|  |
| --- |
| **APPLICANT INFORMATION** |
| This checklist is designed to assist the applicant with the documentation and level of design information that must be provided with a Building Consent application. The checklist will help ensure that drawings, specifications and other relevant design documents are complete, accurate and demonstrate compliance with the New Zealand Building Code. Please complete all orange sections (left side of form) or select N/A where relevant. A suitable quality of documentation is required before QLDC will accept an application for processing. For further information please refer to the MBIE guidance document: *‘*[*Guide to applying for a building consent (residential building)*](https://www.building.govt.nz/projects-and-consents/apply-for-building-consent/)*.*’**Before completing this checklist please** **ensure the building fits within the scope of this checksheet:**

|  |  |  |
| --- | --- | --- |
| **Yes** | **No** |  |
| [ ]  | [ ]  | [Classified use](https://www.building.govt.nz/building-code-compliance/a-general-provisions/a1-classified-uses/) – Housing (detached dwelling) |
| [ ]  | [ ]  | E2 Risk Matrix score less than 12 |
| [ ]  | [ ]  | Single level only  |
| [ ]  | [ ]  | Concrete slab only |
| [ ]  | [ ]  | Flat section (no greater than 1:12) and site elevation less than 400 m  |

**If NO to any of the above options please complete the** [**CS19R Residential Building Consent Application**](https://www.qldc.govt.nz/services/building-services/application-forms-checksheets-and-guidance#checksheets) **form instead.** ***Landscape retaining walls and decks not included in building consent application and to be constructed as Schedule 1 building work.*** |
|  |
| **PROPERTY INFORMATION** |
| **APPLICANT TO COMPLETE** | **COUNCIL USE ONLY** |
| **E2 Risk Matrix Score***Maximum 12* | Click to enter text. | Check within scope of 1.1.1 C/AS1 and check information provided by applicant. |
| **Wind Region***Figure 5.1 NZS 3604* | [x]  A |  [ ]  Lee Zone Note: This applies to upper Lake Hawea area only |
| **B2 Exposure Zone***Figure 4.2 NZS 3604* | [x]  B |
| **Snow Zone***Figure 15.1 NZS 3604* | [x]  N5 |
| **Earthquake Zone***Figure 5.4 NZS 3604* | Choose an item. |
| **Altitude** | [x]  <400 m only |
| **Wind Zone***Table 5.1 / 5.4 NZS3604* | Choose an item. |
| **Use of building** [*Schedule 2 Building (Specified Systems, Change the Use, and Earthquake-prone Buildings) Regulations 2005*](http://www.legislation.govt.nz/regulation/public/2005/0032/latest/DLM313979.html) | [x]  SH (Sleeping Single Home only) |

|  |  |  |
| --- | --- | --- |
| **Select** | **Form 2: Application for Project Information Memorandum and/or Building Consent** | **COUNCIL USE ONLY** |
| **Yes** | **N/A** | **RFI** | **Reasons for Decisions / Comments** |
| [ ]  | **All sections of** [**Form 2**](https://www.qldc.govt.nz/services/building-services/building-consents#residential) **completed**  | [ ]  | [ ]  | [ ]  | Click here to enter text. |
| **Yes** | **N/A** | **Certificates and Producer Statements** | **COUNCIL USE ONLY** |
| **Yes** | **N/A** | **RFI** | **Reasons for Decisions / Comments** |
| [ ]  | [ ]  | **Designer/Architect:** Memorandum ([CODW](https://www.lbp.govt.nz/for-lbps/restricted-building-work/design-process/)) provided with LBP /NZRAB number | [ ]  | [ ]  | [ ]  | Click here to enter text. |
| [ ]  | [ ]  | **Engineer(s):** Memorandum (CODW) provided with CPEng number  | [ ]  | [ ]  | [ ]  | Click here to enter text. |
| [ ]  | [ ]  | **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)*
 | [ ]  | [ ]  | [ ]  | Click here to enter text. |
| [ ]  | [ ]  | **Owner** **exemption**: Statutory declaration [Form 2B](https://www.building.govt.nz/projects-and-consents/planning-a-successful-build/scope-and-design/choosing-the-right-people-for-your-type-of-building-work/owner-builder-obligations/) provided (for design and/or build)  | [ ]  | [ ]  | [ ]  | Click here to enter text. |

|  |  |
| --- | --- |
