

## 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) and booked to the inspections booking calendar with a 15 minute time slot for review. A building consent officer will review the request and notify the outcome via email.

**After approval, 3<sup>rd</sup> Party inspection records are to be supplied to QLDC within 24 hours of inspection or be available on site at next inspection.**

## APPLICANT TO COMPLETE

<b>Building Consent No.</b>		<b>Date:</b>	
<b>Applicant details</b> Name Email Phone Role ( <i>Agent, LPB, engineer</i> )			
<input type="checkbox"/> I have authorisation to act on behalf of the owner			

Select	Inspection type & building work that will be inspected by a 3 <sup>rd</sup> party	Details of where and who will complete the inspection and what evidence will be provided
<input type="checkbox"/>	<b>SITING / FOUNDATIONS</b> <ul style="list-style-type: none"> <li>- Boundaries / building perimeter verified and in accordance with approved documents (if close to boundary a survey certificate required)</li> <li>- Trenches clean, all vegetation removed, correctly sized, adequate bearing capacity. Reinforcing correctly sized, places, lapped tied, supported with correct cover. Pile excavations completed with correct depth and layout.</li> </ul>	<b>Location:</b>  <b>3<sup>rd</sup> Party:</b>  <b>Verification documentation:</b>
<input type="checkbox"/>	<b>SITING/TIMBER PILE FOUNDATIONS</b> <ul style="list-style-type: none"> <li>- Boundaries / building perimeter verified and are in accordance with approved documents (If close to boundary a survey certificate required)</li> <li>- Profiles in place, bored holes clean of debris and diameter of hole and layout as per the approved plans. Ground bearing capacity is adequate. Timber piles are temporary braced in holes with cut ends up or sealed with proprietary treatment. Confirmation of pile treatment.</li> </ul>	<b>Location:</b>  <b>3<sup>rd</sup> Party:</b>  <b>Verification documentation:</b>
<input type="checkbox"/>	<b>PILE SUB FLOOR CONNECTIONS</b> Inspection of pile & subfloor framing grade, treatment, sizes, spacing, spans, fixings, bracing, moisture content & insulation.	<b>Location:</b>  <b>3<sup>rd</sup> Party:</b>  <b>Verification documentation:</b>
<input type="checkbox"/>	<b>PRE-SLAB - REINFORCING, DPM</b> Inspection of hard fill/binding layer compacted, DPM place with laps and penetrations taped/sealed. <ul style="list-style-type: none"> <li>- Reinforcing in place, supported on chairs, tied.</li> <li>- Supplementary bars in place, control joints formed, thickenings correctly formed, reinforced in accordance with the approved documents.</li> </ul>	<b>Location:</b>  <b>3<sup>rd</sup> Party:</b>  <b>Verification documentation:</b>

# AF 3P Application for 3<sup>rd</sup> party verification in lieu of QLDC inspection(s)



<input type="checkbox"/>	<b>WALLS - CONCRETE/BLOCK/BOND BEAM –</b> Inspection of location/cover/size/dimension/laps of starter bars, reinforcing is correct & tied. - Block cavity is clean & services are in place. - Control joints are correctly formed. - Confirmation of strength of block fill.	<b>Location:</b>  <b>3<sup>rd</sup> Party:</b>  <b>Verification documentation:</b>
<input type="checkbox"/>	<b>HALF HIGH VENEER/STONE</b> Inspection of work at 1/2 high to ensure spacing, fixing & durability of ties are correct. - Cavity size, location of weep holes/ventilation. - Cavity is clean, lintels properly supported. - Panel sizes and placement of control joints.	<b>Location:</b>  <b>3<sup>rd</sup> Party:</b>  <b>Verification documentation:</b>
<input type="checkbox"/>	<b>INSPECTION PASSIVE FIRE PROTECTION</b> 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.	<b>Location:</b>  <b>3<sup>rd</sup> Party:</b>  <b>Verification documentation:</b>
<input type="checkbox"/>	<b>Other:</b>	<b>Location:</b>  <b>3<sup>rd</sup> Party:</b>  <b>Verification documentation:</b>

COUNCIL USE ONLY	Review notes				
<b>Check QLDC systems</b> <i>(BCO has competency, valid request, section 37 notice etc)</i>					
<b>Review 3<sup>rd</sup> of party inspection request</b> Does the person have competency to undertake the inspection(s)? <i>(e.g. chartered professional engineer)</i> Is the verification documentation offered sufficient? <i>(e.g site inspection records with a PS4)</i>					
<b>Complete administration tasks</b> - Check and update document name <i>(e.g. Siting / Foundations 3<sup>rd</sup> party inspection – Approved)</i> - Applicant informed of decision and next steps, if required					
<b>APPROVED</b>	<input type="checkbox"/> 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				
	<table border="1" style="width: 100%;"> <tr> <td style="width: 50%;"><b>Processing Officer Sign-off:</b></td> <td style="width: 50%;"><b>Date:</b></td> </tr> <tr> <td style="height: 40px;"></td> <td></td> </tr> </table>	<b>Processing Officer Sign-off:</b>	<b>Date:</b>		
<b>Processing Officer Sign-off:</b>	<b>Date:</b>				
<b>REFUSED</b>	<input type="checkbox"/> 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				
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