Application for a project information memorandum and/or building consent

Section 33 or Section 45, Building Act 2004, Building (Forms) Regulations 2004 - Form 2

IMPORTANT NOTE: Applications for a new building consent and/or project information memorandum submitted through the Online Services portal at onlineservices.ccc.govt.nz do not need to complete this application form. The application details are entered while submitting your application. This form is only used for those wishing to submit their application in hard copy, or to make an application for an amendment to a granted building consent.

General Information:

- Please check on our website (<u>ccc.qovt.nz/buildinq-consent-forms-and-guides</u>) that you are using the current form at the time of application as
 forms are subject to change without notice.
- General information can be found on our website at ccc.govt.nz/goahead. For general enquiries please phone (03) 941 8999 or email info@ccc.govt.nz. Refer to the current fees and charges on our website at ccc.govt.nz/fees-building-control. Note, when applying for a building consent the costs/charges will vary depending on the time a building consent officer spends processing your consent.
- Christchurch City Council reserves the right, from time to time, to contact customers in regard to the services provided.
- PRIVACY INFORMATION: If you would like to request access to, or correction of, your details, please contact the Council.

Complete this form and submit via the following methods:

- An application in hard copy: (additional costs apply)
 - Post to: Building Consenting, PO Box 73013, Christchurch 8154.
 - Hand delivered to: Civic Offices, 53 Hereford Street, Christchurch Central or any Council service desk (ccc.govt.nz/contact-us).
- An application for an amendment to a granted building consent:
 - Online via: onlineservices.ccc.govt.nz using the 'After building consent is granted' portal.

Application details for amendment to building consent only						
Original building consent: (write the number of the original building consent)						
Description of the amendment to the building work: Please provide a detailed description of all the proposed changes. Itemise each change with a bullet point and provide references to the documents that are being added, removed, and/or changed.						
If this is an application to amend a building consent, advise the estimated value of amended building work (incl. GST):	\$ [
Is this in addition to, or reduction from, what was stated with the original application?	Addition Reduction No change					

For new applications please complete all the following sections unless marked otherwise.

For applications for an amendment to a building consent; please sign the declaration in section 4 and provide the details that may have changed from the original application for building consent in the remainder of the application form





1. The building	g					
Street address of building: (for structures that do not have a street address, state the nearest street intersection and the distance and direction from that intersection)						
Legal description of land include details of relevant lot number	I where building is located bers and subdivision consent)	d: (state legal description as at th	ne date of applicat	ion and, if the land	d is proposed to be subdivided,	
Building name:						
Location of building with	in site/block number: (incl	lude nearest street access)				
Number of levels: (including below ground)	g ground level and any levels	Level/unit number:				
Area: (total floor area; indicate a Total floor area:	area affected by the building work if	f less than the total area) Existing floor area:		New floor are	a:	
Current, lawfully establis (include number of occupants per		Year first constructed:				
2. The owner (All details must be the	owner's)				
	eferred form of address, e.g. Mr, Mr					
Contact person: (not require	ed if the applicant is an individual. N	Must have a New Zealand address	s)			
Mailing address:						
Street address/Registered office: (if different than above)						
Phone number: Landline:	Mobile:	Daytime:	After hours:		Fax:	
Email address:		Website:				
document showing full name of leg	of ownership is attached to gal owner(s) of the building) ease Agreement for sa		record of title, lea	se, agreement for	sale and purchase, or other	