| **Building Act 2004** | **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 | [ ]  | [ ]  | [ ]  | Click here to enter text. |
| [**Section 31 – 39**](http://www.legislation.govt.nz/act/public/2004/0072/latest/DLM306362.html) Project Information Memoranda (PIM)*(review/note Liquefaction category, hazards, flood/floor height, contamination)* | [ ]  | [ ]  | [ ]  | Click here to enter text. |
| [**Section 71 – 74**](http://www.legislation.govt.nz/act/public/2004/0072/latest/DLM306818.html)  Natural Hazards associated with this consent (see PIM 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) | [ ]  | [ ]  | [ ]  | Click here to enter text. |
| [**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) | [ ]  | [ ]  | [ ]  | Click here to enter text. |
| [**Section 112**](http://www.legislation.govt.nz/act/public/2004/0072/latest/DLM306875.html) Alterations to existing buildings | [ ]  | [ ]  | [ ]  | Click here to enter text. |
| [**Section 113**](http://www.legislation.govt.nz/act/public/2004/0072/latest/DLM306877.html) Buildings with specified intended lives | [ ]  | [ ]  | [ ]  | Click here to enter text. |
| [**Section 115**](http://www.legislation.govt.nz/act/public/2004/0072/latest/DLM306880.html) Change of use | [ ]  | [ ]  | [ ]  | Click here to enter text. |
| [**Section 67**](http://www.legislation.govt.nz/act/public/2004/0072/latest/DLM306812.html) Waivers or ModificationsComplete [AF WM Application for Waiver or Modification](https://www.qldc.govt.nz/services/building-services/application-forms-checksheets-and-guidance#application-forms-qldc) | [ ]  | [ ]  | [ ]  | Click here to enter text. |
| [**Section 26**](https://www.legislation.govt.nz/act/public/2004/0072/latest/DLM306354.html?search=sw_096be8ed81c9110f_26_25_se&p=1&sr=2) Warning or Bans | [ ]  | [ ]  | [ ]  | Click here to enter text. |
| **Yes** | **N/A** | **Other Applications** | [ ]  **N/A** | **COUNCIL USE ONLY** |
| **Yes** | **N/A** | **RFI** | **Reasons for Decisions / Comments** |
| [ ]  | [ ]  | **Connection to Council services** application provided/required *(for new drainage connections or driveways)*[ ]  [Connection to Council Service Form](https://www.qldc.govt.nz/services/resource-consents/application-forms-and-fees#other_forms) | [ ]  | [ ]  | [ ]  | Click here to enter text. |
| [ ]  | [ ]  | **Building over or near a council pipe or drain:** within council easement or within influence zone of council pipe/drain, engineering approval provided/required[ ]  [Building Over Services Application](https://www.qldc.govt.nz/services/resource-consents/application-forms-and-fees#other_forms) form | [ ]  | [ ]  | [ ]  | Click here to enter text. |
| **Yes** | **N/A** | **Site Plan**  | [ ]  **N/A** | **COUNCIL USE ONLY** |
| **Yes** | **N/A** | **RFI** | **Reasons for Decisions / Comments** |
| [ ]  | [ ]  | * **Siting dimensions** on site plan *(minimum 3 dimensions)*
* ***Boundaries*** *align with* ***Title plan***
* *Finished ground level (****FGL****) and floor levels (****FF****L) aligns with PIM/PIC/consent notice* ***floors heights*** *(if required)*
* ***Datum/contours*** *provided*
 | [ ]  | [ ]  | [ ]  | Click here to enter text. |

|  |
| --- |
| **B STABILITY** |
| [ ] **N/A** | **B1 Structure: Slab**  | [ ]  **N/A** | **COUNCIL USE ONLY** |
| **Yes** | **N/A** | **RFI** | **Reasons for Decisions / Comments** |
| Reference pages and provide comments   | [ ]  Slab-on-grade [ ]  Raft *(refer Section 7.5 NZS3604, CodeMark or SED)**(check suitability of foundation in relation to PIM/PIC, Liquefaction category or geotechnical report)* | [ ]  | [ ]  | [ ]  | Click here to enter text. |
| **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)*
* **Additions to existing slab**: connection to existing slab (joint preparation & starters) *(refer BRANZ* [*At the Junction*](https://www.buildmagazine.org.nz/articles/show/at-the-junction) *for guidance)*
 | [ ]  | [ ]  | [ ]  | Click here to enter text. |
