



User Guide for Building Consent Drainage

Please complete this user guide, your building consent application and compile all the necessary documentation.

When you are ready to lodge your application, please phone 4400056 [Alexandra] or 4450211 [Cromwell] and make a PAC appointment.

A Building Control Officer and a Planning Officer will be allocated to review your application for completeness and compliance.

The application will be accepted only 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.

Application	Applicant to complete		Office use only
	Yes	N/A	
Have you provided two copies of:			
Plans <i>Number of sheets each set</i> _____	<input type="checkbox"/>		<input type="checkbox"/>
Specifications <i>Number of sheets each set</i> _____	<input type="checkbox"/>		<input type="checkbox"/>
Specific design <i>Number of sheets each set</i> _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are the plans fully dimensioned, to scale (1:200) shown in black lines on a white background?	<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"/>

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"/>
Has the position of septic tank and effluent field been shown including future reserve field if required?	<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"/>