

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 prior to it being accepted. 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.

Property valuation number:	Applicant to complete		Office use only
	Yes	N/A	
<b>Application</b>			
Correct valuation number, legal description and location address	<input type="checkbox"/>	<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"/>	<input type="checkbox"/>
Fees checked and correct	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Evidence of Ownership	<input type="checkbox"/>	<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"/>	<input type="checkbox"/>
Application form completed correctly in pen, signed and dated	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

<b>Documentation</b>				
Provide two sets of:		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Plans	Number of sheets in each set:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Specifications	Number of sheets in each set:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Specific design	Number of sheets in each set:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Plans done in black lines on a white background, legible and to a scale that allows full technical assessment and accurate interpretation for construction		<input type="checkbox"/>	<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"/>	<input type="checkbox"/>
Only relevant information included (no multiple or alternative construction details)		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

The following must be **SUFFICIENTLY DETAILED** in plans and/or specification to allow assessment against all relevant building code clauses

<b>Site Plan</b>			
You need to show:			
• From building line to boundary	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• New pool/spa and existing buildings on the site	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Dimensions of pool/spa, including depth	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• The drainage from pool/spa to disposal system	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Location of fencing	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

<b>Foundation Details</b>			
Please detail foundation walls with cross sections showing footing widths, depth and reinforcing where applicable	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Back Flow Prevention</b>			
Details of proposed back flow prevention device required and position shown on plans	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Specification</b>			
A specification must be provided (if not shown in the plans) to cover any building elements not included in the building plans	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Fencing Details</b>			
Details of proposed fencing to be provided showing compliance with the Fencing of Swimming Pools Act 1987 or NZS:8500:2006 safety barriers and fences around swimming pools, spas and hot tubs.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Engineering Details</b>			
Please insure that:			
<ul style="list-style-type: none"> <li>The standard engineers design and producer statements is up to date and specific for the proposed pool</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> <li>For a non standard design, engineers calculations, designs and a producer statement must be provided</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>