APPLICATION CHECKSHEET

Single Residential Dwelling and Accessory Building

Use for single stand-alone dwellings, dwelling additions and/or alterations, repiles, garages, decks, gazebos, sheds, retaining walls, etc.

Note 1: *Schedule 1 of Building Act 2004, allows for some building work to be exempt from building consent provided certain conditions are met. Even if a consent is not required, all building work must comply with the Building Code.*

Address:

This checksheet shows you the minimum information that has to be supplied for a Single Residential Dwelling and Accessory Building with your building consent application. Please complete each box in the Customer use column as you attach the information. Complete all sections using either a ✓ or **Y** where the information is provided, or a **X** or **N/A** where the information is not applicable to the building work proposed as shown on the key at the bottom of each page.

Customer use		
	1.	**GENERAL** ***COMPLETE FOR ALL APPLICATIONS***
	a.	**Building Consent Application form to be completed online at Online Services (only use B-002 form for hardcopy or amendment applications)** ▪ Completed and signed by the owner or by an agent on behalf of the owner. ▪ Where an application is for a staged building consent, complete fields in Section 4 of the application form along with details of the approval from a council officer. Note: Staged building consent applications to construct or alter a building are required to be approved by Council prior to the first application being lodged. See our Pre-application meeting webpage for more information.
	b.	**Proof of Ownership:** Attached one of the following: ▪ Certificate of Title ▪ Lease ▪ Agreement for sale and purchase ▪ Other document showing full name of legal owner(s) of the building
	c.	**Plans and Details Required** ▪ Locality plan showing physical location of the site in relation to streets or landmarks, north point and lot and DP number. ▪ All details on following pages.
	d.	**Relationship to owner:** You as agent must state the details of the authorisation from the owner to make application on the owner's behalf (e.g. contractual agreement etc). **Please note:** This question **must be** answered before your application for consent can be processed.
	e.	**Application Fee:** Fees payable are set out in the Building Consents Fee Schedule available on our website and will be invoiced on acceptance of the application
	f.	**Certificate of Design Work:** Where the proposed building work includes restricted building work the application for building consent must include a Certificate of Design Work from a licensed building practitioner who is licensed to carry out or supervise design work that is restricted building work. Or, where a owner-builder exemption applies, provide a Statutory Declaration as to Owner-Builder Status form.
	2.	**SITE/LOCATION** ***COMPLETE FOR ALL PROJECTS***
	a.	**Site Plan (1:200) showing:**

Key: ✓ or Y = provided X or N/A = not applicable to job

	▪ Boundary dimensions, north point, legal description, site area. ▪ Known easements, right of ways, waterways, heritage/archaeological information. ▪ Physical location of all existing and proposed buildings in relation to streets and boundaries with building setbacks dimensioned and building areas noted. ▪ Street trees, poles, sumps, communication boxes, traffic islands. ▪ Hill/sloping sites – ground contours, drive gradients, extend of cut and fill, retaining walls. ▪ Vehicle access, crossing location, hard standing, manoeuvre and parking areas. ▪ City Plan requirements – living/service courts, landscape areas (L3, L4 zones), recession plane locations, site coverage %. ▪ Rural sites: Total impervious surface areas including all buildings and hard standing areas.
☐	**b. Levels showing:** ***(NOTE: WHERE INUNDATION OF THE PROPERTY COULD BE AN ISSUE, THE LEVELS AND THE ASSOCIATED BENCHMARK MUST BE IN TERMS OF THE CHRISTCHURCH CITY DATUM OR FOR THE BANKS PENINSULA AREA MEAN SEA LEVEL IN TERMS OF THE LYTTELTON 1937 DATUM.)*** ▪ Existing and proposed site levels and proposed finished floor levels (especially at critical points where required to show City/District Plan compliance). ▪ On hill sites provide a registered surveyor's certificate confirming the existing site levels.

