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| **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 selecting N/A where relevant. **Before completing this checklist please** **ensure the building fits within the scope of this checksheet:**

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| **Yes** | **No** |  |
| [ ]  | [ ]  | [Classified use](http://www.legislation.govt.nz/regulation/public/1992/0150/latest/DLM162576.html#DLM6632400) – New and Altered (more than minor) Residential (multi-unit apartments), Communal Residential, Communal Non-Residential, Commercial, Industrial, Outbuildings (accessed by public) or Ancillary (accessed by public) |
| [ ]  | [ ]  | PS2s provided where required see [Commercial](https://www.qldc.govt.nz/services/building-services/building-consents#commercial) consent information for further information.  |

If **NO** to above option please find and complete applicable checklist available here: [*https://www.qldc.govt.nz/services/building-services/building-consents*](https://www.qldc.govt.nz/services/building-services/building-consents) |

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| CS19C Commercial Building Consent Application and Processing Checksheet | logo |

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| PROPERTY INFORMATION  |
| **APPLICANT TO COMPLETE** | **COUNCIL USE ONLY** |
| **Yes** | **RFI** | **Reasons for Decisions/Comments** |
| **E2 Risk Matrix Score:***Highest score of all faces must be provided, even for internal alterations* | Click to enter text. | [ ]  | [ ]  | Click here to enter text. |
| **Classified Use(s):**[**Clause A1 - Classified Uses**](http://www.legislation.govt.nz/regulation/public/1992/0150/latest/DLM162576.html#DLM6632400) | Choose an item. |
| **Uses of Building(s):**[**Building Regulations 2005**](http://www.legislation.govt.nz/regulation/public/2005/0032/latest/whole.html#DLM313979) | Choose an item. |
| **Importance Level(s):**[**Clause A3 - Building Importance Levels**](http://www.legislation.govt.nz/regulation/public/1992/0150/latest/DLM162576.html%23DLM4417717) | Choose an item. |

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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/services/building-services/building-consents#residential) **completed**  | [ ]  | [ ]  | [ ]  | Click here to enter text. |

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| **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) | [ ]  | [ ]  | [ ]  | 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)[ ] Slippage | [ ]  | [ ]  | [ ]  | 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) Warnings 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/water-services/connecting-to-water-wastewater-and-stormwater) | [ ]  | [ ]  | [ ]  | 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** | **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. |

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| **Alterations to an existing building(s) or Change of Use**  |
| **IS THIS AN ALTERATIONS TO AN EXISTING BUILDING?** [*Section 112*](http://legislation.govt.nz/act/public/2004/0072/141.0/DLM306875.html) *– Means of escape from fire and Access and Facilities for persons with disabilities (not a first fit out of a new building)* |
| [ ] No - continue to B Stability section |
| [ ] Yes – continue to question below |
| **IS A CHANGE OF USE PROPOSED?**  |
| [ ]  Yes – complete Change of Use section below[ ]  No - Determine the **Building Score** for whole building [*(MBIE Building Score Methodology)*](https://www.building.govt.nz/building-code-compliance/c-protection-from-fire/c-clauses-c1-c6/means-of-escape/our-recommended-approach/) to establish level of information (see below) to be provided in relation to means of escape from fire and access and facilities for persons with disabilities **(C1-6 (Parts 1-4), D1, F6, F7, F8, G1, G2, G3, G5, G12)** *Note: Unit titles or alterations to tenancies within an existing building, the whole building must be assessed.* |
| **DOES THE BUILDING WORK INVOLVE A CHANGE OF USE?** (to part or all of the building and where additional Building Code requirements or more onerous requirements) **(B1, C1-6 (Parts 1-5), D1, F6, F7, F8, G1, G2, G3, G5, G12)**[*Section 115*](http://legislation.govt.nz/act/public/2004/0072/141.0/DLM306878.html) *– Means of escape from fire, protection of other property, sanitary facilities, structural performance and fire-rating performance* |
| [ ] No - continue to B Stability section |
| [ ] Yes – Complete current use and proposed use (below) and determine the **Building Score** for whole building [*(MBIE Building Score Methodology)*](https://www.building.govt.nz/building-code-compliance/c-protection-from-fire/c-clauses-c1-c6/means-of-escape/our-recommended-approach/)to establish level of information to be provided in relation to means of escape from fire and access and facilities for persons with disabilities **(C1-6 (Parts 1-4), D1, F6, F7, F8, G1, G2, G3, G5, G12)** *Note: Unit titles or alterations to tenancies within an existing building, the whole building must be assessed.* |
| **Current use:** Choose an item. | **Proposed use:** Choose an item. |
| **LEVEL OF INFORMATION**  |
| 1-11 - Statement of change |
| 12-19 – Gap Assessment |
| 20+ - Full Assessment |
| **Alterations or Change of Use to existing building** | **Yes** | **N/A** | **RFI** | **COUNCIL USE ONLY** |
| Building Score sheet provided and agree with assessment level  | [ ]  | [ ]  | [ ]  | Click here to enter text.  |

