



User Guide for Building Consent New Dwellings & Major Alterations to DOMESTIC BUILDINGS ONLY

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 your appointed Overseer

CODC Overseer:	Direct Dial Ph:
Project Location:	

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"/>
Correct total <u>value</u> of building work been shown (Note: this may be different from cost)	<input type="checkbox"/>		<input type="checkbox"/>
Evidence of Ownership (Current Certificate of Title)	<input type="checkbox"/>		<input type="checkbox"/>
Authorisation to act as Agent for Owner (for applications made on behalf of the owner)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Application form completed correctly - in pen, signed and dated, with correct fees	<input type="checkbox"/>		<input type="checkbox"/>

Documentation

Provide two sets of:			
<ul style="list-style-type: none"> Plans <i>Number of sheets in each set</i> _____ 	<input type="checkbox"/>		<input type="checkbox"/>
<ul style="list-style-type: none"> Specifications <i>Number of sheets in each set</i> _____ 	<input type="checkbox"/>		<input type="checkbox"/>
<ul style="list-style-type: none"> Specific design <i>Number of sheets in each set</i> _____ 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> Manufacturers installation instructions 	<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"/>
Consistency of information between all documentation (e.g. engineers design details do not conflict with architects design details)	<input type="checkbox"/>		<input type="checkbox"/>
Only relevant information included (no multiple or alternative construction details)	<input type="checkbox"/>		<input type="checkbox"/>

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

Site

<ul style="list-style-type: none"> site specific design criteria e.g. wind zone & snow load - correct and consistently stated 	<input type="checkbox"/>		<input type="checkbox"/>
<ul style="list-style-type: none"> direction of north, road names and position of driveway/ access 	<input type="checkbox"/>		<input type="checkbox"/>
<ul style="list-style-type: none"> contour lines or spot levels (prior to excavation), datum and finished floor level 	<input type="checkbox"/>		<input type="checkbox"/>
<ul style="list-style-type: none"> earthworks - extent of cut and fill 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> retaining walls - extent and location including subsurface drainage 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> location of building/s and structures (proposed and existing) with dimensions between buildings and to boundaries 	<input type="checkbox"/>		<input type="checkbox"/>
<ul style="list-style-type: none"> swimming /spa pool location, pool fencing, gates 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> location and details of easements, water courses and hazards 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Elevations	Applicant to complete		Office use only
	Yes	N/A	
• original ground lines (prior to excavations), extended to boundaries	<input type="checkbox"/>		<input type="checkbox"/>
• cladding materials – roof and walls	<input type="checkbox"/>		<input type="checkbox"/>
• door and window openings, cross referenced to floor plans	<input type="checkbox"/>		<input type="checkbox"/>

Floor Plans	Yes	N/A	Office use only
• floor layout with room use indicated	<input type="checkbox"/>		<input type="checkbox"/>
• external and internal dimensions, including wall framing thickness (clearly identify where changes in wall construction occur, if any)	<input type="checkbox"/>		<input type="checkbox"/>
• cross reference openings to elevations, window schedule, and/ or charts for lintel sizes and fixings	<input type="checkbox"/>		<input type="checkbox"/>
• reference to cross sections or construction details	<input type="checkbox"/>		<input type="checkbox"/>
• smoke alarm locations	<input type="checkbox"/>		<input type="checkbox"/>
• electrical layout (where recessed lights proposed state type)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• changes in ceiling heights	<input type="checkbox"/>		<input type="checkbox"/>
• location of decks, balconies and stairs	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• position and sizes of structural beams and columns	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• heating appliance location	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Potable Water Supply	Yes	N/A	Office use only
Town supply	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• toby position shown	<input type="checkbox"/>		<input type="checkbox"/>
Private or Community water scheme – include	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Recent water quality test results (for private supplies only)	<input type="checkbox"/>		<input type="checkbox"/>
• Bore or Spring – location and details	<input type="checkbox"/>		<input type="checkbox"/>
• Other – where treatment is proposed full design specification and owners manual to be included	<input type="checkbox"/>		<input type="checkbox"/>

Plumbing and Drainage	Yes	N/A	Office use only
Water supply	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• location of pipework from boundary/source to building	<input type="checkbox"/>		<input type="checkbox"/>
• water pipes – brand and insulation type	<input type="checkbox"/>		<input type="checkbox"/>
• hot water system, type, size and location	<input type="checkbox"/>		<input type="checkbox"/>
Plumbing and Drainage	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• type of system G13/ASI-2 or AS/NZS 3500 stated	<input type="checkbox"/>		<input type="checkbox"/>
• connection to sewer including invert level and drain sizing	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• gully traps, inspection openings, vents	<input type="checkbox"/>		<input type="checkbox"/>
• location of sanitary fixtures and waste pipes	<input type="checkbox"/>		<input type="checkbox"/>
• pipe sizes and gradient	<input type="checkbox"/>		<input type="checkbox"/>
• stormwater - downpipe locations and sizes, pipe sizes, soak holes or other	<input type="checkbox"/>		<input type="checkbox"/>
Septic Tank	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• effluent disposal system designed to AS/NZS 1547	<input type="checkbox"/>		<input type="checkbox"/>
• site specific soil evaluation	<input type="checkbox"/>		<input type="checkbox"/>
• position and dimensions of tank, effluent and reserve fields, including dimensions from buildings, boundaries, easements, and separation from water source/s	<input type="checkbox"/>		<input type="checkbox"/>