☐	**c. Sediment Control:**
	A sediment control management plan shall be provided where building work may result in disturbance of the ground, including:
	▪ Sediment run-off from the disturbed ground, soil or demolition rubble stockpiles.
	▪ Transfer of sediment/materials off the site by vehicles.
	▪ The following must be clearly indicated on the site plan;
	  ▪ Building footprint
	  ▪ Direction on falls to ground level (site contours or directional arrows)
	  ▪ Drainage control
	  ▪ Sediment fences
	  ▪ Stabilised entry/exit rock pad
	  ▪ Flow control bunds
	  ▪ Soil or demolition rubble stockpiles
	Further guidance information in regard to sediment control management can be obtained for Environment Canterbury (ECan) website esccanterbury.co.nz/sediment-control/

☐	**d. Protection of the Public/Site Management:** Provide details of barriers for the protection of public and for restricting public access to site, details of hoardings and gantries.
	3. DEMOLITION / REMOVAL
☐	**a.** Site plan clearly showing extent of demolition work and identifying termination of services and date of demolition.
	4. SERVICES ***COMPLETE FOR ALL PROJECTS WITH NEW INSTALLATION OR ALTERATION OF PIPED / DUCTED SERVICES, HEATING AND ELECTRICAL OR MECHANICAL SERVICES.***
☐	**a. Plumbing and Drainage Plans (1:100 / 1:200) showing:** ▪ Drainage layout with inspection bends and junctions indicated for both sewer and stormwater. ▪ Nominate the design that the plumbing/drainage system is to be installed to. ▪ Invert levels of any existing drains (if extending). ▪ Any other drainage on site including council mains and retaining wall field drains, stormwater protection (i.e. sumps, washpads, containment, etc). ▪ Fixtures and fittings. ▪ Hotwater system(s) – gas/electric, pressure type, valving, location of HWC, anti-scald device, seismic restraints, etc. ▪ If the building is more than one storey with sanitary fittings on upper floors, provide an isometric layout showing wastes, pipes and falls (or indicate clearly on the floor framing plan). ▪ Downpipe sizes and locations. ▪ Consent from neighbour to construct private drains(Form B-042) ▪ Septic tank and effluent disposal system if no connection the Council services - Onsite effluent disposal design to be provided by a suitably qualified consultant and include confirmation the discharge is a permitted activity. Refer to link for checklist to be provided: canterburymaps.govt.nz/webapps/StoryMapSeries/on_site_domestic_waste_water.html ▪ Method of stormwater disposal if no connection the council services (ECan approval is required in Banks Peninsula area – please provide a copy of this approval). Also supply with your application a completed B-091 Stormwater Disposal Test form.
☐	**b. Use of existing Laterals:** ▪ With much ground settlement having taken place in Christchurch area, accurate levels and gradients of existing in ground pipework is vital. This will usually require site investigation to "pot-hole" the existing lateral.

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	▪ Where it is proposed to use existing laterals verification will required stating existing laterals are still in sound condition and confirming the invert level and grade.
☐	**c. Water Supply:** ▪ Details of source of supply for potable water ▪ Location bore and details of water tanks ▪ Copy of the Certificate of Analysis if connection is not to a town supply
☐	**d. Gas Supply/Appliances:** ▪ Reticulated or bottled? ▪ Gas bottle locations and capacities ▪ Location of gas appliances
☐	**e. Liquid fuel storage:** ▪ Type of fuel (e.g. diesel, home blend, kerosene). ▪ Size and location of the fuel storage tank related to the building and site boundaries. ▪ Details of bund to the tank, e.g. Is the tank self bunded? *Note: The City Plan rules require that the volume of any containment or bund shall be 100% of the maximum volume of the hazardous substances to be stored, used, loaded or unloaded when the site is roofed; or 120% when unroofed.* ▪ Wall openings (windows or doors) and wall cladding material within one metre of the storage tank vicinity should be shown (including neighbouring properties).
☐	**f. Solid/Liquid/Gas Heating:** ▪ For all fuel types of heating appliance provide - make, model, type, details and the manufacturers specification and installation instruction for both the heating appliance and the flue system ▪ For liquid fuel heating appliance also provide the Work Safe New Zealand approval number ▪ For solid fuel heating appliance also provide the Environment Canterbury Clean Air Certification number and if the property is within 'clean air zones' confirm the age of the existing operational solid fuel heating appliance being replaced or a resource consent number from Environment Canterbury
☐	**g. Electrical/Mechanical Plans (1:100 / 1:200) showing:** ▪ Ventilation of sanitary and laundry rooms ▪ Smoke alarm positions ▪ Electrical fixtures and fittings ▪ Down light positions (for Clause H1 purposes)
	5. FOUNDATIONS/FLOOR ***COMPLETE FOR ALL NEW BUILDINGS, BUILDING EXTENSIONS, ADDITIONAL STOREY ADDED OR REPILING***
☐	**a. Geotechnical Investigation (Ground Conditions Report):** The level of geotechnical investigations required to be undertaken will vary according to type of building and where subject property is located. Residential properties within the city have been given one of three technical categories. The Ministry of Business, Innovation & Employment provides guidance information regarding residential technical categories on their website www.building.govt.nz/building-code-compliance/canterbury-rebuild/repairing-and-rebuilding-houses-affected-by-the-canterbury-earthquakes/. Properties in rural areas or beyond the extent of land damage mapping, and properties in the Port Hills and Banks Peninsula have not been given a technical category. **Generally geotechnical investigation shall be as follows:** • **Technical Category 1 (TC1) and Technical Category 2 (TC2):** **Habitable buildings:** Unless being carried out as a specific design by an appropriately qualified geotechnical engineer, shallow subsurface investigations to determine the suitability and bearing capacity of the soil shall be carried out by a soils technician or other suitability qualified person under the guidance of a CPEng qualified engineer following the procedure as generally outlined in NZS 3604:2011, with the following exceptions: ▪ While the prescribed depth of investigation of 2 metres is typically acceptable, it is recommended that 50mm diameter boreholes for the examination of soil materials extend further, to between 3m and 4m below ground level. Significant areas of Canterbury are underlain with organic peat deposits and it is important to check for the presence of these materials. ▪ "Soft or very soft peat" in the defined exclusions from 'good ground' is to be replaced with "peat' in the list of unacceptable materials. ▪ For foundation options 1-4 in Section 5 of the MBIE guidance document 'Repairing and rebuilding houses affected by the Canterbury earthquakes' to be used requires the geotechnical investigations to achieve Scala blows per 100mm of a minimum 2 blows (i.e. 50mm per blow) for ground deemed to have 200 kPa geotechnical ultimate bearing capacity. For other foundation types 300 kPa will need to be confirmed in accordance with NZS 3604:2011. **Uninhabited detached buildings that are not constructed as an integral part of a house (eg garage structures and outbuildings):** Shallow subsurface investigations to determine the suitability and bearing capacity of the soil shall be carried out by a soils technician or other suitability qualified person procedure as generally outlined in NZS 3604:2011.

