



# User Guide for Building Consent Applicants Relocating Domestic Buildings

**NOTE:** Where works additional to foundations and drainage are proposed the User Guide for Major Alterations to Domestic Buildings may be applicable

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.

**The application will be accepted only if it appears complete and compliant.** 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.**

Application	Applicant to complete		Office use only
	Yes	N/A	
Have you provided two copies of:			
Plans <i>Number of sheets each set</i> _____	<input type="checkbox"/>		<input type="checkbox"/>
Specifications <i>Number of sheets each set</i> _____	<input type="checkbox"/>		<input type="checkbox"/>
Specific design <i>Number of sheets each set</i> _____	<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"/>
Have you used the correct valuation number, legal description and 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 new 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 floor area, number of levels, and year of construction been shown?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

## Site Plan - Scale 1:200

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

Has the proposed siting of the building from legal boundaries been shown?	<input type="checkbox"/>		<input type="checkbox"/>
Have the distances measured from the extremities of the building line and from the footprint to the boundaries been shown?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Have the location of foul drains been shown, including:			
Gully Traps	<input type="checkbox"/>		<input type="checkbox"/>
Inspection openings	<input type="checkbox"/>		<input type="checkbox"/>
Vents	<input type="checkbox"/>		<input type="checkbox"/>
Type of system G13/ASI-2 <u>or</u> AS/NZS 3500	<input type="checkbox"/>		<input type="checkbox"/>
Connection to sewer	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Invert level of sewer connection and drain sizing	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Have the locations of storm water drains been shown including connection to Council storm water, sewer or position of soak pits and sizes?	<input type="checkbox"/>	<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>Floor Plan – Scale 1:100</b>	<b>Applicant to complete</b>		<b>Office use only</b>
	<b>Yes</b>	<b>N/A</b>	
Has the existing floor layout been shown?	<input type="checkbox"/>		<input type="checkbox"/>
Have all external and internal dimensions been shown?	<input type="checkbox"/>		<input type="checkbox"/>
Have internal load-bearing walls or point loads been labeled?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Has the plumbing/drainage layout including fixtures been shown?	<input type="checkbox"/>		<input type="checkbox"/>
Have all ridges, valleys, hips and position of down pipes been shown?	<input type="checkbox"/>		<input type="checkbox"/>
Are downpipes shown discharged to an approved outfall?	<input type="checkbox"/>		<input type="checkbox"/>
Have the position of smoke alarms been shown?	<input type="checkbox"/>		<input type="checkbox"/>

### **Elevations – Scale 1:100**

Have all cladding materials been shown?	<input type="checkbox"/>		<input type="checkbox"/>
Are the natural ground contours shown prior to excavations and in relation to finished floor levels?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Does the ground line drawn reflect the true nature of the ground i.e. any slopes?	<input type="checkbox"/>		<input type="checkbox"/>
Have the window and door openings been shown?	<input type="checkbox"/>		<input type="checkbox"/>

### **Cross Section – Scale 1:50**

Are the building elements clearly labeled to distinguish between existing and new building work?	<input type="checkbox"/>		<input type="checkbox"/>
Has the depth and width of foundations been shown?	<input type="checkbox"/>		<input type="checkbox"/>
Has the reinforcing been shown?	<input type="checkbox"/>	<input type="checkbox"/>	
Has the exterior wall construction and height been shown?	<input type="checkbox"/>		
Has the exterior wall cladding been specified?	<input type="checkbox"/>		<input type="checkbox"/>
Has the ground to top of floor level dimension been shown?	<input type="checkbox"/>		<input type="checkbox"/>
<b>Pile Foundation</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Have the subfloor timber sizes, centres and treatments been shown?	<input type="checkbox"/>		<input type="checkbox"/>
Has subfloor ventilation been shown?	<input type="checkbox"/>		<input type="checkbox"/>
Has the floor insulation and R value been specified?	<input type="checkbox"/>		<input type="checkbox"/>
Has the subfloor crawl height been shown?	<input type="checkbox"/>		<input type="checkbox"/>
<b>Concrete slab</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Has reinforcing been shown?	<input type="checkbox"/>		<input type="checkbox"/>
Has the damp proof membrane been shown?	<input type="checkbox"/>		<input type="checkbox"/>
Has the substrate and sand blinding been shown?	<input type="checkbox"/>		<input type="checkbox"/>

### **Construction Details – Scale 1:50 (minimum)**

**Note:** Where multiple cladding systems, wall construction, foundation types, or ground levels exist details must be provided for each situation. It may be necessary to provide some detail at 1:10 or 1:20

Foundation details	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Pile fixing details	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

## Foundation Plan – Scale 1:100

<b>Pile Foundation</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Have the location of all ordinary, bracing and anchor piles been shown?	<input type="checkbox"/>		<input type="checkbox"/>
Has a subfloor bracing calculation sheet been provided	<input type="checkbox"/>		
Have the bearer to pile fixings been shown?	<input type="checkbox"/>		<input type="checkbox"/>
Have the position, treatment and sizes of all bearers and joists been shown?	<input type="checkbox"/>		<input type="checkbox"/>
<b>Concrete Foundation and Slab</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Have the concrete shrinkage crack control joints been shown or alternative shrinkage control system?	<input type="checkbox"/>		<input type="checkbox"/>

## Septic Tanks

Has the position of septic tank and effluent field been shown including future reserve field if required?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Have site specific ground/soil evaluation test results been provided?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Has the effluent disposal system been designed to AS/NZS 1547 using the evaluation?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

## 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"/>
Have the Engineer's structural drawings been provided?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Have the design calculations been provided?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Has a Structural Engineers report been supplied for any filled ground or ground that does not have a bearing capacity of 100kpa?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Have project specifications been provided showing make/type, grade, dimensions and fixing instructions of all materials and systems used in the new work?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

## Relocation Report

Has an inspection report from the originating Territorial Authority been attached, including:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Original Plans and Specifications	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Age and existing use of building	<input type="checkbox"/>		<input type="checkbox"/>
Current condition of building elements	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Structural Design Criteria of the originating site	<input type="checkbox"/>		<input type="checkbox"/>
Recent Photos	<input type="checkbox"/>		<input type="checkbox"/>
Code Compliance Certificate	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>