



# 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 your appointed Overseer

CODC Overseer:	Direct Dial Ph:
Valuation number:	

<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"/>
Correct total <u>value</u> of building work been shown ( <b>Note:</b> 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"/>
Authorization 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"/>

**Complete and technically correct building consent applications are processed FASTER than incorrect ones**

<b>Plans</b>	<b>Applicant to complete</b>		<b>Office use only</b>
	<b>Yes</b>	<b>N/A</b>	
<b>Have you provided two copies of:</b> (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"/>
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 and fixings 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"/>
<b>Cross-section</b>			
Have you provided a cross-section through areas of construction showing method of construction & specifying ALL materials used & surface finishes? Please include section through stairs.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Has the plumbing with drainage layout been shown?			
<b>Note: changes to plumbing &amp; drainage layout require specification of pipe sizes &amp; materials, insulation, venting, surface finishes etc. Manufacturer's installation instructions should be provided for shower installations &amp; water proof membranes shown in a cross-section for wet area showers.</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>