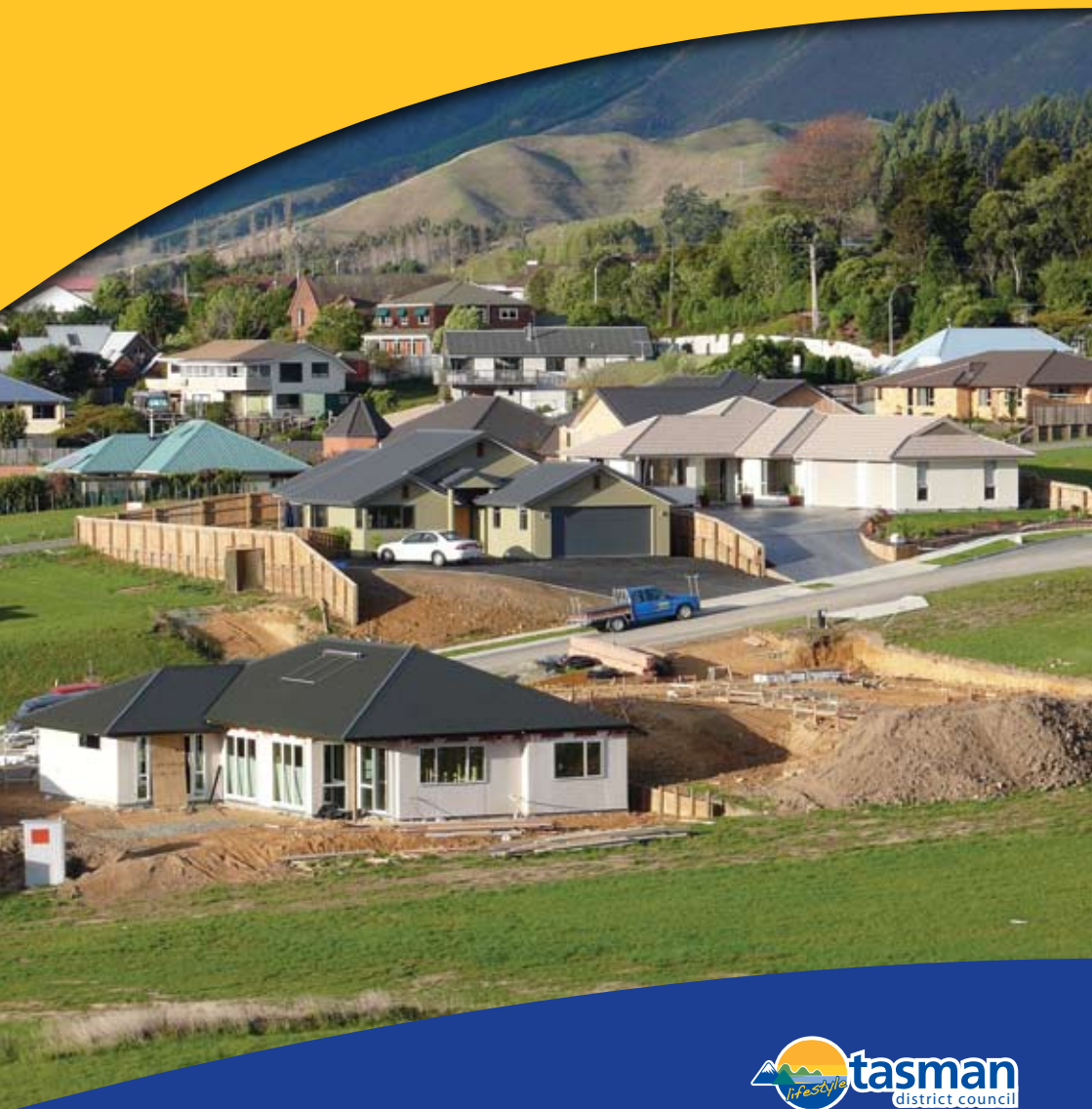


User Guide **New Dwellings** and Alterations to Dwellings



New Dwelling

BC1A

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.

For Alterations to Dwellings refer to **Section 19**.

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 application
Depending 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

2. **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
- Location of this structure in relation to other proposed or existing buildings on the site and neighbouring boundaries
- Distances to any plantation forest or adjoining land if less than 30 metres. Distances to any crop or orchard where pesticides are used on adjoining land if less than 30 metres
- Calculations of total site coverage
- Location and distance from the building to any watercourse on or adjoining the site
- Location of any water bore or well within 20 metres of an effluent disposal field
- Location and details of any retaining walls, driveways, vehicle crossings

3. **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 (NZBC Acceptable Solution or AS:3500)
- 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
- Septic tank design with calculations (i.e. AS/NZS 1547 or specific design)
- Drain invert and ground levels at head and outlet fall of sewer and stormwater supply
- Location and source of water supply

4. **Bracing plan: (1:100/1:50) showing:**
- Bracing details and calculations for both wall and subfloor bracing
 - Subfloor bracing for decks projecting more than 2m from the house
 - If the bracing was specifically designed by a registered engineer, attach a copy of the calculations with this application
5. **Foundation plan (1:100/1:50) showing:**
- Dimensions of all new foundations
 - Subfloor framing, including bracing
 - Footing details
 - Piles and footings
 - If a concrete slab, show basic details, including reinforcing and shrinkage control joints, free joints
6. **Floor plan (1:100/1:50) showing:**
- Floor plan for each level
 - Door and window lintels
 - Floor joist layout for each level with timber floor, including solid blocking
 - Identify all room spaces
 - Room dimensions
 - Ceiling access
 - Garage door lintel
 - Smoke alarms
 - Room ventilation
7. **Design Risk Assessment**
- Complete a Design Risk Matrix Assessment on all walls in accordance with NZ Building Code E2 – External Moisture
 - Identify the exposure and wind zones and specify the use of any special types of fixings required for durability
8. **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; spouting; ventilators to subfloor area (suspended floors only)

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

- Concrete foundations (footings, slab, thickenings, reinforcing, compacted fill, DPC)
- Timber subfloor framing (piles, bearers, bracing, ventilation, joists, flooring and type of fixings)
- Wall framing (sizes, beams, lintels, truss fixings, point loads)
- Exterior claddings, flashings, drained cavities
- Wall and roof penetrations
- Fixing details, bottom and top plates, lintels, trusses/rafters and purlins
- If stucco, full stucco specifications (backing material, reinforcing, spacers, control joint method and locations, number of coats, seal finish, etc)
- Window flashings and wall opening flashings
- Roof construction (cladding, pitch, eaves, gutters, flashings, expansion joints)
- Verandah construction (beams, posts, fixings, base pads)
- Deck construction (joists, beams, supports, waterproofing, flashings, bracing)
- Barriers (sizes, construction, base fixings)
- Stairs (sizes, barriers, head room, handrail, landings)
- Roof truss layout and design from pre-cutter
- Fire rated systems on all walls closer than 1.0m from any boundary
- Retaining wall details
- If claddings are other than those specified in the NZ Building Code Acceptable Solutions, provide full documentation or product certification

10. Structural and calculations:

- If any design work required the services of a chartered professional engineer, attach a copy of the calculations with this application, along with structural drawings and producer statement with inspection schedule

11. Specification:

- Expansion joints
- Elements of structure (size, spacing, timber treatment)
- Glazing and window restricters where required
- Finish of fixings to meet durability provisions (stainless steel or galvanised)
- Wet area surfaces, including tiled showers
- Plumbing and drainage materials and design that installation is to comply with
- Wall, ceiling and floor insulation

*(Note: Specifications must be specific to the project.
General specifications will not be accepted)*

12. 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)

- Truss roof layout and designer/fabricator producer statement

13. Peer Reviews:

- Where any aspect of the application requires a Peer Review, this will be carried out by a Council-approved external consultant and resulting fees will be passed onto the applicant.

14. 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, streets or landmarks)
- Details of proposed kerb crossing required (length and location); and specifications
- Proposed surface drainage works, and safety barriers where applicable

15. Fire report:

- For domestic dwellings of four storeys or more; or buildings providing more than one household unit
- Fire wall details for building elements required to be fire protected, i.e. exterior walls close to boundary lines

16. Heating:

If the plans show a free-standing or in-built solid fuel heater/burner, a copy of the manufacturer's data and instructions for installing the heater/burner must be attached with this application

17. Outdoor swimming pools and spas:

If the plan shows an outdoor swimming pool or spa, fencing details of the immediate pool area must be provided with this application (Fencing of Swimming Pools Act 1987 and NZ Building Code refers)

18. 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

19. Alterations to existing dwellings

Plan and specification content and technical detail requirements for alteration work are the same as those for new dwellings. The relevant sections of this guide should therefore be referenced to the extent required to cover the scope of the proposed alteration work

For all alterations the following additional information is required:

- Existing floor plan identifying all room spaces
- Proposed floor plan in accordance with **Section 6** of this guide

Where the alteration includes:

- Extension to the dwelling
- Change of dwelling footprint shape
- Increase in dwelling height
- Change of roof shape

Please provide:

Site plan (1:100) in accordance with **Section 2** of this guide

(Note: A site plan is not required where the alteration is for internal work only and there is no change to the building footprint or overall building shape)

Plans, cross sections, detail and specifications for the alterations utilising the relevant sections of this guide

Bracing plan for the alteration in accordance with **Section 4** of this guide. Note: If the new work reduces the bracing values of the existing, unmodified part of the building, bracing of the existing part of the building must also be adequately addressed and included in the bracing schedule

Design Risk Matrix Assessment in accordance with **Section 7** of this guide

20. Other Council approvals that may be required:

Resource consents

Your application will be assessed by the Environment and Planning Department of the Council to determine whether your project complies with the relevant Tasman Resource Management Plan requirements

If your application does not comply with the Tasman Resource Management Plan requirements, you will need to either amend your proposal to comply, or apply for a Resource Consent. A certificate will be attached to your Project Information Memorandum to notify that a Resource Consent is required prior to building work commencing

Discharge permit

On-site Domestic Wastewater Management in the Rural 3 Zone and the Services Contribution Area.

Any discharge of domestic wastewater commencing after 20 December 2003 in the Rural 3 Zone and the Services Contribution Area is a discretionary activity, until such time as a planned reticulated wastewater system is provided by Council. If development is allowed to proceed before reticulation is available, an approved wastewater solution is required until connection is available. Approval is obtained by way of a discharge permit for a discretionary activity from the Council

21. **Application fee(s)**

Contact Customer Services for relevant fees and development contributions. A fixed fee is to be paid at the time of application. Once the Building Consent is processed, the balance of the fee will be invoiced. Once the fees are paid in full, your Building Consent will be issued.

Work cannot commence until the consent is paid for and issued.

22. **Smoke Alarms**

The NZ Building Code requires smoke alarms to be installed in:

- All new household units
- Existing household units that undergo alteration

Even minor alteration work will trigger the need for new smoke alarms, eg, water cylinder replacement, or log fires.

Location of smoke alarms

- On all escape routes on all levels (hallways, lobbies, stairwells)
- On levels containing sleeping spaces, the alarms shall be located either:
 - In every sleeping space; or
 - Within 3.0 metres of every sleeping space and be audible to sleeping occupants on the other side of the closed doors

Smoke alarm type

- Battery powered alarms are acceptable and are not required to be interconnected
- Shall have a readily accessible test facility and also a hush facility with a minimum duration of 60 seconds
- Shall meet one of the following standards: UL 217, CAN/ULC S531, AS 3786, BS 5446: Pt 1

Once all of the above attachments have been compiled, along with the completed Building Consent application form and this checklist, you can lodge your Building Consent application.

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