

# CS05 New Houses or Sleepouts & Major Alterations to Domestic Buildings

## Applications 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](mailto: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

E2 Risk Matrix Score:		<i>Checked by BCO:</i>	Earthquake Zone: <i>Figure 5.4 NZS 3604</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 15.1 NZS 3604</i>	Exposure Zone: <i>Figure 4.2 NZS 3604</i>
Liquefaction Zone: If in domain B, B1 or C has further information been provided e.g Geotechnical report? <a href="#">Otago Natural Hazards Portal (orc.govt.nz)</a> <i>Search under Earthquake Layer/ Liquefaction Hazard</i>	<input type="checkbox"/> N/A <input type="checkbox"/> Yes (specify)
Easements, sewers, existing drains, watercourses, creeks (or other) through the property:	<input type="checkbox"/> N/A <input type="checkbox"/> Yes (specify)
New Subdivisions:	Do you have a Record of Title for your new section? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A

**Building consents in new subdivisions can be lodged and issued when the subdivision stage has S224c. A Record of Title will need to be provided before the code compliance certificate can be issued.**

### 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 <a href="#">Form 2</a> 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"/>	
<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"/>	
<input type="checkbox"/>	<input type="checkbox"/>	Is this application for staged building works?	<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"/>	<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 <a href="#">Form 2B</a> provided (for design and/or building work)	<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"/>	Dimensioned site plan aligns with title boundaries	<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 if applicable)(Refer figure 7.11 NZS 3604 or Figure 65/Table 18 E2/AS1)	<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.(Required for Code Clauses E1 and G13)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	<input type="checkbox"/>	<input type="checkbox"/>	Dimensions and gradient of car parking, manoeuvring, vehicle crossing shown on plan (sloping sites) (Required for Code Clause D1)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
			Siting dimensions on site plan				
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"/>	<b>Construction details</b> provided: footings, wall construction, height (refer Appendix A NZS 4229:2013 or SED)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	<input type="checkbox"/>	<input type="checkbox"/>	<b>Drainage</b> medium, tanking and protection specified (refer Appendix A NZS 4229:2013 or SED)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	<input type="checkbox"/>	<input type="checkbox"/>	<b>Surcharge</b> correctly factored into design (refer Appendix A, Figure A2 NZS 4229:2013 or SED)	<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"/> Type B: PS1 & PS3	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

		<input type="checkbox"/> Type C: PS3 may be required <input type="checkbox"/> Other (NZS 4229) ( <i>refer to engineer's guidance statement</i> )				
	<input type="checkbox"/>	<input type="checkbox"/>	<b>Barrier</b> 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"/>	<b>Excavations</b> potentially affecting neighbouring properties mitigated ( <i>refer Figure 3.1 NZS 3604</i> )	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

### B1 Structure: 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"/>	<input type="checkbox"/> Slab-on-grade <input type="checkbox"/> Raft <input type="checkbox"/> Suspended Floor ( <i>refer Section 7.5 NZS 3604:2011, Codemark or SED</i> )	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	<input type="checkbox"/>	<input type="checkbox"/>	<b>Foundation edge</b> detail(s) with dimensions, reinforcing size and grade and concrete strength ( <i>refer para. 7.5.2 / Figures 7.13 – 7.16 NZS 3604</i> )	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	<input type="checkbox"/>	<input type="checkbox"/>	<b>Base preparation:</b> sand, hard fill 75mm min to 600mm max (SED required if >600mm) ( <i>refer para. 7.5.3 NZS 3604</i> )	<input type="checkbox"/>	<input type="checkbox"/>		
	<input type="checkbox"/>	<input type="checkbox"/>	<b>Slab</b> thickness, reinforcing cover. Mesh type (i.e., 500E) and size (i.e., SE62) ( <i>refer para 7.5.8.2 / Figure 7.17 and 2.5 / 7.5.8.2 NZS 3604</i> )	<input type="checkbox"/>	<input type="checkbox"/>		
	<input type="checkbox"/>	<input type="checkbox"/>	<b>Damp proof membranes</b> ( <i>refer para. 7.5.4 – 7.5.7 NZS 3604</i> )	<input type="checkbox"/>	<input type="checkbox"/>		
	<input type="checkbox"/>	<input type="checkbox"/>	<b>Shrinkage control joints</b> , supplementary reinforcing bars, free joints (max dimension of slab 24m either way without free joints). ( <i>refer para. 7.5.8.6 / 7.5.1 NZS 3604 &amp; para. 2.1.1 B1/AS1</i> )	<input type="checkbox"/>	<input type="checkbox"/>		
	<input type="checkbox"/>	<input type="checkbox"/>	<b>Point loads pads / slab thickenings</b> shown on foundation plans ( <i>refer para. 7.5.11 NZS 3604 &amp; check truss plan/SED</i> )	<input type="checkbox"/>	<input type="checkbox"/>		