| **Foundation/footing details:****Foundation edge/footing** detail(s) with dimensions, reinforcing size, grade and concrete strength *(refer para. 7.5.2 / Figures 7.13 – 7.16 NZS 3604)***Point loads pads / slab thickenings** shown on foundation plans *(refer para. 7.5.11 NZS 3604 & check truss plan/SED)* | [ ]  | [ ]  | [ ]  | Click here to enter text. |
| **Mezzanine floor:** joists, fixings, attic trusses, flooring | [ ]  | [ ]  | [ ]  | Click here to enter text. |
| [ ] **N/A** | **B1 Structure: Framing – Ground level only** | [ ]  **N/A** | **COUNCIL USE ONLY** |
| **Yes** | **N/A** | **RFI** | **Reasons for Decisions / Comments** |
| Reference pages and provide comments  | **Top plate**: size, point loads *(refer para. 8.7.1 NZS 3604)* | [ ]  | [ ]  | [ ]  | Click here to enter text. |
| **Bottom plate**: fixings and centres , DPC *(refer para. 8.7.2 / 7.5.12 NZS 3604)* | [ ]  | [ ]  | [ ]  | Click here to enter text. |
| **Studs and trimmers**: size, treatment, height, centres, point loads *(refer para 8.5 & 8.6.2 NZS 3604 and/or prenail manufacturer documentation)* **Gable end** framed for cladding *(refer Figure 8.2 & Table 8.4 NZS 3604)* | [ ]  | [ ]  | [ ]  | Click here to enter text. |
| **Lintels / beams**: point loads, fixing details, size, span, uplift, cantilever*(refer para 8.6.1.1, Table 8.9, Figure 8.7 NZS 3604 and/or prenail manufacturer documentation)*  | [ ]  | [ ]  | [ ]  | Click here to enter text. |
| **Posts**: size, height, treatment, footing details, connection to beam and footing *(refer Section 9 NZS 3604)*  | [ ]  | [ ]  | [ ]  | Click here to enter text. |
| [ ] **N/A** | **B1 Structure: Wall Bracing**  | [ ] **N/A** | **COUNCIL USE ONLY** |
| **Yes** | **N/A** | **RFI** | **Reasons for Decisions / Comments** |
| Reference pages and provide comments  | **Wall bracing plan**: type, location, length of bracing elements**Location of bracing elements** (6.0 m centres), evenly distributed, wings, blocks, split or discontinuous levels, wet areas (not behind showers and baths)*(refer para. 5.1.5 & 5.4.3 - 5.4.7 NZS 3604)*If required: **Dragon ties**: to extend bracing lines to 7.5 m, >100 BUs, location *(refer para. 8.3.3 & Figure 8.1 NZS 3604)***Ceiling diaphragm**: to extend bracing lines to 12 m, >100 BUs, location, limitations, penetrations*(refer para. 5.6 & 13.5 NZS 3604)* | [ ]  | [ ]  | [ ]  | Click here to enter text. |
| **Wall bracing calculations**: wind zone, demand, capacity *(refer 5.2 & 5.3 NZS 3604 or GIB Ezybrace Calculations/SED)* | [ ]  | [ ]  | [ ]  | Click here to enter text. |
| **Bracing capacity internal and external walls** >100 BUs, 50% demand, 15 BUs/m (external)*(refer para. 5.4.3 & 5.4.7 NZS 3604)* | [ ]  | [ ]  | [ ]  | Click here to enter text. |
| [ ] **N/A** | **B1 Structure: Roof and Ceiling Framing** | [ ]  **N/A** | **COUNCIL USE ONLY** |
| **Yes** | **N/A** | **RFI** | **Reasons for Decisions / Comments** |
| Reference pages and provide comments  | **Trusses**: Design Statement, software statement, truss layout, pitch specified | [ ]  | [ ]  | [ ]  | Click here to enter text. |
| **Rafters / ridge beam(s):** centres (check suitable for substrate support for membrane roofs) size, span, support, treatment, fixings *(refer Section 15 NZS 3604)* | [ ]  | [ ]  | [ ]  | Click here to enter text. |
| **Roof bracing** *(refer para. 10.3 & 10.4 NZS 3604)* | [ ]  | [ ]  | [ ]  | Click here to enter text. |
| **Purlins or tile battens**: size, span, treatment, centres, fixings *(refer Table 15.9 & 15.10 NZS 3604)* | [ ]  | [ ]  | [ ]  | Click here to enter text. |
| **Ceiling battens and/or joists**: size, span, centres, ceiling lining *(refer para. 13.2 & Table 10.3 NZS3604)* | [ ]  | [ ]  | [ ]  | Click here to enter text. |
|  **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. |

|  |
| --- |
| **C PROTECTION FROM FIRE (C/AS1 ONLY)**  |
| **Parts 2, 3, 5 & 7 Fire Safety** | [ ]  **N/A**  | **COUNCIL USE ONLY** |
|  | **Yes** | **N/A** | **RFI** | **Reasons for Decisions / Comments** |
