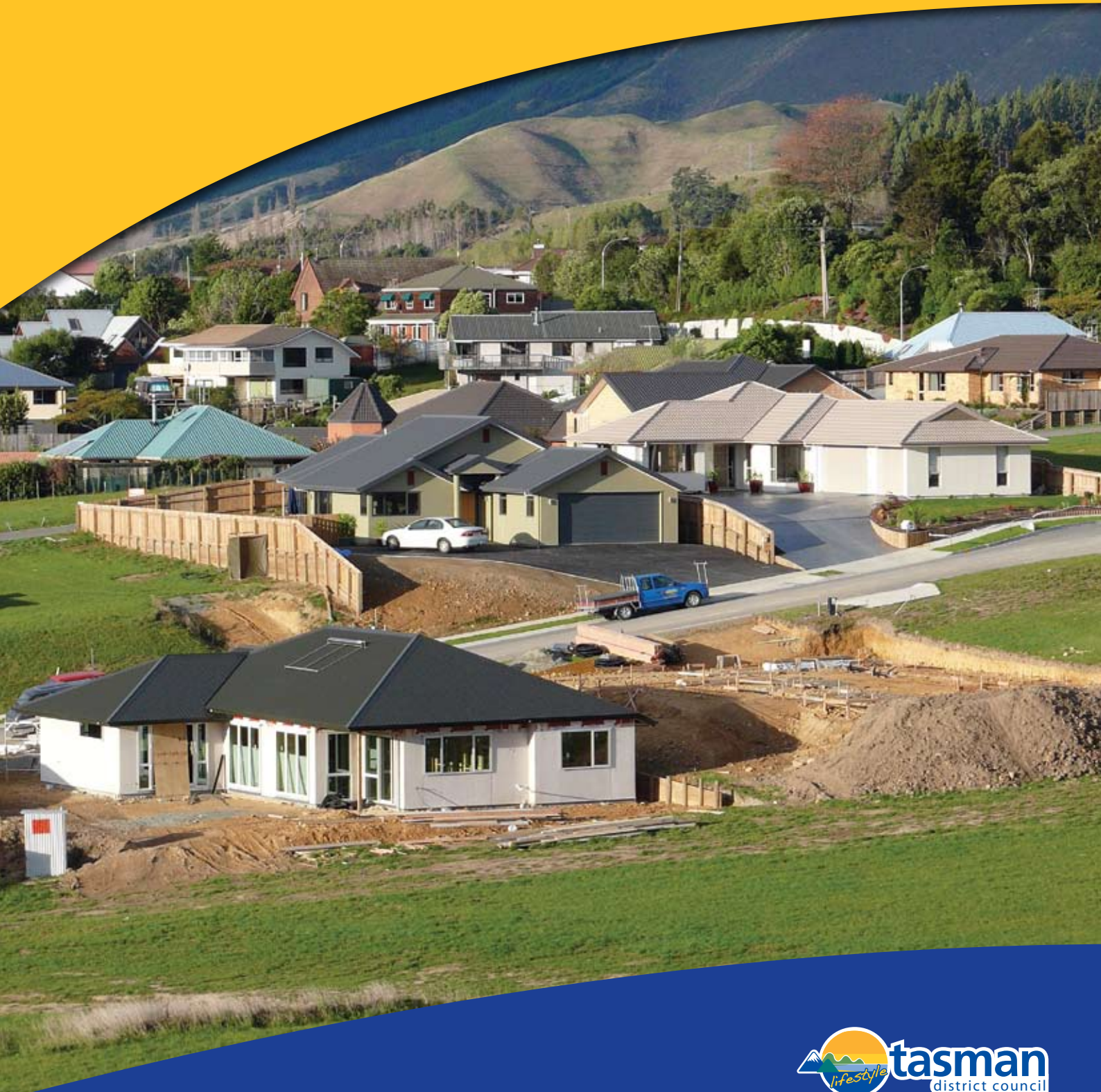


Application for Project Information Memorandum and/or Building Consent



Application for Project Information Memorandum and/or Building Consent

Section 33 or Section 45, Building Act 2004

Note: Parts A, E and F are to be completed for all applications. All other parts to be completed where relevant.

** For assistance with this application form, please refer to BC1A: User Guide: New Dwellings and Alterations to Dwellings and BC1C: Guidance Notes and Building Consent Procedures.

