

IS 3.2 Guidance for Completing Form 2 Building Consent Application

The Building Consent and Project Information Memorandum (PIM) application form (Form 2) is a statutory form- it is required to be accurately and fully completed.

Applications will be declined if Form 2 is not completed properly.

The latest versions of any additional required forms listed below are on the QLDC website [here](#).

Below are the information requirements for fields of the Form 2 application:

1. THE BUILDING (fully complete this section)	
Street address of building	Full street address/location or physical address of the building where the building work is proposed. If the title has not been issued yet, please include the proposed future lot number and the subdivision address.
Legal description of land where building is located and valuation number	Lot and Deposited Plan (DP), or section and block of land, where building is located. Provide the valuation number. This information can be sourced from the rates demand and/or certificate of title.
Building name	This is typically for large buildings such as business premises or tower blocks or hospitals. If not applicable, place N/A in this section.
Location of building within site/block number	This typically relates to large rural properties or complexes such as rest homes, school campuses, etc. If not applicable, place N/A in this section.
Number of levels	If the building contains multiple levels nominate the total number of levels, including both above and below ground. A house with an occupied basement or lower garage is two levels. A single level house is one level.
Level/unit number	If the building is situated on a cross lease or subdivided section or is in an apartment block or complex and is identified by a unit number/letter. If not applicable, place N/A in this section.
Floor area	State the gross floor area affected by the proposed building work, in square metres.
Current, lawfully established, use	State the current use(s) of an existing building, or proposed use(s) for a new building, as per the Building Regulations 1992, Schedule 1, Clause A1-Classified Uses e.g. detached dwelling, multi-unit dwelling, commercial, industrial, outbuilding, etc.
Year first constructed	For existing buildings. State the age of the building if the building is being altered. If the building is new, nominate N/A in this section.
Add no. of occupants...	If the building contains Specified Systems, state the number of occupants per level, and per classified use, if more than one.
2. APPLICATION	
I request that you issue a (for the building work described in this application)	Select the application type being submitted: e.g. for PIM only, or PIM and Building Consent, Building Consent only, amendment to an existing Building Consent (stating the existing BC number) State any existing Project Information Memorandum (PIM) numbers. For a staged consent, also state the stage being applied for and the total number of stages.
Name, signature, date	Name of the owner or owner's agent, their signature and date is required.

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The signature is that of the...	Use the checkboxes. Is the applicant name, signature and date that of the owner or the agent on behalf of, and with the approval of, the owner.
3. THE PROJECT	
Description of building work	<p>Provide a clear, concise and accurate description of the proposed work. If the Form 2 is for an amendment application, the description of work should only be for the work covered under the amendment.</p> <p>These are examples for guidance:</p> <ul style="list-style-type: none"> • <i>Construction of dwelling with attached garage.</i> • <i>Construction of foundation and drainage for relocated dwelling.</i> • <i>Construction of new detached unlined garage.</i> • <i>Alteration to dwelling - replacement of perimeter foundation wall.</i> • <i>Alteration to dwelling - installation of Masport 13000, freestanding, dry, woodburner.</i> • <i>Alteration & addition to dwelling - addition of bedroom and ensuite.</i> • <i>Alteration to dwelling - convert attached garage into two bedrooms with ensuites and construction of detached garage.</i> • <i>Alteration and change of use for second dwelling – addition of attached residential flat.</i> • <i>Construction of commercial building - stage 1 of 2 - foundations and sub-floor drainage only.</i> • <i>Construction of commercial building - stage 2 of 3 - superstructure and building envelope.</i> • <i>Construction of commercial building - stage 3 of 3 - internal fit-out and building services.</i> • <i>Alteration and change of use to restaurant - internal fit-out including installation of kitchen and grease trap.</i> • <i>Alteration of commercial building - Fire safety and accessibility facilities upgrade.</i> • <i>Amendment – increase the footprint of the building with addition of second living room.</i>
Current use of building	<p>State the current, legal use, of the building with the Building (Specified Systems, Change the Use, and Earthquake-prone Building) Regulations 2005 – Schedule 2 use code. e.g. Detached residential dwelling (SH) or commercial – public use/retail (CS).</p>
<p>Will the building work result in a change of use of the building?</p> <p>If Yes, provide details of the new use of the building</p>	<p>Use the checkboxes.</p> <p>If the use, under the Building (Specified Systems, Change the Use, and Earthquake-prone Building) Regulations 2005 – Schedule 2 of a building is proposed to change and the new use is more onerous than the existing use, then select yes. e.g. a residential dwelling (e.g. SH) converted into a café/bar (e.g. CS or CL).</p>
Intended life of the building if less than 50 years	<p>It is important the Building Consent application accurately reflects the life of the building.</p> <p>Typically applications will be designed with a 50-year life e.g. new buildings, such as dwellings, garages, factories, warehouses, shopping centres, concrete swimming pools, etc.</p> <p>If the intended life is less than 50, this must be specified.</p>

