

CS03 Minor Internal Alterations to Domestic Buildings

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							

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, Rates Account, S&P Agreement or Lease</i>)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<input type="checkbox"/>	<input type="checkbox"/>	Has building work already been undertaken, therefore a Certificate of Acceptance is required? (<i>Refer section 42, Building Act 2004</i>)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

Restricted Building Work (RBW)						
Applicant to Complete			Council Use Only			
Yes	N/A	Description	Yes	N/A	RFI	Reason for Decisions/Comments
<input type="checkbox"/>		Designer or Architect: Memorandum (CoDW) provided with LBP/NZRAB number	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<input type="checkbox"/>	<input type="checkbox"/>	Engineer(s): Memorandum (CoDW) provided with CPEng number	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<input type="checkbox"/>	<input type="checkbox"/>	Owner exemption: Statutory declaration Form 2B provided (for design and/or building work)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

Product Certification						
Applicant to Complete			Council Use Only			
Yes	N/A	Description	Yes	N/A	RFI	Reason for Decisions/Comments
<input type="checkbox"/>	<input type="checkbox"/>	BRANZ / BEAL appraisals If yes, please list applicable products:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<input type="checkbox"/>	<input type="checkbox"/>	CodeMark certificates If yes, please list applicable products:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

B1 Structure: Framing – Ground or Upper Floor								
<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"/>	Top plate size, fixings <i>(refer para. 8.7.1 NZS 3604)</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
	<input type="checkbox"/>	<input type="checkbox"/>	Bottom plate size, fixings <i>(refer para 8.7.2 / 7.5.12 NZS 3604)</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
	<input type="checkbox"/>	<input type="checkbox"/>	Studs and trimmers: size, treatment, height, centres, point loads <i>(refer para. 8.5 & 8.6.2 NZS 3604 and/or prenil manufacturer documentation)</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
	<input type="checkbox"/>	<input type="checkbox"/>	Gable end framed for cladding <i>(refer Figure 8.2 & Table 8.18 NZS 3604)</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, cantilever <i>(refer para. 8.6, Table 8.10, Figure 8.8 NZS 3604 and/or prenil manufacturer documentation)</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
	<input type="checkbox"/>	<input type="checkbox"/>	Posts: size, height, treatment, connection to beam and footing <i>(refer Section 9 NZS 3604)</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		

B1 Structure: Wall Bracing (All Floors)							
<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. <i>(refer 5.2 & 5.3 NZS 3604 or GIB Ezybrace Calculations/SED)</i>	<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"/>	
	<input type="checkbox"/>	<input type="checkbox"/>	Bracing capacity external walls >100 BUs, 50% demand, 15 BUs/m <i>(refer para. 5.4.3 & 5.4.7 NZS 3604)</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	<input type="checkbox"/>	<input type="checkbox"/>	Bracing capacity internal walls >100 BUs, 50% total demand <i>(refer para. 5.4.3 & 5.4.7 NZS 3604)</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	<input type="checkbox"/>	<input type="checkbox"/>	Location of bracing elements (6.0m centres), evenly distributed, wings, blocks, split or discontinuous levels, wet areas (not behind showers and baths) <i>(refer para. 5.1.5 & 5.4.3 - 5.4.7 NZS 3604)</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	<input type="checkbox"/>	<input type="checkbox"/>	Dragon ties: to extend bracing lines to 7.5m, >100 BUs, location <i>(refer para. 8.3.3 & Figure 8.1 NZS 3604)</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	<input type="checkbox"/>	<input type="checkbox"/>	Ceiling diaphragm: to extend bracing lines to 12m, >100 BUs, location, limitations, penetrations <i>(refer para. 5.6 & 13.5 NZS 3604)</i>	<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"/>	Roof: pitched, trussed and pitch (degrees)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	<input type="checkbox"/>	<input type="checkbox"/>	Trusses: Design Statement, software statement, truss layout	<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"/>	
	<input type="checkbox"/>	<input type="checkbox"/>	Purlins or tile battens, size, span, treatment, centres, fixings <i>(refer Table 15.9 & 15.10 NZS 3604)</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	<input type="checkbox"/>	<input type="checkbox"/>	Rafters / ridge beam(s): 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"/>	Membrane roof framing (rafters) size, span, centres, fixings, fall	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

