



User Guide for Building Consent Minor Alterations to Dwellings

NOTE: Minor alterations are those within the existing building that do not affect the weather tightness of the building or require specific design or changes to drainage plans.

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.

Valuation number: _____

Application	Applicant to complete		Office use only
	Yes	N/A	
Have you provided two copies of: (The second copy will be returned to you with your consent)			
Plans	<input type="checkbox"/>		<input type="checkbox"/>
Specifications	<input type="checkbox"/>		<input type="checkbox"/>
Are the plans done in black lines on a white background?	<input type="checkbox"/>		<input type="checkbox"/>
Have you used the correct valuation number, legal description and location address?	<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"/>
Has the total floor area, number of levels, year of construction of the building being altered been shown?	<input type="checkbox"/>		<input type="checkbox"/>

Floor Plan – Scale 1:100

Has the original floor layout been shown?	<input type="checkbox"/>		<input type="checkbox"/>
Has all demolition work been shown?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Has the proposed floor layout been shown? [Please include the location of smoke alarms]	<input type="checkbox"/>		<input type="checkbox"/>
Have all external and internal dimensions been shown?	<input type="checkbox"/>		<input type="checkbox"/>
Has the position of structural beams been shown?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Removal of walls (or part walls) may require bracing calculations – are these provided?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Cross-section Have you provided a cross-section through areas of construction showing method of construction & specifying ALL materials used & surface finishes?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Has the plumbing with drainage layout been shown? Note: changes to plumbing & drainage layout require specification of pipe sizes & materials, insulation, venting, surface finishes etc. Manufacturer's installation instructions should be provided for shower installations & water proof membranes shown in a cross-section for wet area showers.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>