

# Application for Project Information Memorandum and/or Building Consent (Form 2) Section 33 or section 45, Building Act 2004

Items marked \* are mandatory for all applications. Complete this form in BLOCK CAPITALS using BLACK or BLUE ink.

## 1. Type of Application

I request that you issue a\*: ☐ Project Information Memorandum (PIM) only

(Tick one box only)

for the building work  
described in this  
application

☐ Building Consent only OR ☐ Amendment to Building Consent:

☐ Building Consent including PIM

☐ Exemption from the need for Building Consent (e.g Marquee. Refer Schedule 1 of BA04)

## 2. The Building

Valuation roll number:

Legal description\*: Lot:  DP:

Building name (if applicable):

Number of levels:

Level/Unit number:

Number of occupants\*:

Floor area\* (all floors incl.):

Existing:

m<sup>2</sup>

Additional:

m<sup>2</sup>

Current lawfully established use:

(refer NZBC A1 "Classified Use")

Approx year building first constructed:

(if application is for an addition or alteration)

## 3. The Owner [include preferred form of address, eg, Mr, Miss, Dr, if an individual]

Owner's name\*:

Contact person:

(if owner is a company)

Mailing/  
Billing address\*:

Street address/  
Registered office:

Phone number:

Cell phone:

Fax:

E-mail:

Website:

## 4. The Agent (if applicable)

Agent's name:

Contact person:

(if agent is a company)

Mailing/  
Billing address:

Street address/  
Registered office:

Phone number:

Cell phone:

Fax:

E-mail:

Website:

Agents relationship to the Owner:

## 5. First point of contact

The first point of contact for communications with the council/building consent authority\*?

(Note that the owner is copied into all communications from the council/building council authority).

☐ Owner ☐ Agent ☐ Other (add contact details below)

First point of  
contact name:

Contact person:  
(if contact is a company)

Mailing/  
Billing address:

Street address/  
Registered office:

Phone number:

Cell phone:

Fax:

E-mail:

Website:

## 6. Invoice to be made out to

Who is the invoice to be addressed to\*?

☐ Owner ☐ Agent ☐ First point of contact

## 7. Fencing of Swimming Pools (Section 162C of the Building Act 2004)

Is a Swimming Pool, or Spa Pool, on this Site or associated with this Project\*?

☐ YES ☐ NO

## 8. The Project

Description of the building work\*

Will the building work result in a  
change of use of the building? \*

☐ YES → Provide details of the new use:  
(Refer NZBC A1 Classified Uses)

☐ NO

Intended life of the building\*

☐ Indefinite but not less than 50 years,

OR ☐ Specified as:  Years (if less than 50 years)

List building consents (BC) previously  
issued for this project (if any):

BC Number:	Description:
<input type="text"/>	<input type="text"/>

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]

\$

## 9. Restricted Building Work\*

Will the building work include any restricted building work?

☐

YES

☐

NO

If Yes, provide the following details of all licenced building practitioners who will be involved in carrying out or supervising the restricted building work (continue on another page is necessary). If these details are unknown at the time of the application, they must be supplied before the work begins. Include LBP number or registration number if treated as being licenced under section 291 of the Building Act 2004

**Name:**

LBP Number:

Licencing Class:

Mailing Address:

Phone (day):

**Name:**

LBP Number:

Licencing Class:

Mailing Address:

Phone (day):

**Name:**

LBP Number:

Licencing Class:

Mailing Address:

Phone (day):

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Phone (day):

**Name:**

LBP Number:

Licencing Class:

Mailing Address:

Phone (day):

**Name:**

LBP Number:

Licencing Class:

Mailing Address:

Phone (day):

## 10. Project Information Memorandum (Applicable only if applying for a PIM or combined PIM & Building Consent)

The following matters are involved in the project:

- ☐ Subdivision
- ☐ 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 authorisations from the territorial authority: [specify] (use additional sheets if required)

## 11. Building consent (Not applicable if applying for Project Information Memorandum (PIM) only)

The following plans, specifications and supporting documents are 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.]

## 12. Means of Compliance with the New Zealand Building Code *(Not applicable if applying for Project Information*

*Memorandum (PIM) only*) The building work will comply with the building code as follows\* *(use additional sheets if required):*

NZBC Clause	Means of compliance	Waiver/modification required	
B1 (Structure)			B1
B2 (Durability)			B2
C1 (Objectives of clauses C2 to C6)			C1
C2 (Prevention of Fire Occurring)			C2
C3 (Fire affecting areas beyond the Fire Source)			C3
C4 (Movement to a Place of Safety)			C4
C5 (Access and Safety for Fire Fighting Operations)			C5
C6 (Structural Stability)			C6
D1 (Access Routes)			D1
D2 (Mechanical Installations for Access)			D2
E1 (Surface Water)			E1
E2(External Moisture)			E2
E3 (Internal Moisture)			E3
F1 (Hazardous agents on site)			F1
F2 (Hazardous building materials)			F2
F3 (Hazardous substances and processes)			F3
F4 (Safety from falling)			F4
F5 (Construction and demolition hazards)			F5
F6 (Lighting for emergency)			F6
F7 (Warning systems)			F7
F8 (Signs)			F8
F9 (Means of restricting access to residential pools)			F9
G1 (Personal hygiene)			G1
G2 (Laundering)			G2
G3 (Food prep. and prevention of contamination)			G3
G4 (Ventilation)			G4
G5 (Interior environment)			G5
G6 (Airborne and impact sound)			G6
G7 (Natural light)			G7
G8 (Artificial light)			G8
G9 (Electricity)			G9
G10 (Piped services)			G10
G11 (Gas as an energy source)			G11
G12 (Water supplies)			G12
G13 (Foul water)			G13
G14 (Industrial liquid waste)			G14
G15 (Solid waste)			G15
H1 (Energy efficiency provisions)			H1

### 13. Compliance schedule *(Not applicable if applying for Project Information Memorandum (PIM) only)*

Are there any specified systems associated with this project?\*

- ☐ **YES**, the following specified systems are being altered, added to, or removed in the course of the building work: *(specified systems are defined in Building (Specified Systems, Change the Use, and Earthquake-prone Buildings) Regulations 2005)*
- ☐ **NO**, there are no specified systems associated with this project. [Go to Section 12]

	Existing	New	Modified	Removed	
SS1	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Automatic systems for fire suppression (for example, sprinkler systems)
SS2	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Automatic or manual emergency warning systems for fire or other dangers (other than a warning system for fire that is entirely within a household unit & serves only that unit).
SS3/1	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Electromagnetic or automatic doors or windows (for example, ones that close on fire alarm activation)
SS3/2	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Access Controlled Doors
SS3/3	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Interfaced fire or smoke doors or windows
SS4	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Emergency lighting systems
SS5	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Escape route pressurisation systems
SS6	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Riser mains for fire service use
SS7	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Automatic back-flow preventers connected to a potable water supply
SS8/1	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Passenger Carrying lifts
SS8/2	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Service Lifts
SS8/3	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Escalators and moving walks
SS9	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Mechanical ventilation or air conditioning systems
SS10	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Building maintenance units for providing access to the exterior and interior walls of buildings
SS11	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Laboratory fume cupboards
SS12	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Audio loops or other assistive listening systems
SS13/1	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Mechanical Smoke Control
SS13/2	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Natural Smoke Control
SS13/3	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Smoke Curtains
SS14	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Emergency power systems for, or signs relating to, a system or feature specified in any of the clauses SS1 to SS13
SS14/1	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Emergency Power Systems for a system or feature specified in any of the clauses SS1 to SS13
SS14/2	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Signs relating to Specified Systems SS1 to SS13
SS15/1	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Systems for communicating spoken information intended to facilitate evacuation
SS15/2	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Final exit <i>(as defined by Clause A2 of the New Zealand Building Code)</i>
SS15/3	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Fire separations
SS15/4	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Signs for communicating information intended to facilitate evacuation
SS15/5	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Smoke separations
SS16	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Cable Cars

Purpose Group:

Fire Hazard Category:

Max Occupant Load:

## 14. Attachments

The following documents are attached to this application:

- ☐ Plans and specifications\* (refer to list at section 9)  
PIM only – Site plan, floor plan and elevations
- ☐ Compliance Schedule (for items identified at Section 10)
- ☐ Evidence of ownership\* (Record of Title or Sale & Purchase Agreement)
- ☐ Alternative plans and specifications (if the applicant wants to obtain pre-approval for possible product substitutions)  
[list]
- ☐ Project information memorandum
- ☐ Development contribution notice
- ☐ Current product certificate(s)
- ☐ Certificate attached to project information memorandum
- ☐ Alternative product certificate(s) (if the applicant wants to obtain pre-approval for possible product substitutions)
- ☐ Current manufacturer's certificate(s) referred to in section 45(1)(bb) of the Act
- ☐ Current manufacturer's certificate(s) referred to in section 45(1)(bc) of the Act
- ☐ Memoranda (Certificate of Design Work) from licenced building practitioner who carried out or supervised the design work that is restricted building work\*
- ☐ National Environmental Standard (NES) for Assessing and Managing Contaminants in Soil to Protect Human Health (Planning Form PLG1)\*
- ☐ Application Fee/Deposit

## 15. Other notes or comments which you as the applicant may wish to add

## 16. Signature

Signed by\*:

FULL NAME\*:

Date\*:

I am the\*: ☐ **Owner** ☐ **Agent** on behalf of, and with the authority of, the owner.