<input type="checkbox"/>	<input type="checkbox"/>	<b>Column/post:</b> foundations/footings ( <i>refer Section 9 Table 9.1 NZS 3604</i> )	<input type="checkbox"/>	<input type="checkbox"/>		
<input type="checkbox"/>	<input type="checkbox"/>	<b>Additions to existing slab:</b> connection to existing slab (joint preparation & starters) ( <i>refer BRANZ <u>At the Junction</u> for guidance</i> )	<input type="checkbox"/>	<input type="checkbox"/>		

### B1 Structure: Foundation Wall – Concrete/Masonry

<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"/>	<b>Masonry types:</b> <input type="checkbox"/> Type B: PS1 & PS3/4 <input type="checkbox"/> Type C: PS3 may be required <input type="checkbox"/> Other (NZS 4229) ( <i>refer to engineer's design guidance statement</i> )	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	<input type="checkbox"/>	<input type="checkbox"/>	<b>Wall height:</b> minimum, maximum ( <i>refer Section 6.11 NZS 3604 or Section 8 &amp; Appendix A &amp; B NZS 4229</i> )	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	<input type="checkbox"/>	<input type="checkbox"/>	<b>Steps in foundations</b> (due to ground slope) ( <i>refer Figure 6.12 NZS 3604 / Figure 6.7 NZS 4229</i> )	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	<input type="checkbox"/>	<input type="checkbox"/>	<b>Vertical and horizontal reinforcing / starters</b> size, centres ( <i>refer Figures 6.13, 6.14, 6.15 &amp; 6.15 (a) NZS 3604</i> )	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	<input type="checkbox"/>	<input type="checkbox"/>	<b>Subfloor ventilation</b> ( <i>refer 6.14/Figure 6.11 NZS 3604:2011</i> )	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	<input type="checkbox"/>	<input type="checkbox"/>	<b>Split level drainage, tanking, strapped, lined</b> ( <i>refer Appendix A NZS4229</i> )	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

### B1 Structure: Subfloor Framing & 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"/>	<b>Pile foundation plan:</b> depth, size, centres, treatment, heights, point loads ( <i>refer Section 6.4 NZS 3604</i> )	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

<input type="checkbox"/>	<input type="checkbox"/>	<b>Ordinary piles:</b> size, depth, pile height, treatment connections <i>(refer Section 6.5 NZS 3604)</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<input type="checkbox"/>	<input type="checkbox"/>	<b>Driven Piles (SED)</b> <i>(refer Section 6.6 &amp; 6.7 NZS 3604)</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<input type="checkbox"/>	<input type="checkbox"/>	<b>Braced / Anchor piles:</b> footing size, pile height, connections <i>(refer Section 6.8 - 6.9)</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<input type="checkbox"/>	<input type="checkbox"/>	<b>Subfloor bracing calculations:</b> zone, demand, capacity <i>(refer Section 5.5 NZS 3604)</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<input type="checkbox"/>	<input type="checkbox"/>	<b>Subfloor bracing plan:</b> type, location, length, 5.0m centres max, 4 bracing elements minimum, evenly distributed <i>(refer para. 5.5.2.1 NZS 3604)</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<input type="checkbox"/>	<input type="checkbox"/>	<b>2-storey</b> (height versus width) <i>(refer para. 5.5.3.2 NZS3604)</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<input type="checkbox"/>	<input type="checkbox"/>	<b>Diaphragms</b> >100 BUs, location, limitations <i>(refer para. 5.6.1 &amp; 7.3 NZS 3604)</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<input type="checkbox"/>	<input type="checkbox"/>	<b>Bearers:</b> size, centres, treatment, span, point loads, cantilever, loading, fixing to foundation walls <i>(refer para. 6.12 NZS 3604)</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<input type="checkbox"/>	<input type="checkbox"/>	<b>Joists:</b> size, centres, span, point loads, cantilever, loading, penetrations <i>(refer para. 7.1 NZS 3604)</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<input type="checkbox"/>	<input type="checkbox"/>	<b>Cantilever joist</b> (2.4m maximum wall height), support for load bearing walls <i>(refer para. 7.1.5 NZS 3604)</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<input type="checkbox"/>	<input type="checkbox"/>	<b>Lateral support</b> mid-span, blocking, bracing lines <i>(refer para. 7.1.2 NZS 3604)</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<input type="checkbox"/>	<input type="checkbox"/>	<b>Flooring</b> thickness, clearances, type <i>(refer para. 7.2 NZS 3604)</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<input type="checkbox"/>	<input type="checkbox"/>	<b>Base cladding:</b> type, support, access, ventilation, crawlspace (450 mm minimum), vermin proofing, obstructions, large area, limited cross flow <i>(refer para. 6.14 NZS 3604)</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