project information memorandum and building consent,						
New Zealand Companies Registered Number: (If applicable - Refer to business govt nz/companies) Mailing address: Street address/Registered office: (if different than above) Phone number: Landline: Mobile: Daytime: After hours: Fax: Email address: Website: Relationship to owner: (state details of the authorisation from the owner to make the application on the owner's behalf) First point of contact for communications with the council/building consent authority: (contact details must be in New Zealand, mark nows as appropriate) Agent Owner Other If other, please specify whom and provide contact details as per above: 4. Application request that you issue a project information memorandum, project information memorandum and building consent,						
Mailing address: Street address/Registered office: (if different than above)						
Street address/Registered office: (If different than above) Phone number: Landline: Mobile: Daytime: After hours: Fax: Email address: Website: Relationship to owner: (state details of the authorisation from the owner to make the application on the owner's behalf) First point of contact for communications with the council/building consent authority: (contact details must be in New Zealand, mark boxes as appropriate) Agent Owner Other If other, please specify whom and provide contact details as per above: 4. Application request that you issue a project information memorandum, project information memorandum and building consent,						
Phone number:andline:						
And line: Mobile: Daytime: After hours: Fax: Commandation Com						
Relationship to owner: (state details of the authorisation from the owner to make the application on the owner's behalf) First point of contact for communications with the council/building consent authority: (contact details must be in New Zealand, mark poxes as appropriate) Agent Owner Other If other, please specify whom and provide contact details as per above: 4. Application request that you issue a project information memorandum, project information memorandum and building consent,						
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Agent Owner Other If other, please specify whom and provide contact details as per above: 4. Application request that you issue a project information memorandum, project information memorandum and building consent,						
request that you issue a project information memorandum, project information memorandum and building consent,						
project information memorandum and building consent,						
I wish to receive my building consent/PIM and approved documentation in the following format: Electronically via Online Services Hard copy (additional costs apply) If hard copy - to be collected from Civic Offices or any Council service desk (ccc.govt.nz/contact-us):						
All consent related invoices to be billed and sent via:						
email or to: Owner Owner Other If other, please provide contact name. company, postal address and/or						
If other places provide contest name company postel address and/or						
email or to: Owner Agent Other If other, please provide contact name. company, postal address and/or email:						





Staged build	ing work							
approved by Cou	roposal to stage building council prior to lodging the ape e first stage cannot be account	plication for a building	consent for the first sta	ige. If there	e is no evide	ence of	approva	
	consent: s of MultiProof certificate, plans ar consent numbers of previ		No Sylves		Stage	[of	[
work that has bIf yes, please	ave you made any chang een approved under a pro elist details of the changes es in the attached plans and	evious stage? (and highlight	No Yes					
incurred in process charges (where ap All of the included is submitted as part of units of the Counci party" who may no I / we understand to If you are signing the behalf of the applic By signing this appan invoiced amoun	hat the fees charged at lodger sing this application. These will plicable) will be billed to the or information on this form is, to the fan application are required to the plant of the pl	I be paid before the cons wner(s) as shown on pag the best of my knowledge to be kept available for punce e". The building consent is company/trust/other entity on. The ponsibility to pay all actuoice due date, the Council	ent is issued and the build e two. e, true and correct. I under ablic record, therefore the pass note that for any refund s issued. If (the applicant), you are dall and reasonable costs in the cost in the cos	stand that a public (includue, the redeclaring that accurred by the covery action	arted. All dever all plans, docu iding business fund will be co at you are duly the Christchuron. The Counc	mentatics organis redited to	contribution and repartions are the "dessed to signification of the council. V	ports nd other serving gn on
Signature of:	owner / agent on be	half of, and with the auth	ority of the owner					
Print name:				Date:				
5. The p Description of t	roject he building work:							
Will the building	g work result in a change	of use of the buildin	g? No Yes					
• If yes, provid	e details of the new use:							
Intended life of	the building if less than t	50 years:	years					
List building co	nsents previously issued	I for this project (if any	/): [□] None					
Building/PIM:	Resource	:	Subdivision:		ECan:			
being made?	application meetings pride		No Yes					
	e of the building work on e as defined in <u>section 7</u> of the Bui	-	evy will be calculated	(incl. GST):	\$ [





