



C032 Retaining Walls Application and Processing Check Sheet

Important Information for the Applicant

1. This checklist is designed to assist the applicant with the level of information that **must** be provided with the Building Consent Application.
2. When completing the form, please ensure that all sections titled "Applicant to Complete" are filled out in full.
3. If any section or specific question is not relevant to your application, this can be indicated by selecting the N/A box.
4. A suitable quality of documentation is required before CODC will accept and application for processing and granting of a building consent. For further information, please refer to the MBIE guidance document: '[Guide to applying for a building consent \(residential building\)](#)'
5. The time invested in the preparation of application documentation, including the completion of this checklist, will reduce the likelihood of unnecessary delays and requests for significant amounts of further information.
6. Failure to provide complete documentation may result in the Building Consent Application being delayed due to RFI requests or being refused outright.
7. The references (*in italics*) that have been provided relate to the subject of the item to be checked. They may, or may not, be the specific means of compliance for your project.
8. Once completed, this checklist should be submitted with all other required Building Consent Application documents in PDF format to building@codc.govt.nz

Council Use Only

Consent Number							
Processing Start Date							
Building Category	<input type="checkbox"/> Res1A	<input type="checkbox"/> Res1	<input type="checkbox"/> Res2	<input type="checkbox"/> Res3	<input type="checkbox"/> Com1	<input type="checkbox"/> Com2	<input type="checkbox"/> Com3
Processor's Name							

Property Information

Applicant to Complete	
Address:	
Description of work:	
Easements, sewers, existing drains, watercourses, creeks (or other) through the property:	<input type="checkbox"/> N/A <input type="checkbox"/> Yes (specify)

Form 2: Application for Building Consent

Applicant to Complete			Council Use Only			
Yes	N/A	Description	Yes	N/A	RFI	Reason for Decisions/Comments
<input type="checkbox"/>		All sections of Form 2 completed including an accurate estimate of value of work	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<input type="checkbox"/>		Current Certificate of Title (<3 months old) showing easement instruments and consent notices	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<input type="checkbox"/>	<input type="checkbox"/>	Owner/Agent Authorisation provided	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<input type="checkbox"/>	<input type="checkbox"/>	Section 75 Form is provided for building across 2 or more allotments	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

General

Applicant to Complete				Council Use Only			
Ref or Page No.	Yes	N/A	Description	Yes	N/A	RFI	Reason for Decisions/Comments
	<input type="checkbox"/>	<input type="checkbox"/>	All building work shown on site plan (Schedule 1 works not included on plan)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	<input type="checkbox"/>	<input type="checkbox"/>	Siting dimensions on site plan	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	<input type="checkbox"/>	<input type="checkbox"/>	Finished Ground (FGL) and Floor levels (FFL) shown on site plan/details as per relevant Consent Notice <i>(Refer figure 7.11 NZS 3604 or Figure 65/Table 18 E2/AS1)</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	<input type="checkbox"/>	<input type="checkbox"/>	Datum / contours shown demonstrating that site drainage requirements can be met	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	<input type="checkbox"/>	<input type="checkbox"/>	Public and/or private sewer and storm water drainage shown on site plan. Locations, connections, cess pits etc. <i>(Required for Code Clauses E1 and G13)</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

B1 Structure: Landscape Retaining Walls

<input type="checkbox"/> N/A		Applicant to Complete		<input type="checkbox"/> N/A		Council Use Only	
Ref or Page No.	Yes	N/A	Description	Yes	N/A	RFI	Reason for Decisions/Comments
	<input type="checkbox"/>	<input type="checkbox"/>	Construction details provided: footings, wall construction, height <i>(refer Appendix A NZS 4229:2013 or SED)</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	<input type="checkbox"/>	<input type="checkbox"/>	Drainage medium, tanking and protection specified <i>(refer Appendix A NZS 4229:2013 or SED)</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	<input type="checkbox"/>	<input type="checkbox"/>	Surcharge correctly factored into design <i>(refer Appendix A, Figure A2 NZS 4229:2013 or SED)</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	<input type="checkbox"/>	<input type="checkbox"/>	Masonry types: <input type="checkbox"/> Type A: PS1, PS2, PS3 & PS4	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