### B1 Structure: Mid-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"/>	<b>Mid floor structure:</b> timber floor joist, suspended concrete slab, SED etc. (refer para. 7.1.3 NZS 3604)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	<input type="checkbox"/>	<input type="checkbox"/>	<b>Floor joists:</b> cantilever, floor load, penetrations, treatment, size, centres, span, point loads (refer para. 7.1 NZS 3604)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	<input type="checkbox"/>	<input type="checkbox"/>	<b>Flooring</b> type and diaphragm (if applicable)(refer para. 7.2 & 7.3.1 / 7.3.4 NZS 3604)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

### B1 Structure: Deck Construction (Ground Floor OR External Decks Above Ground)

<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"/>	<b>Deck piles:</b> layout, size, footing depth, centres, treatment, height, connections (refer para. 6.4 NZS 3604)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	<input type="checkbox"/>	<input type="checkbox"/>	<b>Bearers:</b> size, span, treatment (refer Table 6.4 (b) NZS 3604)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	<input type="checkbox"/>	<input type="checkbox"/>	<b>Joists:</b> 2.0 kPa, size, span, centres, cantilever, saddle flashings (refer Table 7.1 (b) NZS 3604)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	<input type="checkbox"/>	<input type="checkbox"/>	<b>Decking:</b> material, type, fixings, treatment, finished floor level (refer para. 7.4.3 NZS 3604)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<b>Stringer:</b> stair construction / deck stringer, size, span, fixings, airgap (refer para. 6.13 NZS 3604)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	<input type="checkbox"/>	<input type="checkbox"/>	<b>Subfloor deck bracing</b> (if projects >2.0m from the building) (refer para. 7.4.2 & Table 5.8 NZS 3604)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

### B1 Structure: Framing – Lower of Two

<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"/>	<b>Bottom plate</b> 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"/>	<b>Studs and trimmers:</b> size, treatment, height, centres, point loads ( <i>refer para. 8.5 &amp; 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"/>	<b>Lintels / beams:</b> point loads, fixing details, size, span, uplift, cantilever ( <i>refer para. 8.6, Table 8.10, Figure 8.8 NZS 3604 and/or pre nail manufacturer documentation</i> )	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	<input type="checkbox"/>	<input type="checkbox"/>	<b>Posts</b> 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: 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"/>	<b>Top plate</b> 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"/>	<b>Bottom plate</b> 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"/>	<b>Studs and trimmers:</b> size, treatment, height, centres, point loads ( <i>refer para. 8.5 &amp; 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"/>	<b>Gable end</b> framed for cladding ( <i>refer Figure 8.2 &amp; Table 8.18 NZS 3604</i> )	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	<input type="checkbox"/>	<input type="checkbox"/>	<b>Lintels / beams:</b> point loads, fixing details, size, span, uplift, cantilever ( <i>refer para. 8.6, Table 8.10, Figure 8.8 NZS 3604 and/or pre nail manufacturer documentation</i> )	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	<input type="checkbox"/>	<input type="checkbox"/>	<b>Posts:</b> 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"/>	<b>Wall bracing calculations:</b> wind zone, demand, capacity. ( <i>refer 5.2 &amp; 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"/>	<b>Wall bracing plan:</b> type, location, length of bracing elements	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	<input type="checkbox"/>	<input type="checkbox"/>	<b>Bracing capacity external walls</b> >100 BUs, 50% demand, 15 BUs/m ( <i>refer para. 5.4.3 &amp; 5.4.7 NZS 3604</i> )	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	<input type="checkbox"/>	<input type="checkbox"/>	<b>Bracing capacity internal walls</b> >100 BUs, 50% total demand ( <i>refer para. 5.4.3 &amp; 5.4.7 NZS 3604</i> )	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	<input type="checkbox"/>	<input type="checkbox"/>	<b>Location of bracing elements</b> (6.0m centres), evenly distributed, wings, blocks, split or discontinuous levels, wet areas (not behind showers and baths)( <i>refer para. 5.1.5 &amp; 5.4.3 - 5.4.7 NZS 3604</i> )	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	<input type="checkbox"/>	<input type="checkbox"/>	<b>Dragon ties:</b> to extend bracing lines to 7.5m, >100 BUs, location ( <i>refer para. 8.3.3 &amp; Figure 8.1 NZS 3604</i> )	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	<input type="checkbox"/>	<input type="checkbox"/>	<b>Ceiling diaphragm:</b> to extend bracing lines to 12m, >100 BUs, location, limitations, penetrations ( <i>refer para. 5.6 &amp; 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"/>	<b>Roof:</b> pitched, trussed and pitch (degrees)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	<input type="checkbox"/>	<input type="checkbox"/>	<b>Trusses:</b> Design Statement, software statement, truss layout	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	<input type="checkbox"/>	<input type="checkbox"/>	<b>Roof bracing</b> ( <i>refer para. 10.3 &amp; 10.4 NZS 3604</i> )	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