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| B STABILITY |
| [ ]  **N/A** | **B1 Structure: Landscape Retaining Walls** | [ ]  **N/A** | **COUNCIL USE ONLY** |
| **Yes** | **N/A** | **RFI** | **Reasons for Decisions/ Comments** |
| Reference pages and provide comments | **Construction details** provided: footings, wall construction, height, surcharge correctly factored into design**Excavations** potentially affecting neighbouring properties mitigated and **all work (including drainage) within property boundary**  | [ ]  | [ ]  | [ ]  | Click here to enter text.  |
| **Subsoil drainage**, **silt trap** or similar prior to connection to stormwater, **tanking and protection** specified (check tanking system details) | [ ]  | [ ]  | [ ]  | Click here to enter text.  |
| **Barrier** specified and details provided | [ ]  | [ ]  | [ ]  | Click here to enter text. |
| [ ]  **N/A** | **B1 Structure: Strip Footings** | [ ]  **N/A** | **COUNCIL USE ONLY** |
| **Yes** | **N/A** | **RFI** | **Reasons for Decisions/ Comments** |
| Reference pages and provide comments | **Footing** details depth, size, steps due to ground slope, MPa, **reinforcing** (size, type, centres, grade),details provided for **steps in foundations** (due to ground slope) | [ ]  | [ ]  | [ ]  | Click here to enter text. |
| **Columns** and **posts pads** (size, type, centres, grade) | [ ]  | [ ]  | [ ]  | Click here to enter text. |
| **Underpinning/screw piles** | [ ]  | [ ]  | [ ]  | Click here to enter text.  |
| [ ]  **N/A** | **B1 Structure: Slabs** | [ ]  **N/A** | **COUNCIL USE ONLY** |
| **Yes** | **N/A** | **RFI** | **Reasons for Decisions/ Comments** |
| Reference pages and provide comments | [ ]  Slab-on-grade [ ]  Raft [ ]  Suspended Floor  | [ ]  | [ ]  | [ ]  | Click here to enter text. |
| **Foundation plan/slab details:*** **Foundation design conforms to site geotechnical parameters** (if applicable)
* **Slab** thickness, reinforcing cover. **Mesh** type and size
* **Shrinkage control joints**, supplementary reinforcing bars, free joints
* **Base preparation**: sand, hard-fill
* **Damp proof membrane** (DPM)
* **Additions to existing slab**: connection to existing slab (joint preparation & starters)
 | [ ]  | [ ]  | [ ]  | Click here to enter text. |
| **Foundation/footing details:*** **Foundation edge/footing** detail(s) with dimensions, reinforcing size, grade and concrete strength
* **Point loads pads / slab thickenings** shown on foundation plans
* **Column/post**: foundations/footings
 | [ ]  | [ ]  | [ ]  | Click here to enter text. |
| [ ]  **N/A** | **B1 Structure: Foundation Wall – Concrete/Masonry** | [ ]  **N/A** | **COUNCIL USE ONLY** |
| **Yes** | **N/A** | **RFI** | **Reasons for Decisions/ Comments** |
| Reference pages and provide comments | **Construction details:** footing details (including steps in foundation), wall height,(maximum), **vertical and horizontal reinforcing / starters**, size and centres, **masonry type** and grout strength (MPa), subfloor **ventilation**.  | [ ]  | [ ]  | [ ]  | Click here to enter text. |
| **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 | [ ]  | [ ]  | [ ]  | Click here to enter text. |
| **Seacant piles, soldier piles or precast piles** | [ ]  | [ ]  | [ ]  | Click here to enter text. |
| [ ]  **N/A** | **B1 Structure: Subfloor Foundation Framing and Bracing** | [ ]  **N/A** | **COUNCIL USE ONLY** |
| **Yes** | **N/A** | **RFI** | **Reasons for Decisions/ Comments** |
| Reference pages and provide comments | **Pile foundation plan**: type specified and details provided (**ordinary, driven** (SED)**, anchor, braced**), footing details, depth, size, centres, treatment, heights, point loads | [ ]  | [ ]  | [ ]  | Click here to enter text. |
| **Subfloor bracing details**: type, location, length, 5.0m centres max, 4 bracing elements minimum, evenly distributed **Subfloor bracing calculations**: zone, demand, capacity **Diaphragms** >100 BUs, location, limitations **2-storey** (height versus width) | [ ]  | [ ]  | [ ]  | Click here to enter text. |
| **Bearers**: size, centres, treatment, span, point loads, cantilever, loading, fixing to foundation walls  | [ ]  | [ ]  | [ ]  | Click here to enter text. |
| **Joists**: size, centres, span, point loads, cantilever joists (check load bearing walls), loading, penetrations **Lateral support** mid-span, blocking, bracing lines  | [ ]  | [ ]  | [ ]  | Click here to enter text. |
| **Flooring** thickness, clearances, type  | [ ]  | [ ]  | [ ]  | Click here to enter text. |
| **Base cladding**: type, support, access, ventilation, crawlspace (450 mm minimum), vermin proofing, obstructions, large area, limited cross flow  | [ ]  | [ ]  | [ ]  | Click here to enter text. |
| [ ]  **N/A** | **B1 Structure: Mid-Floor** | [ ]  **N/A** | **COUNCIL USE ONLY** |
| **Yes** | **N/A** | **RFI** | **Reasons for Decisions/ Comments** |
| Reference pages and provide comments | **Mid floor structure**: timber floor joist, suspended concrete slab, support beams/posts, SED etc. **Floor joists details**: size, centres, span, treatment, floor beams, cantilever, floor load, point loads **Flooring** type and diaphragm (if applicable) | [ ]  | [ ]  | [ ]  | Click here to enter text. |
| [ ]  **N/A** | **B1 Structure: SED Structural Steel Frame and Concrete Structures** | [ ]  **N/A** | **COUNCIL USE ONLY** |
| **Yes** | **N/A** | **RFI** | **Reasons for Decisions/ Comments** |
| Reference pages and provide comments | **SED**: PS1, PS2, proprietary systems**PS2 provided where:*** Retaining structures over 5 m in height
* New buildings and significant alterations to buildings with Importance Levels 3, 4 and 5
* New buildings greater than 5 levels above ground
* Structures containing structural member spans greater than 20 m
* Untested alternative solutions for structural designers
* Other buildings the BCA deems of a complex nature
 | [ ]  | [ ]  | [ ]  | Click here to enter text. |
| **Structural documentation**: all structures requiring SED, covered by design (**Design features report**)**,** all referenced details and sections provided, adequate dimensioning provided | [ ]  | [ ]  | [ ]  | Click here to enter text. |
| **Demolition** – site monitoring of adjacent buildings, partial removal of structural elements/temporary support | [ ]  | [ ]  | [ ]  | Click here to enter text. |
| **Seismic strengthening** included in consent application | [ ]  | [ ]  | [ ]  | Click here to enter text. |
| Concrete **precast panel details** and fixings provided,concrete **strengths and reinforcing** cover detailed on plans | [ ]  | [ ]  | [ ]  | Click here to enter text. |
| **Portal frames, structural steel frames, space frames, girts, etc.** | [ ]  | [ ]  | [ ]  | Click here to enter text. |
| **Miscellaneous:** Racking systems, ground anchors etc. | [ ]  | [ ]  | [ ]  | Click here to enter text. |
| [ ]  **N/A** | **B1 Structure: Decks Construction (ground floor or external decks above ground floor)** | [ ]  **N/A** | **COUNCIL USE ONLY** |
| **Yes** | **N/A** | **RFI** | **Reasons for Decisions/ Comments** |
| Reference pages and provide comments | **Deck piles**: layout, type, size, footing depth, centres, treatment, height, connections **Subfloor deck bracing** (if projects >2.0m from the building) | [ ]  | [ ]  | [ ]  | Click here to enter text. |
| **Bearers**: size, span, treatment | [ ]  | [ ]  | [ ]  | Click here to enter text. |
| **Joists**: 2.0 kPa, size, span, centres, cantilever, saddle flashings  | [ ]  | [ ]  | [ ]  | Click here to enter text. |
| **Decking**: material, type, fixings, treatment, finished floor level  | [ ]  | [ ]  | [ ]  | Click here to enter text. |
| **Stringer**: stair construction / deck stringer, size, span, fixings, air-gap  | [ ]  | [ ]  | [ ]  | Click here to enter text. |
| [ ]  **N/A** | **B1 Structure: Walls (all levels)** | [ ]  **N/A** | **COUNCIL USE ONLY** |
| **Yes** | **N/A** | **RFI** | **Reasons for Decisions/ Comments** |
| Reference pages and provide comments | **Framing** (NZS3604, SED, Steel): treatment, grade, size | [ ]  | [ ]  | [ ]  | Click here to enter text. |
| **Bottom and top plate:** size, point loads, bracing | [ ]  | [ ]  | [ ]  | Click here to enter text. |
| **Stud / post**: size, height, spacing, fixings, uplift | [ ]  | [ ]  | [ ]  | Click here to enter text. |
| **Structure / load path:** beams / posts, SED, timber, steel, flitch, LVL, fixing details provided | [ ]  | [ ]  | [ ]  | Click here to enter text. |
| **Lintel**: size, point loads, fixings | [ ]  | [ ]  | [ ]  | Click here to enter text. |
| [ ]  **N/A** | **B1 Structure: Wall Bracing (all floors)** | [ ]  **N/A** | **COUNCIL USE ONLY** |
| **Yes** | **N/A** | **RFI** | **Reasons for Decisions/ Comments** |
| Reference pages and provide comments | **Wall bracing calculations** - zone, demand, capacity | [ ]  | [ ]  | [ ]  | Click here to enter text. |
| **Wall bracing plan** - location of bracing elements, 6.0m centres, evenly distributed, wings, blocks, wet areas, split or discontinuous levels, type, location, length**Dragon ties** to extend brace lines to 7.5m> 100 Bus, location**Ceiling diaphragm** - >100 BUs, location, limitations, construction details | [ ]  | [ ]  | [ ]  | 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. |
| **Rafter / ridge beam / beams / roof purlins**Size, span, support, fixings, treatment | [ ]  | [ ]  | [ ]  | Click here to enter text. |
| **Roof bracing** | [ ]  | [ ]  | [ ]  | Click here to enter text. |
| **Purlin**, tile batten, size, span, centres, fixings, treatment  | [ ]  | [ ]  | [ ]  | Click here to enter text. |
| **Ceiling /Rondo battens** Size, span, centres, fixings, ceiling lining | [ ]  | [ ]  | [ ]  | Click here to enter text. |
| **Suspended ceilings** (seismic restraint and PS1) and **ceiling lining** - type, thickness, fixing  | [ ]  | [ ]  | [ ]  | 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. |

