

User Guide for Drainage



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)

Property valuation number:		Applicant to complete		Office use only
Application		Yes	N/A	
Have you provided two copies of:				
Plans	Number of sheets each set _____	<input type="checkbox"/>		<input type="checkbox"/>
Specifications	Number of sheets each set _____	<input type="checkbox"/>		<input type="checkbox"/>
Specific design	Number of sheets each set _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are the plans fully dimensioned, to scale (1:200)		<input type="checkbox"/>		<input type="checkbox"/>
Has the application form been completed correctly signed and dated?		<input type="checkbox"/>		<input type="checkbox"/>
Has the correct total value of building work been shown?		<input type="checkbox"/>		<input type="checkbox"/>
Authorisation to act as Agent for Owner (for applications made on behalf of the owner)		<input type="checkbox"/>	<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"/>

Site Plan

Have the proposed new drainage plans been shown (scale (1:200)?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Has the gradient been correctly calculated in relation with the finished building floor level and the Council Main invert levels?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Has the physical location of sewer connections been shown?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
What systems are you using?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
AS/NZS 3500	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
G13	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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"/>	<input type="checkbox"/>
Have site specific ground soil evaluation test results and effluent disposal system design according to AS/NZS 1547 been done?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>