<input type="checkbox"/>	<input type="checkbox"/>	<b>Purlins or tile battens</b> , size, span, treatment, centres, fixings ( <i>refer Table 15.9 &amp; 15.10 NZS 3604</i> )	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<input type="checkbox"/>	<input type="checkbox"/>	<b>Rafters / ridge beam(s)</b> : size, span, support, treatment, fixings ( <i>refer Section 10 &amp; 15 NZS 3604</i> )	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<input type="checkbox"/>	<input type="checkbox"/>	<b>Membrane roof framing</b> (rafters) size, span, centres, fixings, fall ( <i>refer Section 10 NZS3604 &amp; 8.5 E2/AS1</i> )	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<input type="checkbox"/>	<input type="checkbox"/>	<b>Ceiling battens &amp; joists</b> : size, span, centres, fixings, ceiling lining ( <i>refer para. 13.2 &amp; Table 10.3 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

		Applicant to Complete		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"/>	<b>Risk group &amp; scope</b> ( <i>refer Table 1.1 &amp; para. 1.1.1</i> )	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<input type="checkbox"/>	<input type="checkbox"/>	<b>Alterations &amp; Change of use</b> ( <i>refer para 1.3 &amp; Section 112 &amp; 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 <b>MFE emission standards</b> ? <a href="http://www.mfe.govt.nz">http://www.mfe.govt.nz</a> Authorisation Number:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

### Part 2: Firecells, Fire Safety Systems & FFR

<input type="checkbox"/>	<input type="checkbox"/>	<b>Number of firecells</b> ( <i>refer para. 2.1</i> )	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<input type="checkbox"/>	<input type="checkbox"/>	<b>Fire safety system</b> specified and floor plan provided for each level of building showing location of	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

			smoke alarms, bedrooms and exits ( <i>refer para. 2.2 &amp; Table 2.1</i> )				
	<input type="checkbox"/>	<input type="checkbox"/>	<b>Fire Resistance Rating (FRR)</b> values stated ( <i>refer para. 2.3</i> ) <i>30/30/30min</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<b>Part 3: Means of Escape</b>							
	<input type="checkbox"/>	<input type="checkbox"/>	<b>Dead end open path (DEOP) &amp; Total open path (TOP)</b> ( <i>refer para. 3.4 &amp; Table 3.2</i> )	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<b>Part 4: Control of Internal Fire &amp; Smoke Spread</b>							
	<input type="checkbox"/>	<input type="checkbox"/>	<b>Fire separations</b> 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"/>	<b>FRR construction</b> 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"/>	<b>Penetration</b> 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"/>	<b>Structural stability</b> , 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"/>	<b>Surface finishes:</b> foamed plastics or combustible materials, Group # less than or equal to 3 ( <i>refer para. 4.2 &amp; 4.3</i> )	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<b>Part 5: External Fire Spread</b>							
	<input type="checkbox"/>	<input type="checkbox"/>	<b>External fire rated walls</b> needed (FRR 30/30/30 min) or sprinkler system installed (<1 m to boundary, multi-unit dwelling one above the other ≤ 5 m to boundary, <2 m between two firecells containing sleeping groups - distance measured from cladding) ( <i>refer para. 5.1</i> )	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	<input type="checkbox"/>	<input type="checkbox"/>	<b>Roof Projections</b> (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"/>	<b>Protection from a lower roof</b> in multi-unit dwellings (5/9 rule – 5 m roof or 9 m wall fire rate or sprinklered) ( <i>refer para. 5.3</i> )	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	<input type="checkbox"/>	<input type="checkbox"/>	<b>Exterior surface finishes</b> (<1 m - boundary and any height or >1m - boundary height >10 m or	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

			sprinklered) (refer para. 5.4 & Table 5.1)				
	<input type="checkbox"/>	<input type="checkbox"/>	<b>Carport</b> and similar construction (refer para. 5.5)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<b>Part 6: Firefighting, Fire Service Access</b>							
	<input type="checkbox"/>	<input type="checkbox"/>	<b>Multi-unit dwellings where &gt;2 units</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<b>Part 7: Prevention of Fire Occurring</b>							
	<input type="checkbox"/>	<input type="checkbox"/>	<b>Solid fuel appliances</b> (refer 7.1 C/AS1 or C1/VM1)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	<input type="checkbox"/>	<input type="checkbox"/>	Gas burner (refer para. 7.2)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	<input type="checkbox"/>	<input type="checkbox"/>	Oil fire (refer para. 7.3)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	<input type="checkbox"/>	<input type="checkbox"/>	Open fire (refer para. 7.5)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