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List Building Consents previously issued for this project	State the BC numbers previously issued for the project, if applicable.
Estimated value of the building work on which the building levy will be calculated	The value should accurately reflect all building costs associated with the project including labour (both paid and unpaid) and material costs. The value should include GST. The value of building work determines the levies payable on the project and is used for government statistics/valuations.
Is prescribed energy work to be part of this Building Consent	Use the checkboxes. Energy work certificates are certificates issued by registered electricians or gasfitters. They are automatically accepted as establishing compliance with the relevant sections of the NZ Building Code. A Code Compliance Certificate cannot be issued until copies of the certificates are submitted to QLDC.
4. OWNER	
Owner contact details (multiple fields)	Provide all possible owner contact details. If the owner is an organisation, provide the name of a contact person. Ensure a valid email address is included as this is the preferred method of communication. If email address is not available, go back to Section 2 and use the appropriate checkbox.
The following evidence of ownership is attached	Use the checkboxes. One of the following is be required: Record/Certificate of Title, lease agreement, agreement for sale and purchase, or other document providing evidence of ownership e.g. copy of rates account.
5. AGENT	
Agent contact details (multiple fields)	Only complete if applicant is acting on behalf of the owner. An agent is not required, but can be particularly useful where QLDC has technical questions regarding the application. Provide all possible agent contact details.
Relationship to owner	An agent may be e.g. a building practitioner, designer, relative, etc.
FIRST POINT OF CONTACT	
First point of contact	Use the checkboxes. It is important to specify whether the owner or agent is to be the first point of contact for communication associated with the application. Notify QLDC if there is any change to the first point of contact. Ensure a valid email address is provided above to receive notifications by email.
Billing (payer) details	Use the checkboxes. Initial fees paid are based on the estimated value of work for the project. Additional time spent on the consent as a result of minor variations, failed inspections, etc. may lead to further fees and invoices. Select if invoices are to be sent to the owner, agent or other contact details. If other is selected, specify a name, email and mailing address.
6. RESTRICTED BUILDING WORK	
Will the building work include any restricted building work?	Restricted Building Work (RBW) is work which is critical to the primary structure, weathertightness or fire rating of a residential dwelling.

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	<p>Provide details of all the Licensed Building Practitioners who will be carrying out and/or supervising the design and construction of the RBW.</p> <p>State the name, licensing class and licence/registration number for each.</p> <p>Continue on another page, if more than four are required.</p> <p>If details are unknown at the time of application submission, they must be supplied before building work starts.</p> <p>Provide a Memorandum from licensed building practitioner: Certificate of design work from the Licensed Building Practitioner(s) who carried out or supervised any design work that is Restricted Building Work. Complete Section 10 below too.</p>
7. PROJECT INFORMATION MEMORANDUM (if applicable to application type)	
The following matters are involved in the project	<p>Use the checkboxes.</p> <p>Select what is intended to be involved in the proposed building work/project.</p>
Subdivision	<p>If a subdivision of the property is involved, a Resource Consent will also be required. Even if the Building Consent is issued, building work cannot start until the Resource Consent is issued.</p>
Alterations to land contours	<p>e.g. Digging out the site for a building platform, installing a retaining wall, etc.</p>
New or altered connections to public utilities	<p>If intending to connect into council wastewater (sewer), stormwater drains or water mains.</p> <p>A completed AF CCS Connection to Council Services application form is also required.</p>
New or altered locations and/or external dimensions of buildings	<p>A Resource Consent may also be required.</p>
New or altered access for vehicles	<p>If a vehicle crossing over council land is proposed to be built or altered, a completed AF CCS Connection to Council Services application form is also required.</p>
Building work over or adjacent to any road or public place	<p>If proposing to build over, or adjacent to, any road or public place, special permission is required, along with safety precautions to protect the public.</p>
Disposal of stormwater and wastewater	<p>Where connection to the public drainage system is not available, stormwater and wastewater must be disposed of on-site. Details of the disposal system will be required.</p> <p>For wastewater, an AF OSW Onsite Wastewater Disposal System Application form is also required.</p>
Building work over existing drains or sewers or in close proximity to wells or water mains	<p>If proposing to build over, or in close proximity to, Council services, permission is required, along with precautions to protect the Council services.</p> <p>It is recommended requirements are discussed with the QLDC Resource Management Engineering Team, before submitting the application.</p>
Other matters known to the applicant that may require authorisations from the Territorial Authority	<p>If known, state what may require authorisation from the Council.</p> <p>e.g. proposed building work affecting a registered historical building.</p>
8. BUILDING CONSENT	
The building work will comply with the Building Code as follows	<p>Use the checkboxes.</p> <p>Select the means of compliance from the table.</p> <p>It is strongly recommended the advice of a design professional is sought to complete this section.</p> <p>It is important this is completed correctly. It cannot be skipped.</p>

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	<p>It informs QLDC how the intended building work shall comply with the Building Code. Compliance with the Building Code may be established by using:</p> <ul style="list-style-type: none"> • Acceptable solutions • Verification methods • Alternative solutions • Producer Statements • Product Codemark certificates • Energy works certificates, or • Determinations. <p>Waivers or modifications of the Building Code may be selected here. For this also complete the SBCG 23.1 Waiver or Modification Application Form.</p> <p>If alternative solution(s) are selected, also complete the SBCG 34.1 Alternative Solution Details Form(s).</p>
9. COMPLIANCE SCHEDULE	
<p>Compliance Schedule (Specified Systems are defined in regulations)</p>	<p>Use the checkboxes.</p> <p>Select whether:</p> <ul style="list-style-type: none"> • The Specified Systems for the (existing) building are as follows. Provide the details by completing the required form specified in the white box • The following Specified Systems are being altered, added to, or removed in the course of the building work. Provide the details by completing the required form specified in the white box • There are no Specified Systems in the building. <p>The latest versions of these forms are on the QLDC website here. Do not use forms downloaded from any other council website. The forms used by QLDC here differ from Southern Building Controls Group (SBCG) templates in use elsewhere in the region.</p> <p>If Specified System forms are required (e.g. SS 1 – SS 16) both the ‘Performance/Installation Standard’ and ‘Inspections & Maintenance Standard’ sections <u>must</u> be completed.</p>
10. ATTACHMENTS	
<p>The following documents are attached to this application</p>	<p>Use the checkboxes.</p> <p>In this section, supporting documentation attached with the Form 2 is specified. Refer to IS 3.1 Building Consent Process Guidance or the website for details on how documents are required to be electronically collated (contents, file names and format) and how to upload them to the QLDC Sharefile system.</p>
<p>Plans and specifications</p>	<p>List what is being provided with the application.</p> <p>Provide one full sets of plans, specifications, manufacturer’s information and any/all relevant engineering Producer Statements and calculations, together with supporting documentation to demonstrate compliance with NZ Building Code. State here a list is attached, if more space is needed.</p> <p>Note:</p> <ul style="list-style-type: none"> • Do not submit full manufacturers’ manuals for GIB, James Hardie, or other similar products or systems where unnecessary, or other extraneous information. Only relevant information should be provided. • Do not include in the application multiple options (such as cladding details) or conflicting information (such as NZS 3604:2011 lintels sizes and a lintel design from a truss manufacturer).

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Memoranda from licensed building practitioner(s)...	Provide a Memorandum from licensed building practitioner: Certificate of design work from the Licensed Building Practitioner(s) who carried out, or supervised, any design work that is Restricted Building Work. If applicable, a Form 2B Owner-Builder Statutory Declaration must be completed. As a statutory declaration, it must be witnessed by a Justice of the Peace (JP), lawyer (barrister and solicitor of the High Court) or other person authorised by law to take statutory declarations, such as a notary public. Owner-builder forms are on the MBIE Building Performance website here .
Project Information Memorandum (PIM)	Not required to be attached. If one exists, it will already be on file.
Development Contribution Notice	Not required to be attached. QLDC will assess whether development contributions are payable in relation to the development, when the application is received. More information is here .
Certificate attached to Project Information Memorandum	Not required to be attached. If it exists, it will already be on file.
Other information relevant to this application	Specify what documents are being provided.
Current certificate of title provided	Current full copy of the Record/Certificate of title, including easements if listed. The copy must include the plan of the property.
11. CONTACTS	
List all professionals involved in the project, if known at the time of submission. This includes: <ul style="list-style-type: none"> • Designer(s) • Engineer(s) • Builder(s) • Gasfitter(s) • Drainlayer(s) • Plumber(s) • Electrician(s) 	If possible, state their: <ul style="list-style-type: none"> • Full name • Postal address • Mobile number • Daytime telephone number • Registration/license number • Email address
If the applicant does not know who the tradespeople will be, this information can be provided at a later stage.	

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