location of backwash indicating connection to approved outfall	Yes	No	N/A
Yes	N/A		Backflow preventer shown – type and location	Yes	No	N/A

<b>Comments – Council use only</b>						

**Council Specific Requirements – Please complete for your related Council**

<input type="checkbox"/> Section NA			<b>Tauranga City Council</b>	<input type="checkbox"/> Section Accepted		
Yes	N/A		Land undergoing subdivision – If the title has not yet been issued, the council may or may not accept your application. Refer to the Land Undergoing Subdivision Checklist form AC-6	Yes	No	N/A
Yes	N/A		50m <sup>2</sup> continuous outdoor living area incorporating a 4x3m outdoor living court minimum dimension	Yes	No	N/A
<input type="checkbox"/> Section NA			<b>Rotorua Lakes Council</b>	<input type="checkbox"/> Section Accepted		
Yes	N/A		Soil investigation that has a conclusion readily identifiable in accordance with chapter 3 RCEIS	Yes	No	N/A
Yes	N/A		Any geothermal activity on or near site, distances to proposed building work (SED where <50m to a bore or geothermal feature)	Yes	No	N/A
<input type="checkbox"/> Section NA			<b>Whakatane District Council</b>	<input type="checkbox"/> Section Accepted		
Yes	N/A		Peer review required                                  Structural <input type="checkbox"/> Geotech <input type="checkbox"/>	Yes	No	N/A
Yes	N/A		Comments required by Council 3 Water Engineers	Yes	No	N/A
<input type="checkbox"/> Section NA			<b>Opotiki District Council</b>	<input type="checkbox"/> Section Accepted		
<input type="checkbox"/> Section NA			<b>South Waikato District Council</b>	<input type="checkbox"/> Section Accepted		
<input type="checkbox"/> Section NA			<b>Kawerau District Council</b>	<input type="checkbox"/> Section Accepted		
<input type="checkbox"/> Section NA			<b>Western Bay of Plenty District Council</b>	<input type="checkbox"/> Section Accepted		
<input type="checkbox"/> Section NA			<b>Taupo District Council</b>	<input type="checkbox"/> Section Accepted		
Yes	N/A		Any geothermal activity on or near site, distances to proposed building work	Yes	No	N/A
Yes	N/A		Electronic plans/documentation provided	Yes	No	N/A
Yes	N/A		Any geothermal activity on or near site, distances to proposed building work	Yes	No	N/A
			Please specify how you would like to receive your approved documents: (select one option) <input type="checkbox"/> USB (\$10.00) <input type="checkbox"/> Paper copy - Plans only printed to a <b>maximum size of A3</b> . Due to this the scale of plans may be affected. (\$35.00 minimum fee)			

**ADDITIONAL FEES**

*Please be aware that additional fees may be applied after lodgment deposit is paid, for inspections, processing, certificates, government levies and the like.*

**Person completing checklist**

Name of person signing: \_\_\_\_\_ Date: \_\_\_\_\_

Signature: \_\_\_\_\_  Agent  Owner  Other: \_\_\_\_\_

Name to be on invoice: \_\_\_\_\_

Payment Details: \_\_\_\_\_

**COUNCIL USE ONLY**

<b>Outcome of decisions – Council Use Only</b>	<b>Officer</b>	<b>Date</b>	<b>Time</b>
<input type="checkbox"/> This application was not accepted for lodgement because documentation was incomplete			
<input type="checkbox"/> This application needs to be re-vetted			
<input type="checkbox"/> Documentation is now complete and the application is accepted for lodgement			
<input type="checkbox"/> Application will now proceed for compliance checking			

**Project Type**

<b>RBW</b>	Yes <input type="checkbox"/>	No <input type="checkbox"/>	<b>Type</b>	PIM <input type="checkbox"/>	PIM/BC <input type="checkbox"/>	BC <input type="checkbox"/>	<b>Category</b>	R1 <input type="checkbox"/>	R2 <input type="checkbox"/>	R3 <input type="checkbox"/>	C1 <input type="checkbox"/>	C2 <input type="checkbox"/>	C3 <input type="checkbox"/>
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**NATIONAL ENVIRONMENTAL STANDARDS (NES) CONTAMINATED SOILS  
PRE-LODGEMENT QUESTIONNAIRE**

<b>Applicant</b>	<b>BC Number (if known)</b>
<b>Street address</b>	<b>Legal description</b>
<b>Any other comments to help identify the site</b>	