| Reference pages and provide comments  | **Interconnected smoke alarms** on plans Shown on plan: type and locations (*bedrooms, living spaces, hallways and landing within the building, separate kitchen, on each level etc.*)Refer to [*NZS4514:2021*](https://www.standards.govt.nz/shop/NZS-45142021)for full location information***New builds*** *to comply with* [*NZS4514:2021*](https://www.standards.govt.nz/shop/NZS-45142021)***Alterations:*** *Upgrade to whole house required when:** *Doesn’t comply currently or no existing smoke alarms*
* *Additional bedroom added*

*Interconnected not required where additional smoke alarms added and none of the above criteria apply to the alteration* | [ ]  | [ ]  | [ ]  | Click here to enter text. |
|  | **Height** and **width** of **escape routes** *(refer para. 3.2)* | [ ]  | [ ]  | [ ]  | Click here to enter text. |
|  | **Length of escape routes.** Dead end open path (DEOP) & Total open path (TOP), safe path *(refer para. 3.3 & Table 3.3.1.1)* | [ ]  | [ ]  | [ ]  | Click here to enter text. |
|  | **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 and <2 m between two firecells containing sleeping groups - distance measured from cladding)* *(refer para. 5.1 and 5.3)***Eaves** (where <650 mm to boundary) (*refer para. 5.2.1*) | [ ]  | [ ]  | [ ]  | Click here to enter text. |
|  |  | [ ]  | [ ]  | [ ]  | Click here to enter text. |
|  |  | [ ]  | [ ]  | [ ]  | Click here to enter text. |
|  | **Carport** and similar construction *(refer para. 5.2.3)* | [ ]  | [ ]  | [ ]  | Click here to enter text. |
|  | **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)*

 | [ ]  | [ ]  | [ ]  | Click here to enter text. |
|  |
| **D ACCESS** |
| [ ] **N/A** | **D1 Access Routes: Access**  | [ ]  **N/A** | **COUNCIL USE ONLY** |
|  |  | **Yes** | **N/A** | **RFI** | **Reasons for Decisions / Comments** |
| Reference pages and provide comments  | **External/internal steps and main access**: slip resistance, tread, pitch, riser, surface and landings (top, middle and bottom) *(refer Sections 2.0, 3.3, 4.0 & 4.3)***Handrails**: provided to stairs > 3 risers, profile height *(refer para. 6.0)* | [ ]  | [ ]  | [ ]  | Click here to enter text. |
|  | **Mezzanine floor** (if applicable):ladder or stairs and balustrade details (F4). | [ ]  | [ ]  | [ ]  | Click here to enter text. |
|  |
| **E MOISTURE** |
| [ ] **N/A** | **E1 Surface Water** | [ ]  **N/A** | **COUNCIL USE ONLY** |
|  |  | **Yes** | **N/A** | **RFI** | **Reasons for Decisions / Comments** |
| Reference pages and provide comments  | **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 or SED)*  | [ ]  | [ ]  | [ ]  | Click here to enter text. |
|  | **Stormwater layout plan:** size and gradient, access (rodding/inspection points), **connection to council** lateral checked and aligns with PIM/PIC or QMaps *(refer 3.2, 3.4, 3.7 E1/AS1)***Strip drain/channel drain**: connection into stormwater with silt trap or similar prior *(refer 3.2 E1/AS1)*  | [ ]  | [ ]  | [ ]  | Click here to enter text. |
|  | **Stormwater run-off:** paved areas >10 m² where run off will affect other property i.e. roadway/neighbours *(refer 3.6 E1/AS1)* | [ ]  | [ ]  | [ ]  | Click here to enter text. |
|  | **Downpipes**, external & internal **gutter** size, distribution, spreaders (to lower roof), connection to stormwater*(refer Sections 4.0 & 5.0 E1/AS1)* | [ ]  | [ ]  | [ ]  | Click here to enter text. |
| [ ] **N/A** | **E2 External Moisture: Roof Cladding** | [ ]  **N/A** | **COUNCIL USE ONLY** |
|  |  | **Yes** | **N/A** | **RFI** | **Reasons for Decisions / Comments** |
| Reference pages and provide comments  | **Roof cladding** type(s), roof pitch, compatibility of materials *(refer para. 8.2 – 8.5 depending on roof cladding, Table 21/22 Material Tables)*   | [ ]  | [ ]  | [ ]  | Click here to enter text. |
|  | **Roof underlay:** type with product specification provided (CodeMark certificate/BRANZ appraisal)*(refer para. 8.15)* | [ ]  | [ ]  | [ ]  | Click here to enter text. |