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| C1- C6 PROTECTION FROM FIRE  |
| **Alterations to an existing building or change of use** [Section 112](http://legislation.govt.nz/act/public/2004/0072/141.0/DLM306875.html) or [Section 115](http://legislation.govt.nz/act/public/2004/0072/141.0/DLM306878.html) Means of Escape assessment - alterations/additions/change use (not a first fit out of a new building)[MBIE Building Score Methodology](https://www.building.govt.nz/building-code-compliance/c-protection-from-fire/c-clauses-c1-c6/means-of-escape/our-recommended-approach/) to establish level of information to be provided to review relevant fire design requirements**.** |
|
| **Section 112** **applies** **(Alteration to an existing building)** *Parts 1, 2, 3 and 4 of the below checklist apply*  |
| **Section 115 applies** **(Change of Use)** *Parts 1, 2, 3, 4 and 5 of the below checklist apply*  |
| **Section 116A applies (Subdivision)** *Means of escape from fire and protection of other property*  |
| **Part 1: General** | [ ]  **N/A** | **COUNCIL USE ONLY** |
| **Yes** | **N/A** | **RFI** | **Reasons for Decisions / Comments** |
| Reference pages and provide comments | **Alteration to an existing building or Change of use assessment provided** | [ ]  | [ ]  | [ ]  | Click here to enter text. |
| Scope of **risk group** and **Primary risk group** *(if more than one)* | [ ]  | [ ]  | [ ]  | Click here to enter text. |
| **Occupant densities** and **occupant load**  | [ ]  | [ ]  | [ ]  | Click here to enter text. |
| **Fire Engineering Brief (FEB)** provided where C/VM2 or Alternative Solution used for means of compliance with stakeholder sign off | [ ]  | [ ]  | [ ]  | Click here to enter text. |
| **PS2 provided when:*** C/VM2 is used as means of compliance or;
* Alternative solutions provided to buildings listed in Section 75(1) Fire and Emergency New Zealand Act
 | [ ]  | [ ]  | [ ]  | Click here to enter text. |
| **Part 2: Firecells, fire safety systems and fire resistance ratings** | [ ]  **N/A** | **COUNCIL USE ONLY** |
| **Yes** | **N/A** | **RFI** | **Reasons for Decisions / Comments** |
| Reference pages and provide comments | **Firecell floor area limit**  | [ ]  | [ ]  | [ ]  | Click here to enter text. |
| **Fire safety systems** **Type 9, 15, 18 system** required | [ ]  | [ ]  | [ ]  | Click here to enter text. |
| **Fire resistance ratings** (life rating/property rating) | [ ]  | [ ]  | [ ]  | Click here to enter text. |
| **Part 3: Means of Escape** | [ ]  **N/A** | **COUNCIL USE ONLY** |
| **Yes** | **N/A** | **RFI** | **Reasons for Decisions / Comments** |
| Reference pages and provide comments | **Escape routes**: number*,* height and width, length | [ ]  | [ ]  | [ ]  | Click here to enter text. |
| **Escape from basements**  | [ ]  | [ ]  | [ ]  | Click here to enter text. |
| **Open paths** / **Special cases of open paths** | [ ]  | [ ]  | [ ]  | Click here to enter text. |
| **Dead ends**  | [ ]  | [ ]  | [ ]  | Click here to enter text. |
| **Exitways** / **Control of exitway activities**  | [ ]  | [ ]  | [ ]  | Click here to enter text. |
| **External escape routes**  | [ ]  | [ ]  | [ ]  | Click here to enter text. |
| **Final exits** (CA, WB, VP) | [ ]  | [ ]  | [ ]  | Click here to enter text. |
| **Single escape routes**  | [ ]  | [ ]  | [ ]  | Click here to enter text. |
| **Special conditions for safe paths** (SM) | [ ]  | [ ]  | [ ]  | Click here to enter text. |
| **Doors subdividing escape routes** (door features, fixings, direction, vision panel, hold open devices)**Panic fastenings** (CA)  | [ ]  | [ ]  | [ ]  | Click here to enter text. |
| **Part 4: Control of Internal Fire & Smoke spread** | [ ]  **N/A** | **COUNCIL USE ONLY** |
| **Yes** | **N/A** | **RFI** | **Reasons for Decisions / Comments** |
| Reference pages and provide comments | **Firecells** (VP) | [ ]  | [ ]  | [ ]  | Click here to enter text. |
| **Glazing** in fire and smoke separations  | [ ]  | [ ]  | [ ]  | Click here to enter text. |
| **Structural stability during fire** (Structural engineer) | [ ]  | [ ]  | [ ]  | Click here to enter text. |
| **Fire stopping / firecell construction**  | [ ]  | [ ]  | [ ]  | Click here to enter text. |
| **Special requirements for sleeping areas** (SM, SI)  | [ ]  | [ ]  | [ ]  | Click here to enter text. |
| **Specific requirements for theatres, exhibitions and retail areas** (CA, WB, WS)**Tiered seating** (CA) | [ ]  | [ ]  | [ ]  | Click here to enter text. |
| **Exitways** (CA, WB, WS, VP) | [ ]  | [ ]  | [ ]  | Click here to enter text. |
| **Intermittent activities**  | [ ]  | [ ]  | [ ]  | Click here to enter text. |
| **Protected shafts**  | [ ]  | [ ]  | [ ]  | Click here to enter text. |
| **Long corridor subdivision**  | [ ]  | [ ]  | [ ]  | Click here to enter text. |
| **Floors**: intermediate, subfloor and **concealed spaces** (floors/walls/roof/ceiling space) | [ ]  | [ ]  | [ ]  | Click here to enter text. |
| **Closures in fire and smoke separations**  | [ ]  | [ ]  | [ ]  | Click here to enter text. |
| **Interior surface finishes**, floor covering and suspended fabrics  | [ ]  | [ ]  | [ ]  | Click here to enter text. |
| **Building services plant** (Type 9) | [ ]  | [ ]  | [ ]  | Click here to enter text. |
| [ ]  **N/A** | **Part 5: Control of External Fire Spread** | [ ]  **N/A** | **COUNCIL USE ONLY** |
| **Yes** | **N/A** | **RFI** | **Reasons for Decisions / Comments** |
| Reference pages and provide comments | **Relevant boundary** (actual or notional) **distance** measured from cladding not foundation | [ ]  | [ ]  | [ ]  | Click here to enter text. |
| **Fire separation** for building with more than on title (subdivided)  | [ ]  | [ ]  | [ ]  | Click here to enter text. |
| **External walls**: Horizontal fire spread, fire resistance rating, small openings and fire resisting glazing and table method for external walls | [ ]  | [ ]  | [ ]  | Click here to enter text. |
| **Horizontal fire spread** from roofs and open sided buildings  | [ ]  | [ ]  | [ ]  | Click here to enter text. |
| **Vertical fire spread**  | [ ]  | [ ]  | [ ]  | Click here to enter text. |
| **Exterior cladding systems**  | [ ]  | [ ]  | [ ]  | Click here to enter text. |
| [ ]  **N/A** | **Part 6: Firefighting** | [ ]  **N/A** | **COUNCIL USE ONLY** |
| **Yes** | **N/A** | **RFI** | **Reasons for Decisions / Comments** |
| Reference pages and provide comments | **Fire and Emergency vehicular access**  | [ ]  | [ ]  | [ ]  | Click here to enter text. |
| **Information for firefighters** Control panel location approval from FENZ provided with application *(only required where multiple zones and multiple entrances)* | [ ]  | [ ]  | [ ]  | Click here to enter text. |
| **Firefighting facilities**  | [ ]  | [ ]  | [ ]  | Click here to enter text. |
| [ ]  **N/A** | **Part 7: Prevention of Fire Occurring** | [ ]  **N/A** | **COUNCIL USE ONLY** |
| **Yes** | **N/A** | **RFI** | **Reasons for Decisions / Comments** |
| Reference pages and provide comments | **Fireplaces**: * Solid fuel appliances
* Gas burner
* Oil fire
* Open fire ­
 | [ ]  | [ ]  | [ ]  | Click here to enter text. |

