



User Guide for Retaining Wall, Deck, Verandah

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.

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

Documentation				
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"/>

Certificate of Title	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 must be supplied with all applications. This can be obtained from Land Information New Zealand.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Site Plan – You need to show:			
From building line to boundary	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
All new and existing buildings on site	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Dimensions:			
- New building to boundary	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
- Between new and existing buildings	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Existing and proposed drainage on site	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Elevations – You need to show:			
An elevation of each external wall	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Heights from each corner to finished ground	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Land contours for the site, proposed and existing	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Specify products being used	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Cross Sections – You need to show:			
Foundations	<input type="checkbox"/>	<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	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Foundation Details – Please detail:			
Pile layout including bearers, joists bracing and anchor pile layout	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
For concrete floors: <ul style="list-style-type: none"> - Concrete floor plan showing location of corner bars - Cross section plan showing width, depth, reinforcing, underlay and hard fill locations - Plan view showing thickening locations and corner bars 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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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Drainage Plans – 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"/>
Specification – 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 must be specific to the project	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Bracing Calculations – 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"/>
Engineering Details – 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"/>