<b>D1: Access Routes (Internal &amp; External)</b>								
<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	
<b>External Access</b>								
	<input type="checkbox"/>	<input type="checkbox"/>	<b>Main access route</b> has a safe approach, visibility, slip resistance and is free from dangerous projections	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
	<input type="checkbox"/>	<input type="checkbox"/>	<b>Stairs/steps:</b> slip resistance, tread, pitch, riser, surface (refer Sections 2.0 & 4.0)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
	<input type="checkbox"/>	<input type="checkbox"/>	<b>Landings:</b> top, middle, and bottom of stairs and ramps (refer para. 3.3 & 4.3)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
	<input type="checkbox"/>	<input type="checkbox"/>	<b>Handrails:</b> provided to stairs > 3 risers, profile height (refer para. 6.0)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
<b>Internal Access</b>								
	<input type="checkbox"/>	<input type="checkbox"/>	<b>Stairwell:</b> height, width (refer para. 1.4.1 & Section. 4.2)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
	<input type="checkbox"/>	<input type="checkbox"/>	<b>Internal stairs/steps:</b> tread, pitch, riser, slip resistance landing (top, middle, and bottom) (refer Sections 2.0 & 4.0 & 3.3 & 4.3)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
	<input type="checkbox"/>	<input type="checkbox"/>	<b>Fixed ladders:</b> access to infrequently used spaces (refer Section 5.0)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		

<input type="checkbox"/>	<input type="checkbox"/>	<b>Handrails</b> provided to stairs > 3 risers, profile, height ( <i>refer para 6.0</i> )	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
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## 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"/>	<b>Design calculations and specifications</b>	<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"/>	<b>Sediment/erosion control plan</b> 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"/>	<b>Stormwater type:</b> Council reticulation, private reticulation, soak pit etc.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	<input type="checkbox"/>	<input type="checkbox"/>	<b>Soak pit design</b> (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"/>	<b>Finished floor level of suspended floors or slabs</b> checked in relation to surrounding land and road crown ( <i>refer to 2.0 E1/AS1</i> )	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	<input type="checkbox"/>	<input type="checkbox"/>	<b>Provision for surface water runoff</b> sloping sites ( <i>refer para. 3.6, 6.14.3, 6.14.5, Figure 6.21 &amp; 7.5.2.2 NZS 3604</i> )	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	<input type="checkbox"/>	<input type="checkbox"/>	<b>Stormwater drainage</b> size and gradient ( <i>refer 3.2 &amp; 3.4 E1/AS1</i> )	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	<input type="checkbox"/>	<input type="checkbox"/>	<b>Stormwater run-off</b> - paved areas >10 m <sup>2</sup> where run off will affect other property i.e. roadway/neighbours ( <i>refer 3.6 E1/AS1</i> )	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	<input type="checkbox"/>	<input type="checkbox"/>	<b>Access for maintenance</b> (rodding points/inspection points etc.) ( <i>refer 3.7 E1/AS1</i> )	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

	<input type="checkbox"/>	<input type="checkbox"/>	<b>Downpipes</b> , external & internal gutter size, distribution, spreaders (to lower roof) <i>(refer Sections 4.0 &amp; 5.0 E1/AS1)</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	<input type="checkbox"/>	<input type="checkbox"/>	<b>Strip drain/channel drain:</b> connection into stormwater with silt trap or similar prior <i>(refer 3.2 E1/AS1)</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	<input type="checkbox"/>	<input type="checkbox"/>	<b>Public drains affected / approval,</b> easement created or required <i>(refer to Certificate of Title &amp; GIS Mapping)</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
<b>Roof/Wall Junctions</b>							
	<input type="checkbox"/>	<input type="checkbox"/>	<b>Soffit</b> to wall junction <i>(refer para. 5.3)</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<b>Parapets</b>							
	<input type="checkbox"/>	<input type="checkbox"/>	<b>Parapets / enclosed barriers:</b> framing, cap, drainage, junctions, slope <i>(refer Section 6.0)</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<b>Decks &amp; Pergolas</b>							
	<input type="checkbox"/>	<input type="checkbox"/>	<b>Thresholds</b> for decks <i>(refer para. 7.1 &amp; 7.3)</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	<input type="checkbox"/>	<input type="checkbox"/>	<b>Attachments</b> to building structure (deck/pergola) <i>(refer para. 7.2)</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	<input type="checkbox"/>	<input type="checkbox"/>	<b>Enclosed balustrades</b> <i>(refer para. 7.4)</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	<input type="checkbox"/>	<input type="checkbox"/>	<b>Membrane deck:</b> thickness, fall, substrate, support, drainage, junction to wall and rainwater head and scupper <i>(refer para. 8.5)</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<b>Roof Claddings</b>							
	<input type="checkbox"/>	<input type="checkbox"/>	<b>Roof underlay</b> type with product specification provided/CodeMark certificate/BRANZ appraisal <i>(refer para. 8.15)</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	<input type="checkbox"/>	<input type="checkbox"/>	<b>Roof cladding</b> type(s), roof pitch, compatibility of materials	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