Does the application include the installation of a solid/liquid fuel burning appliance?							
• If no, proceed to the next section		0. 0. 00	, a. a a. a		J L J		
Make:							
Model:							
Authorisation no:							
The appliance is:	New S	Second hand ^{(1) s}	ee Advisory Note below				
The installation type is:	☐ In-built ☐ I	nsert 🔲 F	ree standing				
The fuel type is:		Multi fuel $\ \ \Box$ V	Wood pellets \Box Coa	I Diesel/Diese	el blend		
The appliance is fitted with re-circulation fan:	[□] No [□] \	⁄es					
Distance from the flue to the ridge (metres):	Dist	tance from the f	flue to neighbouring s	structure (metres)	[
Does the existing or proposed installation involve a wetback?	\square No \square	Yes .					
If yes , state the name and address of the certifying plumber who will:	\Box disconnect /	replace exist	ing wetback / $igsim igsim igsim$ instal	I new wetback ^{(2) see}	Advisory Note below		
	Plumber Name: (individual)	[
	Address:	[
	License number	:					
Confirm the age of the existing	Is this replacing an existing operational solid fuel burning appliance?: Confirm the age of the existing solid fuel burning appliance (to the nearest year), and provide Building Consent number (if known) for the installation of the operational solid fuel burning appliance:						
Please provide the resource co	onsent number from E	•	0				
(2) When a new wetback is being installed, a This requirement does not apply if an extension of the control of	Please note: (1) Refer to ECan's website to note if a particular solid fuel burning appliance has been approved: ecan.govt.nz/authorised-burners/ (2) When a new wetback is being installed, an anti-scalding device must be fitted in the supply from the hot water cylinder to the hygiene fixtures. This requirement does not apply if an existing wetback is being replaced or is existing elsewhere in the hot water system. The hot water cylinder must be open vented. For further guidance, please refer to the ecan.govt.nz/authorised-burners/						
6. Restricted building	work						
Will the building work include any res	stricted building v	work?	Yes				
If Yes, provide the following details o		ding practitione	ers who will be involve				
the restricted building work. (If these details are unknown at the time of the application, they must be supplied before the building work begins.) NOTE: If requested, only the building practitioners marked 'yes' below may download, once approved and paid, the building consent documentation through online services. To gain access the building practitioners will need to phone 03 941 8999 or email onlineservices@ccc.govt.nz.							
Name		Licensing class	Licensed building practitioner number (or registration number if treated as being licensed under section 291 of Act)	Record attached? (eg Certificate of design work, Record of building work)	Access to download BC approved?		
					☐ Yes		
					Yes		
			[Yes		
					[Yes		
Note: Continue on another page if necessary					Yes		





7.	Project information mer	norandum (this section is not applicable	if this is an application for a building consent only)
The	following matters are involved in the pr	oject:	
Subdivision Alterations to land contours New or altered access for vehicles New or altered connections to public utilities Other matters known to the applicant that may require authorisations from the territorial authority: (specify) New or altered locations and/or external dimension buildings Building work over or adjacent to any road or public public provided buildings Building work over any existing drains or sewers proximity to wells or water mains			er or adjacent to any road or public place water and wastewater er any existing drains or sewers or in close
8. The	Building consent (this section	is not applicable if this is an application for a proje	ect information memorandum only)
	building work will comply with the build		Waiver/modification required
	luse lect relevant clause numbers of building code)	Means of compliance (refer to the relevant acceptable solution or verification method or detail of alternative solution in the plans and specifications)	Waiver/modification required (state nature of waiver or modification of building code required)
	B1 - Structure		
	B2 - Durability		
	C1-6 - Protection from Fire		
	D1 - Access Routes		
	D2 - Mechanical Installations for Access		
	E1 - Surface Water		
	E2 - External Moisture		
	E3 - Internal Moisture		
	F1 - Hazardous Agents on Site		
	F2 - Hazardous Building Materials		
	F3 - Hazardous Substances and Processes		
	F4 - Safety from Falling		
	F5 - Construction & Demolition Hazards		
	F6 - Visibility in Escape Routes		
	F7 - Warning Systems		
	F8 - Signs		
	F9 - Restricting access to residential pools		
	G1 - Personal Hygiene		
	G2 - Laundering		
	G3 - Food Prep./Prevention of Contamination		
	G4 - Ventilation		
	G5 - Interior Environment		
	G6 - Airborne and Impact Sound		
	C7 Noticeal Light		





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☐ G8 -							
	Artificial Light						
∐ G9 -	Electricity						
☐ G10	- Piped Services						
☐ G11	- Gas as an Energy Source						
☐ G12	- Water Supplies						
☐ G13	- Foul Water						
☐ G14	- Industrial Liquid Waste						
☐ G15	- Solid Waste						
☐ H1 -	Energy Efficiency						
[]	There are no specified systems in the building. The specified systems for the building are as follows: (specified systems are defined in the regulations)						
1	The following specified systems are being altered, added to, or removed in the c	Existing	Ne buii	Altered Guip	Added Added	Removed	
1.	Automatic systems for fire suppression (eg sprinkler systems)					Removed	
						Removed	
1.	Automatic systems for fire suppression (eg sprinkler systems)					Removed	
1.	Automatic systems for fire suppression (eg sprinkler systems) Automatic or manual emergency warning systems for fire or other dangers						
1. 2. 3.	Automatic systems for fire suppression (eg sprinkler systems) Automatic or manual emergency warning systems for fire or other dangers Electromagnetic or automatic doors or windows						
1. 2. 3. 4.	Automatic systems for fire suppression (eg sprinkler systems) Automatic or manual emergency warning systems for fire or other dangers Electromagnetic or automatic doors or windows Emergency lighting systems						
1. 2. 3. 4. 5.	Automatic systems for fire suppression (eg sprinkler systems) Automatic or manual emergency warning systems for fire or other dangers Electromagnetic or automatic doors or windows Emergency lighting systems Escape route pressurisation systems					Removed	
1. 2. 3. 4. 5.	Automatic systems for fire suppression (eg sprinkler systems) Automatic or manual emergency warning systems for fire or other dangers Electromagnetic or automatic doors or windows Emergency lighting systems Escape route pressurisation systems Riser mains for use by fire services					Removed	
1. 2. 3. 4. 5. 6.	Automatic systems for fire suppression (eg sprinkler systems) Automatic or manual emergency warning systems for fire or other dangers Electromagnetic or automatic doors or windows Emergency lighting systems Escape route pressurisation systems Riser mains for use by fire services Automatic backflow preventers connected to a potable water supply					Removed	
1. 2. 3. 4. 5. 6. 7.	Automatic systems for fire suppression (eg sprinkler systems) Automatic or manual emergency warning systems for fire or other dangers Electromagnetic or automatic doors or windows Emergency lighting systems Escape route pressurisation systems Riser mains for use by fire services Automatic backflow preventers connected to a potable water supply Lifts, escalators, travelators or other systems for moving people or goods within buildings	Existing				Removed	
1. 2. 3. 4. 5. 6. 7. 8.	Automatic systems for fire suppression (eg sprinkler systems) Automatic or manual emergency warning systems for fire or other dangers Electromagnetic or automatic doors or windows Emergency lighting systems Escape route pressurisation systems Riser mains for use by fire services Automatic backflow preventers connected to a potable water supply Lifts, escalators, travelators or other systems for moving people or goods within buildings Mechanical ventilation or air conditioning systems	Existing				Removed	
1. 2. 3. 4. 5. 6. 7. 8. 9.	Automatic systems for fire suppression (eg sprinkler systems) Automatic or manual emergency warning systems for fire or other dangers Electromagnetic or automatic doors or windows Emergency lighting systems Escape route pressurisation systems Riser mains for use by fire services Automatic backflow preventers connected to a potable water supply Lifts, escalators, travelators or other systems for moving people or goods within buildings Mechanical ventilation or air conditioning systems Building maintenance units (for providing access to the exterior and interior walls of a building)	Existing				Removed	
1. 2. 3. 4. 5. 6. 7. 8. 9. 10.	Automatic systems for fire suppression (eg sprinkler systems) Automatic or manual emergency warning systems for fire or other dangers Electromagnetic or automatic doors or windows Emergency lighting systems Escape route pressurisation systems Riser mains for use by fire services Automatic backflow preventers connected to a potable water supply Lifts, escalators, travelators or other systems for moving people or goods within buildings Mechanical ventilation or air conditioning systems Building maintenance units (for providing access to the exterior and interior walls of a building) Laboratory fume cupboards	Existing				Removed	
1. 2. 3. 4. 5. 6. 7. 8. 9. 10. 11.	Automatic systems for fire suppression (eg sprinkler systems) Automatic or manual emergency warning systems for fire or other dangers Electromagnetic or automatic doors or windows Emergency lighting systems Escape route pressurisation systems Riser mains for use by fire services Automatic backflow preventers connected to a potable water supply Lifts, escalators, travelators or other systems for moving people or goods within buildings Mechanical ventilation or air conditioning systems Building maintenance units (for providing access to the exterior and interior walls of a building) Laboratory fume cupboards Audio loops or other assistive listening system	Existing				Removed	
1. 2. 3. 4. 5. 6. 7. 8. 9. 10. 11. 12.	Automatic systems for fire suppression (eg sprinkler systems) Automatic or manual emergency warning systems for fire or other dangers Electromagnetic or automatic doors or windows Emergency lighting systems Escape route pressurisation systems Riser mains for use by fire services Automatic backflow preventers connected to a potable water supply Lifts, escalators, travelators or other systems for moving people or goods within buildings Mechanical ventilation or air conditioning systems Building maintenance units (for providing access to the exterior and interior walls of a building) Laboratory fume cupboards Audio loops or other assistive listening system Smoke control systems	Existing					





10. Attachments The following documents are attached to this application: Plans and specifications (list under section 8) Alternative plans and specifications (if the applicant wants to obtain pre-approval for possible product substitutions) – (list under section 8) Current (CodeMark) product certificate(s) Alternative (CodeMark) product certificate(s) (if the applicant wants to obtain pre-approval for possible product substitution) Current (BuiltReady) manufacturer's certificate(s) Memoranda (Certificates of Design Work) from licensed building practitioners who carried out or supervised any design work that is restricted building work □ Project information memorandum Development contribution notice Certificate attached to project information memorandum Completed relevant application checksheet(s) Solid/liquid fuel burning appliance related documents: Floor plan of the installation - a floor plan of the building showing the proposed location of the burning appliance and smoke alarms (refer to the B-308 Information sheet). If this is an insert or inbuilt appliance installation to a structure built before 2011, provide verification of the structural integrity of the existing fireplace/chimney. Verification includes a report from a suitably qualified or competent person and should include photos of the fireplace/chimney. Manufacturer's specifications/installation instructions - full set of manufacturer's specification and installation instructions for both the appliance and flue system. Test certificate - from recognised testing agency (only required if appliance is an alternative system to AS/NZS2918). Cross sections and flashing details (refer to the B-308 Information sheet). Second-hand appliance test certification from manufacturer or authorised manufacturer's agent. Memoranda from licensed building practitioner(s) who carried out or supervised any design work that is restricted building work.

Please continue on the APPENDIX overleaf for further information requested by the Christchurch City Council.

Copy of authorisations from Regional Authority (e.g. ECan).





Appendix

A.	Additional Information	
(i)	Certificate for public use (section 363 Building Act) (Commercial application only)	
	For existing buildings where the public will continue to use the premises affected by building work while a has been granted for the work will need to apply for a certificate for public use.	building consent
	Will you be applying for a certificate for public use to allow public use of the premises affected by the building work? If yes, refer to our webpage (ccc.govt.nz/certificate-for-public-use/) on how to apply for a certificate for public use.	$[\Box]$ No $[\Box]$ Yes
(ii)	Earthquake related work	
	Is this application earthquake related?	□ No □ Yes
	 If yes, is it coordinated by an insurance company via a project management organisation (PMO), e.g. Arrow, Fletchers, etc? 	□ No □ Yes
	Name of PMO:	
	Does the work involve earthquake structural strengthening work? (Applicable only for residential buildings with 2 or more stories and containing 3 or more household units; and commercial applications)	\square No \square Yes
	 If yes, is the building currently at or above the minimum level of 34% NBS? (if below 34% New Building Standard (NBS) defines as earthquake-prone building) 	□ No □ Yes
(iii)	Re-cladding/Weathertight Homes Resolution Services scheme related work	
	Does the work involve re-cladding the building?	□ No □ Yes
	Is this application related to a claim under the WHRS scheme?	□ No □ Yes
	If yes, write the WHRS claim number:	
	Is this application related to a claim under the Financial Assistance Package scheme?	□ No □ Yes
B.	Development Contributions Information required for assessment of levies under the Council's applicable Development Contr	ibutions Policy.
(i)	Residential development The use of land or buildings for living accommodation purposes including residential units, serviced apart unit/strata development but excluding traveller's accommodation such as hotels, motels, hostels.	ments and
	Existing number of residential units:	
	Number of existing residential units to be demolished or removed:	
	If demolished or removed, date demolished/removed from the site:	
	Number of proposed residential units	
	Will there be two or more attached residential units on the site?	
	If yes, what is the proposed impervious surface area (m²), including the area of roofs and hard surfaces	





(ii)	 Non-residential development The use of land or buildings for commercial premises/offices, shopping centres, supermarkets, service stagoods / home improvement stores, retail facilities, manufacturing industries, restaurants, warehouse/stora accommodation. Provide the existing gross 						
	floor area (m²) and land use(s)						
	Provide the proposed gross floor area (m²) and land use(s)						
	Existing impervious surface area (m²), including the area of roofs and hard surfaces						
	Proposed impervious surface area (m²), including the area of roofs and hard surfaces						
C.	Effects on existing c	ouncil infrastruc	ctures and s	treet scenes			
	rate application is required for requestation to any built structures or vegeta			s; removal, trimming or planting of street trees, al road for construction activities.			
Tempo	Council is responsible for managing all works on roads. Roads include unformed roads, service lanes, pedestrian walkways and alleyways. Temporary Traffic Management must be provided for all work occurred on legal roads. For further information refer to ccc.govt.nz or call 03) 941 8999 and discuss with an Asset Protection Officer.						
will hav	phly unlikely that private requests will be to fund the cost of the work. The contract process if required. Other Council of	osts may include consultation	ns with stakeholders	Community Plan; for this reason, the applicant , together with Board or Council's decisionn.			
(a)	If yes commercial - please make water connections and email to wate connection is required but no later to the yes residential - please complete.	a separate application on form <u>er.connections @ccc.govt.nz</u> . Aphan 3 months before					
	Do you require more than one in (Council policy states that only one connect			□ No □ Yes If yes, how many?			
	If you require multiple co	nnections, please supply subdiv	ision plan and RMA nur	mber:			
	Location details: (Preferred location of water connection (looking from the street). If no selection is made, then Council will install your new water location in an appropriate location. Council may not always be able to place your new water connection in your chosen location.)						
	If corner site, provide street na	me on which the water conr	nection is to be install	led:			
	Please provide contact details		ct you about your	water connection:			
/b\	Phone:	Email:					
(b)	Are new or pumped connection (New connections are where there is no ex	IS required for: isting lateral provided to the prope.	rty boundary from the cou	uncil systems.)			
	Stormwater:	nwater to kerb	☐ Sewer:	☐ Foul water to mains			
	Storm	nwater to mains		pumped			
	Do you have consent/authorisa	tion to discharge? (if yes, p	olease provide a copy)	□ No □ Yes			
(c)	Is a new vehicle crossing requi If yes, please complete the Vehice		ng altered for this	project?			





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(d)	Are any of the following items affected by the development?	□ No □ Yes
	 Street furniture (bus shelter, bicycle stand, bollards, regulatory and advisory traffic sign support barriers, safety fence, retaining surface, water and waste plants, utility boxes, power poles, and/or existing objects). For electrical, gas and Telco alterations contact utility owner. 	□ No □ Yes
	Street trees – Trimming, removal, new planting or excavation within drip line	□ No □ Yes
	Landscaped areas or berms	□ No □ Yes
	 If yes, has Council staff been consulted, their advice given, and a report prepared by them for the community board? 	No Sylves
	Utility surface boxes – Water and waste, Telco	□ No □ Yes
(e)	Is the existing pavement type (concrete, asphaltic concrete or interlocking blocks) being changed?	No Sylves
(f)	Are you proposing to change the existing footpath levels?	□ No □ Yes
(g)	Are you proposing to change the existing carriageway/road levels?	□ No □ Yes
(h)	Are there existing traffic measures that would be affected/changed by the development? (e.g. Parking restrictions, regulatory signs, road narrowing, road, hump, platform, parking spaces, pedestrian refuge, traffic signals, texturised pavement, bus stop, speed limits, school crossing.)	□ No □ Yes

Other information and requirements are available from our website (ccc.govt.nz): Public Places Bylaw 2008, Traffic and Parking Bylaw 2008, Policies on Streets Roads and Pavements, Temporary Use of Legal Road for Construction Activities Application, Water Discharge on Road Application. ccc.govt.nz): Public Places Bylaw 2008, Traffic and Parking Bylaw 2008, Policies on Streets Roads and Pavements, Temporary Use of Legal Road for Construction Activities Application, Water Discharge on Road Application. environmental-standard-for-assessing-and-managing-contaminants-in-soil-to-protect-human-health/



