

CS02 PS1 Design Shed/Garage/Carport

Application and Processing Check Sheet

Important Information for the Applicant

1. This check sheet is designed to assist the applicant with the level of information that must be provided with the 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 an application for processing. For further information please refer to the MBIE guidance document [Quality drawings | Building Performance](#)
5. The time invested in the preparation of application documentation, including the completion of this check sheet, will reduce the likelihood of unnecessary delays and requests for significant amounts of further information.
6. 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.
7. Once completed, this check sheet should be submitted with all other required documents in PDF format to building@codc.govt.nz or via our online portal.

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

(If a bathroom/WC is included please also complete check sheet CS04)

Building meets the definition of an outbuilding as per NZBC A1 Classified Uses?	<input type="checkbox"/> Yes <i>Outbuilding - Applies to a building or use which may be included within each classified use but are not intended for human habitation and are accessory to the principal use of associated buildings. Examples: a carport, farm building, garage, greenhouse, machinery room, private swimming pool, public toilet, or shed.</i>		
Wind Region: <i>Figure 5.1 NZS 3604</i>		Wind Zone: <i>Table 5.1 / 5.4 NZS 3604</i>	
Snow Zone: <i>Figure 5.4 NZS 3604</i>		Earthquake Zone: <i>Figure 5.4 NZS 3604</i>	
Easements, sewers, existing drains, watercourses, creeks (or other) through the property:	<input type="checkbox"/> N/A <input type="checkbox"/> Yes (specify)		
Rural sites – please specify colour			

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"/>		Proof of ownership provided (<i>Record of Title less than 3 months old</i>)	<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"/>	Siting dimensions on site plan showing distances to boundaries and existing buildings	<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	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	<input type="checkbox"/>	<input type="checkbox"/>	Datum / contours shown demonstrating 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 stormwater drainage shown on site plan and aligns with CODC GIS maps. Easement details provided where applicable	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

B1 Structure: Foundation & Slab

<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"/>	Pile foundation plan: depth, footing, size, pile height, centres, treatment, point loads, connections <i>(refer Section 6.4 – 6.9 NZS 3604)</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	<input type="checkbox"/>	<input type="checkbox"/>	Slab thickness, mesh type & size, foundation edge detail(s) with dimensions, reinforcing size and grade and concrete strength <i>(refer para. 7.5.2 / Figures 7.13 – 7.17 NZS 3604)</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	<input type="checkbox"/>	<input type="checkbox"/>	Point loads pads / slab thickenings shown on foundation plans <i>(refer para. 7.5.11 NZS 3604 & check truss plan/SED)</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	<input type="checkbox"/>	<input type="checkbox"/>	Base preparation: sand, hard-fill 75mm min to 600mm max (SED required if >600mm). <i>(refer para. 7.5.3 NZS 3604). Damp Proof Membranes (DPM) (refer para. 7.5.4 – 7.5.7 NZS 3604)</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

	<input type="checkbox"/>	<input type="checkbox"/>	Shrinkage control joints, supplementary reinforcing bars. <i>(refer para. 7.5.8.6 / 7.5.1 NZS 3604 & para. 2.1.1 B1/AS1)</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
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B1 Structure: Framing

<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"/>	Studs, top plate, bottom plate: size, treatment, height, centres, fixing <i>(refer para 8.5 & 8.6.2 NZS 3604 and/or pre nail manufacturer documentation)</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	<input type="checkbox"/>	<input type="checkbox"/>	Lintels / beams: point loads, fixing details, size, span, uplift <i>(refer para 8.6.1.1, Table 8.9, Figure 8.7 NZS 3604 and/or pre nail manufacturer documentation)</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

B1 Structure: Wall Bracing

<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"/>	Wall bracing calculations: wind zone, demand, capacity.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	<input type="checkbox"/>	<input type="checkbox"/>	Wall bracing plan: type, location, length of bracing elements	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

B1 Structure: Roof & Ceiling Framing

<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"/>	Trussed roof: Roof pitch, design Statement, software statement, truss layout	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	<input type="checkbox"/>	<input type="checkbox"/>	Rafters / ridge beam(s): Roof pitch, size, span, support, treatment, fixings <i>(refer Section 10 & 15 NZS 3604)</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	<input type="checkbox"/>	<input type="checkbox"/>	Roof bracing <i>(refer para. 10.3 & 10.4 NZS 3604)</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

B2 Durability

B2 Durability must always be considered when demonstrating compliance with each of the clauses of the Building Code. Under the clause, building materials, components and construction methods are required to be sufficiently durable. They must ensure that the building, without reconstruction or major renovation, continues to satisfy the other functional requirements of the Building Code throughout its life. B2 specifies minimum durability periods building elements must meet with only normal maintenance, being not less than 50, 15 or 5 years.