Foundations and Floors	Applicant to complete		Office use only
	Yes	N/A	
Pile foundation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• pile location and centres, including sizes material type and fixings	<input type="checkbox"/>		<input type="checkbox"/>
• subfloor bracing plan and calculations	<input type="checkbox"/>		<input type="checkbox"/>
Timber floor	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• floor joist layout, including sizes material type and fixings	<input type="checkbox"/>		<input type="checkbox"/>
• location of waste pipes and other service penetrations through the floor	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• finished floor level	<input type="checkbox"/>		<input type="checkbox"/>
• flooring and insulation	<input type="checkbox"/>		<input type="checkbox"/>
Concrete foundation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• footing dimensions, including depths and heights in relation to original ground level	<input type="checkbox"/>		<input type="checkbox"/>
• reinforcing, including centres and laps	<input type="checkbox"/>		<input type="checkbox"/>
Concrete slab	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• finished floor level (in relation to site datum)	<input type="checkbox"/>		<input type="checkbox"/>
• height of slab above cleared ground	<input type="checkbox"/>		<input type="checkbox"/>
• minimum clearance to be maintained from finished/ landscaped ground to top of slab	<input type="checkbox"/>		<input type="checkbox"/>
• slab thickness, thickenings, point load pads, rebates	<input type="checkbox"/>		<input type="checkbox"/>
• slab reinforcing, including mesh type and any diagonal reinforcing	<input type="checkbox"/>		<input type="checkbox"/>
• movement control joints/ cuts	<input type="checkbox"/>		<input type="checkbox"/>
• insulation including type and R-value	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• damp proof membrane	<input type="checkbox"/>		<input type="checkbox"/>
• substrate and sand blinding layer	<input type="checkbox"/>		<input type="checkbox"/>
Suspended floors	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• type and extent of, including fixing details to walls, beams or columns	<input type="checkbox"/>		<input type="checkbox"/>
• location of waste pipes and other service penetrations through the floor	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• insulation including type and R-value	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• finished floor level (in relation to datum)	<input type="checkbox"/>		<input type="checkbox"/>
Details of water proofing in wet areas such as bathrooms, showers, etc	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Walls – detail for each wall type or system. Include material, sizes, heights/lengths, centres, treatments, fixings /connections, thermal breaks etc

Frame			
• studs, dwangs/ girts, plates	<input type="checkbox"/>		<input type="checkbox"/>
• posts, beams, lintels and trimmers including connections for load paths	<input type="checkbox"/>		<input type="checkbox"/>
• connections of frame to floor and roof/ceiling	<input type="checkbox"/>		<input type="checkbox"/>
• junctions between varying wall construction types	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Wall bracing plan and schedule	<input type="checkbox"/>		<input type="checkbox"/>
Openings			
• air seals	<input type="checkbox"/>		<input type="checkbox"/>
• window and door flashings including specific brand of flexible tape, if any	<input type="checkbox"/>		<input type="checkbox"/>
Linings including finish for areas prone to moisture	<input type="checkbox"/>		<input type="checkbox"/>
Critical wall/floor details e.g. shower installation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Walls continued

	Applicant to complete		Office use only
Insulation including type and R-value	<input type="checkbox"/>		<input type="checkbox"/>
Cladding			
• weathertightness risk matrix	<input type="checkbox"/>		<input type="checkbox"/>
• building wrap – specific brand stated	<input type="checkbox"/>		<input type="checkbox"/>
• cavity fully detailed including closures/ ventilation and drainage details	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• cladding fully detailed including junctions with other cladding types, and for proprietary systems manufacturers technical installation information	<input type="checkbox"/>		<input type="checkbox"/>
• penetrations (e.g meter box)	<input type="checkbox"/>		<input type="checkbox"/>

Doors and Windows

• opening dimensions	<input type="checkbox"/>		<input type="checkbox"/>
• height of windows in relation to finished floor level	<input type="checkbox"/>		<input type="checkbox"/>
• window and door opening direction	<input type="checkbox"/>		<input type="checkbox"/>
• type of frame and glass (e.g safety glass)	<input type="checkbox"/>		<input type="checkbox"/>
• window and door flashings	<input type="checkbox"/>		<input type="checkbox"/>
• skylights/ roof windows including manufacturers technical information for installation, glazing, flashings and limitations on use	<input type="checkbox"/>		<input type="checkbox"/>
• mechanical ventilation including type and ducting	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Roof and Ceiling – include material, sizes, centres, treatments, fixings etc

• buildable truss design and certificate	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• roof framing layout (non truss) including pitch and fixings	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• roof bracing	<input type="checkbox"/>		<input type="checkbox"/>
• roof cladding including type of underlay	<input type="checkbox"/>		<input type="checkbox"/>
• location of ridges, valleys and hips	<input type="checkbox"/>		<input type="checkbox"/>
• internal and external gutters	<input type="checkbox"/>		<input type="checkbox"/>
• flashing details for all penetrations (e.g. skylights, flues), roof /wall junctions, parapets, and changes of directions	<input type="checkbox"/>		<input type="checkbox"/>
• purlins, roof beams,	<input type="checkbox"/>		<input type="checkbox"/>
• insulation including type, R-value, and for skillion roofs state thickness	<input type="checkbox"/>		<input type="checkbox"/>
• ceiling battens/dwangs and ceiling linings	<input type="checkbox"/>		<input type="checkbox"/>
• soffit framing and soffit linings	<input type="checkbox"/>		<input type="checkbox"/>
• verandah – rafters and beams	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Heating

Energy source: electricity <input type="checkbox"/> gas <input type="checkbox"/> solid fuel <input type="checkbox"/> liquid fuel <input type="checkbox"/> other <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Location of appliance and full copy of manufacturers specification and installation instructions (including full flue installation detail)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Location of gas /diesel tanks including size, specifications, and safety devices	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Positions of smoke alarms (shown on Full Floor Plan)	<input type="checkbox"/>		<input type="checkbox"/>