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| D ACCESS |
| [ ]  **N/A** | **D1 Access Routes (Internal and External)** | [ ]  **N/A** | **COUNCIL USE ONLY** |
| **Yes** | **N/A** | **RFI** | **Reasons for Decisions / Comments** |
| Reference pages and provide comments | **Alteration to an existing building or Change of use assessment provided** (where [Section 118](http://legislation.govt.nz/act/public/2004/0072/141.0/DLM306890.html) applies) | [ ]  | [ ]  | [ ]  | Click here to enter text. |
| **Accessible route(s)**: principal entrance, location, slope, change in levels, height clearances, obstructions  | [ ]  | [ ]  | [ ]  | Click here to enter text. |
| **Access Routes**: slip resistance, width and protection from falling  | [ ]  | [ ]  | [ ]  | Click here to enter text. |
| **Lift required** *(D1.3.4(c) or NZS4121)*Occupancy based on *para.* *1.4 or para. 3.1 C/VM2*(Also determinations: [1995/008](https://www.building.govt.nz/assets/Uploads/resolving-problems/determinations/1995/1995-008.pdf); [2003/05](https://www.building.govt.nz/assets/Uploads/resolving-problems/determinations/2003/2003-05.pdf); [2005/49](https://www.building.govt.nz/assets/Uploads/resolving-problems/determinations/2005/2005-49.pdf); [2006/73](https://www.building.govt.nz/assets/Uploads/resolving-problems/determinations/2006/2006-73.pdf), [2017/084](https://www.building.govt.nz/assets/Uploads/2017-084.pdf)) | [ ]  | [ ]  | [ ]  | Click here to enter text. |
| **Ramps**: slope, slip resistance, width, landings, kerb ramps, handrails details  | [ ]  | [ ]  | [ ]  | Click here to enter text. |
| **Stairways**: Pitch, risers and treads, width, landings, curved and spiral stairways, stair winders and visibility of stair treads, handrail details | [ ]  | [ ]  | [ ]  | Click here to enter text. |
| **Fixed ladders**: general, step-type ladders, rung-type ladders and individual run-type ladders  | [ ]  | [ ]  | [ ]  | Click here to enter text. |
| **Door** and **Openings**  | [ ]  | [ ]  | [ ]  | Click here to enter text. |
| **Places of assembly**  | [ ]  | [ ]  | [ ]  | Click here to enter text. |
| **Accessible accommodation units of communal residential buildings**: number of units and facilities to be provided  | [ ]  | [ ]  | [ ]  | Click here to enter text. |
| **Movement of vehicles** carparking areas and circulation routes (including assessment of accessible carparks) | [ ]  | [ ]  | [ ]  | Click here to enter text. |
| **Other Acceptable Solutions**: AS1657 - stairs, ladders, platforms and walkways for services and maintenance personnel  | [ ]  | [ ]  | [ ]  | Click here to enter text. |
| [ ]  **N/A** | **D2 Mechanical Installations for Access** | [ ]  **N/A** | **COUNCIL USE ONLY** |
| **Yes** | **N/A** | **RFI** | **Reasons for Decisions / Comments** |
| Reference pages and provide comments | **Alteration to an existing building or Change of use assessment provided** (where [Section 118](http://legislation.govt.nz/act/public/2004/0072/141.0/DLM306890.html) applies) | [ ]  | [ ]  | [ ]  | Click here to enter text. |
| **Design calculations, specifications, plans, PS1/CodeMark certificate** provided*D2/AS1 (NZS4332 or EN81-20), D2/AS2 (NZS4334), D2/AS3 (EN115)*  | [ ]  | [ ]  | [ ]  | Click here to enter text. |
| **Accessible features detailed for lift**: controls panel, lift indicators, car size, door size, handrails and space in front. *NZS4212 (Section 9), Appendix C NZS4121 (Design for access and mobility – Alterations to Buildings) or NZS4334* | [ ]  | [ ]  | [ ]  | Click here to enter text. |