	• **Technical Category 3 (TC3):** **Habitable buildings:** The scope of a deep geotechnical investigation must be determined by the geotechnical professional responsible for giving advice on the property in question. The geotechnical professional must be either a CPEng geotechnical engineer or a PEngGeol engineering geologist with suitable relevant training and experience in foundation investigations and liquefaction assessment. Refer to section 3.4.2 of the MBIE guidance document 'Repairing and rebuilding houses affected by the Canterbury earthquakes' for guidance on the type of geotechnical investigation required for these buildings. **Uninhabited detached buildings that are not constructed as an integral part of a house (eg garage structure and outbuildings):** Shallow subsurface investigations to determine the suitability and bearing capacity of the soil shall be carried out by a soils technician or other suitability qualified person procedure as generally outlined in NZS 3604:2011. (see section 11.3 of the MBIE guidance document 'Repairing and rebuilding houses affected by the Canterbury earthquakes' for guidance. • **Properties in rural areas or beyond the extent of land damage mapping, and properties in the Port Hills and Banks Peninsula:** **Habitable buildings:** Applications for building consent approval are subject to investigation by geotechnical engineers or engineering geologists to assess risk and provide development and mitigation advice as necessary. A report (and if necessary a foundation and drainage support design) will be required to support an application for building consent. **Uninhabited detached buildings that are not constructed as an integral part of a house (eg garage structures and outbuildings):** Shallow subsurface investigations to determine the suitability and bearing capacity of the soil shall be carried out by a soils technician or other suitability qualified person procedure as generally outlined in NZS 3604:2011.
☐	**b. Foundation Plan (1:100/1:50) showing:** ▪ Provide subfloor bracing plan and calculations for all piled structures. Where the structure is specifically engineered, this should be included with the producer statement ▪ Dimensions of all new foundations ▪ If a concrete slab, show basic details including reinforcing, slab thickenings, shrinkage control joints and free joints where necessary ▪ For timber floors show pile, bearer and joist layout ▪ If the addition is an upper storey show details on upgrading existing foundations, joints, piles, etc ▪ Indicate ventilation to sub floor spaces ▪ Subfloor bracing plan and calculations are required where an additional storey is to be added.
☐	**c. Foundation details showing:** ▪ Details including reinforcing and connections ▪ DPM ▪ Slab insulation details ▪ Ground level clearances
	6. CONSTRUCTION ***COMPLETE FOR ALL NEW STRUCTURES OR ALTERATIONS TO EXISTING STRUCTURES***
☐	**a. Existing Floor Plan (1:100/1:50) showing: (for additions and alterations only)** ▪ All levels ▪ All designated spaces ▪ All removals/demolitions ▪ Sanitary fixtures ▪ Heating appliances ▪ Smoke detectors
☐	**b. Proposed Floor Plans (1:100/1:50) showing:** ▪ Room dimensions ▪ Location of partitions ▪ All designated spaces ▪ All floors (new or altered) ▪ Location of sanitary fixtures ▪ Stairs, barriers, handrails and beams ▪ Floor joist layout for each level with timber floors ▪ Heating appliances ▪ Smoke detectors

	c. Proposed Floor Framing Plan (1:100) showing: (for upper floors only) ▪ Direction, size and centres of joists ▪ Location of doubled joists, boundary joists, main blocking ▪ Location of walls or any specific design beams supporting floor joists. ▪ Sanitary plumbing pipe layouts, including pipe diameters and gradients and details of any pipe penetrations through joists
	d. Bracing Plans (1:100/1:50) showing: Location, type and number of bracing elements to indicate compliance with clause B1 of the Building Code for walls, roofs, chimneys, sub-floors, and for decks projecting more than 2m from the house.
	e. Bracing Details: ▪ Provide bracing calculations, including sub-floor. (Also required for existing lower storeys where an additional storey is being added.) ▪ If the bracing is specifically designed by a structural engineer, provide the engineer's calculations and PS1 (required for specific design wind zones and where bracing is outside of the scope of NZS 3604).
	f. Sections (1:50/ 1:20/ 1:25) showing: ▪ Sufficient in number to show all changes in building form/shape ▪ Basic construction of all floors, walls and roof ▪ Stairs (internal and external), and decks/terraces and barriers providing safety from falling ▪ Framing sizes, beams, lintels, trusses and other structural items. (Lintels carrying point loads require specific engineering design) ▪ Timber species, grade, and treatment ▪ Roof cladding, eaves, fascia, gutters ▪ Stud heights of rooms and total building height ▪ Insulation indicated, showing conditioned and unconditional spaces (garage, etc)
	g. Construction Details (1:10/ 1:5): ▪ Floor/wall/roof junctions including flashings and fixing details ▪ Details of fixings of timber framing to steel work ▪ Window/door installation (including roof lights) and flashings and sill supports systems ▪ Cladding penetrations ▪ Deck, balcony, balustrades and barrier construction. ▪ Fire rated construction details (for all walls within 1.0m of a boundary and walls between attached units) including eaves and veneer cavities ▪ Fire rated construction where eaves (including spouting or guttering) are within 650mm of the boundary ▪ Stair construction and handrails ▪ Internal gutters and rain water outlets ▪ Retaining walls, and associated subsoil drainage system
	h. Truss Design: ▪ Design certificate and truss layout plan from the truss manufacturer ▪ Fixing and bracing details and load path to ground ▪ Specific design for lintels where required - include design calculations. ▪ Specific design slab thickenings where required
	i. Energy Efficiency (Insulation): ▪ Method of compliance detailed (Schedule, Calculation, Modelling, ALF) • Schedule method: Summary required • Calculation or Modelling Method: Provide all calculations • ALF: Provide print-out ▪ All insulation specified, including glazing ▪ Position and type of downlights
	j. Alternative Solutions: If the proposal building uses products, systems or methods that are not covered in the Cited Standards or Acceptable Solutions of the Building Code, provide supporting current information including appraisal certificates, independent test results (full signed reports), case studies, expert opinion (including evidence of experience/qualification, basis for forming opinion, and statement of independence), etc, to demonstrate compliance.
	7. STRUCTURAL ***COMPLETE FOR ALL PROJECTS INCORPORATING SPECIFIC STRUCTURAL DESIGN***
	a. Structural Drawings: If any design work requires the services of a structural engineer, include a copy of the structural documents, if not shown on the architectural drawings. These must be consistent with the architectural drawings.