		<input type="checkbox"/> E2/AS1 <input type="checkbox"/> E2/AS2 <input type="checkbox"/> E2/AS3 <input type="checkbox"/> Alternative Solution <input type="checkbox"/> CodeMark  <i>(refer para. 8.2 – 8.5 depending on roof cladding, Table 21/22 Material Tables)</i>					
	<input type="checkbox"/>	<input type="checkbox"/>	<b>Membrane roof:</b> thickness, substrate, support and rainwater head and scupper <i>(refer para. 8.5)</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	<input type="checkbox"/>	<input type="checkbox"/>	<b>Roof flashings:</b> change in pitch, eaves/verge (membrane roof), roof/wall ridge, barge, fascia, apron flashings (transverse & parallel), gutter/wall junction <i>(refer Section 4.0 &amp; para. 8.2 – 8.5)</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	<input type="checkbox"/>	<input type="checkbox"/>	<b>Gutters:</b> internal gutters, valley gutters and hidden gutters <i>(refer para. 8.16 &amp; para. 8.2 – 8.5)</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	<input type="checkbox"/>	<input type="checkbox"/>	<b>Roof penetrations:</b> small pipes (terminal vent/roof ventilation), soaker flashings (flue or similar) other penetrations skylights/chimney <i>(refer para. 8.1.7 &amp; para. 8.2 - 8.5)</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<b>Wall Claddings</b>							
	<input type="checkbox"/>	<input type="checkbox"/>	<b>Bottom of cladding:</b> detail and clearances to ground, deck, roof <i>(refer 9.1.3 &amp; 9.2 – 9.9 depending on cladding type)</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	<input type="checkbox"/>	<input type="checkbox"/>	<b>Cladding underlay/air barrier:</b> type, compatibility, strapping <i>(refer para. 9.1.4 &amp; 9.1.7)</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	<input type="checkbox"/>	<input type="checkbox"/>	<b>Drained cavity:</b> batten size, horizontal/vertical battens, treatment, vermin proof <i>(refer para. 9.1.8)</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	<input type="checkbox"/>	<input type="checkbox"/>	<b>Wall cladding type(s),</b> suitable for risk score, compatibility of materials, product specifications provided/CodeMark certificate/BRANZ appraisal <input type="checkbox"/> E2/AS1	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

			<input type="checkbox"/> E2/AS2 <input type="checkbox"/> E2/AS3 <input type="checkbox"/> Alternative Solution <input type="checkbox"/> CodeMark  <i>(refer Section 9.0, Table 21/22 Material Tables)</i>				
	<input type="checkbox"/>	<input type="checkbox"/>	<b>Masonry veneer:</b> walls ties and lintels <i>(refer para. 9.27 &amp; 9.2.9)</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	<input type="checkbox"/>	<input type="checkbox"/>	<b>Penetrations:</b> pipes/services, meterbox/gas califont and inter storey junctions <i>(refer para. 9.1.9)</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	<input type="checkbox"/>	<input type="checkbox"/>	<b>Wall junction details:</b> external/internal corners, change of cladding junction, control joints <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"/>	<b>Window construction</b> specified (timber, aluminium, other) <input type="checkbox"/> NZS4211-E2/AS1 <input type="checkbox"/> Alternative Solution	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	<input type="checkbox"/>	<input type="checkbox"/>	<b>Window /door and garage door details:</b> 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"/>	<b>Thermal resistance:</b> 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"/>	<b>Overflow and containment</b> (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"/>	<b>Water splash</b> (wet areas - kitchen, laundry, bathrooms/WC) <b>surface finishes</b> (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"/>	<b>Tiled showers:</b> waterproofing membrane specifications,	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	



			substrate specified, junctions and fall to waste ( <i>refer para. 3.3.1, 3.3.5 &amp; Figure 5</i> )				
	<input type="checkbox"/>	<input type="checkbox"/>	<b>Skillion roof ventilation details:</b> path, proprietary system details, min 25 mm gap between insulation and underlay ( <i>refer <a href="#">BRANZ guidance</a></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"/>	<b>Contamination indicated on PIM/PIC</b> ( <i>refer F1/VM1, <a href="#">Health and Safety at Work (Hazardous Substances) Regulations</a></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"/>	<b>Glazing specifications</b> 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 &amp; Figure A4 NZS4223.3</i> )	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	<input type="checkbox"/>	<input type="checkbox"/>	<b>Asbestos</b> 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"/>	