			<i>(refer Section 10 NZS3604 & 8.5 E2/AS1)</i>				
	<input type="checkbox"/>	<input type="checkbox"/>	Ceiling joists: size, span and spacing <i>(refer Table 10.3 NZS3604)</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	<input type="checkbox"/>	<input type="checkbox"/>	Ceiling battens: size, span, centres, fixings, ceiling lining <i>(refer para. 13.2 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 1: General							
	<input type="checkbox"/>	<input type="checkbox"/>	Risk group & scope <i>(refer Table 1.1 & para. 1.1.1)</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	<input type="checkbox"/>	<input type="checkbox"/>	Alterations & Change of Use <i>(refer para 1.3 & Section 112 & 115 Building Act)</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	<input type="checkbox"/>	<input type="checkbox"/>	Does the heater comply with any applicable Regional Authority or MFE emission standards? http://www.mfe.govt.nz Authorisation Number:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Part 2: Firecells, Fire Safety Systems & FFR							
	<input type="checkbox"/>	<input type="checkbox"/>	Number of firecells <i>(refer para. 2.1)</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	<input type="checkbox"/>	<input type="checkbox"/>	Fire safety system specified <i>(refer para. 2.2 & Table 2.1)</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	<input type="checkbox"/>	<input type="checkbox"/>	Fire Resistance Rating (FRR) values stated <i>(refer para. 2.3) 30/30/30min</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Part 3: Means of Escape							
	<input type="checkbox"/>	<input type="checkbox"/>	Dead end open path (DEOP) & Total open path (TOP) <i>(refer para. 3.4 & Table 3.2)</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Part 4: Control of Internal Fire & Smoke Spread							
	<input type="checkbox"/>	<input type="checkbox"/>	Fire separations between household units <i>(refer para. 4.1, min FRR 30/30/30)</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	<input type="checkbox"/>	<input type="checkbox"/>	FRR construction details provided (i.e. roof to walls, fire rating to eaves)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	<input type="checkbox"/>	<input type="checkbox"/>	Penetration details provided (i.e. flush boxes, downlights where in a fire rated ceiling)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

<input type="checkbox"/>	<input type="checkbox"/>	Structural stability, pre & post fire established for any upper level separate dwelling <i>(refer C6 – Structural Stability)</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<input type="checkbox"/>	<input type="checkbox"/>	Surface finishes: foamed plastics or combustible materials, Group # less than or equal to 3 <i>(refer para. 4.2 & 4.3)</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

Part 7: Prevention of Fire Occurring

<input type="checkbox"/>	<input type="checkbox"/>	Solid fuel appliances <i>(refer 7.1 C/AS1 or C1/VM1)</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<input type="checkbox"/>	<input type="checkbox"/>	Gas burner <i>(refer para. 7.2)</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<input type="checkbox"/>	<input type="checkbox"/>	Oil fire <i>(refer para. 7.3)</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<input type="checkbox"/>	<input type="checkbox"/>	Downlights <i>(refer para. 7.4)</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<input type="checkbox"/>	<input type="checkbox"/>	Open fire <i>(refer para. 7.5)</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

D1: Access Routes (Internal)

<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"/>	Stairwell: height, width <i>(refer para. 1.4.1 & Section. 4.2)</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	<input type="checkbox"/>	<input type="checkbox"/>	Internal stairs/steps: tread, pitch, riser, slip resistance <i>(refer Sections 2.0 & 4.0)</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	<input type="checkbox"/>	<input type="checkbox"/>	Landings: top, middle and bottom of stairs and ramps <i>(refer para. 3.3 & 4.3)</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	<input type="checkbox"/>	<input type="checkbox"/>	Fixed ladders: access to infrequently used spaces <i>(refer Section 5.0)</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	<input type="checkbox"/>	<input type="checkbox"/>	Handrails provided to stairs > 3 risers, profile, height <i>(refer para 6.0)</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

D2: Mechanical Installations for Access (Lifts or Cable Cars)

<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"/>	Design calculations and specifications	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

E2: External Moisture & 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"/>	Window construction specified (timber, aluminium, other)	<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	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

			<i>(refer para. 9.2 – 9.9 as applicable)</i>				
	<input type="checkbox"/>	<input type="checkbox"/>	Thermal resistance: R-values for wall, roof and ceilings for specified construction and thermal break for steel framing <i>(refer para 1.1)</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	<input type="checkbox"/>	<input type="checkbox"/>	Overflow (preventing damage to adjoining household unit) <i>(refer para. 2.0)</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	<input type="checkbox"/>	<input type="checkbox"/>	Water splash (wet areas - kitchen, laundry, bathrooms/WC) surface finishes (wall, floor, bath and shower enclosures) and fixture to wall junction details (bath/shower) <i>(refer para. 3.0)</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	<input type="checkbox"/>	<input type="checkbox"/>	Tiled showers: waterproofing membrane specifications, substrate specified, junctions and fall to waste <i>(refer para. 3.3.1, 3.3.5 & Figure 5)</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	<input type="checkbox"/>	<input type="checkbox"/>	Skillion roof ventilation details: path, proprietary system details, min 25 mm gap between insulation and underlay <i>(refer BRANZ guidance)</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/doors and barriers (i.e. shown on elevations or window/door schedule provided) <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"/>	
	<input type="checkbox"/>	<input type="checkbox"/>	Asbestos products especially in additions / alterations pre 1990 on PIM/PIC <i>(refer para. 2.0)</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"/>	