			<input type="checkbox"/> Type B: PS1 & PS3 <input type="checkbox"/> Type C: PS3 may be required <input type="checkbox"/> Other (NZS 4229) <i>(refer to engineers guidance statement)</i>				
	<input type="checkbox"/>	<input type="checkbox"/>	Barrier specified and details provided <i>(required for Code Clause F4 Safety from Falling)</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	<input type="checkbox"/>	<input type="checkbox"/>	Excavations potentially affecting neighbouring properties mitigated <i>(refer Figure 3.1 NZS 3604)</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	<input type="checkbox"/>	<input type="checkbox"/>	Timber treatment specified if relevant <i>(refer Figure B2/AS1 Sec 3.2)</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

E1: Surface Water

<input type="checkbox"/> N/A		Applicant to Complete		<input type="checkbox"/> N/A		Council Use Only	
Ref or Page No.	Yes	N/A	Description	Yes	N/A	RFI	Reason for Decisions/Comments
	<input type="checkbox"/>	<input type="checkbox"/>	Sediment/erosion control plan provided where appropriate <i>(steeply sloping sites, small disturbed areas or low slope angles where affecting other property)</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	<input type="checkbox"/>	<input type="checkbox"/>	Stormwater type: Council reticulation, private reticulation, soak pit etc.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	<input type="checkbox"/>	<input type="checkbox"/>	Soak pit design (if applicable): onsite testing results, calculations, type and size of soak pit <i>(refer 9.0 E1/VM1 or SED)</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	<input type="checkbox"/>	<input type="checkbox"/>	Stormwater drainage size and gradient <i>(refer 3.2 & 3.4 E1/AS1)</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	<input type="checkbox"/>	<input type="checkbox"/>	Public drains affected / approval, easement created or required <i>(refer to Certificate of Title & GIS Mapping)</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

F1: Hazardous Agents on Site

<input type="checkbox"/> N/A		Applicant to Complete		<input type="checkbox"/> N/A		Council Use Only	
Ref or Page No.	Yes	N/A	Description	Yes	N/A	RFI	Reason for Decisions/Comments
	<input type="checkbox"/>	<input type="checkbox"/>	Contamination indicated on PIM/PIC <i>(refer F1/VM1, Health and Safety at Work (Hazardous Substances) Regulations)</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

F4: Safety from Falling

<input type="checkbox"/> N/A		Applicant to Complete		<input type="checkbox"/> N/A		Council Use Only	
Ref or Page No.	Yes	N/A	Description	Yes	N/A	RFI	Reason for Decisions/Comments
	<input type="checkbox"/>	<input type="checkbox"/>	Barrier construction, materials, fixings, durability, openings, height (<i>refer para. 1.0</i>)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	<input type="checkbox"/>	<input type="checkbox"/>	Barrier design: (MBIE Guidance on Barrier Design) <input type="checkbox"/> SED <input type="checkbox"/> Other	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	<input type="checkbox"/>	<input type="checkbox"/>	Opening windows: where fall height >1.0m from inside floor level = window lower edge 760mm above floor level or restrictors if opening width <1.0m. If width >1.0 m = barrier provided as per Table 1. (<i>refer para. 2.1.1 & 2.1.2</i>)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

Producer Statements and/or other Certificates

Ref or Page No.	Yes	N/A	Description	Yes	N/A	RFI	Reason for Decisions/Comments
	<input type="checkbox"/>	<input type="checkbox"/>	Copies of all relevant Producer Statements (PS1s/PS2s) provided. Construction monitoring information provided specifying inspections to be carried out by third parties.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

Applicant Declaration

Declaration: I am satisfied that the Building Consent Document submitted together with the Checklist meet the 'suitable quality' requirement defined in the checklist and are complete and accurate as required by Section 45 of the Building Act 2004 and Central Otago District Council.

Name:

Date:

Council Use Only – Final Sign Off

REFUSED	I am NOT satisfied that the Building Consent Application documentation received demonstrates compliance with the Building Code, and the Building Consent/Amendment is therefore recommended for refusal under Section 50 for the Building Act 2004.	
	Processing Officer Sign-off:	Date:
APPROVED	I am satisfied 'on reasonable grounds' that the Building Consent documentation to be stamped 'Approved' demonstrates compliance with the Building Code, and the Building Consent/Amendment is approved and ready for granting, as per Section 49 of the Building Act.	
	Processing Officer Sign-off:	Date:

Council Use Only – Peer Review (if required)

Peer Review Sign-off:

Date:

Comments: