



**Residential PIM / Building Consent
Application Checklist Form 2(R)**
(in conjunction with Form 2)

PROJECT NO:

COMPLEXITY:

DATE RECEIVED:

Project address: _____

NB: The following is required on application in sufficient detail to show compliance with aspects of the District Plan and the New Zealand Building Code. Please complete this checklist in FULL.
Additional information may be requested during processing of the application.

Supplied

N/A

PIM

Application Form 2 – COMPLETED and signed (ensure mandatory fields are completed)

Application fee (GST Incl)

- Refer to Selwyn District Council website Building Fees page
<http://www.selwyn.govt.nz/my-property/building/building-fees>

Record of Title

- Current Title or a sale and purchase agreement if title is not in the applicant's name. A subdivision scheme plan is required for a new site where title is not yet available.

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
- 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-standing (sealed or concrete) areas with proposed drainage
- Any significant trees on the site

Outline Floor plans (for all floors)

Outline Elevations

Outline Cross Sections (if required to show recession plane / daylight plane and height compliance)

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

SEE PAGE 2 FOR BUILDING CONSENT

(in addition to the above application information)

For BCA Use only (Please complete if PIM only, otherwise BCA staff to sign page 2):

This application is accepted / declined as all relevant information has / has not been supplied

Signed: _____

Name: _____

BUILDING CONSENT (in addition to the above application information)		Supplied	N/A
Project Information Memorandum (if already issued) plus all attached forms			
Building Code Assessment showing means of compliance, e.g. AS1, AS2, Alternative solution			
Restricted Building Work (RBW) - if the project involves RBW include the LBP's certificate of design work			
Fully Detailed Foundation Plans			
Levels <ul style="list-style-type: none"> 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 annotated showing location of smoke alarms with rooms identified			
Detailed Elevations including door and windows showing opening sashes			
Hazardous Substances – storage location and capacity (ie LPG, diesel, home heating oil etc)			
Cross Sections – show all relevant construction details, particularly for complex sections of the construction			
Timber Treatment – the species, grading and treatment of all timber specific to the project is to be specified on the drawings , ideally on the cross section, in addition to any specification references			
Insulation: R-values on drawings, method of compliance identified (Schedule / Calculation / Modelling)			
Electrical Plan showing all lighting and electrical outlets including fitting types			
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 Details including layout plan with full schematics of water supply, including HWC location, valving and all associated systems connected to the HWC (e.g. solar, wetback etc.) plus water supply details			
Specifications – information limited to and relevant to the project only			
Bracing Design – calculations, schedule and layout plans showing specific locations in building			
Roof Truss Design including layout plan, all fixings and specific design for lintels where required			
Ground Conditions report – this will be 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 (e.g. steel beams)			
Approvals from Other Authorities - approvals for discharges to land, air, or water from ECAN			
Heating Appliance <ul style="list-style-type: none"> 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).			

For BCA Use Only:

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Name: _____ Signed: _____

Supervised by (if applicable): Name: _____ Signed: _____