



**Commercial or Industrial
PIM / Building Consent Application
Checklist (BAM 002-I)**

(in conjunction with Building Consent Application Form)

PROJECT NO:

DATE RECEIVED:

Project address: _____

<p>NB The following is required on application in sufficient detail to show compliance with all aspects of the District Plan and the New Zealand Building Code. Please complete this Checklist in FULL.</p> <p align="center">Additional information may be requested during processing of the application.</p>	Supplied	N/A	Council
PIM			
Application form COMPLETED & signed including Building Code Assessment			
Application fee:- \$200.00 for PIM Only / \$400.00 for Combined PIM and Building Consent (GST Incl.)			
Certificate of Title: Recent search copy less than 6 months old, plus a sale & purchase agreement if not in the applicant's name. A subdivision scheme plan is required for a new site where Title is not yet available.			
Copies of drawings as specified below			
Site Plan – showing:			
– All new & existing buildings, swimming pools			
– Any heritage buildings / trees or archaeological site information known			
– Legal & notional boundaries (existing & proposed), easements, waterways, shared access ways / other areas with building setbacks dimensioned			
– Building & site areas (including floor areas (m ²) for all floors)			
– Vehicle access, crossing location, manoeuvre, and parking area			
– Street trees, poles, sumps, manholes, traffic islands outside the property			
– Any hard-standing (sealed or concrete) areas with proposed drainage			
– Landscaped areas required by District Plan indicated			
– Any significant trees on the site			
– All activities on a site indicated			
– Proposed & existing site & floor levels			
– Existing & proposed contours, drive gradients and building heights (for hill or sloping sites)			
– Intentions for the disposal of stormwater & sewer			
– Storage location and capacity of Hazardous Substances (ie LPG, diesel, home heating oil etc)			
Outline Floor plans (for all floors)			
Outline Elevations			
Outline Cross Sections - (if required) to show recession plane / daylight plane & height compliance			
Hazardous Substances - storage location and capacity (ie, LPG, diesel, home heating oil etc)			
Health Licensing - surface finishes, sinks, dishwashers, food storage			
Liquor Licensing - wash basins, sinks, glass washing machine			

Evacuation Scheme Assessment (required for PIM):			Building Sprinkled?		Council Use 2 x Yes = Yes
	Yes	No	Yes	No	
Can 100 or more people gather for different purposes or activities?					
Are there facilities for more than 10 employees?					
Is accommodation provided for more than 5 people?					
Are hazardous substances stored?					
Are early childhood facilities provided?					
Is specialised care for people with disabilities provided?					
Is specialised nursing, medical, or geriatric care provided?					
Are people in lawful detention?					
Can 100 or more people gather in a common venue?					
Council Use Only - Evacuation Scheme required?					

----- **STOP HERE IF THIS IS A PIM ONLY APPLICATION** -----

If any of the above are answered “yes” please continue on the next page for the Building Consent checklist

Fire Service Assessment:	Yes	No	Council Use
Is this a fitout of an existing building?			
Is a change of use involved?			Minor alts?
Are alternative solutions, or any application for a modification or waiver to the Building Code for means of escape from fire & fire fighting used (Clauses C1-C4, D1, F6 or F8)			
Council Use Only - Send copy to Fire Service?			

BUILDING CONSENT (in addition to the above)			
	Supplied	N/A	Council
Project Information Memorandum (if already issued) plus all attached forms			
Foundation Plans (timber or concrete slab) including all details			
Drainage Plans - full design details including both Sewer & Stormwater and any disposal methods			
Detailed Floor Plans - fully dimensioned and notated			
Detailed Elevations - including door & windows showing opening sashes			
Cross Sections - to show all relevant construction, especially through difficult areas of the building and changes in building form			
Timber Treatment - the species, grading & treatment of all timber specific to the project is to be specified on the drawings , ideally on the cross section			
Framing Details - including floor joist layout plans if applicable			
Construction Details - with all materials, fixings etc noted			
Weathertightness Details - including a risk assessment matrix for all walls & all flashings			
Internal Waterproofing Details - including all wet areas & surface finishes			
Plumbing Details - including layout plan / schematic & water supply details			
Heating Appliance – installation details including clearances, flue installation and flashing details for solid fuel or liquid fuel appliances			
Specifications - relevant to the project			
Bracing Design - calculations, schedule and layout plans			
Roof Truss Design - including layout plan, fixings and specific design for lintels where required			
Ground Conditions report - this will be either a report to show why it is assumed that the ground is “good ground” using Section 3 of NZS 3604:1999, or a specific ground assessment & foundation design by a suitably qualified & experienced engineer			
Design Features Report – for the structure			
Engineers Details, Producer Statement & Design Calculations - where any specific design has been carried out (e.g. steel beams)			
Sediment Control Management Plan (if required by site location)			
Access and Facilities for people with disabilities – for a new building all details of compliance are required including access to and within the building, for an existing building a report is required to determine what can be reasonably upgraded to comply			
Fire Report – a fire design statement is required to show compliance with the “C” clauses of the Building Code, and the drawings must reflect the detail in the report			
Approvals from Other Authorities – Approvals for discharges to land, air, or water from Environment Canterbury. Food and Health Approval for food or liquor outlets. MAF approval for meatworks, etc.			

BUILDING CODE ASSESSMENT: Fill in the next page to show how the work complies with all clauses of the Building Code

COMPLIANCE SCHEDULE: Fill in the last page if any of the systems are, or are to be, included or modified in the building

Additional Attached documents

For BCA Use Only:-
This application is accepted / declined as all relevant information has / has not been supplied - signed:-