

Residential PIM/building consent application checklist - Form 2(R)

(in conjunction with Form 2)

Project address:		
Note: Please provide all information required for your application in enough detail to show how it complies with the District Plan and the New Zealand Building Code. Complete every section of this checklist. We may request additional information while processing your application if further details are needed.		
PIM	Supplied	n/a
Application Form 2 – COMPLETED and signed (ensure mandatory fields are completed)		
Application fee (GST Incl) Refer to Selwyn District Council website Building fees & charges page http://www.selwyn.govt.nz/my-property/building/building-fees		
Record of title - Must be less than 6 months old and from Land Information New Zealand, and include all consent notices, easement certificates, and other referenced instruments. - A sale and purchase agreement is required when record of title is not in the applicant's name. - A subdivision scheme plan, showing easements, is required for a new site where title is not yet available, OR proposed land transfer plan.		
Site plan – showing: - All new and existing buildings and swimming pools in relation to all buildings and boundaries - Legal and notional boundaries (existing and proposed), easements, waterways, shared access ways/other areas with building setbacks dimensioned - Levels showing existing and proposed site levels and proposed finished floor levels in terms of the NZ Vertical Datum - Any heritage buildings/trees or archaeological site information known - Building and site areas (including floor areas (m²) for all floors) - Vehicle access, crossing location, manoeuvre, parking area - Any hard-stand areas (sealed or concrete) with proposed drainage - Any significant trees on the site - All activities on site indicated		
Outline floor plans (for all floors)		
Outline elevations		

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

Building consent (in addition to the above application information)	Supplied	n/a
Project information memorandum (if already issued) plus all attached forms		
Resource consent – required where the application is submitted before issue of the s224 certificate for the subdivision.		
Flood assessment certificate – required where the application is for a new dwelling or principal building, or an extension to a dwelling over 25m ² , and the property is located in a flood management area.		
Engineering acceptance – required where the application is for multiple dwellings, or an additional dwelling, unless the building meets the definition of a minor residential unit under the District Plan.		
Building code assessment showing means of compliance (eg AS1, AS2, alternative solution)		
Restricted building work (RBW) - if the project involves RBW include the LBP's certificate of design work		
Detailed foundation plans		
Levels - proposed & existing site levels - existing & proposed contours - drive gradients and pedestrian access - floor levels and finished paving levels		
Drainage plans – full design details for both foul water and storm water to approved outfalls		
Detailed floor plans drawn to scale, fully dimensioned and clearly labelled, identifying each room, and showing the location of all smoke alarms		
Detailed elevations including door and windows showing opening sashes		
Cross sections – show all relevant construction details, particularly for complex sections of the construction		
Outline cross sections (if required to show recession plane/daylight plane and height compliance)		
Timber treatment – specify the species, grading and treatment of all timber used in the project on the drawings , ideally on the building cross sections, and including any relevant specification references		
Insulation: R-values on drawings, and method of compliance identified (calculation/modelling)		
Electrical plan showing the location of all lights, switches, and electrical outlets, including the type of fitting		
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 and flashings		
Internal waterproofing details including all wet areas and surface finishes		
Plumbing plans and details showing full water supply layout, including HWC location, valves, and any connected systems (eg solar, wetback etc), and water supply details		
Specifications – information limited to and relevant to the project only		
Bracing design – calculations, schedule and layout plans showing specific locations in the building		
Roof truss design including layout plan, all fixings and specific design for lintels where required		

Building consent (in addition to the above application information)	Supplied	n/a
Ground conditions report – either a report to verify that the ground is “good ground” according to the building code, or a specific ground assessment and foundation design by a chartered engineer or qualified geotechnical engineer		
Engineers details and design calculations - where any specific design has been carried out (eg steel beams) PS1, supporting calculations and associated construction monitoring confirmation		
Hazardous substances – storage location and capacity (ie LPG, diesel, home heating oil etc)		
Approvals from other authorities - approvals for discharges to land, air, or water from ECan		
Heating appliance • floor plan (as above) • installation details including clearances, hold down details, flue installation (new or existing), flue height (approx.) and flashing type (and age if existing). • ceiling type – flat or sloping • plumbing schematic for wetback installation and location of hot water cylinder (if applicable)		
Solar water heating – product specifications, elevations, plumbing schematic floor plan (as above)		
Swimming/spa pool – site plan (as per page 1), ground condition report (if proposed), details of construction, means of restricting access (s126C of the Building Act 2004), backflow prevention, discharge of pool water, hydrostatic relief valve (if applicable).		
Relocated building • Building reports (attach if applicable) • Second hand (pre used) – structural engineers report with photos • New – code compliance certificate from relevant authority • Resource consent (if applicable) no. _____		