<b>Question</b>	<b>Comments</b>	
How long have you owned/occupied the piece of land to which this application applied (or larger area that included the subject property?)		
What is the current use of the piece of land to which this application applies?		
<b>Question</b>	<b>Answer (✓)</b>	<b>Comments</b>
Will the activity in soil result in <b>soil disturbance</b> (movement of soil for a particular purpose around the site) of more than 25m <sup>3</sup> volume per 500m <sup>2</sup> of land. <i>If so, please mark on your site plan.</i>	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Will the activity result in <b>soil removal</b> (taking soil offsite) of more than 5m <sup>3</sup> volume per 500 m <sup>2</sup> of land? <i>If so, please mark on your site plan.</i>	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Will the new building(s) result in a change of land use? i.e. from farmland to proposed residential purposes. <i>If you answered 'yes' please provide the following details: what the land was used for in the past, what the land is currently use for, and what the intended use in the future is.</i>	<input type="checkbox"/> Yes <input type="checkbox"/> No	
To your knowledge, has the site been used for a Hazardous Activities and Industries List (HAIL) purpose in the past? <i>As the HAIL can be updated at any time, please check the MFE website:</i> <a href="http://www.mfe.govt.nz/issues/hazardous/contaminated/hazardous-activities-industries-list.html">http://www.mfe.govt.nz/issues/hazardous/contaminated/hazardous-activities-industries-list.html</a> If so, please provide detail.	<input type="checkbox"/> Yes <input type="checkbox"/> No	
<p>If "Yes" to any of the above activities, then the NES for Assessing and Managing Contaminants in Soil to Protect Human Health is likely to apply. Please contact Councils Planner, before lodging your building consent. Please note that in accordance with Regulation 5(8) if the piece of land on which your proposed activity is to take place is considered production land (as defined in section 2 of the Resource Management Act 1991) the regulations only apply if you want to :</p> <p>Sample or disturb:</p> <ul style="list-style-type: none"> <li>• soil under existing residential buildings on the piece of land</li> <li>• soil used for the farmhouse garden or other residential purposes in the immediate vicinity of existing residential buildings</li> <li>• soil that would be under the proposed residential building on the piece of land</li> <li>• soil that would be used for the farmhouse garden or other residential purposes in the immediate vicinity of proposed residential buildings</li> <li>• subdivide the land in a way that causes the piece of land to stop being production land</li> <li>• change the use of the piece of land in a way that causes the piece of land to stop being production land.</li> </ul>		

This form has been filled out by the owner(s) of the property, or to someone who is authorised to do so on behalf, to the best of their knowledge.

_____	_____	_____
Name	Signature	Date
_____	_____	_____
Name	Signature	Date

## **INFORMATION FOR BUILDING CONSENT APPLICANTS ON THE NATIONAL ENVIRONMENTAL STANDARDS (NES) FOR ASSESSING AND MANAGING CONTAMINANTS IN SOIL TO PROTECT HUMAN HEALTH**

**What is the NES?** The objective of the NES is to ensure that land affected by contaminants in the soil is identified at the time of the development, and if necessary, is made safe for humans.

**How does the NES require soil to be safe?** If an activity on the land meets certain 'triggers' in the NES, a resource consent will be required. The resource consent will make sure that any contaminants are identified and made suitable for humans to live and work on the site. Please that a resource consent is different to a building consent. Please contact the Council Planner on 07 315-3030 if you want to know what a resource consent is.

**Why is Council required to administer the NES?** The NES falls under the Resource Management Act 1991, and came into force on 1 January 2012. The NES is required to be implemented by all District, City and Regional Councils, including Ōpōtiki District Council.

**What does this mean for my building consent application?** From January 2012, people applying for building consents will need to provide Council with more information than they have in the past. This will ensure that Council planners can decide whether any of the criteria under the NES applies to your proposal.

**Why should I provide the additional information?** If you do not answer the questions on the cover page, it may result in delays in processing of your building consent.

If you have any questions regarding the NES, please consult the Ministry for the Environment's website <http://www.mfe.govt.nz/laws/standards/contaminants-in-soil/> . If you are unsure when answering the questions overleaf please contact the Council Planner on 07 315-3030.

## **AEP FLOOD LEVEL INFORMATION NOTE**

When applying for building consent, you need to include a letter from Bay of Plenty Regional Council confirming the AEP flood level of the application site.

A letter can be obtained free of charge by either phoning BOPRC on 0800 884 881 or emailing your name, the address of the property you are seeking an AEP for, and your phone number to [info@boprc.govt.nz](mailto:info@boprc.govt.nz). BOPRC will take up to 5 working days to provide you with the letter.