#### 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"/>	<b>Barrier construction, SED</b> (i.e. glazing/proprietary system covered by PS1), materials, fixings, durability, openings, height (stairs, floors, balconies, decks) ( <i>refer para. 1.0</i> )	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	<input type="checkbox"/>	<input type="checkbox"/>	<b>Barrier design:</b> <input type="checkbox"/> SED <input type="checkbox"/> Other  ( <i><a href="#">MBIE Guidance on Barrier Design</a></i> )	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

	<input type="checkbox"/>	<input type="checkbox"/>	<b>Opening windows:</b> 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 &amp; 2.1.2</i> )	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
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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"/>	<b>Work-site barriers</b> ( <i>refer para. 1.0 &amp; 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"/>	<b>Smoke alarms or other systems</b> shown on plan: type, location. ( <i>refer para. 1.1 &amp; 3.0</i> )	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		

F8: Signs								
<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"/>	Only required for multi-unit dwelling with shared means of escape ( <i>refer F8.2</i> )	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		

F9: Restricting Access to Residential Pools								
<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"/>	<b>Pool barriers:</b> surrounding pool, on property boundary, balconies projecting into immediate pool area, pool wall, strength ( <i>refer para. 2.0</i> )	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
	<input type="checkbox"/>	<input type="checkbox"/>	<b>Gates in pool barriers</b> ( <i>refer para. 3.0</i> )	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		

	<input type="checkbox"/>	<input type="checkbox"/>	<b>Building wall forming the pool barrier</b> ( <i>refer para. 4.0</i> )	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
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#### 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"/>	<b>Basins</b> provided within the WC space or in an adjacent space and minimum room size detailed (WC) ( <i>refer para. 3.3.1 &amp; 3.1.1 &amp; Figure 4</i> )	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

#### G2: Laundering

<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"/>	<b>Laundering facilities</b> provided and minimum space detailed ( <i>refer para. 1.3 &amp; 1.0 &amp; 1.2.1</i> )	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

#### G3: Food Preparation & Prevention of Contamination

<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"/>	<b>Domestic appliances and facilities and minimum space detailed:</b> kitchen – sink, cooker, food storage ( <i>refer para. 1.1-1.3 &amp; 1.5</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"/>	<b>Mechanical ventilation:</b> bathroom & kitchen. Ventilation path and termination point shown. Ensure no mixing of groups ( <i>refer 1.2.5 &amp; 1.5</i> )	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	<input type="checkbox"/>	<input type="checkbox"/>	<b>Natural ventilation</b> 5% of floor area in habitable spaces, laundry & WC ( <i>refer para. 1.2</i> )	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

### G6: Airborne & Impact Sound

<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"/>	<b>STC/IIC 55 between household units:</b> type, system, construction details ( <i>refer G6.3.1 (STC) / G6.3.2 (IIC) and para. 1.0</i> )	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

### G7: Natural Light

<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"/>	<b>Vertical openings</b> (windows/doors) in external walls (10% of floor area) ( <i>refer para. 1.0</i> )	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	<input type="checkbox"/>	<input type="checkbox"/>	<b>Restricted natural light and awareness of outside environment</b> ( <i>refer para 1.0.2 – 1.0.4 &amp; 2.0</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"/>	<b>Electrical work</b> (any electrical work)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Electrical compliance certificate to be provided at CCC

### 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"/>	<b>Gas appliances specifications</b> e.g. fireplace, water heater	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Gas compliance certificate to be provided at CCC
	<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"/>	<b>Size and location of gas cylinders</b> in relation to windows, doors, drains and other openings ( <i>refer Figure J3 &amp; 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"/>	<b>Supply type:</b> town, bore, other water supply (potable.) If private supply, documentation provided to show:  Description of water source, scheme, and operation  Copy of any ORC consents/test results  Testing, maintenance, and operational requirements  Treatment systems	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	<input type="checkbox"/>	<input type="checkbox"/>	<b>Hot water supply system:</b> type (electric, gas, solar), size, schematic, safe tray, access, support, overflow ( <i>refer para. 5.0 &amp; 6.0 &amp; Figures 7-10 &amp; 12</i> )	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	<input type="checkbox"/>	<input type="checkbox"/>	<b>Seismic restraint</b> of storage water heaters (HWC)( <i>refer para. 6.11.4 / Figure 14</i> )	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	<input type="checkbox"/>	<input type="checkbox"/>	<b>Wetback pipework &amp; tempering valve</b> installation ( <i>refer para. 6.13 / Figure 15 &amp; 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
<b>Part 1: Foul Water: Plumbing</b>							
	<input type="checkbox"/>	<input type="checkbox"/>	<b>Plumbing system identified</b>  <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"/>	<b>Waste length to floor waste gully:</b> ( <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"/>	<b>Waste pipe:</b> diameter, length, material, and gradients ( <i>refer Table 6.2 (A), 6.5.1 &amp; Appendix C</i> )	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

			AS/NZS 3500.2 or Table 2 & 4 G13/AS1)				
<b>Foul Water Stack System</b>							
	<input type="checkbox"/>	<input type="checkbox"/>	<b>Stacks, vents &amp; branches:</b> size, gradients & lengths provided, exclusion zones detailed at base of stack ( <i>refer Sections 8 &amp; 9 AS/NZS 3500.2 or 4.7 &amp; 5.0 G13/AS1 and 6.7 &amp; 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"/>	<b>Mid floor joists/beam layout</b> allow passage of stack/branches	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<b>Part 2: Suspended &amp; Subsoil Drainage</b>							
	<input type="checkbox"/>	<input type="checkbox"/>	<b>Drainage system identified</b> <input type="checkbox"/> G13/AS2 <input type="checkbox"/> G13/AS3 <input type="checkbox"/> Other	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	<input type="checkbox"/>	<input type="checkbox"/>	<b>Reticulated services:</b> connection to public sewer shown on plans and aligns with CODC mapping or as-built plans ( <i>refer GIS mapping</i> )	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	<input type="checkbox"/>	<input type="checkbox"/>	<b>Onsite wastewater system:</b> report, design and calculations provided	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	<input type="checkbox"/>	<input type="checkbox"/>	<b>Connection to Council services required</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	<input type="checkbox"/>	<input type="checkbox"/>	<b>Drainage plan</b> provided showing <b>main drain, branches, gradients &amp; lengths</b> ( <i>refer Section 3 - 3.3.2, 3.3.2 NZS3500.2 or Table 2 G13/AS2</i> )	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	<input type="checkbox"/>	<input type="checkbox"/>	<b>Venting details:</b> terminal vent and unvented branch drains ( <i>refer para. 3.9, Table 3.9.3.1, 3.10 – 3.12 NZS3500.2 or para. 4.0 G13/AS2</i> )	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	<input type="checkbox"/>	<input type="checkbox"/>	<b>Overflow relief gullies (ORG)/Gully traps:</b> location and charged ( <i>refer para. 4.6.6 AS/NZS 3500.2 or 3.3 G13/AS2</i> )	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	<input type="checkbox"/>	<input type="checkbox"/>	<b>Floor waste gullies</b> are charged by fixture in same room or tundish ( <i>refer para. 4.6.7 &amp; 4.6.8 AS/NZS 3500.2 or 3.4.6 G13/AS1</i> )	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

<input type="checkbox"/>	<input type="checkbox"/>	<b>Access points</b> (inspection points) <i>(refer Section 4.7 AS/NZS 3500.2 or para 5.7 G13/AS2)</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<input type="checkbox"/>	<input type="checkbox"/>	<b>Angle of influence</b> , depth, and proximity of drain to building/boundary <i>(refer Section 5 NZS3500.2 or 5.0, Figure 7 &amp; 8 G13/AS2)</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

<input type="checkbox"/>	<input type="checkbox"/>	<b>Plumbing pipes not running through point load pad or slab thickenings</b> <i>(cross-check against truss plan or engineering's drawings)</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
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#### G15: Solid Waste (Multi-Unit & Group Dwellings Only)

<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"/>	<input type="checkbox"/>	<b>Solid waste:</b> capacity, carry distance, storage areas and chutes <i>(refer para 1.0 – 4.0)</i>	<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"/>	<input type="checkbox"/>	<b>Method provided</b> and demonstrates compliance  <input type="checkbox"/> Schedule <input type="checkbox"/> Calculation <input type="checkbox"/> Modelling  <a href="https://d39d3mj7qio96p.cloudfront.net">House Insulation Guide 6th edition (d39d3mj7qio96p.cloudfront.net)</a>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<b>Insulation type and R-values</b> detailed on plans for building elements including subfloor, foundation, walls, ceiling	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Double glazing specified	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

Producer Statements								
<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"/>	<b>Producer Statements (PS1s/PS2s)</b> Includes: site location, work identified, code clauses covered, signed & dated, inspection schedule (if applicable.)	<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"/>	<b>BRANZ Appraisals</b> Supporting alternative solutions, cladding systems etc with installation manual as specified in BRANZ appraisal.  If yes, please list applicable products:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
<input type="checkbox"/>	<input type="checkbox"/>	<b>CodeMark Certificates</b> Supporting alternative solutions, cladding systems etc with installation manual as specified in CodeMark certificate.  If yes, please list applicable products:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		

COUNCIL USE ONLY					
	Yes	N/A	RFI	Comments	
Building category and classified use correct in MagiQ?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Has consideration been given to any building methods or product warnings and/or bans?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		



Council Use Only – Final Sign Off

<b>REFUSED</b>	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:
<b>RFI</b>	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:
<b>APPROVED</b>	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 Sign-off:	Date:

Council Use Only – Peer Review (if required)

Peer Review Sign-off:

Date:

Comments: