



APPLICATION FOR PROJECT INFORMATION MEMORANDUM AND/OR BUILDING CONSENT
 Section 33 or Section 45, Building Act 2004

Building Consent No: _____

Description of building works:

Value of Building Work: \$ _____

Send Documents to: Owner Agent

THE BUILDING

Street Address: _____

For structures that do not have a street address, state the nearest street intersection and the distance and direction from that intersection.

Legal Description: _____

State legal description as at the date of application and if the land is proposed to be subdivided, include details of relevant lot numbers and subdivision consent.

Rapid No (rural properties): _____ Valuation Roll Number: _____

Building Name: _____ Year of Construction (approx): _____

Number of Levels: _____ Level/Unit Number: _____

Location of Building within site/block number: _____
 Include nearest street address

Current, lawfully established use: _____
 Include number of occupants per level and per use if more than one.

| OWNER* | AGENT (if not owner) |
|--------------------|--|
| Owner's Name: | Name: |
| Postal Address: | Postal Address: |
| Registered Office: | |
| Contact Person: | Relationship to Owner*: (eg. builder) |
| Phone Number: | Phone Number: |
| Mobile Phone: | Mobile Phone: |
| Fax Number: | Fax Number: |
| Email Address: | Email Address: |

*Attach evidence of ownership to this application: (copy of certificate of title, lease, agreement for sale and purchase, or other document showing full name of legal owner(s) of the building).

*Attach details of authorisation to lodge application on owners behalf.

APPLICATION

I request that a:

Project Memorandum Only (PIM)

Building Consent for PIM No: _____

Building Consent including Project Information Memorandum

be issued for the building work described in this application.

Name: _____
 Please Print

Signature: _____
 Owner/Agent on behalf of and with the authority of the Owner

Date: _____

PROJECT

Description of building works:

Provide sufficient description of building works to enable scope of work to be fully understood.

- | | | |
|---------------------------------------|--|---|
| <input type="checkbox"/> New dwelling | <input type="checkbox"/> Plumbing & drainage | <input type="checkbox"/> Relocation |
| <input type="checkbox"/> New building | <input type="checkbox"/> Fire appliance | <input type="checkbox"/> Domestic outbuildings garages/carports etc |
| <input type="checkbox"/> Alteration | <input type="checkbox"/> Farm buildings | <input type="checkbox"/> Other swimming pools etc |

List Building Consents previously issued for **THIS BUILDING**:

Total floor area of building works: _____ m²

Intended life of the building:

- Indefinite but not less than 50 years Limited specified life of _____ years

Intended use:

- Residential Commercial Agricultural Educational Recreational

Did the building work result in a change of use of the building?

- Yes No

If YES, provide details of the new use:

Estimated value of building work:

\$ _____
(Inclusive of GST)

FEE PAYABLE ON APPLICATION:

\$ _____

PROJECT INFORMATION MEMORANDUM

This section must be completed if you are applying for a PIM. DO NOT complete this section if the Application is for a Building Consent only, and the PIM has previously been issued.

The project involves the following matters:

Tick each applicable box, if any, and attach relevant information in duplicate

- Subdivision
- Alterations to land contours
- New or altered connections to public utilities
- New or altered locations and/or external dimensions of buildings in relation to legal boundaries
- New or altered access for vehicles, including parking
- Building work over or adjacent to any road or public place
- New provisions to be made for disposing of stormwater and wastewater
- Building work over existing drains or sewers or in close proximity to wells or water mains
- Provisions to be made in any demolition work for the protection of the public, suppression of dust, disposal of debris, disconnection from public utilities, and suppression of noise
- Any cultural heritage significance of the building or building site, including whether it is on a marae
- Copy or reference to, of any resource consent or planning approval for this project
- Other matters known to the applicant that may require authorisations from the territorial authority (specify)

BUILDING CONSENT (complete in all cases)

The following documents are attached to this application:

- Evidence of Ownership (copy of certificate of title, lease, agreement for sale and purchase, or other document showing full name of legal owner(s) of the building)
- Details of authorisation to lodge application on Owner's behalf (if applicable)
- Two copies of Plans and Specifications for the Project
- Project Information Memorandum (if applied for previously)
- Development Contribution Notice (if applicable)
- Certificate attached to Project Information Memorandum (Resource Management Act 1991)
- Building Certificates
- References to accreditation certificates
- References to determinations
- Proposed procedures, if any, for inspection during construction.

