

# APPLICATION CHECKSHEET

## Multi Residential, Industrial or Commercial Buildings

**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 information that has to be supplied for a Multi Residential, Industrial or Commercial 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
<input type="checkbox"/>	<b>a. Building Consent Application form to be completed <a href="#">online</a> at Online Services (only use <a href="#">B-002</a> form for hardcopy or amendment applications)</b> <ul style="list-style-type: none"> <li>▪ Completed and signed by the owner or by an agent on behalf of the owner.</li> <li>▪ 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 <a href="#">Pre-application meeting</a> webpage for more information.</li> </ul>
<input type="checkbox"/>	<b>b. Proof of Ownership:</b> Attached one of the following: <ul style="list-style-type: none"> <li>▪ Certificate of Title</li> <li>▪ Lease</li> <li>▪ Agreement for sale and purchase</li> <li>▪ Other document showing full name of legal owner(s) of the building</li> </ul>
<input type="checkbox"/>	<b>c. Plans and Details Required:</b> <ul style="list-style-type: none"> <li>▪ Locality plan showing physical location of the site in relation to streets or landmarks, north point and lot and DP number.</li> <li>▪ All details on following pages.</li> </ul>
<input type="checkbox"/>	<b>d. Relationship to owner:</b> 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). <b>Please note:</b> This question <b>must be</b> answered before your application for consent can be processed.
<input type="checkbox"/>	<b>e. Application Fee:</b> Fees payable are set out in the Building Consents Fee Schedule available on our <a href="#">website</a> and will be invoiced on acceptance of the application.
<input type="checkbox"/>	<b>f. Certificate of Design Work:</b> 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 <i>statutory declaration as to owner-builder status</i> form.
2. SITE / LOCATION COMPLETE FOR ALL PROJECTS	
<input type="checkbox"/>	<b>a. Site Plan (1:200) showing:</b>

**Key:** ✓ or  = provided

or  = not applicable to job

	<ul style="list-style-type: none"> <li>▪ Boundary dimensions, north point, legal description, site area.</li> <li>▪ Known easements, right of ways, waterways, heritage / archaeological information.</li> <li>▪ Physical location of all existing and proposed buildings in relation to streets and boundaries with building setbacks dimensioned and building areas noted.</li> <li>▪ Street trees, poles, sumps, communication boxes, traffic islands.</li> <li>▪ Hill/sloping sites – ground contours, drive gradients, extend of cut and fill, retaining walls.</li> <li>▪ Vehicle access, crossing location, hard standing, manoeuvre and parking areas.</li> <li>▪ City Plan requirements – living/service courts, landscape areas (L3, L4 zones), recession plane locations, site coverage %.</li> <li>▪ Rural sites: Total impervious surface areas including all buildings and hard standing areas.</li> </ul>
<input type="checkbox"/>	<p><b>b. Existing Use Rights - Rebuilds</b>  <b>NOTE: EXISTING USE RIGHTS ONLY APPLY TO THE RESOURCE MANAGEMENT ACT AND <u>DO NOT</u> APPLY TO THE BUILDING ACT OR BUILDING CODE.</b></p>
<input type="checkbox"/>	<p><b>c. Levels showing:</b>  <b>(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 LYTELTON 1937 DATUM.)</b></p> <ul style="list-style-type: none"> <li>▪ Existing and proposed site levels and proposed finished floor levels (especially at critical points where required to show City/District Plan compliance).</li> <li>▪ On hill sites provide a registered surveyor's certificate confirming the existing site levels.</li> </ul> <p>Note: compliance with NZ Building Code Clause D1 – Access must occur within the property boundary lines as compliance with the Building Code is the responsibility of the property owner not the Council. Council generally slopes the footpath at 2% (1:50) and no other "re-grading" of the footpath will be permitted.</p>
	<p><b>3. DEMOLITION / REMOVAL</b></p>
<input type="checkbox"/>	<p><b>a.</b> Site plan clearly showing extent of demolition work and identifying termination of services and date of demolition.</p>
	<p><b>4. SITE MANAGEMENT AND PROTECTION OF PUBLIC</b>  <b>COMPLETE FOR ALL BUILDINGS</b></p>
<input type="checkbox"/>	<p><b>a. Gantries and Hoardings:</b>  Provide details of barriers for the protection of public and for restricting public access to site, details of gantries, scaffolding and hoardings.</p>
<input type="checkbox"/>	<p><b>b. Site Management Plan covering:</b>  Delivery and storage of materials, management to control silt run off, noise and dust, traffic management and parking.</p>
<input type="checkbox"/>	<p><b>c. Sediment Control:</b>  A site specific sediment control management plan shall be provided where building work may result in disturbance of the ground, including:</p> <ul style="list-style-type: none"> <li>▪ Sediment run-off from the disturbed ground, soil or demolition rubble stockpiles</li> <li>▪ Transfer of sediment / materials off the site by vehicles <ul style="list-style-type: none"> <li>▪ The following must be clearly indicated on the site plan; <ul style="list-style-type: none"> <li>▪ Building footprint</li> <li>▪ Direction on falls to ground level (site contours or directional arrows)</li> <li>▪ Drainage control</li> <li>▪ Sediment fences</li> <li>▪ Stabilised entry/exit rock pad</li> <li>▪ Flow control bunds</li> <li>▪ Soil or demolition rubble stockpiles</li> </ul> </li> </ul> </li> </ul> <p>Further guidance information in regard to sediment control management can be obtained for Environment Canterbury (ECan) website <a href="http://esccanterbury.co.nz/sediment-control/">esccanterbury.co.nz/sediment-control/</a></p>
<input type="checkbox"/>	<p><b>d. Hazardous Building Materials:</b>  Provide safety plan detailing the safe handling and disposal of hazardous materials.</p>
	<p><b>5. SERVICES</b>  <b>COMPLETE FOR ALL PROJECTS WITH NEW INSTALLATION OR ALTERATION PIPED / DUCTED SERVICES, HEATING AND ELECTRICAL OR MECHANICAL SERVICES</b></p>
<input type="checkbox"/>	<p><b>a. Plumbing and Drainage Plan (1:100 / 1:200) showing:</b></p> <ul style="list-style-type: none"> <li>▪ Hotwater system(s) – gas/electric, pressure type, valving, location of HWC, anti-scald device, seismic restraints, etc.</li> <li>▪ Fixtures and fittings</li> </ul>