|  | **Metal roof flashings**: change in pitch, roof/wall ridge, barge, fascia, apron flashings (transverse & parallel), gutter/wall junction, soffit to wall junction, valley, hidden and external gutters *(refer Section 4.0, 5.3 & para. 8.2 – 8.5)* | [ ]  | [ ]  | [ ]  | Click here to enter text. |
|  | **Metal roof penetrations**: small pipes (terminal vent/roof ventilation), soaker flashings (flue or similar), skylights, chimneys (cricket/apron flashings) (*refer para. 8.1.7 & para. 8.2 - 8.5)* | [ ]  | [ ]  | [ ]  | Click here to enter text. |
|  | **Membrane roof**: thickness, substrate, support, rainwater head/scupper/overflow, details: eaves/verge, internal gutters, apron, penetrations/ventilation *(refer para. 8.5)***Membrane deck**: thickness, fall, substrate, support, drainage, junction to wall, verge/eave and rainwater head/scupper/overflow, penetrations/ventilation *(refer para. 8.5)* | [ ]  | [ ]  | [ ]  | Click here to enter text. |
|  | **Parapets / enclosed barriers**: slope, framing, capping material, drainage, junctions with wall or roof cladding *(refer Section 6.0)*  | [ ]  | [ ]  | [ ]  | Click here to enter text. |
| [ ] **N/A** | **E2 External Moisture: Wall Claddings** | [ ]  **N/A** | **COUNCIL USE ONLY** |
|  |  | **Yes** | **N/A** | **RFI** | **Reasons for Decisions / Comments** |
| Reference pages and provide comments  | **Wall cladding type(s)**: suitable for risk score, compatibility of materials, product specifications provided (CodeMark certificate/BRANZ appraisal), stud & dwang spacing matches cladding system requirements *(refer Section 9.0, Table 21/22 Material Tables)* **Drained cavity**: batten size, horizontal/vertical battens, treatment, vermin proof, closed off to roof *(refer para. 9.1.8)*  | [ ]  | [ ]  | [ ]  | Click here to enter text. |
|  | **Masonry or schist slip/veneer**: walls ties and lintels (schist veneer ties and lintels SED), stud & dwang spacing matches cladding system requirements (schist slip) *(refer para. 9.27 & 9.2.9)***Concrete or concrete masonry block**: concrete strength/finish/coating, control joints (E2/AS3 – Concrete NZ CoP) | [ ]  | [ ]  | [ ]  | Click here to enter text. |
|  | **Building wrap/air barrier**: type with product specification provided (CodeMark certificate/BRANZ appraisal), compatibility, strapping *(refer para. 9.1.4 & 9.1.7)* | [ ]  | [ ]  | [ ]  | Click here to enter text. |
|  | **Wall junction details**: external/internal corners, change of cladding junction, control joints*(refer para. 9.2 – 9.9 as applicable or match system detail)* | [ ]  | [ ]  | [ ]  | Click here to enter text.  |
|  | **Bottom of cladding**: detail and clearances to ground, deck threshold, deck to cladding, enclosed balustrade cladding clearance to deck *(refer 7.4, 9.1.3 & 9.2 – 9.9 depending on cladding type)* | [ ]  | [ ]  | [ ]  | Click here to enter text. |
|  | **Window/door construction** specified and detailed in window/door details (timber, aluminium, other) | [ ]  | [ ]  | [ ]  | Click here to enter text. |
|  | **Window /door and garage door details**: head, sill and jamb, rebate *(refer para. 9.2 – 9.9 as applicable)* | [ ]  | [ ]  | [ ]  | Click here to enter text. |
|  | **Penetrations**: structures attached to dwelling (pergola), pipes/services, meterbox/gas califont and inter storey junctions *(refer para. 9.1.9)* | [ ]  | [ ]  | [ ]  | Click here to enter text. |
| [ ] **N/A** | **E3 Internal Moisture** | [ ]  **N/A** | **COUNCIL USE ONLY** |
|  |  | **Yes** | **N/A** | **RFI** | **Reasons for Decisions / Comments** |
| Reference pages and provide comments  | **Thermal resistance**: R-values for wall, roof and ceilings for specified construction *(refer para 1.1)***Steel framing/elements**: thermal break for steel framing *(refer para. 1.1.4)* | [ ]  | [ ]  | [ ]  | Click here to enter text. |
|  | **Watersplash** **surface finishes** (wet areas - kitchen, laundry, bathrooms/WC: wall, floor, bath and shower enclosures)**Fixture to wall junction** details (bath/shower), **tiled shower** (waterproofing system, specifications, substrate, junction details/fall)*(refer para. 3.0 E3/AS1 or E3/AS2 – IWAM CoP)* | [ ]  | [ ]  | [ ]  | Click here to enter text. |
|  | **Skillion roof ventilation details**: path, proprietary system details, min 25 mm gap between insulation and underlay (refer [BRANZ guidance](https://www.buildmagazine.org.nz/articles/ArticleSearchForm?q=roof%20ventilation&order-by=recent)) | [ ]  | [ ]  | [ ]  | Click here to enter text. |
|  |
| **F SAFETY OF USER** |
| [ ] **N/A** | **F1 Hazardous agent on site** | [ ]  **N/A** | **COUNCIL USE ONLY** |
|  |  | **Yes** | **N/A** | **RFI** | **Reasons for Decisions / Comments** |
| Reference pages and provide 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/)*)* | [ ]  | [ ]  | [ ]  | Click here to enter text. |
| [ ] **N/A** | **F2 Hazardous building materials** | [ ]  **N/A** | **COUNCIL USE ONLY** |
|  |  | **Yes** | **N/A** | **RFI** | **Reasons for Decisions / Comments** |
| Reference pages and provide comments | **Glazing specifications** provided for windows/doors and barriers *(refer para 1.0 F2/AS1 - Table 1, 7, 8 & Figure A4 NZS4223.3)* | [ ]  | [ ]  | [ ]  | Click here to enter text. |
| **Asbestos** New building materials can be expected to be free of asbestos but many buildings constructed before the 1990s do include materials that contain asbestos. Therefore, for alterations to older buildings, Clause F1 ‘Hazardous Agents on Site’ may be relevant because an existing building can be considered as part of a site. The handling of asbestos-containing materials is covered by the Health and Safety at Work (Asbestos) Regulations 2016. These Regulations require the Licensing of asbestos removalists and asbestos assessors.Refer to the WorkSafe New Zealand website https://www.worksafe.govt.nz/topic-and-industry/asbestos/  |
| **F5 Construction and demolition hazard** |  |
| 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. |
|  |
| **G SERVICES AND FACILITIES** |
| [ ] **N/A** | **G1 Personal Hygiene** | [ ]  **N/A** | **COUNCIL USE ONLY** |
|  |  | **Yes** | **N/A** | **RFI** | **Reasons for Decisions / Comments** |
| Reference pages and provide comments  | **Basins** provided within the WC space or in an adjacent space *(refer para. 3.3.1)* and **minimum room size** detailed (WC) *(refer para. 3.1.1. & Figure 4)* | [ ]  | [ ]  | [ ]  | Click here to enter text. |
| [ ] **N/A** | **G2 Laundering** | [ ]  **N/A** | **COUNCIL USE ONLY** |
|  |  | **Yes** | **N/A** | **RFI** | **Reasons for Decisions / Comments** |
| Reference pages and provide comments  | **Laundering facilities** provided (if applicable) and minimum space detailed*(refer para. 1.2.1, 1.3 & 1.0)* | [ ]  | [ ]  | [ ]  | Click here to enter text. |
| [ ] **N/A** | **G3 Food preparation and prevention of contamination** | [ ]  **N/A** | **COUNCIL USE ONLY** |
|  |  | **Yes** | **N/A** | **RFI** | **Reasons for Decisions / Comments** |
| Reference pages and provide comments  | **Domestic appliances and facilities and minimum space detailed**: kitchen – sink, cooker, food storage *(refer para. 1.1-1.3)*  | [ ]  | [ ]  | [ ]  | Click here to enter text. |
| [ ] **N/A** | **G4 Ventilation** | [ ]  **N/A** | **COUNCIL USE ONLY** |
|  |  | **Yes** | **N/A** | **RFI** | **Reasons for Decisions / Comments** |
| Reference pages and provide comments  | **Mechanical ventilation**: bathroom and kitchen (mechanical required), ventilation path and termination point shown. Ensure no mixing of groups (e.g. bathroom and kitchen) *(refer para. 1.2.5 & 1.5)* | [ ]  | [ ]  | [ ]  | Click here to enter text. |
|  | **Natural ventilation** 5% of floor area in habitable spaces, laundry and WC *(refer para. 1.2)* | [ ]  | [ ]  | [ ]  | Click here to enter text. |
| [ ] **N/A** | **G7 Natural light** | [ ]  **N/A** | **COUNCIL USE ONLY** |
|  |  | **Yes** | **N/A** | **RFI** | **Reasons for Decisions / Comments** |
| Reference pages and provide comments  | **Illuminance** (windows/doors) in external walls to habitable spaces (10% of floor area), obstruction (refer Part 2) | [ ]  | [ ]  | [ ]  | Click here to enter text. |
|  | **Awareness of the outside environment**(refer Part 3) | [ ]  | [ ]  | [ ]  | Click here to enter text. |
| **G9 Electricity** |
| **Electrical work** (any electrical work) | **Electrical certification to be provided at CCC** |
| **G10 & G11 Piped Services & Gas as an Energy Source** |
| **Gas appliances** (i.e. fireplaces, hobs) | **Gas certification to be provided at CCC** |
| [ ] **N/A** | **G12 Water supplies** | [ ]  **N/A** | **COUNCIL USE ONLY** |
|  |  | **Yes** | **N/A** | **RFI** | **Reasons for Decisions / Comments** |
| Reference pages and provide comments | **Supply type**: town/council or private (rainwater, bore, other water supply) If private supply, documentation provided to show: * Description of water source, scheme and operation
* Copy of any ORC consents/test results
* Testing, maintenance and operational requirements
* Treatment systems
 | [ ]  | [ ]  | [ ]  | Click here to enter text. |
|  | **Hot water supply system:** type (electric, gas, solar), size, schematic, safe tray, access and support (if in roof space) *(refer para. 6.0 & Figures 7-10 & 12).* **Seismic restraint** of storage water heaters (HWC) *(refer para. 6.11.4 / Figure 14)* | [ ]  | [ ]  | [ ]  | Click here to enter text. |
|  | **Wetback pipework & tempering valve** installation *(refer para. 6.13 / Figure 15 & 16)* | [ ]  | [ ]  | [ ]  | Click here to enter text. |
| [ ] **N/A** | **G13 Foul Water: Plumbing** | [ ]  **N/A** | **COUNCIL USE ONLY** |
|  |  | **Yes** | **N/A** | **RFI** | **Reasons for Decisions / Comments** |
| Reference pages and provide comments | **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)* | [ ]  | [ ]  | [ ]  | Click here to enter text. |
| [ ] **N/A** | **G13 Foul Water: Suspended and subsoil drainage** | [ ]  **N/A** | **COUNCIL USE ONLY** |
|  |  | **Yes** | **N/A** | **RFI** | **Reasons for Decisions / Comments** |
| Reference pages and provide comments | **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)*)* | [ ]  | [ ]  | [ ]  | Click here to enter text. |
|  | **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/building-consents#residential) | [ ]  | [ ]  | [ ]  | Click here to enter text. |
|  | **Drainage**: main drain, branches, gradients, venting, ORG/Gully trap, FWG, access points. Drainage plan provided. | [ ]  | [ ]  | [ ]  | Click here to enter text. |
|  | **Angle of influence**, depth and proximity of drain to building *(refer Section 5 NZS3500.2 or 5.0, Figure 7 & 8 G13/AS2)* | [ ]  | [ ]  | [ ]  | Click here to enter text. |
| **H ENERGY EFFICIENCY** |
| [ ] **N/A** | **H1 Energy Efficiency** | [ ]  **N/A** | **COUNCIL USE ONLY** |
|  |  | **Yes** | **N/A** | **RFI** | **Reasons for Decisions / Comments** |
| Reference pages and provide comments  | **Building Thermal envelope**: **QLDC – Climate zone 6** Method demonstrates compliance and building within scope of chosen method:* Schedule method
* Calculation method
* Modelling method (H1/VM1)

Supporting documentation provided including *construction R values* for each element (not insulation) (Part 2)[BRANZ H1 Energy Efficiency Support](https://www.branz.co.nz/H1_support) guidance | [ ]  | [ ]  | [ ]  | [ ]  Schedule[ ]  Calculation[ ]  Modelling (H1/VM1) Click here to enter text. |
|  | **Thermal envelope identified:** Garage excluded | [ ]  | [ ]  | [ ]  | Click here to enter text. |
|  | **Insulation type and R-values** detailed on plans for building elements including subfloor, foundation, walls, ceiling, windows/doors/skylights | [ ]  | [ ]  | [ ]  | Click here to enter text. |

|  |
| --- |
| Construction Documentation & Producer StatementsSee [*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** | **PS4 Producer Statement – Construction Review** | **IS 25 #** | **Yes** | **N/A** | **RFI** | **COUNCIL USE ONLY** |
| [ ]  | Structural Engineer | 26 | [ ]  | [ ]  | [ ]  | Add snip of inspections |
| **Select as applicable** | **PS3 Producer Statement – Construction**  | **IS 25 #** | **Yes** | **N/A** | **RFI** | **COUNCIL USE ONLY** |
| [ ]  | Membrane (Shower)  | 6 | [ ]  | [ ]  | [ ]  | Click here to enter text. |
| [ ]  | Plaster Cladding  | 15 | [ ]  | [ ]  | [ ]  | Click here to enter text. |
| [ ]  | Membrane (Roof / Deck)  | 16 | [ ]  | [ ]  | [ ]  | Click here to enter text. |
| [ ]  | Onsite Waste System  | 17 | [ ]  | [ ]  | [ ]  | Click here to enter text. |
| [ ]  | Other – Click or tap here to enter text. |  | [ ]  | [ ]  | [ ]  | Click here to enter text. |
| **Select as applicable** | **Certification** | **IS 25 #** | **Yes** | **N/A** | **RFI** | **COUNCIL USE ONLY** |
| [ ]  | Setout, Floor Level – Surveyor Certification | 4 | [ ]  | [ ]  | [ ]  | Click here to enter text. |
| [ ]  | Compaction Certification (fill over 600 mm) | 8 | [ ]  | [ ]  | [ ]  | Click here to enter text. |
| [ ]  | Geotechnical Certificate (Ground bearing) | 9 | [ ]  | [ ]  | [ ]  | Click here to enter text. |
| [ ]  | Setout (Siting of building) Surveyor Certification | 32 | [ ]  | [ ]  | [ ]  | Click here to enter text. |
| [ ]  | Potable Water | 46 | [ ]  | [ ]  | [ ]  | Click here to enter text. |
| [ ]  | Manufacturers Certificate (Design and Manufacture) | 52 | [ ]  | [ ]  | [ ]  | Click here to enter text. |
| [ ]  | Manufacturers Certificate (Manufacture only) | 53 | [ ]  | [ ]  | [ ]  | Click here to enter text. |
| [ ]  | Other – Click or tap here to enter text. |  | [ ]  | [ ]  | [ ]  | Click here to enter text. |
| Truss Design/ Fabrication | 1 | [ ]  | [ ]  |  | Click here to enter text. |
| Gasworks Certification | 2 | [ ]  | [ ]  | Click here to enter text. |
| Restricted Building work | 11 | [ ]  | [ ]  | Click here to enter text. |
| Electrical Certification | 39 | [ ]  | [ ]  | Click here to enter text. |

|  |
| --- |
| **COUNCIL USE ONLY** |
| **Conditions** | **IS 25 #** | **Yes** | **N/A** | **RFI** | **COUNCIL USE ONLY** |
| Section 67 – Waiver or modification | 5 | [ ]  | [ ]  | [ ]  | Click here to enter text. |
| Section 73 – Building on land subject to natural hazards  | 7 | [ ]  | [ ]  | [ ]  | Click here to enter text. |
| Section 75 – Construction of building on 2 or more allotments | 42 | [ ]  | [ ]  | [ ]  | Click here to enter text. |
| **Advice Notes** | **IS 25 #** | **Yes** | **N/A** | **RFI** | **COUNCIL USE ONLY** |
| Domestic Heating appliance | 33 | [ ]  | [ ]  | [ ]  | Click here to enter text. |
| New relocatable building | 45 | [ ]  | [ ]  | [ ]  | Click here to enter text. |
| 3rd Party Verification | 47 | [ ]  | [ ]  | [ ]  | Click here to enter text. |
| Staged Consent *Where building work relies on an earlier stage to achieve compliance, and CCC has not been issued for that stage* | 49 | [ ]  | [ ]  | [ ]  | Click here to enter previous stage BC number for advice note |
| Future Proofing | 12 | [ ]  | [ ]  | [ ]  | Click here to enter text. |
| Other – Click or tap here to enter text. |  | [ ]  | [ ]  | [ ]  | Click here to enter text. |
| **Inspections** *See* [*IS SI Site Inspection Descriptions*](https://www.qldc.govt.nz/services/building-services/application-forms-checksheets-and-guidance#information-sheets-78422) *for guidance* |
| [ ]  Foundation and Slab  |  | [ ]  Framing and Substrates | [ ]  Post Lining  |
| [ ]  Drainage  |  | [ ]  Cladding | [ ]  Tile Membrane |
| [ ]  Concrete and Blockwork  |  | [ ]  Half High Veneer | [ ]  Final |
| [ ]  Tanking |  | [ ]  Pre Lining |  |

|  |  |
| --- | --- |
| **COUNCIL USE ONLY- FINAL SIGN OFF** |  |
| **BC NUMBER** Click here to enter text. |
| **TECHONE CHECK** | [ ]  Building Category (correct or corrected)If changed state why: Click here to enter text. | [ ]  Classified use (correct or corrected)If change state why: Click here to enter text. |

|  |  |
| --- | --- |
| **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 Sign-off**: | **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 Sign-off**:  | **Date**: Click here to enter text. |
|  |
| **Supervision Sign Off (if required)** |
| **Supervisor Sign-off:**  | **Date**: Click here to enter text. |
| **Comments**Click here to enter text. |