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	b. Producer Statements: If this application for consent relies on any producer statements certifying compliance with the NZ Building Code. These must include: ▪ An accurate reference to all work covered. ▪ The qualifications of the person issuing the statement to verify that they have the necessary expertise to issue the statement. ▪ Details of the inspections that will be carried out by third parties.
	c. Structural Calculations: Structural calculations are to be supplied with the Producer Statements. A design features report should be supplied to assist processing of the application.
	8. EXTERNAL ***COMPLETE FOR NEW BUILDINGS OR EXISTING BUILDINGS WITH ALTERATIONS TO THE EXTERNAL SHELL***
	a. Elevations (1:100/1:50) showing: ▪ Existing and proposed ground lines ▪ District Plan recession planes and maximum height ▪ Location and size of door and window openings including fixed and opening sashes ▪ Safety glazing ▪ Finished floor levels ▪ All exterior cladding(s), construction joints, cladding junctions, shelf angle sizes and locations. ▪ Location and size of sill supports ▪ RWH, down pipes and spouting ▪ Ventilators to sub-floor area (suspended floors only)
	b. Roof plan (1:100/1:50) for multiple level or multiple cladding type roofs showing: ▪ Roof layout ▪ Material used and pitches ▪ Penetration locations ▪ Internal gutter locations, direction and degree of fall ▪ Gutter outfall and overflow locations
	c. Risk Assessment (for other than single storey construction with 450mm min eaves) *(Risk matrix in E2/AS1 may be used)* Consider exposure, design and detailing to support appropriate selection of cladding.
	d. E2 Alternative Solutions: If the proposal uses products or systems that are not covered in the Acceptable Solutions of clause E2 of the Building Code provide supporting current information including independent test results (full signed reports), case studies, expert opinion (including evidence of experience/qualification, basis for forming opinion, and statement of independence), etc, to demonstrate compliance.
	9. CHANGE OF USE ***COMPLETE FOR ALL EXISTING BUILDINGS WHERE THE PROPOSAL INVOLVES FORMING A HOUSEHOLD UNIT WHERE ONE DID NOT EXIST BEFORE***
	a. Assessment of the building for compliance with the Building Code: Section 115(a) of the Building Act 2004 requires that the work comply fully with all clauses of the Building Code.
	b. Reasonably Practicable: The above assessment must relate to all Building Code Clauses. If the proposal is for the project to meet anything less than full compliance with any clauses, your application must clearly state your reasoning, with supporting documentation, and show how you will meet the highest level of compliance that can be considered reasonably practicable.
	10. SPECIFICATIONS ***COMPLETE FOR ALL APPLICATIONS. Note: The specification must be specific to the project and cover all aspects of the proposed work, including reference to applicable standards.***
	a. Specification: General ▪ Elements of structure (size, spacing, timber treatment, grade, species) ▪ Finish of fixings to meet durability requirements of clause B2 ▪ Plumbing and drainage materials and design that installation is to comply with ▪ Wet area surfaces and finishes ▪ Ventilation systems ▪ Slip resistance for external access routes and all stairs ▪ Glazing detailing compliance with clauses B1, F2 and H1 ▪ Type of smoke alarms (including existing smoke alarms where they will remain, and that they will all have a “hush” facility). ▪ Products and materials all new? If not state in the specifications how the requirements of B1, B2, E2 and H1 are to be satisfied?

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	b. External Claddings: For each of the following claddings provide details of the product name, manufacturer, maintenance requirements and warranties offered: ▪ Building and sill wraps ▪ Wall claddings ▪ Roof claddings ▪ Membranes (roofs and decks) ▪ Tanking ▪ Joinery, including details of sill supports for both window and doors.

11. HAZARDOUS AGENTS OR CONTAMINANTS ON SITE

COMPLETE FOR ALL PROJECTS INVOLVING THE DISTURBANCE OF SOIL OR CHANGE OF USE TO THE BUILDING

a. Contaminated or potentially contaminated Land:

Compliance with the requirements of the National Environmental Standard (NES) for Assessing and Managing Contaminants in Soil to Protect Human Health.

Is an activity described on the Hazardous Substances and Industries List (HAIL) currently being or has been undertaken (or has more likely than not been undertaken) on the piece of land to which this application relates?	Yes ☐	No ☐
If the answer to the above question is YES, then the NES <u>may</u> apply. Please identify whether the application involves any of the activities below:		
Does the proposed activity involve disturbance of soil?	Yes ☐	No ☐
Does the application involve removing or replacing a fuel storage system or parts of it?	Yes ☐	No ☐
Does your application involve changing the use of the building to one which, because the land has been subject to a HAIL activity, is reasonably likely to harm human health? (e.g. service station to office, orchard to residential)	Yes ☐	No ☐
If the answer to any of the above activities is YES, then the NES is <u>likely</u> to apply. **You will need to establish whether your proposal complies with the NES.** Therefore a Detailed Site Investigation report may be required from a suitably qualified and experienced contaminated land specialist in accordance with the NES and its referenced MfE Guidelines		

The NES for Assessing and Managing Contaminants in Soil to Protect Human Health and the Hazardous Activities and Industries List (HAIL) are available on the Ministry for the Environment website: environment.govt.nz/national-environmental-standard-for-assessing-and-managing-contaminants-in-soil-to-protect-human-health/

12. SPECIFIED SYSTEMS / COMPLIANCE SCHEDULE (NEW AND EXISTING BUILDINGS)

ALL BUILDINGS WHERE THERE IS A CABLE CAR ASSOCIATED WITH THE BUILDING WORK

	a. Cable Car: For each Cable Car to be installed, altered, or removed in the course of the building work the proposed inspection, routine maintenance and reporting procedures for each system are to be detailed Section 9 of application form.

13. OTHER CHECKSHEETS & INFORMATION THAT MAY BE REQUIRED

NOTE: PLEASE ENSURE THAT ALL THE APPROPRIATE CHECKSHEETS ARE FILLED IN.
INFORMATION LISTED BELOW IS AVAILABLE FROM OUR WEBSITE AT CCC.GOVT.NZ/GOAHEAD

	a. Form B-051 - Solid/Liquid Fuel Heating Appliance (Residential Only) Checksheet
	b. Form B-054 – Swimming & Spa Pools and Associated Fences
	c. Form B-055 – Solar Water Heater Application Checksheet
	d. Form B-042 – Consent from neighbour to construct private drains
	e. Form B-091 – Stormwater Disposal Tests
	f. Form WS1 – Application for Water Supply Service
	g. Public Places Bylaw 2008

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	h.	Traffic and Parking Bylaw 2008
	i.	Policies on Streets Roads and Pavements
	j.	Temporary Use of Legal Road for Construction Activities Application
	k.	Water Discharge on Road Application
	l.	Vehicle Crossing Application

NOTES:
The issue of a building consent does not relieve the owner of any duty or responsibility under any other act. Please check with your local territorial authority regarding the requirement for other approvals required and fees payable. These may include:

- Consents under the Resource Management Act
- Approvals under bylaws including earthworks, vehicle crossings and road openings