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	<ul style="list-style-type: none"> <li>▪ Nominate the design that the plumbing/drainage system is to be installed to</li> <li>▪ If the building is more than one storey with sanitary fittings on upper floors, provide an isometric layout showing wastes, pipes and falls</li> <li>▪ Downpipe sizes and locations</li> <li>▪ Drainage layout with inspection bends and junctions indicated for both sewer and stormwater</li> <li>▪ Invert levels of any existing drains (if extending)</li> <li>▪ Any other drainage on site including council mains and retaining wall field drains</li> <li>▪ Trade waste pre-treatment system</li> <li>▪ Location and details of backflow prevention devices</li> <li>▪ Consent from neighbour to construct private drains (Form B-042)</li> <li>▪ Where there is no connection to Council services and an on-site disposal system for wastewater is proposed, provide a copy of Ecan approval i.e. resource consent</li> <li>▪ 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</li> </ul>
<input type="checkbox"/>	<p><b>b. Use of existing Laterals:</b></p> <ul style="list-style-type: none"> <li>▪ 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.</li> <li>▪ 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.</li> </ul>
<input type="checkbox"/>	<p><b>c. Water Supply:</b></p> <ul style="list-style-type: none"> <li>▪ Details of source of supply for potable water</li> <li>▪ Location bore and details of water tanks</li> <li>▪ Copy of the Certificate of Analysis if connection is not to a town supply</li> </ul>
<input type="checkbox"/>	<p><b>d. Gas Supply / Appliances:</b></p> <ul style="list-style-type: none"> <li>▪ Reticulated or bottled?</li> <li>▪ Gas bottle locations and capacities</li> <li>▪ Location of gas appliances</li> </ul>
<input type="checkbox"/>	<p><b>e. Solid / Liquid / Gas Heating:</b></p> <ul style="list-style-type: none"> <li>▪ For all fuel types of heating appliance provide manufacturers installation specification and flue details</li> <li>▪ For liquid fuel heating appliance also provide the Work Safe New Zealand approval number</li> <li>▪ 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</li> </ul>
<input type="checkbox"/>	<p><b>f. Electrical / Mechanical (1:100 / 1:200) showing:</b></p> <ul style="list-style-type: none"> <li>▪ Ventilation of sanitary and laundry rooms</li> <li>▪ Smoke alarm positions</li> <li>▪ Electrical fixtures and fittings</li> <li>▪ Down light positions (for Clause H1 purposes)</li> </ul>
<input type="checkbox"/>	<p><b>g. HVAC drawings (1:100 / 1:200) include:</b></p> <ul style="list-style-type: none"> <li>▪ HVAC drawings</li> <li>▪ Producer Statement for G4 and Performance Standard H1.3.6</li> <li>▪ Any cladding penetrations are fully detailed (E2)</li> </ul>
	<p><b>6. FOUNDATIONS / FLOOR</b>  <b>COMPLETE FOR ALL NEW BUILDINGS, BUILDING EXTENSIONS, ADDITIONAL STOREY ADDED OR FOUNDATION REPAIRS</b></p>
<input type="checkbox"/>	<p><b>a. Geotechnical Investigation (Ground Conditions Report):</b>  The level of geotechnical investigations required to be undertaken will vary according to building's intended use, design and the foundation technical category of the subject property. This may require CPEng geotechnical engineer or PEngGeo engineering geologist to assess risk and provide development and mitigation advice as necessary. The Ministry of Business, Innovation &amp; Employment provides guidance information regarding residential properties within the city on their website <a href="http://building.govt.nz/building-code-compliance/canterbury-rebuild/repairing-and-rebuilding-houses-affected-by-the-canterbury-earthquakes/">building.govt.nz/building-code-compliance/canterbury-rebuild/repairing-and-rebuilding-houses-affected-by-the-canterbury-earthquakes/</a>.</p>

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<input type="checkbox"/>	<p><b>b. Foundation Plan (1:100/1:50) showing:</b></p> <ul style="list-style-type: none"> <li>▪ Provide subfloor bracing plan and calculations for all piled structures. Where the structure is specifically engineered, this should be included with the producer statement</li> <li>▪ Dimensions of all new foundations</li> <li>▪ If a concrete slab, show basic details including reinforcing, slab thickenings, shrinkage control joints and free joints where necessary</li> <li>▪ For timber floors show pile, bearer and joist layout</li> <li>▪ If the addition is an upper storey show details on upgrading existing foundations, joints, piles, etc</li> <li>▪ Indicate ventilation to subfloor spaces</li> <li>▪ Subfloor bracing plan and calculations are required where an additional storey is to be added</li> </ul>
<input type="checkbox"/>	<p><b>c. Foundation Details showing:</b></p> <ul style="list-style-type: none"> <li>▪ Details including reinforcing and connections</li> <li>▪ DPM</li> <li>▪ Slab insulation details</li> <li>▪ Ground level clearances</li> </ul>
<p><b>7. CONSTRUCTION</b>  <i>COMPLETE FOR NEW BUILDINGS AND FOR PROJECTS WITH EXISTING WALLS REMOVED OR NEW WALLS ADDED</i></p>	
<input type="checkbox"/>	<p><b>a. Existing Floor Plan (1:100/1:50) showing: (for additions and alterations only)</b></p> <ul style="list-style-type: none"> <li>▪ All levels</li> <li>▪ All designated spaces</li> <li>▪ All removals/demolitions</li> <li>▪ Sanitary fixtures</li> <li>▪ Heating appliances</li> <li>▪ Smoke detectors (for residential only)</li> </ul>
<input type="checkbox"/>	<p><b>b. Proposed Floor Plans (1:100/1:50) showing:</b></p> <ul style="list-style-type: none"> <li>▪ Room dimensions</li> <li>▪ Location of partitions</li> <li>▪ All designated spaces</li> <li>▪ All floors (new or altered)</li> <li>▪ Location of sanitary fixtures</li> <li>▪ Stairs, barriers, handrails and beams</li> <li>▪ Floor joist layout for each level with timber floors</li> <li>▪ Heating appliances</li> <li>▪ Smoke detectors (for residential only)</li> </ul>
<input type="checkbox"/>	<p><b>c. Proposed Floor Framing Plan (1:100) showing: (for upper floors only)</b></p> <ul style="list-style-type: none"> <li>▪ Direction, size and centres of joists</li> <li>▪ Location of doubled joists, boundary joists, main blocking</li> <li>▪ Location of walls or any specific design beams supporting floor joists.</li> <li>▪ Sanitary plumbing pipe layouts, including pipe diameters and gradients and details of any pipe penetrations through joists.</li> </ul>
<input type="checkbox"/>	<p><b>d. Bracing Plans (1:100/1:50) showing:</b>  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 building where applicable.</p>
<input type="checkbox"/>	<p><b>e. Bracing Details:</b></p> <ul style="list-style-type: none"> <li>▪ Provide bracing calculations, including sub-floor (also required for existing lower storeys where an additional storey is being added.)</li> <li>▪ 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)</li> </ul>
<input type="checkbox"/>	<p><b>f. Sections (1:50/1:20/1:25) showing:</b></p> <ul style="list-style-type: none"> <li>▪ Sufficient in number to show all changes in building form/shape</li> <li>▪ Basic construction of all floors, walls and roof</li> <li>▪ Stairs (internal and external), and decks/terraces and barriers providing safety from falling</li> <li>▪ Framing sizes, beams, lintels, trusses and other structural items. (Lintels carrying point loads require specific engineering design)</li> <li>▪ Timber species, grade, and treatment</li> <li>▪ Roof cladding, eaves, fascia, gutters</li> <li>▪ Stud heights of rooms and total building height</li> <li>▪ Insulation indicated, showing conditioned and unconditional spaces (garage, etc)</li> </ul>

