

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.**

<b>Application</b>	<b>Applicant to complete</b>		<b>Office use only</b>
	<b>Yes</b>	<b>N/A</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"/>

<b>Information Required</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Site plan including north point, dimensions and showing the location of the solar panel.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
The manufacturer's installation detail and specification, including the design calculations and Producer Statement for the model of solar unit being installed.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Where a new hot water cylinder is to be installed with the solar unit, a floor plan showing the location of the cylinder is required.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Where the solar unit includes water storage on the roof, information showing structural suitability for the additional loading to the roof.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Fixing and flashing detail for the solar panel to the roof, framing and all penetrations.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Type of material for piping between the solar panel and hot water cylinder, including compliance with New Zealand Building Code NZBC) Clause H1, Energy Efficiency (polybutylene is not acceptable for this application).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Smoke detectors must be fitted in the dwelling if they are not already fitted and their location (existing or new) must be shown on the floor plan.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Full detail of the tempering of hot water in accordance with NZBC Clause G12 Water Supplies must be shown.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Plans must show that the installation complies with the NZ Building Code Clauses B1, B2, E2, F7, G12 and H1.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>