



# User Guide for Building Consent Sheds/ Garages/ Carports

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

When you are ready to lodge your application, please phone 4400056 [Alexandra] or 4450211 [Cromwell] to 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 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.**

Project Location: _____	Applicant to complete		Office use only
	Yes	N/A	
<b>Application</b>			
<b>Please provide two copies of:</b> (The second copy will be returned with your consent)			
Plans	<input type="checkbox"/>		<input type="checkbox"/>
Specifications	<input type="checkbox"/>		<input type="checkbox"/>
Specific design	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are the plans done in black lines on a white background?	<input type="checkbox"/>		<input type="checkbox"/>
Is there consistency of information between all documentation? (e.g. engineers design details do not conflict with other design details)	<input type="checkbox"/>		<input type="checkbox"/>
Has only information relevant to this project been included?	<input type="checkbox"/>		<input type="checkbox"/>
Have you used the correct valuation number, legal description and location address? Has the application form been completed, 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"/>
Is a current copy of the Certificate of Title provided? (where easements listed a full Certificate of Title is required)	<input type="checkbox"/>		<input type="checkbox"/>
Has the total floor area been shown?	<input type="checkbox"/>		<input type="checkbox"/>

## Site Plan

**Note:** A location plan (typically 1:1000 or 1:2000) is also needed for rural blocks

Have the locations of all buildings from the legal boundaries been shown?	<input type="checkbox"/>		<input type="checkbox"/>
Has the distance measured from the extremities of the building line and from the footprint to the boundaries been shown?	<input type="checkbox"/>		<input type="checkbox"/>
Have the location and sizes of down pipes been shown, and location(s) of storm water disposal (e.g. soak holes?) Has a cross-section of the soak pit design been provided?	<input type="checkbox"/>		<input type="checkbox"/>
Have any easements, water courses or hazards been shown?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<b>Applicant to complete</b>		<b>Office use only</b>

<b>Floor Plan</b>	<b>Yes</b>	<b>N/A</b>	
Has the floor layout been shown?	<input type="checkbox"/>		<input type="checkbox"/>
Have the external and internal dimensions been shown?	<input type="checkbox"/>		<input type="checkbox"/>
Has the position and size of structural beams been shown? Have all window and door lintel sizes been shown?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Has a truss layout plan and certificate been provided?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

### **Elevations**

Have the proposed cladding materials been shown?	<input type="checkbox"/>		<input type="checkbox"/>
Are the natural ground lines shown prior to excavations and in relation to finished floor levels?			<input type="checkbox"/>
Have the window openings been shown?	<input type="checkbox"/>		<input type="checkbox"/>

### **Cross Section**

Has the depth and width of foundations been shown?	<input type="checkbox"/>		<input type="checkbox"/>
Has the reinforcing and DPM been shown?	<input type="checkbox"/>		<input type="checkbox"/>
Has the exterior wall cladding been specified?	<input type="checkbox"/>		<input type="checkbox"/>
Have wall framing sizes and centres been shown	<input type="checkbox"/>		<input type="checkbox"/>
Have building wrap and timber treatments been specified?	<input type="checkbox"/>		<input type="checkbox"/>
Have all flashing details been shown?	<input type="checkbox"/>		<input type="checkbox"/>

### **Wall Bracing**

Has a wall bracing calculation sheet and bracing plan been provided?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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### **Specific Design**

Has an Engineer's Producer Statement been provided for structural elements outside the scope of NZS 3604:1999?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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### **Project Specifications**

Have project <b>specific</b> specifications been provided showing make/type/grade/dimensions/fixing instructions of all materials and systems used in the project (including flashing systems?)	<input type="checkbox"/>		<input type="checkbox"/>
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