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<input type="checkbox"/>	<p><b>g. Construction Details (1:10/1:5):</b></p> <ul style="list-style-type: none"> <li>▪ Floor/ wall/ roof junctions including flashings and fixing details</li> <li>▪ Details of fixings of timber framing to steel work</li> <li>▪ Window/door installation (including roof lights) and flashings and sill supports systems</li> <li>▪ Cladding penetrations</li> <li>▪ Deck, balcony, balustrades and barrier construction</li> <li>▪ Fire-rated construction details</li> <li>▪ Sound-rated construction details (for residential only)</li> <li>▪ Stair construction and handrails</li> <li>▪ Internal gutters and rain water outlets</li> <li>▪ Retaining walls, and associated subsoil drainage system</li> </ul>
<input type="checkbox"/>	<p><b>h. Truss Design:</b></p> <ul style="list-style-type: none"> <li>▪ Design certificate and truss layout plan from the truss manufacturer</li> <li>▪ Fixing and bracing details and load path to ground</li> <li>▪ Specific design for lintels where required, including design calculations</li> <li>▪ Specific design slab thickenings where required</li> </ul>
<input type="checkbox"/>	<p><b>i. Energy Efficiency (Insulation):</b></p> <ul style="list-style-type: none"> <li>▪ Method of compliance detailed (Schedule, Calculation, Modelling, ALF) <ul style="list-style-type: none"> <li>• Schedule method: Summary required</li> <li>• Calculation or Modelling Method: Provide all calculations</li> <li>• ALF: Provide print-out</li> </ul> </li> <li>▪ All insulation specified, including glazing</li> <li>▪ Position and type of down lights</li> </ul> <p><b>Note:</b> Additional details (e.g. Lighting efficiency report/calculations) will be required for large buildings over 300m<sup>2</sup>.</p>
<input type="checkbox"/>	<p><b>j. Alternative Solutions:</b></p> <p>If the proposed building uses products, systems or methods that are not covered in the Cited Standards or Acceptable Solutions of 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.</p>
<p><b>8. STRUCTURAL</b>  <b>COMPLETE FOR ALL PROJECTS INCORPORATING SPECIFIC STRUCTURAL DESIGN (IN ADDITION SEE ITEM 14 FOR EXISTING BUILDING UPGRADING)</b></p>	
<input type="checkbox"/>	<p><b>a. Structural Report:</b></p> <p>If the proposed building work involves remediation of earthquake damage, provision of a Detailed Engineering Evaluation (DEE) in the damaged state will be required.</p>
<input type="checkbox"/>	<p><b>b. Structural Drawings:</b></p> <p>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.</p>
<input type="checkbox"/>	<p><b>c. Producer Statements:</b></p> <p>If this application for consent relies on any producer statements certifying compliance with the NZ Building Code, this must include:</p> <ul style="list-style-type: none"> <li>▪ An accurate reference to all work covered.</li> <li>▪ The qualifications of the person issuing the statement to verify that they have the necessary expertise to issue the statement.</li> <li>▪ Details of the inspections that will be carried out by third parties.</li> </ul> <p><b>Important Note:</b> If accompanied by an independent Producer Statement Design review (PS2) from an appropriate qualified CPEng engineer, this will remove the requirement of a full structural review by CCC for your project. Note: the PS2 must cover the same scope of works as the PS1.</p>
<input type="checkbox"/>	<p><b>d. Structural Calculations:</b></p> <p>Structural calculations are to be supplied with the Producer Statements. A design features report should be supplied to assist processing of the application.</p>
<p><b>9. EXTERNAL</b>  <b>COMPLETE FOR NEW BUILDINGS OR EXISTING BUILDINGS WITH ALTERATIONS TO THE EXTERNAL SHELL</b></p>	
<input type="checkbox"/>	<p><b>a. Elevations (1:100/1:50) showing:</b></p> <ul style="list-style-type: none"> <li>▪ Existing and proposed ground lines</li> <li>▪ District Plan recession planes and maximum height</li> <li>▪ Location and size of door and window openings including fixed and opening sashes</li> <li>▪ Safety glazing</li> <li>▪ Finished floor levels</li> <li>▪ All exterior cladding(s), construction joints, cladding junctions, shelf angle sizes and locations</li> <li>▪ Location and size of sill supports</li> <li>▪ RWH, down pipes and spouting</li> <li>▪ Ventilators to sub-floor area (suspended floors only)</li> </ul>

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<input type="checkbox"/>	<p><b>b. Roof plan (1:100/1:50) showing:</b></p> <ul style="list-style-type: none"> <li>▪ Roof layout</li> <li>▪ Material used and pitches</li> <li>▪ Penetration locations</li> <li>▪ Internal gutter locations, direction and degree of fall</li> <li>▪ Gutter outfall and overflow locations</li> </ul>
<input type="checkbox"/>	<p><b>c. Risk Assessment (for other than single storey construction with 450mm min eaves):</b> (Risk matrix in E2/AS1 may be used) Consider exposure, design and detailing to support appropriate selection of cladding.</p>
<input type="checkbox"/>	<p><b>d. E2 Alternative Solutions:</b> 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.</p>
<p><b>10. SPECIFICATIONS</b> <i>COMPLETE FOR ALL APPLICATIONS</i></p>	
<input type="checkbox"/>	<p><b>a. Specification: Note: the specifications must be <u>specific</u> to the project and cover all aspects of the proposed work.</b></p> <ul style="list-style-type: none"> <li>▪ Elements of structure (size, spacing, timber treatment, grade, species)</li> <li>▪ Finish of fixings to meet durability requirements of clause B2</li> <li>▪ Slip resistance for access routes and all stairs</li> <li>▪ Plumbing and drainage materials and design that installation is to comply with</li> <li>▪ Wet area surfaces</li> <li>▪ HVAC systems</li> <li>▪ Slip resistance for all access routes</li> <li>▪ Glazing detailing compliance with clauses B1, F2 and H1</li> <li>▪ Quality Assurance programmes</li> <li>▪ Type of smoke alarms (including existing smoke alarms where they will remain, and that they will all have a “hush” facility)</li> <li>▪ Products and materials all new? If not state in the specifications how the requirements of B1, B2, E2 and H1 are to be satisfied?</li> </ul>
<input type="checkbox"/>	<p><b>b. External Moisture: For each of the following provide details of the product name, manufacturer, maintenance requirements and warranties offered.</b></p> <ul style="list-style-type: none"> <li>▪ Building and sill wraps</li> <li>▪ Wall claddings</li> <li>▪ Roof claddings</li> <li>▪ Membranes (roofs and decks) including venting</li> <li>▪ Tanking</li> <li>▪ Joinery, including details of sill supports for both window and doors</li> </ul>
<p><b>11. SPECIFIED SYSTEMS / COMPLIANCE SCHEDULE (NEW AND EXISTING BUILDINGS)</b> <i>COMPLETE FOR ALL BUILDINGS THAT REQUIRE A COMPLIANCE SCHEDULE OR AN AMENDMENT TO AN EXISTING COMPLIANCE SCHEDULE AS A RESULT OF THE BUILDING WORK</i></p>	
<input type="checkbox"/>	<p><b>a. Specified Systems:</b> In Section 9 of the application provide a list of all specified systems for the building if a new compliance schedule is required or provide a list of all specified systems that are being altered, added or removed in the course of the building work if an amendment to an existing compliance schedule is required. The form <a href="#">B-069 Specified Systems Information</a> can be used to provide details of the performance standards and inspection, maintenance and reporting procedures for the specified systems.</p>
<p><b>12. ACCESSIBILITY</b> <i>COMPLETE FOR ALL BUILDING WITH USES LISTED IN SCHEDULE 2 OF THE BUILDING ACT 2004 (IN ADDITION SEE ITEM 14 FOR EXISTING BUILDING UPGRADING)</i></p>	
<input type="checkbox"/>	<p><b>a. Access and Facilities for the Disabled (1:100 / 1:50) for the whole building showing:</b></p> <ul style="list-style-type: none"> <li>▪ Access routes, including ramps, etc</li> <li>▪ Accessible toilet compartment</li> <li>▪ Location and height of fittings (toilet pan, basin, urinal, shower) handrails</li> <li>▪ Width of access routes</li> <li>▪ Dimensions of toilet compartment</li> <li>▪ Lift car controls</li> <li>▪ Accessible stairs</li> <li>▪ Accessible low height counters (including reception)</li> <li>▪ Accessible car parks (for new buildings) and accessible route to accessible entrance</li> <li>▪ Signage, switches, door furniture, handles, tap controls, etc.</li> </ul>

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**Please note that Form B-065 provides a full checklist that you may wish to use.**

Note: compliance with NZ Building Code Clause D1 – Access must occur within the property boundary lines as compliance with the Building Code is the responsibility of the property owner not the Council. Council generally slopes the footpath at 2% (1:50) and no other "re-grading" of the footpath will be permitted.

### 13. FIRE

**TO BE COMPLETED FOR ALL APPLICATIONS. (IN ADDITION SEE ITEM 14 FOR EXISTING BUILDING UPGRADING)**

**a. Fire Design and Documentation:**

- The documentation will need to follow Practice Note 22. This practice note outlines the documentation required to adequately describe a building project's fire engineering design solution. It also describes the type and extent of information required to record fire design requirements and the type and extent of information required to support a building consent application. This includes supplying a design co-ordination statement.
- In addition there will be an assessment as to whether the application is required to be referred to the Fire and Emergency New Zealand Fire Engineering Unit.

**b. Verification Method C/VM2:**

If any aspect of the building, or its features or systems is outside the scope of the Protection from Fire Acceptable Solutions C/AS1 – C/AS7, then Verification Method C/VM2 must be used. As there is a high degree of expertise required to apply the Verification Method they will only be accepted from a recognised fire designer such as a Chartered Professional Engineer with the assessed area being fire engineering. The VM2 process requires a Fire Engineering Brief (FEB) to be prepared and agreed to by the stakeholders before the detailed design is carried out. The FEB will define the criteria / scope of the design and set certain design parameters to which the fire engineer should design. It is agreed to by the stakeholders, which will including the fire engineer, BCA, &, FENZ, and will be signed so it becomes a record of the agreement. The FEB is to accompany by;

- Confirmation the sprinkler system is designed to be capable of complying with the "Christchurch City Water Supply Rezoning And Pressure Management" proposal.
- A PS1 covering C1 to C6, F6, F7 & F8 (where applicable).
- Confirmation that the fire engineer will provide a PS4 along with a list of intended inspections.
- Confirmation that the emergency lighting designer will provide a PS4.
- If the building is to be occupied by the public before the Code Compliance Certificate is issued, there will need to be an application for a Certificate for Public Use. The management procedures associated with this certificate are to be included in the consent application. If the fire design has been peer reviewed, the management procedures are also to be reviewed by the Peer Reviewer

You should note that the application for building consent will not be accepted if the FEB process has not been completed.

**c. Public Use of Buildings:**

If the building is to be open to the public during construction and/or prior to the Code Compliance Certificate being issued, provide details of how those parts of the building being used remain in compliance with the Building Code during construction will be required. (Note: A Certificate for Public Use may be required.)

### 14. EXISTING BUILDING

**COMPLETE FOR ALTERATIONS TO ALL EXISTING BUILDINGS**

**a. Existing Floor Plan (1:100/1:50) showing where applicable:**

- Dimensions of internal floor plate
- Location exits
- Location and dimension of lift and lift car
- Location and dimensions of exit stairs
- Exit door sizes
- Location and dimension of toilets and cleaners sink

**b. Means of Escape from Fire:**

- The whole building must be assessed for compliance, as nearly as is reasonably practicable, with the provisions of the Building Code that relate to means of escape from fire.
- If you are showing compliance for means of escape from fire by using the Acceptable Solutions, you must comply fully with all requirements that relate to means of escape from fire.
- If you are showing compliance for means of escape from fire, as is reasonably practicable, you must use the Verification Method C/VM2.
- Please refer to Section 13 above for the information you need to supply in relation to means of escape from fire.

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<input type="checkbox"/>	<p><b>c. Accessibility: (For buildings/uses listed in Schedule 2 of the Building Act 2004):</b> Assessment of access and facilities for people with disabilities for the whole building. To assist in this process, form B-065 may be used. <b>Note: Refer to Item 12 – Accessibility.</b></p> <p><b>Note:</b> In the case of multi-tenanted or multi-storied buildings when only one tenancy or floor of a building is being altered, the upgrading can be limited to that tenancy or floor plus all common areas. The common areas include the lifts, the accessible stair, the accessible toilet/shower, the accessible entrance(s) to the building, the accessible car parking space(s), etc.</p>
<input type="checkbox"/>	<p><b>d. Application for Discretion re Upgrades (pursuant to section 112(2) of the Building Act 2004) including:</b></p> <ul style="list-style-type: none"> <li>▪ Supporting information as to why the project would not proceed if the building was required to comply</li> <li>▪ Description of improvements proposed related to means of escape from fire and access and facilities for people with disabilities</li> </ul>
<input type="checkbox"/>	<p><b>e. Reasonably Practicable:</b> Your proposal is required to fully comply with the Building Code. Where upgrading to fully comply with the building code for the above is not proposed you are required to supply supporting documentation making the case as to why it is not reasonably practicable to do so.</p>
<input type="checkbox"/>	<p><b>f. Public Use of Buildings:</b> If the building is to be open to the public during construction and/or prior to the Code Compliance Certificate being issued, provide details of how those parts of the building being used remain in compliance with the Building Code during construction will be required. (Note: A Certificate for Public Use will be required in these circumstances.)</p>
<p><b>15. SOUND INSULATION</b> <i>COMPLETE FOR ALL BUILDINGS THAT INVOLVE RESIDENTIAL UNITS</i></p>	
<input type="checkbox"/>	<p><b>a. Airborne and Impact Sound details showing compliance with either G6/AS1 or G6/VM1:</b></p> <ul style="list-style-type: none"> <li>▪ Consultants reports addressing both airborne and impact sound if G6/VM1 is the means of compliance</li> <li>▪ Details of compliance with the City/District Plans</li> <li>▪ Fully sound-rated construction details for walls, ceiling and floors</li> </ul>
<p><b>16. CHANGE OF USE:</b> <i>COMPLETE FOR EXISTING BUILDINGS WHERE THE PROPOSAL WILL CHANGE THE ESTABLISHED USE OF ALL OR PART OF THE BUILDING</i></p>	
<input type="checkbox"/>	<p><b>a. Fire Assessment:</b></p> <ul style="list-style-type: none"> <li>▪ The whole building must be assessed for compliance, as nearly as is reasonably practicable, with the provisions of the Building Code that relate to means of escape from fire, protection of other property, and fire-rating performance.</li> <li>▪ If you are showing compliance by using the Acceptable Solutions, you must comply fully with all the requirements of the Acceptable Solutions.</li> <li>▪ If you are showing compliance as is reasonably practicable, you must use the Verification Method C/VM2.</li> <li>▪ Please refer to Section 13 above for the information you need to supply.</li> </ul>
<input type="checkbox"/>	<p><b>b. Structural Assessment:</b> Assessment against non-specific codes (NZS3604 and NZS4229) or engineering assessment included as part of the structural specific design.</p>
<input type="checkbox"/>	<p><b>c. Sanitary Facilities:</b> Assessment of existing facilities within the building comparative to current code and levels of amenity provided by the Acceptable Solutions.</p>
<input type="checkbox"/>	<p><b>d. Additional Household Units:</b></p> <ul style="list-style-type: none"> <li>▪ An assessment of the building is required with respect to all building code clauses. If the proposal is for the project to meet anything less than full compliance with any clauses of the building code, 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.</li> <li>▪ Acoustic report and details for compliance</li> </ul>
<input type="checkbox"/>	<p><b>e. Reasonably Practicable:</b> Your proposal is required to fully comply with the Building Code. Where upgrading to fully comply with the Building Code for the above is not proposed you are required to supply supporting documentation making the case as to why it is not reasonably practicable to do so.</p>

