

User Guide New Commercial Buildings



Use this checklist to assist you in lodging a complete building consent application and to avoid delays in processing.

Please attach two copies of the following information (unless otherwise specified) with your completed building consent application form.

Tick each box that is relevant and ensure you attach the information. If the box is not relevant, please write N/A across the box.

Council preference is for plans to be on A3 size paper.

1. General

- Building consent application form (one copy)
Completed in full and signed by the owner or agent on behalf of the owner
- Evidence of ownership (one copy)
One recent copy of current certificate of title (not older than three months), or one copy of purchase agreement of relevant portions of current lease
- PIM, building consent, or both?
Identify on the form whether the application is for:
 - Project Information Memorandum (PIM) only
 - Building consent only
 - Combined PIM/building consent applicationDepending on which is nominated, complete the application form accordingly, using the form's guidance notes
- Project details:
Ensure that the building work is described sufficiently to enable the scope of work to be fully understood
- Building Code clauses:
You will need to identify the relevant clauses and means of compliance with the NZ Building Code, against which the project will be checked. A checklist is provided with the application form for this purpose.
Example: The dwelling's structural wall framing timbers

Clause	Means of compliance	Waiver/Modification required
B1 Structure	NZS 3604 Timber Framing	N/A

You are required to provide two copies (unless mentioned otherwise) of the following information with your completed application form for a building consent. Tick each box that is relevant. If the box is not relevant, please write N/A across the box.

2. **Locality plan (1:500) showing:**

physical location of the subject building in relation to streets or landmarks, north point, name of building and lot and DP number

3. **Site plan (1:100) showing:**

dimensions of all boundaries, north point, finished floor levels, ground contours (extended to boundaries) levels, site area, street name and number, lot and DP number, outline of building, area of building, distances to boundaries

4. **Plumbing and drainage plan (1:100) showing:**

(Note: If you have supplied drainage details for surface water disposal on the site plan, no drainage plan is required)

fixtures and fittings, hot water system(s)

nominate plumbing/drainage design to be installed (i.e. NZBC Acceptable Solutions / AS3500 / other)

if the building is more than one storey, with sanitary fittings on upper floors, provide an isometric layout showing wastes, pipes and falls

drainage layout, with inspection bends and junctions indicated for both sewer and stormwater

any other drainage on site, including Council mains and retaining wall field drains

ventilation of sanitary rooms

HVAC drawings

On-site effluent disposal designs and calculations (i.e. AS/NZS1547 or specific design)

5. **Fire report:**

assessment for the building means of escape

structural stability protection of other property

egress doors occupant numbers in all spaces

fire systems required by the 'C' documents of the NZBC

6. **Fire protection plan (1:100/1:50) showing:** (if applicable)
- smoke alarm
 - emergency lights
 - any protected path
 - fire hose reels
 - 'open path' travel to exits
 - method or systems for fire rating penetrations through or between fire cells
 - sprinkler system
 - fire alarm sounders
 - thermal (heat) detectors
 - fire alarms call points
7. **Foundation plan (1:100/1:50) showing:**
- dimensions of all new foundations
 - subfloor framing, including bracing
 - any protected path
 - if a concrete slab, show basic details, including reinforcing and contraction joints
 - indicate ventilation to subfloor spaces
 - footing details
 - piles and footings
 - thermal (heat) detectors
8. **Proposed floor plan (1:100/1:50) showing:**
- location of partitions
 - room dimensions
 - all designated spaces
9. **Bracing plan: (1:100/1:50) showing:**
- bracing details and calculations for both wall and subfloor bracing
 - location, type and number of bracing elements
 - if the bracing was specifically designed by a registered engineer, attach a copy of the calculations with this application (required for specific design wind zones and lateral distribution of upper floor loads where lower storey bracing is provided in walls beyond the upper storey footprint)
10. **Elevations (1:100/1:50) showing:**
- accurate ground lines from boundary to boundary on each elevation; relevant Tasman Resource Management Plan daylight control lines; the maximum height on each elevation; location of door and window openings; fixed and opening sashes; sill heights; floor levels in relation to ground levels; exterior cladding nominated to all elevations; downpipes and spouting; ventilators to subfloor area (suspended floors only)

11. Sections and details (1:50/1:20/1:10) showing:

- foundation detail reinforcing and connections
- stairs, handrails, decks and decking
- exterior cladding, including brick or other veneers.
Nominate substrate and finishing plaster system for monolithic claddings (i.e. drained cavities, etc)
- insulation systems and materials to floors, walls and roof (NZBC HI – where applicable)
- barriers providing safety from falling – specific design is required where detail does not comply with NZBC BI/AS2
- details of fire rated partitions from floor to underside of floor above (if more than one fire cell)
- framing sizes, beams, lintels, trusses, including fixing and other structural items. Lintels carrying point loads require specific design
- roof cladding, eaves, fascias, gutters, flashings to openings
- fire rated systems on all walls in relation to boundary distance (calculations required)
- stud heights of rooms and total height from lowest ground floor level to top of ridge
- truss layout, supported by design certificate and design of fixing details and load path to ground
- retaining wall details, e.g. type, height of retained ground, relationship to boundary, waterproof membrane type and proposed drainage

12. Structural and calculations:

- if any design work required the services of a registered engineer, attach a copy of the calculations with this application, along with structural drawings

13. Specification:

- elements of structure (size, spacing, timber treatment)
- glazing
- finish of fixings to meet durability provisions
- flooring slip resistance
- wet area surfaces
- nominate substrate and finishing plaster system for monolithic claddings
- plumbing and drainage materials and design that installation is to comply with

14. Producer statements:

If this application for consent relies on any producer statements certifying compliance with the NZ Building Code Handbook, a copy must be attached with this application.

(Note: All structural producer statements are required to have accompanying calculations)

15. Vehicle access plan(s):

- location and extent of driveway relative to existing legal boundaries of the site, public footpath/roadway and, where relevant, other features (e.g. house, wall, fence, tree)
- details of proposed kerb crossing required (length and location), and specifications
- long section (1:100) showing proposed levels and gradient along the centreline: on wide or tight-turning accesses, three long sections along left, centre and right
- proposed surface, drainage works, and safety barriers where applicable

16. Access and facilities for the disabled (1:100/1:50) for the building showing:

- access routes
- accessible toilet compartment
- location and height of fittings (toilet pan, basin, urinal, shower), handrails on both sides
- accessible stairs
- width of access routes
- dimensions of toilet compartment
- lift car controls
- accessible low height counters
- accessible car parks

17. Water supply:

If the site can be supplied by a piped water connection from water mains, you must complete a water connection application. If not relevant, indicate on the plans the method of collecting and storing potable water

18. Construction and demolition hazards:

Plan and details in accordance with NZBC F5

19. Does the building require a compliance schedule (WOF)?

Testing and maintenance schedule

(Note: Where a building contains specified systems requiring a compliance schedule, the building consent application is deemed to be the compliance schedule application)

20. Other Council approvals that may be required:

Health

Land use

Other

(Note: if there will be any changes made to the existing use, external design, appearance, or siting of a building, a separate land use consent application may be required)

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