

# User Guide for Relocating Dwellings



NOTE: Where works additional to foundations and drainage are proposed the User Guide for New Dwellings may also be applicable.

Please complete this user guide, your building consent application form and compile all the necessary documentation. **This user-guide must accompany your application.** When you are ready to lodge your application, please phone 440 0056 [Alexandra] or 445 0211 [Cromwell] to make a PAC (lodgement) appointment. Your application can be couriered to 1 Dunorling St, Alexandra 9340 (if you are unable to lodge it in person)

A Building Control Officer and a Planning Officer will be allocated to review your application for completeness and compliance prior to it being accepted. **The application will only be accepted if it appears complete and compliant.** If there is further information required after the application is accepted, you will be contacted requesting this detail. **Complete and technically correct building consent applications are processed FASTER than incorrect ones.**

**Fee payment starts the '20 working day clock' which is the time-frame in which we must grant your building consent. How do you wish to pay?**

Invoice owner via e-mail    Invoice agent via e-mail    Pay at lodging (eftpos/ cheque/ cash)

APPLICATION	Applicant to complete		Office use only
	Yes	N/A	
Legal description and location address completed on application form?	<input type="checkbox"/>		<input type="checkbox"/>
Has correct total <u>value</u> of building work been shown? (Note: this is different from cost)	<input type="checkbox"/>		<input type="checkbox"/>
Current Certificate of Title provided?	<input type="checkbox"/>		<input type="checkbox"/>
Has written authorisation to act as Agent for Owner (for applications made on behalf of the owner) provided?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Application form completed correctly - in pen, signed and dated, with correct fees?	<input type="checkbox"/>		<input type="checkbox"/>
<b>DOCUMENTATION - Provide two sets of:</b>			
Plans <i>Number of sheets in each set</i> _____	<input type="checkbox"/>		<input type="checkbox"/>
Specifications <i>Number of sheets in each set</i> _____	<input type="checkbox"/>		<input type="checkbox"/>
Specific design <i>Number of sheets in each set</i> _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Manufacturers installation instructions	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Plans legible, and to a scale that allows full technical assessment and accurate interpretation for construction?	<input type="checkbox"/>		<input type="checkbox"/>
Is there consistency of information between all documentation? (E.g. engineers design details do not conflict with architects design details)	<input type="checkbox"/>		<input type="checkbox"/>
Only relevant information included (no multiple or alternative construction details)?	<input type="checkbox"/>		<input type="checkbox"/>
Certificate of Design Work [COW] provided covering restricted building work?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
If a new or altered vehicle access to the property is required and/or a rapid number, an application should be made at this time. Have you made a 'vehicle crossing application' and/or requested a rapid number?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

The following must be SUFFICIENTLY DETAILED in plans and/ or specifications to allow full assessment against all relevant building code clauses	Applicant to complete			Office use only
	Page No	Yes	N/A	
<b>SITE - SCALE 1:200</b>				
Site specific design criteria e.g. wind zone & snow load - correct and consistently stated		<input type="checkbox"/>		<input type="checkbox"/>
Direction of north, road names and position of driveway/ access		<input type="checkbox"/>		<input type="checkbox"/>
Contour lines or spot levels (prior to excavation), datum and finished floor level		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Earthworks - extent of cut and fill		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

	Applicant to complete			Office use only
	Page No	Yes	N/A	
Retaining walls - extent and location including subsurface drainage		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Location of buildings and structures (proposed and existing) with dimensions between buildings and to boundaries		<input type="checkbox"/>		<input type="checkbox"/>
Swimming /spa pool location, pool fencing, gates		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Fire wall construction when closer than 1m to boundary		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Location and details of easements, water courses and hazards		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>ELEVATIONS - SCALE 1:100</b>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Original ground lines (prior to excavations), extended to boundaries		<input type="checkbox"/>		<input type="checkbox"/>
Cladding materials – roof and walls		<input type="checkbox"/>		<input type="checkbox"/>
Door and window openings, cross referenced to floor plans		<input type="checkbox"/>		
<b>FLOOR PLANS - SCALE 1:100</b>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Floor layout with room use indicated		<input type="checkbox"/>		<input type="checkbox"/>
External and internal dimensions shown		<input type="checkbox"/>		<input type="checkbox"/>
Smoke alarm locations		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Internal load bearing walls or point loads labeled		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Location of decks, balconies and stairs		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Heating appliance location		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>POTABLE WATER SUPPLY</b>				<input type="checkbox"/>
<ul style="list-style-type: none"> <li>Town supply</li> </ul>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
to by position shown		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> <li>Private or Community water scheme – include</li> </ul>		<input type="checkbox"/>		<input type="checkbox"/>
<ul style="list-style-type: none"> <li>Water quality test result less than 6 months old and from an accredited laboratory</li> </ul>		<input type="checkbox"/>		<input type="checkbox"/>
<ul style="list-style-type: none"> <li>Bore or Spring – location and details of supply [ie written confirmation of acceptance into community water scheme.]</li> </ul>		<input type="checkbox"/>		<input type="checkbox"/>
Other – where treatment is proposed full design specification and owners manual to be included		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>PLUMBING AND DRAINAGE</b>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> <li>Water supply</li> </ul>		<input type="checkbox"/>		<input type="checkbox"/>
<ul style="list-style-type: none"> <li>location of pipework from boundary/source to building</li> </ul>		<input type="checkbox"/>		<input type="checkbox"/>
<ul style="list-style-type: none"> <li>water pipes – brand and insulation type</li> </ul>		<input type="checkbox"/>		<input type="checkbox"/>
hot water system, type, size and location		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> <li>Plumbing and Drainage</li> </ul>		<input type="checkbox"/>		<input type="checkbox"/>
<ul style="list-style-type: none"> <li>type of system G13/ASI-2 or AS/NZS 3500 stated</li> </ul>		<input type="checkbox"/>		<input type="checkbox"/>
<ul style="list-style-type: none"> <li>connection to sewer including invert level and drain sizing</li> </ul>		<input type="checkbox"/>		<input type="checkbox"/>
<ul style="list-style-type: none"> <li>gully traps, inspection openings, vents</li> </ul>		<input type="checkbox"/>		<input type="checkbox"/>
<ul style="list-style-type: none"> <li>location of sanitary fixtures and waste pipes</li> </ul>		<input type="checkbox"/>		<input type="checkbox"/>
<ul style="list-style-type: none"> <li>pipe sizes and gradient</li> </ul>		<input type="checkbox"/>		<input type="checkbox"/>
Stormwater - downpipe locations and sizes, drain pipe size and fall, size of soak pit and cross section of soak pit design provided (or alternative method)		<input type="checkbox"/>		<input type="checkbox"/>
<b>Septic Tank</b>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> <li>effluent disposal system designed to AS/NZS 1547</li> </ul>		<input type="checkbox"/>		<input type="checkbox"/>
<ul style="list-style-type: none"> <li>site specific soil evaluation</li> </ul>		<input type="checkbox"/>		<input type="checkbox"/>
<ul style="list-style-type: none"> <li>position and dimensions of tank, effluent and reserve fields, including dimensions from buildings, boundaries, easements, and separation from water source/s (including those on neighbouring properties)</li> </ul>		<input type="checkbox"/>		<input type="checkbox"/>

FOUNDATIONS AND FLOORS - SCALE 1:100	Applicant to complete			Office use only
	Page No	Yes	N/A	
Pile foundation		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• pile location and centres, including sizes material type and fixings		<input type="checkbox"/>		<input type="checkbox"/>
• subfloor bracing plan and calculations		<input type="checkbox"/>		<input type="checkbox"/>
Timber floor		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• floor joist layout, including sizes material type and fixings		<input type="checkbox"/>		<input type="checkbox"/>
• location of waste pipes and other service penetrations through the floor		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• finished floor level		<input type="checkbox"/>		<input type="checkbox"/>
• flooring and insulation		<input type="checkbox"/>		<input type="checkbox"/>
Concrete foundation		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• footing dimensions, incl depths and heights in relation to original ground level		<input type="checkbox"/>		<input type="checkbox"/>
• reinforcing, including centres and laps		<input type="checkbox"/>		<input type="checkbox"/>
Concrete slab		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• finished floor level (in relation to site datum)		<input type="checkbox"/>		<input type="checkbox"/>
• height of slab above cleared ground		<input type="checkbox"/>		<input type="checkbox"/>
• slab reinforcing, including mesh type and any diagonal reinforcing		<input type="checkbox"/>		<input type="checkbox"/>
• movement control joints/ cuts		<input type="checkbox"/>		<input type="checkbox"/>
• insulation including type and R-value		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• damp proof membrane		<input type="checkbox"/>		<input type="checkbox"/>
• substrate and sand blinding layer		<input type="checkbox"/>		<input type="checkbox"/>
<b>HEATING</b>				
Energy source: electricity <input type="checkbox"/> gas <input type="checkbox"/> solid fuel <input type="checkbox"/> liquid fuel <input type="checkbox"/> other <input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Location of appliance and full copy of manufacturers specification and installation instructions (including full flue installation detail)		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Location of gas /diesel tanks including size, specifications, and safety devices		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>INSULATION - include supporting calculations</b>				
NZS4218 Schedule Method		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
NZS4218 Calculation Method		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
NZS4218 Modeling Method		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Building Performance Index		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>STAIRS – detail on floor plan and cross-section. Include material, sizes and fixings</b>				
Risers, treads, nosings, balustrade, handrails, pitch and type (e.g secondary private)		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>SPECIFIC DESIGN</b>				
Engineering		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• separate Engineer's drawings OR reference on Engineer's Producer Statement to the latest revision of the architectural drawings		<input type="checkbox"/>		<input type="checkbox"/>
• design calculations provided		<input type="checkbox"/>		<input type="checkbox"/>
• Structural Engineers report supplied for any filled ground or ground that does not have a bearing capacity of 100kpa		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Alternative Solution form completed for systems/ elements outside the acceptable solutions with supporting documentation included		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

SPECIFICATION	Applicant to complete			Office use only
	Page No	Yes	N/A	
Have project specifications been provided showing make/type, grade, dimensions and fixing instructions of all materials and systems used in the new work?		<input type="checkbox"/>		<input type="checkbox"/>
<b>RELOCATION REPORT</b>				
Is an inspection report from the District Council from where the building originated attached, including:		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Original plans and specifications		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Age and existing use of building		<input type="checkbox"/>		<input type="checkbox"/>
Current condition of building elements		<input type="checkbox"/>		<input type="checkbox"/>
Structural design criteria of the originating site		<input type="checkbox"/>		<input type="checkbox"/>
Recent photos		<input type="checkbox"/>		<input type="checkbox"/>
Code Compliance Certificate		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

I hereby agree to have all reinstatement works as identified in the building inspection report, and including the closing in and ventilation of foundations and connections to infrastructure services, completed within six (6) months of delivery of the dwelling to the site. Failure to complete the work within six (6) months will require an application for resource consent.

Signed \_\_\_\_\_

Dated \_\_\_\_\_