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## 17. HAZARDOUS SUBSTANCES AND PROCESSES

COMPLETE FOR ALL PROJECTS WHERE THE BUILDING USE INVOLVES THE STORAGE, OR USE OF OR PROCESSING WITH HAZARDOUS SUBSTANCES

Hazardous substances include explosive, radioactive, toxic or flammable materials and compressed gases. (Common examples are diesel and LPG.)

### a. Details:

- Provide details of the materials used or stored, their hazardous substance classification (HSNO), individual container size and aggregate volume.
- Location of storage area.
- Fuel delivery (max. hose distance)

### b. Plans and Specifications Describing:

- Spaces where hazardous substances are stored and used and the method of disposal of waste.
- Consideration of containment, pressure relief, electrical hazardous area zoning and ventilation.

### c. Fire Report:

Include specific consideration of these activities.

## 18. 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 <input type="checkbox"/>	No <input type="checkbox"/>
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If the answer to the above question is YES, then the NES may apply. Please identify whether the application involves any of the activities below:

Does the proposed activity involve disturbance of soil?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
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Does the application involve removing or replacing a fuel storage system or parts of it?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
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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 <input type="checkbox"/>	No <input type="checkbox"/>
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If the answer to any of the above activities is YES, then the NES is likely 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/](http://environment.govt.nz/national-environmental-standard-for-assessing-and-managing-contaminants-in-soil-to-protect-human-health/)

## 19. FOOD PREMISES

COMPLETE FOR ALL PROJECTS WITH AN INTENDED USE INCLUDING THE MANUFACTURE, STORAGE, PREPARATION OR SALE OF FOOD PRODUCTS

### a. Details:

- Indication of type of business, including general food types to be prepared and beverages to be served.
- Water supply and sewage disposal connecting to town supply. Full details will be required if private system proposed.
- Number of staff
- Number of patrons (seated and standing)
- Full details of surface finishes in food preparation, cooking, servery, storage and dishwash areas
- Full details of location of all appliances and fixtures in food preparation, cooking, servery, storage and dishwash areas including fridges, freezers, joinery, plumbing fittings and extract hood.
- Designation of proposed use for each area.

### b. Menu:

A menu of all food that is to be prepared on site is required.

Key: ✓ or  = provided

or  = not applicable to job

## 20. OTHER CHECKSHEETS AND 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.GOV.T.NZ/GOAHEAD](http://CCC.GOV.T.NZ/GOAHEAD)*

<input type="checkbox"/>	a. Form B-051 - Solid/Liquid Fuel Heating Appliance (Residential Only) Checksheet
<input type="checkbox"/>	b. Form B-054 – Swimming & Spa Pools and Associated Fences
<input type="checkbox"/>	c. Form B-055 – Solar Water Heater Application Check sheet
<input type="checkbox"/>	d. Form B-013 – Application for a Certificate for Public Use
<input type="checkbox"/>	e. Form B-042 – Consent from neighbour to construct private drains
<input type="checkbox"/>	f. Form B-065 – Accessible Facilities Report Template
<input type="checkbox"/>	g. Form B-091 – Stormwater Disposal Tests
<input type="checkbox"/>	h. Form B-052 – Backflow Prevention Device
<input type="checkbox"/>	i. Form B-069 – Specified Systems Information
<input type="checkbox"/>	j. Public Places Bylaw 2008
<input type="checkbox"/>	k. Traffic and Parking Bylaw 2008
<input type="checkbox"/>	l. Policies on Streets Roads and Pavements
<input type="checkbox"/>	m. Temporary Use of Legal Road for Construction Activities Application
<input type="checkbox"/>	n. Water Discharge on Road Application
<input type="checkbox"/>	o. 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
- Vehicle Access
- Road openings
- Health licensing
- Liquor licensing
- Trade Waste licensing

A guidance document is available to help complete the section in the application form on 'means of compliance' for each Building Code clause.

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