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| 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 layout plan:** size and gradient, access (rodding/inspection points), **connection to council** lateral checked and aligns with PIM/PIC or QMaps, **onsite stormwater** **Strip drain/channel drain**: connection into stormwater with silt trap or similar prior **Access for maintenance** (rodding points/inspection points etc.) | [ ]  | [ ]  | [ ]  | Click here to enter text. |
| **Stormwater run-off** (sumps, catchment area, soakage, pump, pump capacity) **Finished floor level** of suspended floors or slabs checked in relation to surrounding land and road crown  | [ ]  | [ ]  | [ ]  | Click here to enter text. |
| **Downpipes**, **external & internal gutter size**, **distribution, spreaders** (to lower roof) | [ ]  | [ ]  | [ ]  | Click here to enter text. |
| [ ]  **N/A** | **E2 External Moisture: Roof Claddings** | [ ]  **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**Reclad/repair:** check whether durability has failed for existing cladding/building elements. | [ ]  | [ ]  | [ ]  | Click here to enter text. |
| **Roof underlay:** type with product specification provided  | [ ]  | [ ]  | [ ]  | 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  | [ ]  | [ ]  | [ ]  | Click here to enter text. |
| **Metal roof penetrations**: small pipes (terminal vent/roof ventilation), soaker flashings (flue or similar), skylights, chimneys (cricket/apron flashings)  | [ ]  | [ ]  | [ ]  | Click here to enter text. |
| **Membrane roof**: thickness, substrate, support, rainwater head/scupper/overflow, details: eaves/verge, internal gutters, apron, penetrations/ventilation **Membrane deck**: thickness, fall, substrate, support, drainage, junction to wall, verge/eave and rainwater head/scupper/overflow, penetrations/ventilation  | [ ]  | [ ]  | [ ]  | Click here to enter text. |
| **Parapets / enclosed barriers**: slope, framing, capping material, drainage, junctions with wall or roof cladding  | [ ]  | [ ]  | [ ]  | 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 | **Façade PS2 provided where:** * E2/VM1 or E2/VM2 and;
* Greater than 10 m in height and;
* Contains more than 10 household/accommodation units
 | [ ]  | [ ]  | [ ]  | Click here to enter text. |
| **Wall cladding type(s)**: suitable for risk score, compatibility of materials, product specifications provided, stud & dwang spacing matches cladding system requirements **Drained cavity**: batten size, horizontal/vertical battens, treatment, vermin proof, closed off to roof, fire rated cavity battens **Reclad/repair:** check whether durability has failed for existing cladding/building elements. | [ ]  | [ ]  | [ ]  | 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) **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, compatibility, strapping  | [ ]  | [ ]  | [ ]  | Click here to enter text. |
| **Wall junction details**: external/internal corners, change of cladding junction, control joints | [ ]  | [ ]  | [ ]  | Click here to enter text. |
| **Bottom of cladding**: detail and clearances to ground, deck threshold, deck to cladding, enclosed balustrade cladding clearance to deck  | [ ]  | [ ]  | [ ]  | 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 details**: head, sill and jamb, rebate  | [ ]  | [ ]  | [ ]  | Click here to enter text. |
| **Penetrations**: structures attached to dwelling (pergola), pipes/services, meterbox/gas califont and inter storey junctions  | [ ]  | [ ]  | [ ]  | 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** walls / ceiling; **thermal break** for steel framing*Applies to Communal residential only*  | [ ]  | [ ]  | [ ]  | Click here to enter text. |
| **Condensation control** *Applies to Communal residential only (single glazed windows)* | [ ]  | [ ]  | [ ]  | Click here to enter text. |
| **Waterproofing** (type): overflow/ containment provision (other property), floor wastes | [ ]  | [ ]  | [ ]  | Click here to enter text. |
| **Watersplash:** Showers, urinals, baths – impervious surfaces walls and floors and junction details provided  | [ ]  | [ ]  | [ ]  | Click here to enter text. |
| **Vapour barrier to roof / wall cavity spaces** in high humidity rooms such as indoor pools or saunas | [ ]  | [ ]  | [ ]  | Click here to enter text. |

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| F Safety of Users |
| [ ]  **N/A** | **F1 Hazardous Agents on Site** | [ ]  **N/A** | **COUNCIL USE ONLY** |
| **Yes** | **N/A** | **RFI** | **Reasons for Decisions/ Comments** |
| Reference pages and provide comments | **Contamination** PIM/PIC information reviewed. Check whether remediated through subdivision consent. | [ ]  | [ ]  | [ ]  | Click here to enter text. |
| **Site investigation report and assessment** F1/VM1 and **remedial actions** provided (detailed) | [ ]  | [ ]  | [ ]  | Click here to enter text. |
| **Hazard to building elements** (preventative measures detailed)  | [ ]  | [ ]  | [ ]  | 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 (i.e. shown on elevations or window/door schedule provided) | [ ]  | [ ]  | [ ]  | Click here to enter text. |
| **Manifestation** to full height glazing - unimpeded path of travel  | [ ]  | [ ]  | [ ]  | 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/ |
| [ ]  **N/A** | **F3 Hazardous Substances and processes** | [ ]  **N/A** | **COUNCIL USE ONLY** |
| **Yes** | **N/A** | **RFI** | **Reasons for Decisions/ Comments** |
| Reference pages and provide comments | **Location test certificate or exempt laboratory** with PS1 provided | [ ]  | [ ]  | [ ]  | Click here to enter text. |
| **X-ray, radioactive equipment** | [ ]  | [ ]  | [ ]  | Click here to enter text. |
| ***Note: Hazardous Substances regulated and enforced by WORKSAFE*** |
| [ ]  **N/A** | **F4 Safety from Falling** | [ ]  **N/A** | **COUNCIL USE ONLY** |
| **Yes** | **N/A** | **RFI** | **Reasons for Decisions/ Comments** |
| Reference pages and provide comments | Barrier located in spaces **frequented by children under 6 years old** or Barrier located in spaces **NOT frequented by children under 6 years old** | [ ]  | [ ]  | [ ]  | Click here to enter text. |
| **Barriers** **to stairs, ramps and other location** (height, top / bottom rails, spacing and openings) (areas) *(para. 1.2 & Table 1)* | [ ]  | [ ]  | [ ]  | Click here to enter text. |
| **Fixed seating** to decks *(para. 1.2.4)*  | [ ]  | [ ]  | [ ]  | Click here to enter text. |
| **Barriers or restrictors to window openings** *(para. 2.0)* | [ ]  | [ ]  | [ ]  | Click here to enter text. |
| **Roofs** area with permanent access to have barriers  | [ ]  | [ ]  | [ ]  | Click here to enter text. |
| [ ]  **N/A** | **F5 Construction and Demolition Hazards** | [ ]  **N/A** | **COUNCIL USE ONLY** |
| **Yes** | **N/A** | **RFI** | **Reasons for Decisions/ Comments** |
| Reference pages and provide comments | **Work site barriers** (site fences and hoardings) *(para. 1.0 & 1.1)*, **water hazards fences** *(para. 1.2) or* **gantries** and **toeboards** *(para. 1.4)* | [ ]  | [ ]  | [ ]  | Click here to enter text. |
| [ ]  **N/A** | **F6 Visibility in Escape Routes** | [ ]  **N/A** | **COUNCIL USE ONLY** |
| **Yes** | **N/A** | **RFI** | **Reasons for Decisions/ Comments** |
| Reference pages and provide comments | **Alteration to an existing building or Change of use assessment provided**  | [ ]  | [ ]  | [ ]  | Click here to enter text. |
| **Emergency lighting** plan provided: location, illuminance, duration and **PS1** provided in relation to emergency lighting design | [ ]  | [ ]  | [ ]  | Click here to enter text. |
| [ ]  **N/A** | **F7 Warning Systems** | [ ]  **N/A** | **COUNCIL USE ONLY** |
| **Yes** | **N/A** | **RFI** | **Reasons for Decisions/ Comments** |
| Reference pages and provide comments | **Alteration to an existing building or Change of use assessment provided** (where [Section 118](http://legislation.govt.nz/act/public/2004/0072/141.0/DLM306890.html) applies) | [ ]  | [ ]  | [ ]  | Click here to enter text. |
| **Manual and automatic fire alarm systems** – type specified (Type 2, 3, 4, 5, 6, 7). **Location** shown on plan (heat/smoke detectors, manual call points, fire alarm panel, hold open device for doors, smoke extract) | [ ]  | [ ]  | [ ]  | Click here to enter text. |
| Is **direct connection** between the alarm system and **FENZ** needed and specified? | [ ]  | [ ]  | [ ]  | Click here to enter text. |
| [ ]  **N/A** | **F8 Signs** | [ ]  **N/A** | **COUNCIL USE ONLY** |
| **Yes** | **N/A** | **RFI** | **Reasons for Decisions/ Comments** |
| Reference pages and provide comments | **Alteration to an existing building or Change of use assessment provided** (where [Section 118](http://legislation.govt.nz/act/public/2004/0072/141.0/DLM306890.html) applies) | [ ]  | [ ]  | [ ]  | Click here to enter text. |
| **Exit and Fire Signage**: Exit signs, call points, fire and smoke doors. Visible at all times - illumination (type) | [ ]  | [ ]  | [ ]  | Click here to enter text. |
| **Accessibility Signage:** for accessible route and facilities (car parks, entrance, route, services), assistive listening system | [ ]  | [ ]  | [ ]  | Click here to enter text. |
| **Hazard Signage:** hazardous substances and processes (HSNO CoP2.1 09-04) electrical, lifts, machine rooms, escalators/moving walks, water supplies | [ ]  | [ ]  | [ ]  | Click here to enter text. |

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| 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 | **Alteration to an existing building or Change of use assessment provided** (where [Section 118](http://legislation.govt.nz/act/public/2004/0072/141.0/DLM306890.html) applies) | [ ]  | [ ]  | [ ]  | Click here to enter text. |
| **Number** of WC pans, basins, urinals, baths and showers (single sex/unisex)*Refer to fire report occupancy number of occupancy number in relation to facilities required or Table 4.* | [ ]  | [ ]  | [ ]  | Click here to enter text. |
| **All bathroom facilities:** locationlayout, space, unisex, basins, showers, line of sight, cubicles, lobbies**Accessible facilities**: access/location, number, layout | [ ]  | [ ]  | [ ]  | Click here to enter text. |
| **Location of sanitary fixtures**: space, access to food prep area work, basin communal | [ ]  | [ ]  | [ ]  | 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 | **Alteration to an existing building or Change of use assessment provided** (where [Section 118](http://legislation.govt.nz/act/public/2004/0072/141.0/DLM306890.html) applies) | [ ]  | [ ]  | [ ]  | Click here to enter text. |
| **Laundering facilities**: service connections, minimum space, number of facilities, accessible facilities*(camp grounds)* | [ ]  | [ ]  | [ ]  | 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 | **Alteration to an existing building or Change of use assessment provided** (where [Section 118](http://legislation.govt.nz/act/public/2004/0072/141.0/DLM306890.html) applies) | [ ]  | [ ]  | [ ]  | Click here to enter text. |
| **Domestic Appliances and Facilities:** sink, cooker, food storage, energy source, space and wall linings (*housing, work camps, old people’s homes and early childhood centres)* | [ ]  | [ ]  | [ ]  | Click here to enter text. |
| **Accessible preparation area** provided where required *(camp grounds and accessible accommodation units in communal residential buildings)* | [ ]  | [ ]  | [ ]  | Click here to enter text. |
| **Commercial and Industrial facilities**: interior linings for food processing and other areas, wash down areas | [ ]  | [ ]  | [ ]  | 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 | **Natural ventilation:** accommodation unitsand carparks (apartments, hotels, motels) | [ ]  | [ ]  | [ ]  | Click here to enter text. |
| **Combined** natural ventilation and mechanical ventilation (accommodation units)  | [ ]  | [ ]  | [ ]  | Click here to enter text. |
| **Mechanical ventilation:** outdoor air supply, air-handling systems, extract ventilation etc. car park ventilation, PS1 provided for design | [ ]  | [ ]  | [ ]  | Click here to enter text. |
| Ventilation of spaces containing **gas fuel appliances:** natural/mechanical ventilation, flue construction | [ ]  | [ ]  | [ ]  | Click here to enter text. |
| [ ]  **N/A** | **G5 Interior Environment** | [ ]  **N/A** | **COUNCIL USE ONLY** |
| **Yes** | **N/A** | **RFI** | **Reasons for Decisions/ Comments** |
| Reference pages and provide comments | **Alteration to an existing building or Change of use assessment provided** (where [Section 118](http://legislation.govt.nz/act/public/2004/0072/141.0/DLM306890.html) applies) | [ ]  | [ ]  | [ ]  | Click here to enter text. |
| **Accessible reception counters or desks** (G5.3.4 – communal residential, communal non-residential and commercial buildings) | [ ]  | [ ]  | [ ]  | Click here to enter text. |
| **Temperature control details**: habitable spaces, bathrooms and recreation rooms applies to early childhood centres and old people’s homes | [ ]  | [ ]  | [ ]  | Click here to enter text. |
| **Space**: Living, dining and sleeping areas in old people’s home | [ ]  | [ ]  | [ ]  | Click here to enter text. |
| **Listening systems** and hearing loops in cinemas, theatres, public halls and communal non-residential with **>250 people,** assembly spaces inold people’s homes with **>20 people** | [ ]  | [ ]  | [ ]  | Click here to enter text. |
| [ ]  **N/A** | **G6 Airborne and Impact Sound** | [ ]  **N/A** | **COUNCIL USE ONLY** |
| **Yes** | **N/A** | **RFI** | **Reasons for Decisions/ Comments** |
| Reference pages and provide comments | **STC and IIC ratings** for building elements which are common between occupancies or common spaces to the habitable spaces of the household units**Construction details** and/or system specifications. | [ ]  | [ ]  | [ ]  | 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 | **General:** scope (AS1, AS2, VM1)*(applies to housing, old people’s homes and early childhood centres)* | [ ]  | [ ]  | [ ]  | Click here to enter text. |
| **Illuminance**  | [ ]  | [ ]  | [ ]  | Click here to enter text. |
| **Awareness of the Outside Environment**  | [ ]  | [ ]  | [ ]  | Click here to enter text. |
| [ ]  **N/A** | **G8 Artificial Light** | [ ]  **N/A** | **COUNCIL USE ONLY** |
| **Yes** | **N/A** | **RFI** | **Reasons for Decisions/ Comments** |
| Reference pages and provide comments | **Artificial lighting locations**: all exitways, access routes and common spaces (see G8.2 for limitations) **Illuminance**: minimum 20 lux min at floor level or NZS 6703 Section 11 | [ ]  | [ ]  | [ ]  | Click here to enter text. |
| [ ]  **N/A** | **G9 Electricity** | [ ]  **N/A** | **COUNCIL USE ONLY** |
| **Yes** | **N/A** | **RFI** | **Reasons for Decisions/ Comments** |
