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| CS19OB Outbuilding (Non-habitable) Building Consent Application and Processing Checksheet  | logo |

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| **DO YOU NEED A BUILDING CONSENT?** |
| Before completing this checklist please consider if you do require a building consent for the work.There is provision under Schedule 1 of the Building Act for some outbuildings to be constructed without a building consent. More information on the design parameters required to meet the Schedule 1 criteria for exempt building work, can be found [here](https://www.building.govt.nz/projects-and-consents/planning-a-successful-build/scope-and-design/check-if-you-need-consents/building-work-that-doesnt-need-a-building-consent/technical-requirements-for-exempt-building-work/2-detached-standalone-buildings/).If you do not meet the Schedule 1 exemption criteria above, you may be able to apply for a QLDC discretionary exemption.Examples: * Farm Buildings 110m2-220m2
* Proprietary garage 30m2- 60m2
* Carport >40m2

The form is available through the following link: [Application for Building Consent Exemption](https://www.qldc.govt.nz/media/vkrnzumj/af-ex-application-for-building-consent-exemption.pdf)More information can be found on our [website.](https://www.qldc.govt.nz/services/building-services/building-services#exemptions) |

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| **IF YOU REQUIRE A BUILDING CONSENT:** |
| This checklist is designed to assist with the documentation and information that needs to be provided with your application. The comments provided *in italics* are references to paragraphs of the Acceptable Solutions unless specified otherwise. These are for guidance only and may not be the specific means of compliance for your project. **Please complete all orange sections (left side of form) or select N/A where relevant** |
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| PROPERTY INFORMATION |
| **APPLICANT TO COMPLETE** | **COUNCIL USE ONLY** |
| [**Clause A1 - Classified Uses**](https://www.building.govt.nz/building-code-compliance/a-general-provisions/a1-classified-uses) | [ ]  OutbuildingIfoutside this scope, please find and complete applicable checklist available here:[*BC Application Checksheets*](https://www.qldc.govt.nz/services/building-services/application-forms-checksheets-and-guidance/#checksheets) | **BC NUMBER**: Click to enter text.Check within scope of checksheet and check project information provided by applicant. |
| **E2 Risk Matrix Score** | Click to enter text. *(Highest of all faces)* |
| **Altitude (in metres)** |  Click to enter text. ***SED required if greater than 440m.*** |
| **Earthquake Zone** | Choose an item. *(Refer Figure 5.4 NZS 3604)* |
| **Wind Zone**  | Choose an item. (*Refer* *Table 5.1 / 5.4 NZS3604)* |
| **Wind Region** | [x]  A [ ]  Lee Zone (applies to upper Lake Hawea area only) |
| **B2 Exposure Zone** | [x]  B *(Refer Figure 4.2 NZS 3604)*  |
| **Snow Zone** | [x]  N5 *(Figure 15.1 NZS 3604)*  |

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| **Select** | **Form 2: Application for Building Consent** | **COUNCIL USE ONLY** |
| **Yes** | **N/A** | **RFI** | **Reasons for Decisions / Comments** |
| [ ]  | **All sections of** [**Form 2**](https://www.qldc.govt.nz/media/y1gpcr3s/form-2-building-consent-application.pdf) **completed** | [ ]  | [ ]  | [ ]  |  |