C1 – C6 Fire Protection								
<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	
Part 5: External Fire Spread								
	<input type="checkbox"/>	<input type="checkbox"/>	External fire rated walls needed (FRR 30/30/30 min) or sprinkler system installed <i>(<1 m to boundary - distance measured from cladding) (refer para. 5.1)</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
	<input type="checkbox"/>	<input type="checkbox"/>	Roof Projections (where <650 mm to boundary) <i>(refer para. 5.2)</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
	<input type="checkbox"/>	<input type="checkbox"/>	Exterior surface finishes (<1 m - boundary and any height)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
	<input type="checkbox"/>	<input type="checkbox"/>	Carport and similar construction <i>(refer para. 5.5)</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"/>	Stormwater type: Council 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, access for maintenance (rodding points/inspection points etc.) <i>(refer 3.2 & 3.4 & 3.7 E1/AS1)</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
	<input type="checkbox"/>	<input type="checkbox"/>	Downpipes, gutter size <i>(refer Sections 4.0 & 5.0 E1/AS1)</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		

E2: External Moisture								
<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	
Roof Claddings								
	<input type="checkbox"/>	<input type="checkbox"/>	Roof underlay and cladding specified, roof pitch, compatibility of materials <i>(refer para. 8.2 – 8.5 depending on roof cladding)</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
	<input type="checkbox"/>	<input type="checkbox"/>	Roof flashings: eaves, barge, valley gutters, apron, penetrations <i>(refer Section 4.0 & para. 8.2 – 8.5)</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Wall Claddings								

<input type="checkbox"/>	<input type="checkbox"/>	Bottom of cladding: detail and clearances to ground <i>(refer 9.1.3 & 9.2 – 9.9 depending on cladding type)</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<input type="checkbox"/>	<input type="checkbox"/>	Wall cladding and underlay specified: type, compatibility, strapping <i>(refer Sec 9.0)</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<input type="checkbox"/>	<input type="checkbox"/>	Wall junction details: external/internal corners <i>(refer para. 9.2 – 9.9 as applicable)</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<input type="checkbox"/>	<input type="checkbox"/>	Window /door and garage door details: head, sill and jamb <i>(refer para. 9.2 – 9.9 as applicable)</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

E3: Internal Moisture

<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"/>	Watersplash (wet areas - bathrooms/WC) surface finishes (wall, floor, bath, and shower enclosures). (If a bathroom/WC is included please also complete CS04)	<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"/>	

F2: Hazardous Building Materials

<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"/>	Glazing specifications provided for windows – (consideration should be given to windows in SED wind zones) <i>(refer para 1.0 F2/AS1 - Table 1, 7, 8 & Figure A4 NZS4223.3)</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

F5: Construction & Demolition Hazards

<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"/>	Work-site barriers <i>(refer para. 1.0 & Table 1)</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

G9: Electricity

<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"/>	Electrical installations <i>(refer G9/VM1, G9/AS1)</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

Producer Statements and/or Other Certificates

<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"/>	Copies of all relevant Producer Statements (PS1s/PS2s) provided.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

Council Use Only – Final Sign Off

REFUSED	<p>I am NOT satisfied 'on reasonable grounds' that the building consent application demonstrates compliance with the Building Code, and the building consent/amendment application is therefore refused under Section 50 of the Building Act 2004.</p>	
	<p>Processing Officer Sign-off:</p>	<p>Date:</p>
RFI	<p>I am NOT YET satisfied 'on reasonable grounds' that the building consent application demonstrates compliance with the Building Code. A Request for Information (RFI) has been made to the applicant under Section 48 of the Building Act 2004 to aid in my decision making.</p>	
	<p>Processing Officer:</p>	<p>Date:</p>
APPROVED	<p>I am satisfied 'on reasonable grounds' that the building consent application demonstrates compliance with the Building Code, and the building consent/amendment application is approved and ready for granting, as per Section 49 and 51 of the Building Act 2004.</p>	
	<p>Processing Officer:</p>	<p>Date:</p>

Council Use Only – Peer Review (if required)

<p>Peer Review Sign-off:</p>	<p>Date:</p>
<p>Comments:</p>	