| Reference pages and provide comments | **Alteration to an existing building or Change of use assessment provided** (where [Section 118](http://legislation.govt.nz/act/public/2004/0072/141.0/DLM306890.html) applies) | [ ]  | [ ]  | [ ]  | Click here to enter text. |
| **Accessible light switches and plug sockets**: details and locations provided for buildings intended for **use by persons with disabilities** and **accessible** **accommodation** | [ ]  | [ ]  | [ ]  | Click here to enter text. |
| **Emergency Power systems**: details provided where required for an essential service, listed on Compliance Schedule application  | [ ]  | [ ]  | [ ]  | Click here to enter text. |
| [ ]  **N/A** | **G10 – G11 Piped Services & Gas as an Energy Source** | [ ]  **N/A** | **COUNCIL USE ONLY** |
| **Yes** | **N/A** | **RFI** | **Reasons for Decisions/ Comments** |
| Reference pages and provide comments | **Specifications provided**: pipework construction, installation etc. | [ ]  | [ ]  | [ ]  | Click here to enter text. |
| **Flues**: location, materials, safety devices, fire dampers, **Automatic Extinguishers, Protection of Supply** and **Gas Meter location** | [ ]  | [ ]  | [ ]  | Click here to enter text. |
| [ ]  **N/A** | **G12 Water Supplies** | [ ]  **N/A** | **COUNCIL USE ONLY** |
| **Yes** | **N/A** | **RFI** | **Reasons for Decisions/ Comments** |
| Reference pages and provide comments | **Alteration to an existing building or Change of use assessment provided** (where [Section 118](http://legislation.govt.nz/act/public/2004/0072/141.0/DLM306890.html) applies) | [ ]  | [ ]  | [ ]  | Click here to enter text. |
| **Supply type**: town, rainwater, bore, other water supply (potable or non-potable) 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. |
| **Protection of Potable Water:** hazard and backflow protection information, listed on Compliance Schedule application | [ ]  | [ ]  | [ ]  | Click here to enter text. |
| **Non-potable Supply:** protection, outlet and pipeline identification | [ ]  | [ ]  | [ ]  | Click here to enter text. |
| **Water supply**: access, support, overflow, HWC / header if tank in roof space  | [ ]  | [ ]  | [ ]  | Click here to enter text. |
| **Hot water supply system**: type (electric, gas, solar), size, schematic, seismic restraint, safe tray, wetback**Safe water temperature**: early childhood centres, schools, old people’s homes, institutions for people with psychiatric or physical disabilities, hospitals (*45 degrees*). All other buildings (*55 degrees*) | [ ]  | [ ]  | [ ]  | 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 length to floor waste gully** **Floor waste gullies** are charged by fixture in same room or tundish | [ ]  | [ ]  | [ ]  | Click here to enter text. |
| **Waste pipe** diameter, length, material and gradients  | [ ]  | [ ]  | [ ]  | Click here to enter text. |
| [ ]  **N/A** | **G13 Foul Water: Stack System** | [ ]  **N/A** | **COUNCIL USE ONLY** |
| **Yes** | **N/A** | **RFI** | **Reasons for Decisions/ Comments** |
| Reference pages and provide comments | **Schematic** provided for any stack system  | [ ]  | [ ]  | [ ]  | Click here to enter text. |
| **Stacks, vents & branches**: size, gradients, lengths provided, exclusion zones shown | [ ]  | [ ]  | [ ]  | Click here to enter text. |
| **Mid floor joists/beam** layout allow passage of stack/branches | [ ]  | [ ]  | [ ]  | 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/application-forms-checksheets-and-guidance#application-forms-qldc) **completed** | [ ]  | [ ]  | [ ]  | Click here to enter text. |
| **Drainage** **plan** showing: main drain, branches, gradients & lengths provided, **venting** details (terminal vent and unvented branch drains) **Access points** (i.e. inspection points, rodding points etc.) **Overflow relief** gullies (ORG)/Gully traps: location and charged | [ ]  | [ ]  | [ ]  | Click here to enter text. |
| **Grease traps:** details and size | [ ]  | [ ]  | [ ]  | Click here to enter text. |
| **Angle of influence**, depth and proximity of drain to building  | [ ]  | [ ]  | [ ]  | Click here to enter text. |
| **Plumbing pipes** not running through **point load pad or slab thickenings** *(cross-check against truss plan or engineering’s drawings)* | [ ]  | [ ]  | [ ]  | Click here to enter text. |
| [ ]  **N/A** | **G14 Industrial Liquid Waste** | [ ]  **N/A** | **COUNCIL USE ONLY** |
| **Yes** | **N/A** | **RFI** | **Reasons for Decisions/ Comments** |
| Reference pages and provide comments | **Security** details provided  | [ ]  | [ ]  | [ ]  | Click here to enter text. |
| **Treatment and disposal**: NUO requirements, discharge with or without pre-treatment to comply with G13/AS2 or G14/VM1  | [ ]  | [ ]  | [ ]  | Click here to enter text. |
| [ ]  **N/A** | **G15 Solid Waste** | [ ]  **N/A** | **COUNCIL USE ONLY** |
| **Yes** | **N/A** | **RFI** | **Reasons for Decisions/ Comments** |
| Reference pages and provide comments | **Capacity of Containers and Storage areas**: 80 litres per dwelling (multi-unit and group dwellings), space, ventilation provided | [ ]  | [ ]  | [ ]  | Click here to enter text. |
| **Carrying distance**: multi-unit and group dwellings, 30 m from chute or storage area  | [ ]  | [ ]  | [ ]  | Click here to enter text. |
| **Solid Waste Storage Areas**: opening windows, water supply, ventilation, mechanical ventilation, access, another acceptable solution NZS 4303 | [ ]  | [ ]  | [ ]  | Click here to enter text. |
| **Solid Waste Chutes:** details provided | [ ]  | [ ]  | [ ]  | Click here to enter text. |

