

User Guide for New Dwellings & Major Alterations & Additions to Dwellings



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)

CODC Overseer: _____ Direct Dial: _____

Valuation number: _____

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"/>
Has a current Certificate of Title been provided?	<input type="checkbox"/>		<input type="checkbox"/>
Has written authorisation to act as Agent for Owner (for applications made on behalf of the owner) been 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"/>
Documentation - provide two sets of:			
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"/>
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"/>
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	
Site - Scale 1:200				
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"/>
Retaining walls - extent and location including subsurface drainage		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Location of building/s 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"/>
Location and details of easements, water courses and hazards		<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"/>
Elevations - Scale 1:100				
Original ground lines (prior to excavations), extended to boundaries		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Cladding materials – roof and walls		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Door and window openings, cross referenced to floor plans		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Floor Plans - Scale 1:100				
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"/>
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"/>
Potable Water Supply				
Town supply		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Toby position shown		<input type="checkbox"/>		<input type="checkbox"/>
Private or Community water scheme – include		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Water quality test result less than 6 months old and from an accredited laboratory		<input type="checkbox"/>		<input type="checkbox"/>
• Bore or Spring – location and details of supply [ie written confirmation of acceptance into community water scheme.]		<input type="checkbox"/>		<input type="checkbox"/>
• Other – where water treatment is proposed, a full design specification and owners' manual to be included		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Plumbing and Drainage				
Water supply		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Location of pipework from boundary/source to building		<input type="checkbox"/>		<input type="checkbox"/>
• Water pipes – brand and insulation type		<input type="checkbox"/>		<input type="checkbox"/>
• Hot water system, type, size and location		<input type="checkbox"/>		<input type="checkbox"/>
Plumbing and Drainage		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Type of system G13/ASI-2 or AS/NZS 3500 stated		<input type="checkbox"/>		<input type="checkbox"/>
• Connection to sewer including invert level and drain sizing		<input type="checkbox"/>		<input type="checkbox"/>
• Gully traps, inspection openings, vents		<input type="checkbox"/>		<input type="checkbox"/>
• Location of sanitary fixtures and waste pipes		<input type="checkbox"/>		<input type="checkbox"/>
• Pipe sizes and gradient		<input type="checkbox"/>		<input type="checkbox"/>

<ul style="list-style-type: none"> 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"/>
Septic Tank		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> Effluent disposal system designed to AS/NZS 1547 		<input type="checkbox"/>		<input type="checkbox"/>
<ul style="list-style-type: none"> Site specific soil evaluation 		<input type="checkbox"/>		<input type="checkbox"/>
<ul style="list-style-type: none"> 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) 		<input type="checkbox"/>		<input type="checkbox"/>
Foundations and Floors - Scale 1:100				
Pile foundation		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> Pile location and centres, including sizes material type and fixings 		<input type="checkbox"/>		<input type="checkbox"/>
<ul style="list-style-type: none"> Subfloor bracing plan and calculations 		<input type="checkbox"/>		<input type="checkbox"/>
Timber floor		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> Floor joist layout, including sizes material type and fixings 		<input type="checkbox"/>		<input type="checkbox"/>
<ul style="list-style-type: none"> Location of waste pipes and other service penetrations through the floor 		<input type="checkbox"/>		<input type="checkbox"/>
<ul style="list-style-type: none"> Finished floor level 		<input type="checkbox"/>		<input type="checkbox"/>
<ul style="list-style-type: none"> Flooring and insulation 		<input type="checkbox"/>		<input type="checkbox"/>
Concrete foundation		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> Footing dimensions, incl depths and heights in relation to original ground level 		<input type="checkbox"/>		<input type="checkbox"/>
<ul style="list-style-type: none"> Reinforcing, including centres and laps 		<input type="checkbox"/>		<input type="checkbox"/>
Concrete slab		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> Finished floor level (in relation to site datum) 		<input type="checkbox"/>		<input type="checkbox"/>
<ul style="list-style-type: none"> Height of slab above cleared ground 		<input type="checkbox"/>		<input type="checkbox"/>
<ul style="list-style-type: none"> Slab reinforcing, including mesh type and any diagonal reinforcing 		<input type="checkbox"/>		<input type="checkbox"/>
<ul style="list-style-type: none"> Movement control joints/ cuts 		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> Insulation including type and R-value 		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> Damp proof membrane 		<input type="checkbox"/>		<input type="checkbox"/>
<ul style="list-style-type: none"> Substrate and sand blinding layer 		<input type="checkbox"/>		<input type="checkbox"/>
Suspended floors		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> Type and extent of, including fixing details to walls, beams or columns 		<input type="checkbox"/>		<input type="checkbox"/>
<ul style="list-style-type: none"> Location of waste pipes and other service penetrations through the floor 		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> Insulation including type and R-value 		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> Finished floor level (in relation to datum) 		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Details of water proofing in wet areas such as bathrooms, showers, etc		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Walls - detail for each wall type or system. Include material, sizes, heights/lengths, centres, treatments, fixings /connections, thermal breaks, load path connections etc - SCALE 1:100		<input type="checkbox"/>		<input type="checkbox"/>
Frame		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> Studs, dwangs/ girts, plates 		<input type="checkbox"/>		<input type="checkbox"/>
<ul style="list-style-type: none"> Posts, beams, lintels and trimmers including connections for load paths 		<input type="checkbox"/>		<input type="checkbox"/>
<ul style="list-style-type: none"> Connections of frame to floor, top plate to stud and roof/ceiling fixings 		<input type="checkbox"/>		<input type="checkbox"/>
<ul style="list-style-type: none"> Junctions between varying wall construction types 		<input type="checkbox"/>		<input type="checkbox"/>
Wall bracing plan and schedule				
Openings		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

• Air seals		<input type="checkbox"/>		<input type="checkbox"/>
• Window and door flashings including specific brand of flexible tape, if any		<input type="checkbox"/>		<input type="checkbox"/>
Linings including finish for areas prone to moisture		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Critical wall/floor details e.g. shower installation		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Insulation including type and R-value		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Cladding		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Weathertightness risk matrix		<input type="checkbox"/>		<input type="checkbox"/>
• Building wrap – specific brand stated		<input type="checkbox"/>		<input type="checkbox"/>
• Cavity fully detailed including closures/ ventilation and drainage details		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Cladding fully detailed including junctions with other cladding types, and for proprietary systems manufacturers technical installation information		<input type="checkbox"/>		<input type="checkbox"/>
• Penetrations (eg meter box)		<input type="checkbox"/>		<input type="checkbox"/>
Doors and Windows		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Opening dimensions		<input type="checkbox"/>		<input type="checkbox"/>
• Height of windows in relation to finished floor level		<input type="checkbox"/>		<input type="checkbox"/>
• Window and door opening direction		<input type="checkbox"/>		<input type="checkbox"/>
• Type of frame and glass (eg safety glass)		<input type="checkbox"/>		<input type="checkbox"/>
• Window and door flashings		<input type="checkbox"/>		<input type="checkbox"/>
• Skylights/ roof windows including manufacturers technical information for installation, glazing, flashings and limitations on use		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Mechanical ventilation including type and ducting		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Roof and Ceiling – include material, sizes, centres, treatments, fixings, load path connections etc		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Buildable truss design and certificate		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Roof framing layout including pitch and fixings pulin to rafters, truss and top plate to rafters/truss fixing		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Roof bracing		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Roof cladding including type of underlay		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Location of ridges, valleys and hips		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Internal and external gutters		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Flashing details for all penetrations (e.g. skylights, flues), roof /wall junctions, parapets, and changes of directions		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Purlins, roof beams		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Insulation including type, R-value, and for skillion roofs state thickness		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Ceiling battens/dwangs and ceiling linings		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Soffit framing and soffit linings		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Verandah – rafters and beams		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Heating		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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"/>

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	Page No	Yes	N/A	
Insulation - include supporting calculations		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
NZS4218 Schedule Method				
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"/>
STAIRS – detail on floor plan and cross-section. Include material, sizes and fixings				
Risers, treads, nosings, balustrade, handrails, pitch and type (e.g secondary private)		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
SPECIFIC DESIGN				
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"/>
ADDITIONAL INFORMATION REQUIRED				
		<input type="checkbox"/>		<input type="checkbox"/>
		<input type="checkbox"/>		<input type="checkbox"/>
		<input type="checkbox"/>		<input type="checkbox"/>
		<input type="checkbox"/>		<input type="checkbox"/>
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		<input type="checkbox"/>		<input type="checkbox"/>
		<input type="checkbox"/>		<input type="checkbox"/>

COMMENTS (OFFICE USE ONLY)
