



User Guide for Multi-proof Building Consent

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 your appointed Overseer

CODC Overseer:	Direct Dial:
Project Location:	

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)

	Applicant to complete		Office use only
	Yes	Yes	
Correct valuation number, 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 from cost)	<input type="checkbox"/>		<input type="checkbox"/>
Evidence of Ownership (Current Certificate of Title)	<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"/>
Application form completed correctly - in pen, signed and dated, with correct fees	<input type="checkbox"/>		<input type="checkbox"/>
Copy of the 'Multi-Proof Certificate' [showing any applicable conditions.]	<input type="checkbox"/>		<input type="checkbox"/>
Certificate of Design Work [COW] covering RBW	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Documentation

Provide two sets of:			
<ul style="list-style-type: none"> DBH approved plans <i>Number of sheets in each set _____</i> 	<input type="checkbox"/>		<input type="checkbox"/>
<ul style="list-style-type: none"> DBH approved specifications <i>Number of sheets in each set _____</i> 	<input type="checkbox"/>		<input type="checkbox"/>
<ul style="list-style-type: none"> DBH approved specific design <i>Number of sheets in each set _____</i> 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> Manufacturers installation instructions 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Full details of any site specific features proposed i.e. drainage and foundations	<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

Site

<ul style="list-style-type: none"> site specific design criteria e.g. wind zone & snow load meets approval conditions 	<input type="checkbox"/>		<input type="checkbox"/>
<ul style="list-style-type: none"> direction of north, road names and position of driveway/ access 	<input type="checkbox"/>		<input type="checkbox"/>
<ul style="list-style-type: none"> contour lines or spot levels (prior to excavation), datum and finished floor level 	<input type="checkbox"/>		<input type="checkbox"/>
<ul style="list-style-type: none"> earthworks - extent of cut and fill 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> retaining walls - extent and location including subsurface drainage 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

<ul style="list-style-type: none"> location of building/s and structures (proposed and existing) with dimensions between buildings and to boundaries 	<input type="checkbox"/>		<input type="checkbox"/>
<ul style="list-style-type: none"> swimming /spa pool location, pool fencing, gates 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> location and details of easements, water courses and hazards 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Potable Water Supply	Applicant to complete		Office use only
	Yes	Yes	
Town supply	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> toby position shown 	<input type="checkbox"/>		<input type="checkbox"/>
Private or Community water scheme – include	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> Water quality test result less than 6 months old and from an accredited laboratory 	<input type="checkbox"/>		<input type="checkbox"/>
<ul style="list-style-type: none"> Bore or Spring – location and details of supply [i.e. written confirmation of acceptance into community water scheme.] 	<input type="checkbox"/>		<input type="checkbox"/>
<ul style="list-style-type: none"> Other – where treatment is proposed full design specification and owners manual to be included 	<input type="checkbox"/>		<input type="checkbox"/>
Water supply	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> location of pipe work from boundary/source to building 	<input type="checkbox"/>		<input type="checkbox"/>
Plumbing and Drainage	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> type of system G13/ASI-2 or AS/NZS 3500 stated 	<input type="checkbox"/>		<input type="checkbox"/>
<ul style="list-style-type: none"> connection to sewer including invert level and drain sizing 	<input type="checkbox"/>		<input type="checkbox"/>
<ul style="list-style-type: none"> gully traps, inspection openings, vents 	<input type="checkbox"/>		<input type="checkbox"/>
<ul style="list-style-type: none"> pipe sizes and gradient 	<input type="checkbox"/>		<input type="checkbox"/>
<ul style="list-style-type: none"> storm water - downpipe locations and sizes, pipe sizes, soak pit design etc 	<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 	<input type="checkbox"/>		<input type="checkbox"/>

Foundations and Floors

Pile foundation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> pile location and centers, including sizes material type and fixings 	<input type="checkbox"/>		<input type="checkbox"/>
<ul style="list-style-type: none"> sub-floor 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"/>	<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, including depths and heights in relation to original ground level 	<input type="checkbox"/>		<input type="checkbox"/>
<ul style="list-style-type: none"> reinforcing, including centers 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"> • minimum clearance to be maintained from finished/ landscaped ground to top of slab 	<input type="checkbox"/>		<input type="checkbox"/>
<ul style="list-style-type: none"> • slab thickness, thickenings, point load pads, rebates 	<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"/>
	Applicant to complete		Office use only
	Yes	Yes	
<ul style="list-style-type: none"> • movement control joints/ cuts 	<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"/>

Specific Design

Engineering	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> • 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"/>
<ul style="list-style-type: none"> • design calculations provided 	<input type="checkbox"/>		<input type="checkbox"/>
<ul style="list-style-type: none"> • 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"/>

Project Specifications

Have project specifications been provided showing make/type/grade/dimensions/fixing instructions of all materials and systems used in the project (outside the scope of the DBH approved specifications?)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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