

# User Guide for New and Altered Commercial Buildings



Please complete this user guide, your building consent application form and compile all the necessary documentation. **This user-guide must accompany your application.** When you are ready to lodge your application, please phone 440 0056 [Alexandra] or 445 0211 [Cromwell] to make a PAC (lodgement) appointment. Your application can be couriered to 1 Dunorling St, Alexandra 9340 (if you are unable to lodge it in person)

A Building Control Officer and a Planning Officer will be allocated to review your application for completeness and compliance prior to it being accepted. **The application will only be accepted 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.**

**Applications must be accompanied by the applicable fee.**

**Fee payment starts the '20 working day clock' which is the time-frame in which we must grant your building consent. How do you wish to pay?**

Invoice owner via e-mail    Invoice agent via e-mail    Pay at lodging (eftpos/ cheque/ cash)

PROPERTY VALUATION NUMBER: 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"/>
Bracing schedule <i>Number of sheets each set</i> _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Legal description and location address	<input type="checkbox"/>		<input type="checkbox"/>
Has the application form been fully and correctly completed in pen, signed and dated?	<input type="checkbox"/>		<input type="checkbox"/>
Has the compliance schedule section of the building consent application been completed? A description must be provided of the impact, if any, of this building work on the building's specified systems.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Has the correct total value of building work been shown?	<input type="checkbox"/>		<input type="checkbox"/>
Is a copy of the Certificate of Title provided?	<input type="checkbox"/>		<input type="checkbox"/>
Has the total floor area, number of levels, and year of construction of the building been completed on application form?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Has written authorisation to act as Agent for Owner (for applications made on behalf of the owner) been provided?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>OTHER COUNCIL SERVICES</b>			
Has your proposal been checked by a member of the Planning Dept?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Have you applied for (Planning) Resource Consent?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Water connection required?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Waste water connection required?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Storm water connection required?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Trade waste license required?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
If a new or altered vehicle access to the property is required and/or a rapid number, an application should be made at this time. Have you made a 'vehicle crossing application' and/or requested a rapid number?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**SITE PLAN - SCALE 1:200**

Note: A location plan is needed for rural blocks.

	Applicant to complete			Office use only
	Page No	Yes	N/A	
Have the locations of all buildings from the legal boundaries been shown?		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Has the distance measured from the extremities of the building foot print 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"/>	<input type="checkbox"/>
Inspection openings		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Vents		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Connection to sewer		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Invert level of sewer connection		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Have the location of foul water drains been shown on the proposed plan including inspection openings, gully traps and vents etc?		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Stormwater - downpipe locations and sizes, drain pipe size and fall, size of soak pit and cross section of soak pit design provided (or alternative method)		<input type="checkbox"/>	<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 (including those on neighbouring properties)		<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"/>
Has the potable water supply been shown?		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Have any backflow prevention devices been shown?		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>FLOOR PLAN – SCALE 1:100</b>				
Has the existing and proposed floor layout been shown?		<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 been shown?		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Has the cross reference to construction details been shown?		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Has the cross reference to cross section been shown?		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Has the plumbing/drainage layout been shown?		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>FOUNDATION PLAN – SCALE 1:100</b>				
<b>Pile Foundation</b>				
Have the location of all ordinary, bracing and anchor piles been shown?		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Have the bearer to pile fixings been shown?		<input type="checkbox"/>	<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"/>	<input type="checkbox"/>
<b>Concrete Foundation and Slab</b>				
Have the concrete shrinkage crack control joints been shown or alternative shrinkage control system?		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Has the reinforcing been shown?		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

ROOF PLAN – SCALE 1:100	Applicant to complete			Office use only
	Page No	Yes	N/A	
Has a truss layout plan and certificate been provided?		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Have all ridges, valleys, hips and position of down pipes been shown.		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>ELEVATIONS – SCALE 1:100</b>				
Have the proposed cladding materials been shown?		<input type="checkbox"/>	<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"/>	<input type="checkbox"/>
Have the window and door openings been shown?		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>CROSS SECTION – SCALE 1:100 OR 1:50</b>				
Has depth and width of foundations been shown?		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Has the reinforcing been shown?		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Has the damp proof membrane been shown?		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Has the substrate and sand blinding layer been shown?		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Have the insulation and R value been specified?		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Has the exterior wall cladding been specified?		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Has type of wall building wrap been specified?		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Have the timber treatments been shown?		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Reference to window head, sill and jamb details?		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Reference to roof and wall flashing details?		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>CONSTRUCTION DETAILS – SCALE 1:50 (MINIMUM)</b>				
Note: 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"/>
Have all flashing details been included?		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Window head, sill, jamb details		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Details of internal/external gutters		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Details of where roof intersects with walls		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Post and beam fixing details		<input type="checkbox"/>	<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"/>
<b>WALL BRACING – SCALE 1:100</b>				
Note: Bracing plan can be marked on the floor plan				
Has a wall bracing calculation sheet and bracing plan been provided?		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

SPECIFIC DESIGN	Applicant to complete			Office use only
	Page No	Yes	N/A	
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"/>
Is this building on the Earthquake Prone Building register? If yes, has a structural assessment been done by a CPENG engineer? If required, has the structural strengthening been included as part of this application?		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Has a fire report detailing compliance with the Building Code "C" documents been supplied? Please note that if the fire design uses an alternative solution the plans may have to be sent to Fire & Emergency NZ DRU for approval.		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>PROJECT SPECIFICATIONS</b>				
Have project specifications been provided showing make/type, grade, dimensions and fixing instructions of all materials and systems used in the project?		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>ACCESSIBILITY</b>				
<b>Footpath Ramps</b> - Ramp slope, non-slip surface, handrails, upstands		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Entrance</b> - Signage, threshold, width, floor surfaces		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Public Reception</b> - Counter(s) – including height for disabled persons		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Lift</b> - Sizes, controls, handrails, lobby width, smoke control lobbies		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Stairs</b> - Width, handrails, landings, risers, treads, nosings, complying with building code		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Doors/Doorways</b> - Clear width, glazing, colour contrasted, lever action handles		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Toilets/Showers</b> - Layout, size, doors, WHB, taps, non-slip floors, pan height		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Laundering</b> - Size and turning circle		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Accessible Route</b> - Carparks close to entrance; Identifiable route from street to and through building. Surface finishes – stable, firm, non-slip.		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>SEPTIC TANKS</b>				
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"/>

WINDOW SCHEDULE	Applicant to complete			Office use only
	Page No	Yes	N/A	
Has a window/door schedule been provided showing the following:				
Door opening dimensions?		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Overall window dimensions?		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Height of windows in relation to finished floor level?		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Window and door opening direction?		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Type/thickness of glass?		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>HEATING</b>				
Has the type of heating been included in the plans/specifications?		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
If solid fuel, gas or diesel, has the position of the appliance and fuel source been shown on the floor plans?		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Has a full copy of the manufacturers' specification and installation instructions been provided (including flue detail?)		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

#### USE OF BUILDING

Please provide details of the building's use and the maximum number of people which will be in the building at any one time. [E.g. warehouse with 4 internal offices 20 people max.]
<b>Is a Certificate of Public Use required?</b> If the public will continue to have access to a building where alterations are taking place this may be a requirement. Please discuss this matter with the Building Control Officer.