PART A

OFFICE USE

Date received stamp:

The Building

Street address of building: (for structures that do not have a street address, state the nearest street intersection and the distance and direction from that intersection)

Legal description of land where building is located: (state legal description as at the date of application and, if the land is proposed to be subdivided, include details of relevant lot numbers and subdivision consent)

Building name: (if applicable)

Location of building within site/block number: (include nearest street access or valuation number)

Number of levels: (include ground level and any levels below ground) _____

Level/unit number: (if applicable) _____ Number of WC pans: _____

Area: (total floor area; indicate area affected by the building work if less than the total area) _____

Current, lawfully established use: (include number of occupants per level and per use if more than one)

Year first constructed: (approximate date is acceptable, e.g, 1920s or 1960-1970) _____

BC No: _____

Date Granted: _____

The Owner

Name of owner: _____

Contact person: _____

Mailing address: _____

Street address/registered office: _____

Phone numbers:

Daytime: _____ Mobile: _____

Facsimile: _____ After hours: _____

E-mail: _____

Website: _____

Evidence of ownership: (i.e. copy of certificate of title, lease, agreement for sale and purchase, or other document showing full name of legal owner(s) of the building)

Copy of Certificate of Title (less than three months old) Agreement for sale and purchase Lease Other

Agent (only required if application is being made on behalf of the owner)

Name of agent: _____

Contact person: (insert N/A if the applicant is an individual) _____

Mailing address: _____

Street address/registered office: _____

Phone numbers:

Daytime: _____ Mobile: _____

Facsimile: _____ After hours: _____

E-mail: _____

Website: (if applicable) _____

Relationship to owner: (state details of the authorisation from the owner to make the application on the owner's behalf)

First Point of Contact (if not owner or agent)

First point of contact for communications with the Council: _____

Contact person: (insert N/A if the applicant is an individual) _____

Mailing address: _____

Street address/registered office: _____

Phone numbers:

Daytime: _____ Mobile: _____

Facsimile: _____ After hours: _____

E-mail: _____

Website: (if applicable) _____

Relationship to owner: (state details of the authorisation from the owner to make the application on the owner's behalf)

Application

I request that you issue a: (tick one box)

Project Information Memorandum (PIM) only

Project Information Memorandum and Building Consent

Building Consent for PIM No. _____ for the building work described in this application

Signature of owner/agent (delete one) on behalf of
and with the authority of the owner

Date

PART B

Project Information Memorandum (do not fill in this section if the application is for a Building Consent only)

The following matters are involved in the project: (tick the matters relevant to the project)

- Subdivision application no. _____
- Resource Consent application no. _____
- Alterations to land contours
- New or altered connections to public utilities
- New or altered locations and/or external dimensions of buildings
- New or altered access for vehicles
- Building work over or adjacent to any road or public place
- Disposal of stormwater and wastewater
- Building work over any existing drains or sewers, or in close proximity to wells or water mains
- Other matters known to the applicant that may require authorisation from the territorial authority: (specify)

PART C

The Project

Description of the building work: (provide sufficient description of building work to enable scope of work to be fully understood; continue on a separate page if necessary, or refer to an attached document setting out the description)

- New
- Alteration
- Relocation

Will the building work result in a change of use of the building? Yes No

If Yes, provide details of the new use: _____

Intended life of the building if less than 50 years: (number of years) _____

List building consents previously issued for this project (if any):
(list who issued the consent, the date of issue and the consent number)

Issued By	Date Issued	Consent No.	Issued By	Date Issued	Consent No.

Estimated value of the building work on which the building levy will be calculated \$ _____
(including goods and services tax): (state estimated value as defined in Section 7 of the Building Act 2004)

Building Consent (do not fill in this section if the application is for a Project Information Memorandum only)

Plans and specifications are to be attached to this application:
 (all plans and specifications must meet the minimum requirements set out in the Regulations or required by the Building Consent Authority)
 Please complete full list under attachments overleaf

The building work will comply with the Building Code as follows:
 (if you're not sure which clauses are applicable, talk to the BCA or your architect)