F7: Warning Systems

<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"/>	Smoke alarms or other systems shown on plan: type, location. <i>(refer para. 1.1 & 3.0)</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

G1: Personal Hygiene

<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"/>	Basins provided within the WC space or in an adjacent space <i>(refer para. 3.3.1)</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	<input type="checkbox"/>	<input type="checkbox"/>	Minimum room size (WC) <i>(refer para. 3.1.1 & Figure 4)</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

G4: Ventilation

<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"/>	Laundry, WC, ensuite, bathroom, kitchen – natural or mechanical <i>(refer G4.3.3)</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	<input type="checkbox"/>	<input type="checkbox"/>	Natural ventilation 5% of floor area <i>(refer para. 1.2)</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	<input type="checkbox"/>	<input type="checkbox"/>	Mechanical ventilation – ventilation path and termination point shown. Ensure no mixing of groups (e.g. bathroom and kitchen) <i>(refer para. 1.5 or SED)</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	<input type="checkbox"/>	<input type="checkbox"/>	Ventilation for gas appliances: hob, califont <i>(refer para. 2.0 and 3.0)</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"/>	

G10 – G11: Piped Services & Gas as an Energy Source

<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"/>	Gas appliances specifications e.g. fireplace, water heater	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	<input type="checkbox"/>	<input type="checkbox"/>	Flue terminal location <i>(refer Figure 6.2 AS/NZS5601.1)</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	<input type="checkbox"/>	<input type="checkbox"/>	Size and location of gas cylinders in relation to windows, doors, drains and other openings <i>(refer Figure J3 & J4 AS/NZS 5601.1)</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

G12: Water Supplies								
<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"/>	Supply type: town, bore, other water supply (potable)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
	<input type="checkbox"/>	<input type="checkbox"/>	Hot water supply system: type (electric, gas, solar), size, valving, venting, safe tray, seismic restraints <i>(refer para. 6.0 & Figures 7-10 & 12)</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
	<input type="checkbox"/>	<input type="checkbox"/>	Wetback pipework & tempering valve installation <i>(refer para. 6.13 / Figure 15 & 16)</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		

G13: Foul Water (Sanitary Plumbing & Drainage)								
<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 1: Plumbing								
	<input type="checkbox"/>	<input type="checkbox"/>	Plumbing system identified <input type="checkbox"/> G13/AS1 <input type="checkbox"/> G13/AS3 <input type="checkbox"/> Other	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
	<input type="checkbox"/>	<input type="checkbox"/>	Waste length to floor waste gully <i>(refer para. 4.6.7 / Table 4.6.7.2 AS/NZS 3500.2 or 3.4 G13/AS1)</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
	<input type="checkbox"/>	<input type="checkbox"/>	Waste pipe diameter, length, material and gradients <i>(refer Table 6.2 (A), 6.5.1 & Appendix C AS/NZS 3500.2 or Table 2 & 4 G13/AS1)</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Stack System								
	<input type="checkbox"/>	<input type="checkbox"/>	Schematic provided for any stack system	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> Fully vented /modified <input type="checkbox"/> Single stack plumbing /modified <input type="checkbox"/> Suspended drainage principles	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
	<input type="checkbox"/>	<input type="checkbox"/>	Stacks, vents & branches: size, gradients & lengths provided <i>(refer Sections 8 & 9 AS/NZS 3500.2 or 4.7 & 5.0 G13/AS1)</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
	<input type="checkbox"/>	<input type="checkbox"/>	Exclusion zones at base of stacks <i>(refer 6.7 & Figure 6.5, 7.1 AS/NZS 3500.2 or 4.7.2 G13/AS1)</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
	<input type="checkbox"/>	<input type="checkbox"/>	Mid floor joists/beam layout allow passage of stack/branches	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		

H1: Energy Efficiency								
<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"/>	Method provided and demonstrates compliance <input type="checkbox"/> Schedule <input type="checkbox"/> Calculation <input type="checkbox"/> Modelling (BRANZ H1 Energy Efficiency Support guidance)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	<input type="checkbox"/>	<input type="checkbox"/>	Insulation type and R-values detailed on plans for building elements including subfloor, foundation, walls, ceiling	<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. Construction monitoring information provided specifying inspections to be carried out by third parties.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

Council Use Only – Final Sign Off

REFUSED	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.	
	Processing Officer Sign-off:	Date:
RFI	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.	
	Processing Officer:	Date:
APPROVED	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.	
	Processing Officer:	Date:

Council Use Only – Peer Review (if required)

Peer Review Sign-off:	Date:
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Comments: