



# User Guide for Retaining Wall, Deck, Verandah

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
	Yes	N/A	
<b>Application</b>			
Legal description and location address	<input type="checkbox"/>		<input type="checkbox"/>
Correct total <u>value</u> of building work been shown (note: this may be different cost)	<input type="checkbox"/>		<input type="checkbox"/>
Fees checked and correct	<input type="checkbox"/>		<input type="checkbox"/>
Evidence of Ownership	<input type="checkbox"/>		<input type="checkbox"/>
Authorisation to act as Agent for Owner (for applications made on behalf of owner)	<input type="checkbox"/>		<input type="checkbox"/>
Application form completed correctly in pen, signed and dated	<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"/>

<b>Documentation</b>			
Provide two sets of:		<input type="checkbox"/>	<input type="checkbox"/>
• Plans	Number of sheets in each set:	<input type="checkbox"/>	<input type="checkbox"/>
• Specifications	Number of sheets in each set:	<input type="checkbox"/>	<input type="checkbox"/>
• Specific design	Number of sheets in each set:	<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 included (no multiple or alternative construction details) (eg 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"/>

<b>Certificate of Title</b>	Applicant to complete		Office use only
	Yes	N/A	
This is an important document that identifies which piece of land the project is to be built on and <b>must</b> be supplied with all applications. This can be obtained from Land Information New Zealand.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Site Plan – scale 1:200:</b>			
From building line to boundary	<input type="checkbox"/>		<input type="checkbox"/>

All new and existing buildings on site	<input type="checkbox"/>		<input type="checkbox"/>
Dimensions:			
- New building to boundary	<input type="checkbox"/>		<input type="checkbox"/>
- Between new and existing buildings			
Existing and proposed drainage on site	<input type="checkbox"/>		<input type="checkbox"/>
<b>Elevations</b> – You need to show:			
An elevation of each external wall	<input type="checkbox"/>		<input type="checkbox"/>
Heights from each corner to finished ground	<input type="checkbox"/>		<input type="checkbox"/>
Land contours for the site, proposed and existing	<input type="checkbox"/>		<input type="checkbox"/>
Specify products being used	<input type="checkbox"/>		<input type="checkbox"/>
<b>Cross Sections</b> – You need to show:			
Foundations	<input type="checkbox"/>		<input type="checkbox"/>
Walls	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Truss/rafters	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Heights from ground:			
• Stairs/ramps/barriers	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Foundation Details</b> – Please detail:			
Pile layout including bearers, joists bracing and anchor pile layout	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
For concrete floors:			
- Concrete floor plan showing location of corner bars	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
- Cross section plan showing width, depth, reinforcing, underlay and hard fill locations			
- Plan view showing thickening locations and corner bars			
Foundation wall: cross section plan and footing showing width, depth, reinforcing and brick veneer layout (where applicable)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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	Yes	N/A	
<b>Drainage Plans</b> – On the plan show:			
The location of the sewer and storm water drains, where they connect to the Council mains, soakage holes	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Specification</b> – A specification must be provided to:			
Cover any building elements not included in the building plans	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Summarise all trades and compliance with acceptable standards	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
The specification <b>must</b> be specific to the project	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Bracing Calculations</b> – Please supply the following:			
Calculations for wall bracing	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
A floor plan showing the location of the braces	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Engineering Details</b> – Please supply the following:			
Engineering calculations	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
A producer statement for the engineer (called a PS1)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Engineers plans for their design, or alternatively, the engineer to sign the architects plans where their designs are drawn	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>