

User Guide for Farm Sheds / Garages / Carports / Sleep-outs / Conservatories



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.**

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)

Valuation number: _____ Application	Applicant to complete		Office use only
	Yes	N/A	
Please provide two copies of: (The second copy will be returned with your consent)			
Plans	<input type="checkbox"/>		<input type="checkbox"/>
Specifications	<input type="checkbox"/>		<input type="checkbox"/>
Specific design	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Is there consistency of information between all documentation? (E.g. engineers design details do not conflict with other design details)	<input type="checkbox"/>		<input type="checkbox"/>
Has only information relevant to this project been included?	<input type="checkbox"/>		<input type="checkbox"/>
Has the application form been completed including legal description, valuation number, floor area, signed and dated?	<input type="checkbox"/>		<input type="checkbox"/>
Has the correct total <u>value</u> of building work been shown? (Note: this is different from cost.)	<input type="checkbox"/>		<input type="checkbox"/>
Does your description of building work specify roof and wall colours to satisfy district plan requirements? (Rural only)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Is a current copy of the Certificate of Title provided? (Where easements are listed a full copy of Certificate of Title is required)	<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"/>
Certificate of design work [COW] provided covering restricted building work?	<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	Applicant to complete			Office use only
	Page No	Yes	N/A	
Note: A location plan (typically 1:1000 or 1:2000) is also needed for rural blocks		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Have the locations of all buildings from the legal boundaries been shown?		<input type="checkbox"/>		<input type="checkbox"/>
Has the distance measured from the extremities of the new building footprint to the boundaries been shown? (Include firewall construction details if closer than 1m to boundary.)		<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"/>

Drainage (foul drain to sewer/septic tank) provide drainage plan.		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Location and details of easements, water courses and hazards		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Floor Plan	Applicant to complete			Office use only
	Page No	Yes	N/A	
Has the floor layout been shown?		<input type="checkbox"/>		<input type="checkbox"/>
Have the external and internal dimensions been shown?		<input type="checkbox"/>		<input type="checkbox"/>
Has the position and size of structural beams been shown?		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Have all window and door lintel sizes been shown?		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Has a truss layout plan and certificate been provided?		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Elevations				
Have the proposed cladding materials been shown?		<input type="checkbox"/>		<input type="checkbox"/>
Are the natural ground lines shown prior to excavations and in relation to finished floor levels?		<input type="checkbox"/>		<input type="checkbox"/>
Have the window and door openings been shown?		<input type="checkbox"/>		<input type="checkbox"/>

Cross Section				
Has the depth and width of foundations been shown?		<input type="checkbox"/>		<input type="checkbox"/>
Has the reinforcing and DPM been shown?		<input type="checkbox"/>		<input type="checkbox"/>
Has the exterior wall cladding been specified?		<input type="checkbox"/>		<input type="checkbox"/>
Have wall framing sizes and centers been shown		<input type="checkbox"/>		<input type="checkbox"/>
Have building wrap and timber treatments been specified?		<input type="checkbox"/>		<input type="checkbox"/>
Have all flashing details been shown?		<input type="checkbox"/>		<input type="checkbox"/>
Has insulation been provided in habitable space		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Wall Bracing				
Has a wall bracing calculation sheet and bracing plan been provided?		<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 3604:2011?		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Project Specifications				
Have project specific specifications been provided showing make/type/grade/dimensions/fixing instructions of all materials and systems used in the project (including flashing systems, fire walls etc)		<input type="checkbox"/>		<input type="checkbox"/>
Has the plumbing with drainage layout been shown? Note: plumbing & drainage layouts require specification of pipe sizes & materials, insulation and venting. Surface finishes, safety glazing, insulation and ventilation to be specified (if applicable.) Manufacturer's installation instructions should be provided for shower installations & water proof membranes shown in a cross-section for wet area showers.		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>