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| H1 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 (VM1/VM2)

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 | [ ]  | [ ]  | [ ]  | Click here to enter text. |
| **Energy efficiency of HVAC systems in commercial buildings (VM3)** | [ ]  | [ ]  | [ ]  | Click here to enter text. |
| **Artificial lighting**: commercial and communal non-residential buildings (over 300 m2) | [ ]  | [ ]  | [ ]  | Click here to enter text. |

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| **Producer Statements** | **COUNCIL USE ONLY** |
| **Yes** | **N/A** | **RFI** | **Reasons for Decisions / Comments** |
| **Producer Statements (PS1s/PS2s)***Site location, work identified, code clauses covered, signed and dated, inspection schedule (if applicable)* | [ ]  | [ ]  | [ ]  | Click here to enter text. |

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| SPECIFIED SYSTEMS |
| [ ]  **N/A** | **Application for Compliance Schedule** | [ ]  **N/A** | **COUNCIL USE ONLY** |
| **Yes** | **N/A** | **RFI** | **Reasons for Decisions/ Comments** |
| Reference pages and provide comments | [**Form 2 (Appendix A)**](https://au.promapp.com/qldc/Documents/Minimode/Permalink?crypto=DRSDNvFQHUwpZAf1hRZuij) Application for Compliance Schedule and specified systems consent documentation reviewed. Sufficient information to establish: * system description
* performance for design and installation
* type and location
* performance for inspection and maintenance standards
* inspection frequency
* reporting, recording and responsibility

*(Typically default means of compliance see* [*IS-SS*](https://www.qldc.govt.nz/services/building-services/application-forms-checksheets-and-guidance#information-sheets-78422)*)* | [ ]  | [ ]  | [ ]  | Click here to enter text. |
| [**Specified System Form(s)**](https://www.qldc.govt.nz/services/building-services/application-forms-checksheets-and-guidance#specified-system-forms) **(SS Form)** for specified system using an alternative of compliance  | [ ]  | [ ]  | [ ]  | Click here to enter text. |
| **Draft compliance schedule** * Master document altered removing systems not associated with the building work.
* New and / or altered specified systems altered (typically red text)
* Move to issued in attachment grid
 | [ ]  | [ ]  | [ ]  | Click here to enter text. |

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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** | **PS4 Producer Statement – Construction Review** | **IS 25 #** | **Yes** | **N/A** | **RFI** | **COUNCIL USE ONLY** |
| [ ]  | Fire Protection  | 37 | [ ]  | [ ]  | [ ]  | Click here to enter text. |
| [ ]  | Engineer  | 26 | [ ]  | [ ]  | [ ]  | Add snip of inspections |
| [ ]  | Façade Engineer  | 10 | [ ]  | [ ]  | [ ]  | Click here to enter text. |
| [ ]  | Other – Click or tap here to enter text. |  | [ ]  | [ ]  | [ ]  | Click here to enter text. |
| **Select as applicable** | **PS3 Producer Statement – Construction**  | **IS 25 #** | **Yes** | **N/A** | **RFI** | **COUNCIL USE ONLY** |
| [ ]  | Membrane (Shower)  | 6 | [ ]  | [ ]  | [ ]  | Click here to enter text. |
| [ ]  | Intumescent coating  | 13 | [ ]  | [ ]  | [ ]  | Click here to enter text. |
| [ ]  | Membrane (Retaining Wall)  | 14 | [ ]  | [ ]  | [ ]  | Click here to enter text. |
| [ ]  | 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. |
| [ ]  | Mechanical Ventilation | 18 | [ ]  | [ ]  | [ ]  | Click here to enter text. |
| [ ]  | Fire Alarm | 19 | [ ]  | [ ]  | [ ]  | Click here to enter text. |
| [ ]  | Sprinkler System | 22 | [ ]  | [ ]  | [ ]  | Click here to enter text. |
| [ ]  | Principle Contractor | 25 | [ ]  | [ ]  | [ ]  | Click here to enter text. |
| [ ]  | Listening System | 28 | [ ]  | [ ]  | [ ]  | Click here to enter text. |
| [ ]  | Lift/People Mover  | 29 | [ ]  | [ ]  | [ ]  | Click here to enter text. |
| [ ]  | Barriers  | 30 | [ ]  | [ ]  | [ ]  | Click here to enter text. |
| [ ]  | Emergency Lighting | 34 | [ ]  | [ ]  | [ ]  | Click here to enter text. |
| [ ]  | Passive Fire Protection | 36 | [ ]  | [ ]  | [ ]  | 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. |
| [ ]  | Fire Safety System Certificate (New) | 20 | [ ]  | [ ]  | [ ]  | Click here to enter text. |
| [ ]  | Sprinkler System (New) | 21 | [ ]  | [ ]  | [ ]  | Click here to enter text. |
| [ ]  | Fire Doors | 23 | [ ]  | [ ]  | [ ]  | Click here to enter text. |
| [ ]  | Acoustic  | 27 | [ ]  | [ ]  | [ ]  | 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. |
| [ ]  | Fire Safety Certificate (Altered/Existing) | 43 | [ ]  | [ ]  | [ ]  | Click here to enter text. |
| [ ]  | Sprinkler System (Altered/Existing) | 44 | [ ]  | [ ]  | [ ]  | 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. |
| Electrical Certification | 39 | [ ]  | [ ]  | Click here to enter text. |

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| **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. |
| Section 113 – Buildings with specified intended lives | 35 | [ ]  | [ ]  | [ ]  | Click here to enter text. |
| Other – Click or tap here to enter text. |  | [ ]  | [ ]  | [ ]  | Click here to enter text. |
| **Advice Notes** | **IS 25 #** | **Yes** | **N/A** | **RFI** | **COUNCIL USE ONLY** |
| Services Demolition | 3 | [ ]  | [ ]  | [ ]  | Click here to enter text. |
| Future Proofing | 12 | [ ]  | [ ]  | [ ]  | Click here to enter text. |
| Domestic Heating appliance | 33 | [ ]  | [ ]  | [ ]  | Click here to enter text. |
| Heritage New Zealand | 38 | [ ]  | [ ]  | [ ]  | Click here to enter text. |
| Certificate of Public Use  | 41 | [ ]  | [ ]  | [ ]  | 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 |
| Specified System Plan | 50 | [ ]  | [ ]  | [ ]  | 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://au.promapp.com/qldc/Documents/Minimode/Permalink?crypto=TuTkSSh9KUc0XOpgGSRPV) *for guidance* |
| [ ]  Pre Construction Meeting | [ ]  Framing and Substrates | [ ]  Tile Membrane |
| [ ]  Foundation and Slab | [ ]  Cladding | [ ]  Pool and Spa Barrier |
| [ ]  Drainage | [ ]  Half High Veneer | [ ]  Specified Systems |
| [ ]  Concrete and Blockwork | [ ]  Pre Lining | [ ]  Certificate of Public Use |
| [ ]  Tanking | [ ]  Post Lining | [ ]  Final |
| **Compliance Schedule** |
| Choose an item. |
| Existing compliance schedule number: Click here to enter text. |

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| COUNCIL USE ONLY- FINAL SIGN OFF  |  |
| **BC NUMBER** Click here to enter text. |
| **TECHONE CHECK** | [ ] Building Category correctIf changed state why: Click here to enter text. | [ ] Classified use correctionIf change 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 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. |