Clause (tick relevant clause numbers of Building Code)	Means of compliance (refer to the relevant compliance document(s), or detail of alternative solution in the plans and specifications; if not applicable, put N/A)
<input type="checkbox"/> B1 Structure	<input type="checkbox"/> B1/AS1 <input type="checkbox"/> NZS 3604 <input type="checkbox"/> NZS 4203 <input type="checkbox"/> NZS 4229 Other _____
<input type="checkbox"/> B2 Durability	<input type="checkbox"/> B2/AS1 <input type="checkbox"/> NZS 3101 <input type="checkbox"/> NZS 3602 <input type="checkbox"/> NZS 3604 Other _____
<input type="checkbox"/> C1-4 Fire	<input type="checkbox"/> C1/AS1 Other _____
<input type="checkbox"/> D1 Access Routes	<input type="checkbox"/> D1/AS1 <input type="checkbox"/> NZS 4121 Other _____
<input type="checkbox"/> D2 Mechanical Installations for Access	<input type="checkbox"/> D2/AS1 <input type="checkbox"/> NZS 4332 <input type="checkbox"/> EN81 <input type="checkbox"/> EN115 Other _____
<input type="checkbox"/> E1 Surface Water	<input type="checkbox"/> E1/AS1 <input type="checkbox"/> AS/NZS 3500.3 Other _____
<input type="checkbox"/> E2 External Moisture	<input type="checkbox"/> E2/AS1 <input type="checkbox"/> Specific design and testing Other _____
<input type="checkbox"/> E3 Internal Moisture	<input type="checkbox"/> E3/AS1 Other _____
<input type="checkbox"/> F1 Hazardous Agents on Site	<input type="checkbox"/> F1/AS1 Other _____
<input type="checkbox"/> F2 Hazardous Building Materials	<input type="checkbox"/> F2/AS1 <input type="checkbox"/> NZS 4223 Other _____
<input type="checkbox"/> F3 Hazardous Substances and Processes	<input type="checkbox"/> F3/AS1 Other _____
<input type="checkbox"/> F4 Safety from Falling	<input type="checkbox"/> F4/AS1 <input type="checkbox"/> FSP Act Other _____
<input type="checkbox"/> F5 Construction and Demolition Hazards	<input type="checkbox"/> F5/AS1 Other _____
<input type="checkbox"/> F6 Lighting for Emergency	<input type="checkbox"/> F6/AS1 Other _____
<input type="checkbox"/> F7 Warning Systems	<input type="checkbox"/> F7/AS1 <input type="checkbox"/> AS/NZS 1668 <input type="checkbox"/> NZS 4512 <input type="checkbox"/> NZS 4515 Other _____
<input type="checkbox"/> F8 Signs	<input type="checkbox"/> F8/AS1 Other _____

<input type="checkbox"/> G1 Personal Hygiene	<input type="checkbox"/> G1/AS1 Other _____
<input type="checkbox"/> G2 Laundering	<input type="checkbox"/> G2/AS1 Other _____
<input type="checkbox"/> G3 Food Preparation and Prevention of Contamination	<input type="checkbox"/> G3/AS1 Other _____
<input type="checkbox"/> G4 Ventilation	<input type="checkbox"/> G4/AS1 <input type="checkbox"/> AS 1668.2 Other _____
<input type="checkbox"/> G5 Interior Environment	<input type="checkbox"/> G5/AS1 Other _____
<input type="checkbox"/> G6 Airborne and Impact Sound	<input type="checkbox"/> G6/AS1 Other _____
<input type="checkbox"/> G7 Natural Light	<input type="checkbox"/> G7/AS1 Other _____
<input type="checkbox"/> G8 Artificial Light	<input type="checkbox"/> G8/AS1 <input type="checkbox"/> NZS 6703 Other _____
<input type="checkbox"/> G9 Electricity	<input type="checkbox"/> G9/AS1 Other _____
<input type="checkbox"/> G10 Piped Services	<input type="checkbox"/> G10/AS1 <input type="checkbox"/> NZS 5261 Other _____
<input type="checkbox"/> G11 Gas as an Energy Source	<input type="checkbox"/> G11/AS1 Other _____
<input type="checkbox"/> G12 Water Supplies	<input type="checkbox"/> G12/AS1 <input type="checkbox"/> AS/NZS 3500.2 <input type="checkbox"/> AS/NZS 3500.5 Other _____
<input type="checkbox"/> G13 Foul Water	<input type="checkbox"/> G13/AS1 <input type="checkbox"/> AS/NZS 3500.2 <input type="checkbox"/> BS 5572 Other _____
<input type="checkbox"/> G14 Industrial Liquid Waste	<input type="checkbox"/> G14/AS1 Other _____
<input type="checkbox"/> G15 Solid Waste	<input type="checkbox"/> G15/AS1 Other _____
<input type="checkbox"/> H1 Energy Efficiency	<input type="checkbox"/> H1/AS1 <input type="checkbox"/> NZS 4218 <input type="checkbox"/> NZS 4243 <input type="checkbox"/> ALF Design Manual <input type="checkbox"/> NZS 4214 Other _____

Waiver/modification to New Zealand Building Code required for the following parts of the Code: _____

PART D

Compliance schedule (do not fill in this section if this is an application for a Project Information Memorandum only)

Tick one:

- There are no specified systems in the building
- The specified systems for the building are as follows:
(specified systems are defined in Regulations; if you are not sure whether your building has specified systems, talk to the BCA, or your architect)
- The following specified systems are being altered, added to, or removed in the course of the building work:
(insert N/A if not applicable)

PART E

Attachments

The following documents are attached to this application: (tick as applicable, or put N/A if there are no attachments)

- Project Information Memorandum
- Evidence of ownership
- Development contribution notice
- Application fee
- Certificate attached to Project Information Memorandum
- Plans and specifications (list below)

(If insufficient space, please attach schedule to the application)

PART F

Key Personnel

Builder:

Name: _____
Daytime Ph: _____
Mobile Ph: _____
After Hours Ph: _____
Facsimile: _____
Registration No. _____

Designer:

Name: _____
Daytime Ph: _____
Mobile Ph: _____
After Hours Ph: _____
Facsimile: _____
Registration No. _____

Registered Drainlayer:

Name: _____
Daytime Ph: _____
Mobile Ph: _____
After Hours Ph: _____
Facsimile: _____
Registration No. _____

Registered Plumber:

Name: _____
Daytime Ph: _____
Mobile Ph: _____
After Hours Ph: _____
Facsimile: _____
Registration No. _____

Application Information

(a) Project Information Memorandum (PIM)

A Project Information Memorandum will be issued within a maximum allowable time of 20 working days provided all the information required has been supplied. Insufficient information will result in your application being returned.

A fixed fee is required to accompany your PIM application. Please refer to the current Schedule of Charges.

(b) Building Consent (BC)

A Building Consent will be processed within a maximum allowable time of 20 working days provided all the information required has been supplied. Whenever further information is requested, processing time is suspended for a period of 20 working days to enable the applicant to submit the requested information. The processing time period starts again when the information has been received and deemed adequate.

A deposit fee is required to begin processing your application, check with Customer Services for amount.

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.

Once the Building Consent has been processed, you will receive notification, which will include (where appropriate) an invoice for the balance of the fees payable.

Once the fees are paid in full, your Building Consent will be issued.

(c) Combined Project Information Memorandum and Building Consent Applications

Applications for a combined PIM/BC will only be accepted when sufficient information is provided to permit the Building Consent to be processed. If insufficient information is provided, the application will be returned.

Inspections

A minimum of 24 hours' notice of commencement of the building work is required to be given to the Building Consent Authority.

During the process of construction, inspections will be necessary to confirm all work complies with your approved Building Consent documentation. The Building Consent Authority requires a minimum of 24 hours' notice prior to the Building Consent Authority's Building Official's visit, however this will not guarantee an inspection in 24 hours if inspection bookings are full for that day.

The inspections required will be set out in the Building Consent documentation issued by the Building Consent Authority. Failure to have a prescribed inspection carried out and to be provided with confirmation that the work has been approved by the Inspecting Authority will make the issue of a Code Compliance Certificate difficult.

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.

Code Compliance

A Building Consent is not completed until it has been issued with a Code Compliance Certificate. The owner is required to complete a separate application form to apply for a Code Compliance Certificate as soon as practicable after the building work is completed but in any event no later than two years after the granting of the Building Consent. A Code Compliance Certificate will be issued within a maximum allowable time of 20 working days, provided all the information required has been supplied.

Note: Certificates will be required from all trades involved in the project.

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Printed April 2009

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