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| **Building Act 2004 / Certification** | **COUNCIL USE ONLY** |
| **Yes** | **N/A** | **RFI** | **Reasons for Decisions / Comments** |
| [Section 53](http://www.legislation.govt.nz/act/public/2004/0072/latest/DLM306390.html) Building Levy *(accurate value of work for project)* | [ ]  | [ ]  | [ ]  |  |
| [Section 31 – 39](http://www.legislation.govt.nz/act/public/2004/0072/latest/DLM306362.html) Project Information Memoranda (PIM/PIC)*(review/note Liquefaction category, minimum floor heights achieved if applicable, contamination, services)* | [ ]  | [ ]  | [ ]  |  |
| [Section 71 – 74](http://www.legislation.govt.nz/act/public/2004/0072/latest/DLM306818.html) Natural Hazards associated with this consent (see PIM/PIC information).**Applicant to select as applicable:**[ ] Erosion (i.e. bank erosion and sheet erosion)[ ] Falling debris (i.e. rock, snow and ice)[ ] Subsidence[ ] Inundation (i.e. flooding, surge and ponding)[ ] SlippageComplete [CS 12.1 Natural Hazards Checksheet](https://au.promapp.com/qldc/Documents/Minimode/Permalink?crypto=EgeegQVG2pJOeBhgCcUGzX) | [ ]  | [ ]  | [ ]  |  |
| [Section 75-83](http://www.legislation.govt.nz/act/public/2004/0072/latest/DLM306823.html) Construction of building on 2 or more allotmentsComplete [AF 13.1 Section 75 Certificate Building over 2 or more allotments](https://www.qldc.govt.nz/services/building-services/application-forms-checksheets-and-guidance#application-forms-qldc) | [ ]  | [ ]  | [ ]  |  |
| [Section 67](http://www.legislation.govt.nz/act/public/2004/0072/latest/DLM306812.html) Waivers or ModificationsComplete [AF 13.1 Section 75 Certificate Building over 2 or more allotments](https://www.qldc.govt.nz/media/wnvmsq3a/cs-13-1-construction-of-building-on-2-or-more-allotments-checksheet-rev-2.pdf) | [ ]  | [ ]  | [ ]  |  |
| [Section 26](http://www.legislation.govt.nz/act/public/2004/0072/latest/DLM306354.html) Warnings or Bans | [ ]  | [ ]  | [ ]  |  |
| **Producer Statements (PS1s)****Check:*** *Building address*
* *scope of work / building code clauses covered*
* *drawings referenced*
* *verification of design assumptions*
* *construction monitoring and inspection schedule*
* *authors qualification and registration (check on EngNZ register)*
* *signed and dated*
* *supporting documentation (calculations/test report)*
 | [ ]  | [ ]  | [ ]  |  |
| **Yes** | **N/A** | **Site Plan** |  **COUNCIL USE ONLY** |
| **Yes** | **N/A** | **RFI** | **Reasons for Decisions/ Comments** |
| [ ]  | [ ]  | * **Siting dimensions on site plan (minimum 3 dimensions)**
* **Boundaries align with Title plan**
* **Datum/contours provided**
 | [ ]  | [ ]  | [ ]  |  |

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| B STABILITY |
| [ ]  **N/A** | [**B1 Structure**](https://www.building.govt.nz/building-code-compliance/b-stability/b1-structure)**: Slab** | [ ]  **N/A** | **COUNCIL USE ONLY** |
| **Yes** | **N/A** | **RFI** | **Reasons for Decisions/ Comments** |
| Reference pages  | **Foundation plan/slab details:*** **Slab** thickness, reinforcing cover. **Mesh** type (i.e. 500E) and size (i.e. SE62) *(refer para. 7.5.8.2 / Figure 7.17 and 2.5 / 7.5.8.2 NZS 3604)*
* **Shrinkage control joints**, supplementary reinforcing bars, free joints (max dimension of slab 24 m either way without free joints) *(refer para. 7.5.8.6 / 7.5.1 NZS 3604 & para. 2.1.1 B1/AS1)*
* **Base preparation**: sand, hard-fill (75mm min to 600mm max - SED required if >600mm) *(refer para. 7.5.3 NZS 3604).*
* **Damp proof membrane** (DPM) *(refer para. 7.5.4 – 7.5.7 NZS 3604)*
 | [ ]  | [ ]  | [ ]  |  |
| [ ]  **N/A** | [**B1 Structure**](https://www.building.govt.nz/building-code-compliance/b-stability/b1-structure)**: Foundation Wall – Concrete/Masonry** | [ ]  **N/A** | **COUNCIL USE ONLY** |
| **Yes** | **N/A** | **RFI** | **Reasons for Decisions/ Comments** |
| Reference pages  | **Construction details: footing** details (including steps in foundation), wall height,(maximum), **vertical and horizontal reinforcing / starters**, size and centres *(SED, NZS4229, NZS3604:2011)* | [ ]  | [ ]  | [ ]  |  |
| **Retaining structures:** **subsoil drainage** details **silt trap** or similar prior to connection to stormwater, **tanking and protection** specified (check tanking system details), strapped/lining details*(refer Appendix A NZS4229 or system details)* | [ ]  | [ ]  | [ ]  |  |
| **Subfloor ventilation** *(refer 6.14/Figure 6.11 NZS 3604)*  | [ ]  | [ ]  | [ ]  |  |
| [ ]  **N/A** | [**B1 Structure**](https://www.building.govt.nz/building-code-compliance/b-stability/b1-structure)**: Subfloor Foundation Framing and Bracing** | [ ]  **N/A** | **COUNCIL USE ONLY** |
| **Yes** | **N/A** | **RFI** | **Reasons for Decisions/ Comments** |
| Reference pages  | **Pile foundation plan**: type specified and details provided (**ordinary, driven** (SED)**, anchor, braced**), footing details, depth, size, centres, treatment, heights, point loads *(refer Section 6.4 NZS 3604)* | [ ]  | [ ]  | [ ]  |  |
| **Subfloor bracing details**: type, location, length, 5.0m centres max, 4 bracing elements minimum, evenly distributed *(refer para. 5.5.2.1 NZS 3604)***Subfloor bracing calculations**: zone, demand, capacity *(refer Section 5.5 NZS 3604)***Diaphragms** >100 BUs, location, limitations *(refer para. 5.6.1 & 7.3 NZS 3604)**(refer para. 5.5.3.2 NZS3604)* | [ ]  | [ ]  | [ ]  |  |
| **Bearers**: size, centres, treatment, span, point loads, cantilever, loading, fixing to foundation walls *(refer para. 6.12 NZS 3604)* | [ ]  | [ ]  | [ ]  |  |
| **Joists**: size, centres, span, point loads, cantilever joists (check load bearing walls), loading, penetrations *(refer para. 7.1 NZS 3604)***Lateral support** mid-span, blocking, bracing lines *(refer para. 7.1.2 NZS 3604)* | [ ]  | [ ]  | [ ]  |  |
| **Flooring** thickness, clearances, type *(refer para. 7.2 NZS 3604)* | [ ]  | [ ]  | [ ]  |  |
| **Base cladding**: type, support, access, ventilation, crawlspace (450 mm minimum), vermin proofing, obstructions, large area, limited cross flow *(refer para. 6.14 NZS 3604)*  | [ ]  | [ ]  | [ ]  |  |
| [ ]  **N/A** | [**B1 Structure**](https://www.building.govt.nz/building-code-compliance/b-stability/b1-structure)**: Framing** | [ ]  **N/A** | **COUNCIL USE ONLY** |
| **Yes** | **N/A** | **RFI** | **Reasons for Decisions/ Comments** |
| Reference pages  | **Studs:** size, treatment, height, centres**Bottom / top plate**: fixings and centres, DPC / size, point loads and fixing *(refer Para 8.5, 8.6.2, 8.7.1, 8.7.2 / 7.5.12 NZS 3604)* | [ ]  | [ ]  | [ ]  |  |
| **Lintels / beams**: point loads, fixing details, size, span, uplift *(refer para 8.6, Section 15, Figure 8.12 NZS 3604 and/or prenail manufacturer documentation)*  | [ ]  | [ ]  | [ ]  |  |

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| [ ]  **N/A** | [**B1 Structure**](https://www.building.govt.nz/building-code-compliance/b-stability/b1-structure)**: Wall Bracing** | [ ]  **N/A** | **COUNCIL USE ONLY** |
| **Yes** | **N/A** | **RFI** | **Reasons for Decisions/ Comments** |
| Reference pages  | **Wall bracing plan**: type, location, length of bracing elements, evenly distributed, bracing line spacing / ceiling diaphragm/dragon ties. | [ ]  | [ ]  | [ ]  |  |
| **Wall bracing calculations**: wind zone, demand, capacity. *(refer 5.2 & 5.3 NZS 3604 or GIB Ezybrace Calculations/SED)* | [ ]  | [ ]  | [ ]  |  |
| [ ]  **N/A** | [**B1 Structure**](https://www.building.govt.nz/building-code-compliance/b-stability/b1-structure)**: Roof and Ceiling Framing** | [ ]  **N/A** | **COUNCIL USE ONLY** |
| **Yes** | **N/A** | **RFI** | **Reasons for Decisions/ Comments** |
| Reference pages  | **Trusses**: Design Statement, software statement, truss layout, pitch specified | [ ]  | [ ]  | [ ]  |  |
| **Rafters / ridge beam(s):** Roof pitch, size, span, support, treatment, fixings *(refer to Section 15 NZS 3604)* | [ ]  | [ ]  | [ ]  |  |
| **Roof bracing** *(refer para. 10.3 & 10.4 NZS 3604)* | [ ]  | [ ]  | [ ]  |  |
| **Purlins or tile battens**, size, span, treatment, centres, fixings *(refer Table 15.9 & 15.10 NZS 3604)***Ceiling battens**: size, span, centres, fixings, ceiling lining *(refer para. 13.2 NZS 3604)* | [ ]  | [ ]  | [ ]  |  |
| **B2 Durability** |
| **B2 Durability must always be considered when demonstrating compliance with each of the clauses of the Building Code.**In other words, it ensures that a building will continue to satisfy the performance of the Building Code throughout its specified intended life. Under the clause, building materials, components and construction methods are required to be sufficiently durable.  They must ensure that the building, without reconstruction or major renovation, continues to satisfy the other functional requirements of the Building Code throughout its life. B2 specifies minimum durability periods building elements must meet with only normal maintenance, being not less than 50, 15 or 5 years. |

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| C PROTECTION FROM FIRE  |
| [ ]  **N/A** | **Part 5:** [**External Fire Spread**](https://www.building.govt.nz/building-code-compliance/c-protection-from-fire/c3-fire-affecting-areas-beyond-the-source) | [ ]  **N/A** | **COUNCIL USE ONLY** |
| **Yes** | **N/A** | **RFI** | **Reasons for Decisions/ Comments** |
|  Reference pages  | **External fire rated walls** needed (FRR 30/30/30 min) or sprinkler system installed, **construction details** for fire rating, **external cladding systems***(<1 m to boundary - distance measured from cladding)* *(refer para. 5.1 and 5.3)*  | [ ]  | [ ]  | [ ]  |  |
| **Eaves** (where <650 mm to boundary) (*refer para. 5.2.1*) | [ ]  | [ ]  | [ ]  |  |
| **Carport** and similar construction *(refer para. 5.2.3)* | [ ]  | [ ]  | [ ]  |  |
| [ ]  **N/A** | **Part 7:** [**Prevention of Fire Occurring**](https://www.building.govt.nz/building-code-compliance/c-protection-from-fire/c2-prevention-of-fire-occurring) | [ ]  **N/A** | **COUNCIL USE ONLY** |
| **Yes** | **N/A** | **RFI** | **Reasons for Decisions/ Comments** |
|  Reference pages  | **Fireplaces**: * Solid fuel appliances *(refer 7.1.1 C/AS1) Refer to* [*CS19SFLH*](https://www.qldc.govt.nz/services/building-services/building-consents#fires) *form for guidance*
* Gas burner *(refer para. 7.1.2)*
* Oil fire *(refer para. 7.1.3) Refer to* [*CS19SFLH*](https://www.qldc.govt.nz/services/building-services/building-consents#fires) *form for guidance*
* Open fire ­ *(refer para. 7.3)*
 | [ ]  | [ ]  | [ ]  |   |

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| E MOISTURE |
| [ ]  **N/A** | [**E1 Surface Water**](https://www.building.govt.nz/building-code-compliance/e-moisture/e1-surface-water) | [ ]  **N/A** | **COUNCIL USE ONLY** |
| **Yes** | **N/A** | **RFI** | **Reasons for Decisions/ Comments** |
| Reference pages  | **Stormwater type**: Council reticulation, private reticulation, soak pit etc. **Soak pit design** (if applicable): onsite testing results, calculations, type and size of soak pit *(refer 9.0 E1/VM1, SED or NZS3500.3)*[*Soak pit calculator*](https://www.qldc.govt.nz/services/building-services/application-forms-checksheets-and-guidance#checksheets) | [ ]  | [ ]  | [ ]  |  |
| **Stormwater drainage size and gradient**, access for maintenance (rodding points/inspection points etc.) *(refer 3.2 & 3.4 & 3.7 E1/AS1)***Stormwater run-off**: paved areas >10 m² where run off will affect other property i.e. roadway/neighbours *(refer 3.6 E1/AS1)* | [ ]  | [ ]  | [ ]  |  |
| **Downpipes** and **gutter** size*(refer Sections 4.0 & 5.0 E1/AS1)* | [ ]  | [ ]  | [ ]  |  |
| [ ]  **N/A** | [**E2 External Moisture**](https://www.building.govt.nz/building-code-compliance/e-moisture/e2-external-moisture)**: Roof Cladding** | [ ]  **N/A** | **COUNCIL USE ONLY** |
| **Yes** | **N/A** | **RFI** | **Reasons for Decisions/ Comments** |
| Reference pages  | **Roof cladding** type(s), roof pitch, compatibility of materials *(refer E2/AS1 Table 7 and**para. 8.2 – 8.5, Table 21/22 Material Tables)* | [ ]  | [ ]  | [ ]  |  |
| **Metal roof flashings**: change in pitch, roof/wall ridge, barge, fascia, apron flashings, gutters *(refer Section 4.0, & para. 8.2 – 8.5)* | [ ]  | [ ]  | [ ]  |  |
| [ ]  **N/A** | [**E2 External Moisture**](https://www.building.govt.nz/building-code-compliance/e-moisture/e2-external-moisture)**: Wall Claddings** | [ ]  **N/A** | **COUNCIL USE ONLY** |
| **Yes** | **N/A** | **RFI** | **Reasons for Decisions/ Comments** |
|  Reference pages  | **Wall cladding and underlay** specified: type, compatibility, strapping. Drained cavity, battens, treatment. *(refer Sec 9.0)* | [ ]  | [ ]  | [ ]  |  |
| **Wall junction details**: external/internal corners, change of cladding junction, soffit to wall junction*(refer para. 9.2 – 9.9 as applicable)* | [ ]  | [ ]  | [ ]  |  |
| **Bottom of cladding**: detail and clearances to ground *(refer 9.1.3 & 9.2 – 9.9 depending on cladding type)* | [ ]  | [ ]  | [ ]  |  |
| **Window /door** and **garage door** details: head, sill and jamb *(refer para. 9.2 – 9.9 as applicable)* | [ ]  | [ ]  | [ ]  |  |
| [ ]  **N/A** | [**E3 Internal Moisture**](https://www.building.govt.nz/building-code-compliance/e-moisture/e3-internal-moisture) | [ ]  **N/A** | **COUNCIL USE ONLY** |
| **Yes** | **N/A** | **RFI** | **Reasons for Decisions/ Comments** |
|  Reference pages  | **Watersplash surface finishes** (wet areas: wall, floor, and shower enclosures)**Fixture to wall junction** details (shower), **tiled shower** (waterproofing system, specifications, substrate, junction details/fall)*(refer para. 3.0 E3/AS1 or E3/AS2 – IWAM CoP)* | [ ]  | [ ]  | [ ]  |  |

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| F SAFETY OF USERS |
| [ ]  **N/A** | [**F1 Hazardous agent on site**](https://www.building.govt.nz/building-code-compliance/f-safety-of-users/f1-hazardous-agents-on-site) | [ ]  **N/A** | **COUNCIL USE ONLY** |
| **Yes** | **N/A** | **RFI** | **Reasons for Decisions/ Comments** |
|   | **Contamination** indicated on PIM/PIC *(refer F1/VM1,* [*Health and Safety at Work (Hazardous Substances) Regulations*](https://worksafe.govt.nz/topic-and-industry/hazardous-substances/)*)* | [ ]  | [ ]  | [ ]  |   |
| [ ]  **N/A** | [**F2 Hazardous building materials**](https://www.building.govt.nz/building-code-compliance/f-safety-of-users/f2-hazardous-building-materials) | [ ]  **N/A** | **COUNCIL USE ONLY** |
| **Yes** | **N/A** | **RFI** | **Reasons for Decisions/ Comments** |
|  | **Glazing** specifications provided for windows/doors (i.e. shown on elevations)*(refer para 1.0 F2/AS1 - Table 1, 7, 8 & Figure A4 NZS4223.3)* | [ ]  | [ ]  | [ ]  |  |
| **F5 Construction & Demolition Hazards** |
| The necessity for barriers will depend mainly on the site location. The need will be greater in areas with high levels of pedestrian traffic (i.e. in Central Business Districts), than in industrial or rural areas. Barriers are not necessary for domestic dwellings up to 2 storeys above ground level unless specific hazards exist. |
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| G SERVICES & FACILITIES |
| [ ]  **N/A** | [**G1 Personal Hygiene**](https://www.building.govt.nz/building-code-compliance/g-services-and-facilities/g1-personal-hygiene) | [ ]  **N/A** | **COUNCIL USE ONLY** |
| **Yes** | **N/A** | **RFI** | **Reasons for Decisions/ Comments** |
| Reference pages  | **Basins** provided within the **WC space** or in an adjacent space, **minimum room size** *(refer para. 3.1.1 and 3.3.1)* | [ ]  | [ ]  | [ ]  |   |
| [ ]  **N/A** | [**G4 Ventilation**](https://www.building.govt.nz/building-code-compliance/g-services-and-facilities/g4-ventilation) | [ ]  **N/A** | **COUNCIL USE ONLY** |
| **Yes** | **N/A** | **RFI** | **Reasons for Decisions/ Comments** |
|  Reference pages  | **Natural ventilation** 5% of floor area *(refer para. 1.2)* | [ ]  | [ ]  | [ ]  |  |
| **WC**, **bathroom** – natural or mechanical *(refer G4.3.3)* | [ ]  | [ ]  | [ ]  |  |
| [ ]  **N/A** | [**G12 Water supplies**](https://www.building.govt.nz/building-code-compliance/g-services-and-facilities/g12-water-supplies) | [ ]  **N/A** | **COUNCIL USE ONLY** |
| **Yes** | **N/A** | **RFI** | **Reasons for Decisions/ Comments** |
|  Reference pages  | **Supply type** (town, rainwater, bore), hot water supply system. **Electric**: size, schematic, seismic restraint**Gas**: specifications, cylinder and flue location | [ ]  | [ ]  | [ ]  |  |
| [ ]  **N/A** | [**G13 Foul Water**](https://www.building.govt.nz/building-code-compliance/g-services-and-facilities/g13-foul-water)**: Plumbing** | [ ]  **N/A** | **COUNCIL USE ONLY** |
| **Yes** | **N/A** | **RFI** | **Reasons for Decisions/ Comments** |
|  Reference pages  | **Waste pipe** diameter, length, material and gradients *(refer Table 6.3 (A), 6.6.1 & Appendix C AS/NZS 3500.2 or Table 2 & 4 G13/AS1)* | [ ]  | [ ]  | [ ]  |  |
| [ ]  **N/A** | [**G13 Foul Water**](https://www.building.govt.nz/building-code-compliance/g-services-and-facilities/g13-foul-water)**: Drainage** | [ ]  **N/A** | **COUNCIL USE ONLY** |
| **Yes** | **N/A** | **RFI** | **Reasons for Decisions/ Comments** |
|  Reference pages  | **Reticulated services**: connection to public sewer shown on plans and aligns with QLDC mapping or as-built plans *(refer* [*GIS mapping*](http://qldc.maps.arcgis.com/apps/webappviewer/index.html?id=a421fcd415994785b1614390aa8d34e6)*)***Onsite waste water system**: application complete, report, design and calculations provided [Onsite Wastewater Disposal Guidance](https://www.qldc.govt.nz/services/building-services/application-forms-checksheets-and-guidance#information-sheets-78422) [ ] [**AF OSW Application Form**](https://www.qldc.govt.nz/services/building-services/application-forms-checksheets-and-guidance#application-forms-qldc) **completed** | [ ]  | [ ]  | [ ]  |  |
| **Drainage** main drain & branches, size and gradient, access points, venting details (TV and unvented branch drains), overflow relief gullies (ORG)/Gully traps: location and charged*(refer Section 3 - 3.3.2, 4.7 NZS3500.2 or Table 2 G13/AS2, para 5.7, para. 3.9, Table 3.9.3.1, 3.10 – 3.12 NZS3500.2 or para. 4.0 G13/AS2, para 4.6.6 AS/NZS 3500.2 or 3.3 G13/AS2)*  | [ ]  | [ ]  | [ ]  |  |
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| Construction Documentation & Producer Statements*See* [*IS 25 BC Conditions Construction Documentation and Advice Notes*](https://www.qldc.govt.nz/services/building-services/application-forms-checksheets-and-guidance#information-sheets-78422) *for guidance* |
| **Select as applicable** | **PS3 Producer Statement – Construction**  | **IS 25 #** | **Yes** | **N/A** | **RFI** | **COUNCIL USE ONLY** |
| [ ]  | Plaster Cladding  | 15 | [ ]  | [ ]  | [ ]  |  |
| [ ]  | Membrane (Shower)  | 6 | [ ]  | [ ]  | [ ]  |  |
| [ ]  | Membrane (Roof / Deck)  | 16 | [ ]  | [ ]  | [ ]  |  |
| [ ]  | Onsite Waste System  | 17 | [ ]  | [ ]  | [ ]  |  |
| **Select as applicable** | **Certification** | **IS 25 #** | **Yes** | **N/A** | **RFI** | **COUNCIL USE ONLY** |
| [ ]  | Setout, Floor Level – Surveyor Certification | 4 | [ ]  | [ ]  | [ ]  |  |
| [ ]  | Compaction Certification (fill over 600 mm) | 8 | [ ]  | [ ]  | [ ]  |  |
| [ ]  | Geotechnical Certificate (Ground bearing) | 9 | [ ]  | [ ]  | [ ]  |  |
| [ ]  | Setout (Siting of building) Surveyor Certification | 32 | [ ]  | [ ]  | [ ]  |  |
| [ ]  | Potable Water | 46 | [ ]  | [ ]  | [ ]  |  |
| [ ]  | Manufacturers Certificate (Design and Manufacture) | 52 | [ ]  | [ ]  | [ ]  |  |
| [ ]  | Manufacturers Certificate (Manufacture only) | 53 | [ ]  | [ ]  | [ ]  |  |
| [ ]  | Other Click or tap here to enter text. |  | [ ]  | [ ]  | [ ]  |  Full wording of producer statement requirements to be written exactly how it should appear on Form 5 |
| Truss Design/ Fabrication | 1 | [ ]  | [ ]  |  |  |
| Gasworks Certification | 2 | [ ]  | [ ]  |  |
| Electrical Certification | 39 | [ ]  | [ ]  |  |

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| **COUNCIL USE ONLY** |
| **Conditions** | **IS 25 #** | **Yes** | **N/A** | **RFI** | **COUNCIL USE ONLY** |
| Section 67 – Waiver or modification | 5 | [ ]  | [ ]  | [ ]  |  |
| Section 73 – Building on land subject to natural hazards  | 7 | [ ]  | [ ]  | [ ]  |  |
| Section 75 – Construction of building on 2 or more allotments | 42 | [ ]  | [ ]  | [ ]  |  |
| Section 113 – Buildings with specified intended lives | 35 | [ ]  | [ ]  | [ ]  |  |
| **Advice Notes** | **IS 25 #** | **Yes** | **N/A** | **RFI** | **COUNCIL USE ONLY** |
| Future Proofing | 12 | [ ]  | [ ]  | [ ]  |  |
| Domestic Heating appliance | 33 | [ ]  | [ ]  | [ ]  |  |
| New relocatable building | 45 | [ ]  | [ ]  | [ ]  |  |
| 3rd Party Verification | 47 | [ ]  | [ ]  | [ ]  |  |
| Other  |  | [ ]  | [ ]  | [ ]  | Full wording of advice note to be written exactly how it should appear on Form 5 |

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| **Inspections** *See* [*IS SI Site Inspection Descriptions*](https://au.promapp.com/qldc/Documents/Minimode/Permalink?crypto=BDxt5PwOwfCVgzd9HR114f) *for guidance* |
| [ ]  Foundation and Slab |  | [ ]  Framing and Substrates | [ ]  Post Lining |
| [ ]  Drainage |  | [ ]  Cladding | [ ]  Tile Membrane |
| [ ]  Concrete and Blockwork |  | [ ]  Half High Veneer | [ ]  Final |
| [ ]  Tanking |  | [ ]  Pre Lining |  |
| **Compliance Schedule** |
| No compliance schedule required |

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| **COUNCIL USE ONLY- FINAL SIGN OFF AND TECH ONE CHECK**  |  |
| **BC NUMBER** Click here to enter text. |
| [**Building Category**](https://au.promapp.com/qldc/Documents/Minimode/Permalink?crypto=HVRbPct64U4VszYMlkTmz5)  | [ ] Correct. If changed, state why: Click here to enter text. |
| [**Classified Use**](https://www.building.govt.nz/building-code-compliance/a-general-provisions/a1-classified-uses) | [ ] Correct. If changed, state why: Click here to enter text. |
| **Description of Work** | [ ] Correct. If changed, state why: Click here to enter text. |

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| **APRROVED** | [ ]  **I am satisfied** ‘on reasonable grounds’ that the Building Consent Documentation to be stamped ‘Approved’ demonstrates compliance with the Building Code, and the Building Consent/Amendment is approved and ready for granting, as per Section 49 of the Building Act 2004 |
| **Processing Officer Name**:Click here to enter text. | **Date**: Click here to enter text. |
|  |
| **REFUSED** | [ ]  **I am NOT satisfied** that the Building Consent Application Documentation received demonstrates compliance with the Building Code, and the Building Consent/Amendment is therefore recommended for **Refusal** under Section 50 of the Building Act 2004  |
| **Processing Officer Name**: Click here to enter text. | **Date**: Click here to enter text. |
|  |
| **Supervision Sign Off (if required)** |
| **Supervisor Name:** Click here to enter text. | **Date**: Click here to enter text. |
| **Comments**Click here to enter text. |

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| **COUNCIL USE ONLY – Lodgement & Section 45 Check** |
| **Building Support Lodgement Name:** Click or tap here to enter text. | **Yes** | **Reasons for decisions/comments** |
| Fee Calculator Received If no calculator received, Building Control Support to complete AF CALC based on value of work on Form 2 | [ ]  |  |
| Invoice sent Fees are based on value of work on Form 2. | [ ]  |  |

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| **Checking Officer (Section 45 check)**  | **Yes** | **RFI** | **Reasons for decisions/comments** |

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| **Is a Building Consent required?** |
| Exemption Assessment[Schedule 1](https://www.legislation.govt.nz/act/public/2004/0072/latest/DLM5770963.html)/[AFEX Guidance](https://au.promapp.com/qldc/Documents/Minimode/Permalink?crypto=GBuCEb8bqIOrZkyxOYpA9l) & communication templates | [ ]  | [ ]  | Choose an item. |
| **Building Consent Document Check**  |
| **Form 2** completed and signed by owner/agent Refer to [IS 3.2 guidance](https://au.promapp.com/qldc/Documents/Minimode/Permalink?crypto=Xd8GY9zoBKTpY6mh5oVYA) | [ ]  | [ ]  |  |
| **Description of building work** on Form 2 is clear and accurate. Modify in TechOne to reflect standard wording.  | [ ]  | [ ]  |  |
| **Proof of ownership submitted** *Ensure legal description and owners match TechOne + Form 2*  | [ ]  | [ ]  | Choose an item. |
| **Plans**Legible plans have been provided | [ ]  | [ ]  |  |
| **Specifications**Product or Project Specifications have been provided (if required) | [ ]  | [ ]  |  |
| **Section 45 check complete** |
| Select Building Category in TechOne. [IS CAT Building Category Guidance](https://www.building.govt.nz/building-officials/national-bca-competency-assessment-system/national-bca-competency-assessment-system-levels/)  | Choose an item. |
| Check Classified Use is correct in TechOne [Building Regulations 1992, Schedule 1, Clause A1-Classified Uses](https://www.building.govt.nz/building-code-compliance/a-general-provisions/a1-classified-uses/) | Choose an item. |
| Complete the TechOne event: * ‘**Application Check – Further Information Required?**’
	+ Select ‘**Yes’** or ‘**No’** in Decision field.
	+ If ‘**Yes’** complete RFI letter and email to applicant.

Receive and check RFI response: * Complete TechOne event ‘**Application Check – Further Information Received?**’
	+ Select ‘**Yes’** in Decision field.
 | [ ]  |
| Confirm TechOne Stage/Decision has changed to ‘Applicant Documentation Checked’ | [ ]  |
| Name:Click or tap here to enter text. | Date:Click or tap to enter a date. |

|  |  |  |
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| **Building Support Entering into processing Name:** Click or tap here to enter text. | **Yes** | **Reasons for decisions/comments** |
| Fees paid Indicate whether fees paid, amount and date of payment | [ ]  |  |
| Complete TechOne event ‘Application Complete’ by selecting ‘Yes’ in Decision field. | [ ]  |  |