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| **GENERAL INFORMATION** |
| This application is designed to allow for applicants and owners to request alternative persons to undertake inspections. QLDC will assess the person’s competency to undertake the inspection and the verification documents that will be offered. Applications should be submitted before undertaking the building work. Applicants are to complete sections in orange and upload via. the QLDC web portal at <https://www.qldc.govt.nz/services/building-services/upload-pay> Applications will be saved in the QLDC system under the inspections folder (visible in eDocs). A building consent officer will review the request and notify the outcome via email. An inspection record will be generated and will stay in progress until the required documentation has been submitted.After approval, 3rd Party inspection records are to be supplied to QLDC within 24 hours of inspection or be available on site at next inspection. |

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| **APPLICANT TO COMPLETE** Select at least one inspection type and complete all marked (\*) mandatory fields. |
| **Building Consent No.\***  | BC number | **Site Address\*** | Click to enter text |
| **Name\*** | Click to enter text | **Phone** | Click to enter text |
| **Email\*** | Click to enter text | **Role** (Agent, LPB, Engineer) | Click to enter text |
| **Date\*** | Click or tap to enter a date. | **Agent Authorisation\*** | [ ]  **I have authorisation to act on behalf of the owner** |

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| **Inspection type** | **Select** | **Inspection types and elements that will be inspected by a 3rd party**  | **Details of where and who will complete the inspection and what evidence will be provided**  |
| **Foundation and Slab** | [ ]   | **Siting**Location of building matches the plans | **3rd Party:** *e.g. Registered surveyor include Registration No.***Verification documentation:** *e.g. Surveyor Certificate* |
| [ ]   | **Foundations**Trenches dug, boxing and reinforcing in place | **Location:** *e.g. Foundations to grid line A – C, Entire raft slab, all timber piles* **3rd Party:** *e.g. Chartered Professional Engineer (CPEng.) or Registered surveyor include CPEng No / Registration No.***Verification documentation:** *e.g. Site reports, PS4 Construction Review* |
| [ ]   | **Piles (Timber + Concrete)**Siting, bearing, holes and piles (held in place) | **Location:** *e.g. All timber piles/ e.g. Piles ground floor bedroom* **3rd Party:** *e.g. Chartered Professional Engineer (CPEng.) or Registered surveyor include CPEng No / Registration No***Verification documentation:***e.g. Site reports, PS4 Construction Review* |
| [ ]   | **Slabs**All slab types e.g., traditional, raft & suspended, assessed for siting, bearing, fill, trenches DPM, insulation, load paths, reinforcing and mesh | **Location:** *e.g. Entire slab for house***3rd Party:** *e.g. Chartered Professional Engineer (CPEng.) or Registered surveyor include CPEng No / Registration No.***Verification documentation:** *e.g. Site reports, PS4 Construction Review* |
| **Concrete and Blockwork** | [ ]   | **Concrete and Blockwork**Inspection covers:* *Block Walls*: Reinforcing, height of pour, cleanouts and control joints
* *In-situ Beams + Columns*: Formwork, reinforcing, height of pour
* *Precast Beams + Panels:* Beams and panels in place, thickness, supported
 | **Location:** *e.g. Garage block wall western boundary***3rd Party:** *e.g. Chartered Professional Engineer (CPEng.) include CPEng No.***Verification documentation:** *e.g. Site reports, PS4 Construction Review* |
| **Framing and Substrates** | [ ]   | **Framing and Substrates** Wall / roof framing, bracing hold-downs and roof membrane substrates in place and ready for wraps or membrane to be installed:* *Subfloor:* Pile bracing, bearers, joists and connections
* *Flooring:* Material used, fixings
* *Framing:* Plates, studs, trimmers, mechanical fixings
* *Midfloor:* Joists, blocking and connections
* *Bracing:* Walls, floors, ceilings, roofs, mechanical fixings
* *Roof:* Rafters, trusses, purlins and mechanical fixings
 | **Location:** *Description of location covered***3rd Party:***e.g. Chartered Professional Engineer (CPEng.) include CPEng No.***Verification documentation:** *e.g. Site reports, PS4 Construction Review* |
| **Half High Veneer** | [ ]   | **Half High Veneer**Lintels and half high veneer / stone cladding installed:* Ties, cavity, drainage / ventilation, lintel support, control joints
 | **Location:** *e.g. Brick veneer to chimney***3rd Party:** *e.g. Chartered Professional Engineer (CPEng.) include CPEng No.***Verification documentation:** *e.g. Site reports, PS4 Construction Review* |
| **Post Lining** | [ ]   | **Inspection of Passive Fire Protection** Provide evidence that the proprietary fire protection system, product or components and assembly meet the specified fire resistance ratings as stated in the approved building consent documentation. | **Location:**e.g. Intertenancy wall between units A & B**3rd Party:** *Fire engineer***Verification documentation:***e.g. PS4 Construction Review* |

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| **COUNCIL USE ONLY** | **Review notes** |
| **Check QLDC systems** *(BCO has competency, valid request, Section 37 notice etc)* | Click to enter text |
| **Review 3rd of party inspection request**Does the person have competency to undertake the inspection(s)? *(e.g. chartered professional engineer)*Is the verification documentation offered sufficient? *(e.g. site inspection records with a PS4)* | Click to enter text |
| **Complete administration tasks*** Check and update document name *e.g. AF3P [Inspection type] Approved*
* Complete AF3P sections within relevant inspection templates
* Applicant informed of decision and next steps, if required
 | Click to enter text |

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| **APRROVED** | [ ]  **I am satisfied** ‘on reasonable grounds’ that the person(s) referenced can undertake the inspection(s) identified in-lieu of the Building Control Authority and satisfy Section 90 of the Building Act 2004 |
| **Processing Officer Sign-off**: | **Date**: Click or tap to enter a date. |
| **REFUSED** | [ ]  **I am NOT satisfied** ‘on reasonable grounds’ that the person(s) referenced can undertake the inspection(s) identified in-lieu of the Building Control Authority and satisfy Section 90 of the Building Act 2004 |
| **Processing Officer Sign-off**:  | **Date**: Click or tap to enter a date. |