BUILDING COMPONENTS

| | | | |
|--|---|--|---|
| FLOOR <input type="checkbox"/> Concrete <input type="checkbox"/> Wood products <input type="checkbox"/> Other | ROOF <input type="checkbox"/> Steel <input type="checkbox"/> Concrete tiles <input type="checkbox"/> Steel tiles | FRAMING <input type="checkbox"/> Timber <input type="checkbox"/> Steel <input type="checkbox"/> Other | INTERNAL LININGS <input type="checkbox"/> Plaster board <input type="checkbox"/> Fibrous plaster <input type="checkbox"/> Wood products <input type="checkbox"/> Other |
| CLADDING <input type="checkbox"/> Brick <input type="checkbox"/> Block <input type="checkbox"/> Cement Board <input type="checkbox"/> Plaster <input type="checkbox"/> Polystyrene System <input type="checkbox"/> Timber <input type="checkbox"/> Steel <input type="checkbox"/> Other | ENERGY / HEATING <input type="checkbox"/> Electric <input type="checkbox"/> Gas <input type="checkbox"/> Solid fuel <input type="checkbox"/> Liquid fuel <input type="checkbox"/> Solar | COOKING <input type="checkbox"/> Electric <input type="checkbox"/> Gas <input type="checkbox"/> Wood <input type="checkbox"/> Other | INSULATION <input type="checkbox"/> Fibreglass <input type="checkbox"/> Wool <input type="checkbox"/> Other |

- The building work will comply with the building code as follows:

If you are not sure which clauses are applicable, talk to your designer, or refer to Council's information leaflet **"PIM and Building Consent Application Notes – Guidance on Means of Compliance"**.

| Clause Tick relevant clause numbers of building code | Means of Compliance Refer to the relevant compliance document(s) or detail of alternative solution in the plans and specifications; if not applicable, put n/a | Waiver/Modification Required State nature of waiver of modification of building code required; if not applicable, put n/a |
|--|---|--|
| <input type="checkbox"/> B1 Structure | <input type="checkbox"/> B1/AS2 <input type="checkbox"/> NZS3604 <input type="checkbox"/> NZS4203 <input type="checkbox"/> NZS4229 <input type="checkbox"/> Other: | <input type="checkbox"/> Council <input type="checkbox"/> Engineer <input type="checkbox"/> Other: |
| <input type="checkbox"/> B2 Durability | <input type="checkbox"/> B2/AS1 <input type="checkbox"/> NZS3101 <input type="checkbox"/> NZS3602 <input type="checkbox"/> NZS3604 <input type="checkbox"/> Other: | Council <input type="checkbox"/> Engineer Other: |
| <input type="checkbox"/> C1-4 Fire | <input type="checkbox"/> C/AS1 <input type="checkbox"/> Other: | <input type="checkbox"/> Council <input type="checkbox"/> Engineer <input type="checkbox"/> Other: |
| <input type="checkbox"/> D1 Access routes | <input type="checkbox"/> D1/AS1 <input type="checkbox"/> NZS4121 <input type="checkbox"/> Other: | <input type="checkbox"/> Council <input type="checkbox"/> Engineer <input type="checkbox"/> Other: |
| <input type="checkbox"/> D2 Mechanical installations for access | <input type="checkbox"/> D2/AS1 <input type="checkbox"/> NZS4332 <input type="checkbox"/> EN81 <input type="checkbox"/> EN115 <input type="checkbox"/> Other: | <input type="checkbox"/> Engineer <input type="checkbox"/> Other: |

| Clause Tick relevant clause numbers of building code | Means of Compliance Refer to the relevant compliance document(s) or detail of alternative solution in the plans and specifications; if not applicable, put n/a | Waiver/Modification Required State nature of waiver of modification of building code required; if not applicable, put n/a |
|--|---|---|
| <input type="checkbox"/> E1 Surface water | <input type="checkbox"/> E1/AS1 <input type="checkbox"/> AS/NZS3500.3 <input type="checkbox"/> Other: | <input type="checkbox"/> Council <input type="checkbox"/> Other: |
| <input type="checkbox"/> E2 External moisture | <input type="checkbox"/> E2/AS1 <input type="checkbox"/> Specific design & testing <input type="checkbox"/> Other: | <input type="checkbox"/> Council <input type="checkbox"/> Other: |
| <input type="checkbox"/> E3 Internal moisture | <input type="checkbox"/> E3/AS1 <input type="checkbox"/> Other: | <input type="checkbox"/> Council <input type="checkbox"/> Other: |
| <input type="checkbox"/> F1 Hazardous agents on site | <input type="checkbox"/> F1/AS1 <input type="checkbox"/> Other: | <input type="checkbox"/> Council <input type="checkbox"/> Other: |
| <input type="checkbox"/> F2 Hazardous building materials | <input type="checkbox"/> F2/AS1 <input type="checkbox"/> NZS4223 <input type="checkbox"/> Other: | <input type="checkbox"/> Council <input type="checkbox"/> Other: |
| <input type="checkbox"/> F3 Hazardous substances and processes | <input type="checkbox"/> F3/AS1 <input type="checkbox"/> Other: | <input type="checkbox"/> Council <input type="checkbox"/> Other: |
| <input type="checkbox"/> F4 Safety from falling | <input type="checkbox"/> F4/AS1 <input type="checkbox"/> FSP Act <input type="checkbox"/> Other: | <input type="checkbox"/> Council <input type="checkbox"/> Other: |
| <input type="checkbox"/> F5 Construction and demolition hazards | <input type="checkbox"/> F5/AS1 <input type="checkbox"/> Other: | <input type="checkbox"/> Council <input type="checkbox"/> Other: |
| <input type="checkbox"/> F6 Lighting for emergency | <input type="checkbox"/> F6/AS1 <input type="checkbox"/> Other: | <input type="checkbox"/> Council <input type="checkbox"/> Other: |
| <input type="checkbox"/> F7 Warning systems | <input type="checkbox"/> F7/AS1 <input type="checkbox"/> NZS1668 <input type="checkbox"/> NZS4512 <input type="checkbox"/> NZS4515 <input type="checkbox"/> Other: | <input type="checkbox"/> Council <input type="checkbox"/> Engineer <input type="checkbox"/> Other: |
| <input type="checkbox"/> F8 Signs | <input type="checkbox"/> F8/AS1 <input type="checkbox"/> Other: | <input type="checkbox"/> Council <input type="checkbox"/> Other: |
| <input type="checkbox"/> G1 Personal hygiene | <input type="checkbox"/> G1/AS1 <input type="checkbox"/> Other: | <input type="checkbox"/> Council <input type="checkbox"/> Other: |
| <input type="checkbox"/> G2 Laundering | <input type="checkbox"/> G2/AS1 <input type="checkbox"/> Other: | <input type="checkbox"/> Council <input type="checkbox"/> Other: |
| <input type="checkbox"/> G3 Food preparation and prevention of contamination | <input type="checkbox"/> G3/AS1 <input type="checkbox"/> Other: | <input type="checkbox"/> Council <input type="checkbox"/> Other: |
| <input type="checkbox"/> G4 Ventilation | <input type="checkbox"/> G4/AS1 <input type="checkbox"/> AS1668.2 <input type="checkbox"/> Other: | <input type="checkbox"/> Council <input type="checkbox"/> Other: |
| <input type="checkbox"/> G5 Interior environment | <input type="checkbox"/> G5/AS1 <input type="checkbox"/> Other: | <input type="checkbox"/> Council <input type="checkbox"/> Other: |
| <input type="checkbox"/> G6 Airborne and impact sound | <input type="checkbox"/> G6/AS1 <input type="checkbox"/> Other: | <input type="checkbox"/> Council <input type="checkbox"/> Other: |
| <input type="checkbox"/> G7 Natural light | <input type="checkbox"/> G7/AS1 <input type="checkbox"/> Other: | <input type="checkbox"/> Council <input type="checkbox"/> Other: |
| <input type="checkbox"/> G8 Artificial light | <input type="checkbox"/> G8/AS1 <input type="checkbox"/> NZS6703 <input type="checkbox"/> Other: | <input type="checkbox"/> Council <input type="checkbox"/> Other: |
| <input type="checkbox"/> G9 Electricity | <input type="checkbox"/> G9/AS1 <input type="checkbox"/> Other: | By certification only |
| <input type="checkbox"/> G10 Piped services | <input type="checkbox"/> G10/AS1 <input type="checkbox"/> NZS5261 <input type="checkbox"/> Other: | By certification only |
| <input type="checkbox"/> G11 Gas as an energy source | <input type="checkbox"/> G11/AS1 <input type="checkbox"/> Other: | By certification only |
| <input type="checkbox"/> G12 Water supplies | <input type="checkbox"/> G12/AS1 <input type="checkbox"/> AS/NZS3500.1 <input type="checkbox"/> AS/NZS3500.4 Other: | <input type="checkbox"/> Council <input type="checkbox"/> Other: |
| <input type="checkbox"/> G13 Foul water | <input type="checkbox"/> G13/AS1 <input type="checkbox"/> G13/AS2 <input type="checkbox"/> BS5572 <input type="checkbox"/> Other: <input type="checkbox"/> NZS3500.2 | <input type="checkbox"/> Council <input type="checkbox"/> Other: |
| <input type="checkbox"/> G14 Industrial liquid waste | <input type="checkbox"/> G14/AS1 <input type="checkbox"/> Other: | <input type="checkbox"/> Council <input type="checkbox"/> Other: |
| <input type="checkbox"/> G15 Solid waste | <input type="checkbox"/> G15/AS1 <input type="checkbox"/> Other: | <input type="checkbox"/> Council <input type="checkbox"/> Other: |
| <input type="checkbox"/> H1 Energy efficiency | <input type="checkbox"/> H1/AS1 <input type="checkbox"/> NZS4218 <input type="checkbox"/> NZS4243 <input type="checkbox"/> NZS4214 <input type="checkbox"/> Other: <input type="checkbox"/> ALF Design Manual | <input type="checkbox"/> Council <input type="checkbox"/> Other: |

COMPLIANCE SCHEDULE

Do you have a current Warrant of Fitness? Yes No

SYSTEMS NECESSITATING A COMPLIANCE SCHEDULE OR AMENDMENT TO COMPLIANCE SCHEDULE

The building will contain the following:

(tick each applicable box and attach proposed inspection, maintenance, and reporting procedures)

- 1 Automatic systems for fire suppression
- 2 Automatic or manual emergency warning systems for fire or other dangers
- 3/1 Automatic doors
- 3/2 Access control doors
- 3/3 Interfaced fire or smoke doors or windows
- 4 Emergency lighting systems
- 5 Escape route pressurisation systems
- 6 Riser mains for use by fire services
- 7 Automatic backflow preventers connected to a potable water supply
- 8/1 Passenger lifts
- 8/2 Service lifts
- 8/3 Escalators
- 9 Mechanical ventilation on air conditioning systems
- 10 Building maintenance units
- 11 Laboratory fume cupboards
- 12/1 Audio loops
- 12/2 FM radio frequency systems and infrared beam transmitters
- 13/1 Mechanical smoke control
- 13/2 Natural smoke control
- 13/3 Smoke curtains
- 14/1 Emergency power systems for 1 to 13
- 14/2 Signs - also 15/4
- 15/1 Systems for spoken information for evacuation
- 15/2 Final exits
- 15/3 Fire separations
- 15/4 Signs for evacuation - also 14/2
- 15/5 Smoke separations
- (II) Sec 103d BA 2004 Safety Barriers
- (III) Sec 103d BA 2004 Means of Access and Facilities
- (IV) Sec 103d BA 2004 Handheld Hose Reels
- Other features to be included in Compliance Schedule**

IMPORTANT NOTES

1. If service connections are needed eg water, drainage, street crossing, please make application on the service connection form available from the Central Otago District Council.
2. No work is to commence until the building consent has been uplifted.
3. A building consent shall lapse and be of no effect if the building work concerned has not been commenced within 12 calendar months after the date of issue of the consent or within such further period as the local authority in its absolute discretion may allow.
4. A Code Compliance Certificate for completed building work must be issued within two years.

KEY PERSONNEL

Provide names, addresses, telephone numbers and relevant registration numbers if possible.

BUILDER:

Address:

Phone:

Cell:

Email:

Fax:

DESIGNER:

Address:

Phone:

Cell:

Email:

Fax:

DRAINLAYER:

Address:

Phone:

Cell:

Email:

Fax:

Reg No:

PLUMBER:

Address:

Phone:

Cell:

Email:

Fax:

Reg No:

GASFITTER:

Address:

Phone:

Cell:

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Reg No:

ENGINEER:

Address:

Phone:

Cell:

Email:

Fax:

Reg No:

OTHER:

Address:

Phone:

Cell:

Email:

Fax:

FOR COUNCIL USE ONLY

COUNCIL FEES AND CHARGES (inclusive of GST)

PIM
Building *
P & D
BRANZ Levy
D.B.H. Levy
TOTAL +

| | \$ | C |
|--|----|---|
| | | |
| | | |
| | | |
| | | |
| | | |

* includes consent and code compliance certificate

+ additional charges may be incurred over and above this amount in accordance with Council's current schedule of building control charges

Number: _____

Receipt: _____

Date: _____

Building Consent Granted

Building Control Officer: _____

Date: _____

Central Otago District Council
PO Box 122
ALEXANDRA

Email: codc@codc.govt.nz