

Application Project Information Memorandum and/or Building Consent

PIM / Consent No.

Form Fm 2 (4 pages)

Application in accordance with Sections 33 or 45 of the Building Act 2004

Owner / Agent
Owner's Name: (full name please, no initials)
Address:
Telephone No:
Fax No:
Cellphone No:
Email Address:
Owner's Agent: (If applicable)
Address:
Telephone No:
Fax No:
Cellphone No:
Email Address:
Building Location
Rapid No:
Street/Road Location:
.....
Legal Description:
.....
Valuation No:

Services Required / Charges			
Date received:		Receipt no (if applicable)	
Consent Fees	Site Services	<input checked="" type="checkbox"/> Fees	
PIM		Domestic cross	
Consent		Commer cross	
Add processing		Bond	
Add inspections		Rural access	
DBH levy		Rapid number	
Branz levy		Water	
Design review		Sewer	
Fire review		Stormwater	
NZ Fire Service		Bond (main only)	
		Development cont	
		Stock underpass	
Total		Total	
Combined Total			
Please Invoice <input checked="" type="checkbox"/>		Owners Agent:	Owner:
Stage Details			
Description of Work:			
Intended Use:			
.....			
Does work result in change of building use: Yes / No			
If yes define current lawful use:			
.....			
Value of building work stage: (GST incl) \$			
Floor Area:	 m ²	
Land Area:	 ha / m ²	
Intended Life:	Indicate <input checked="" type="checkbox"/> greater than 50 years <input type="checkbox"/>		
	or specified as years		
Please Note:			
Where the specified intended life of a building is 50 years or less a building consent will be necessary to either extend its life or demolish the building at the end of that period.			

Please Note: Public Buildings subject to building work, without the necessary building consent or code compliance certificate having been issued, cannot be legally occupied unless a Certificate for Public Use has been issued.

I request that Council issues: (Please note that a building consent cannot be issued without a new or copy of a previously issued PIM)

Project Information Memorandum (PIM)

Building Consent

Signed by owner / agent with authority of the owner
Relationship to owner:

Signature:
Date:



Indicate Compliance Schedule Specified Systems Added/Removed			N/A <input type="checkbox"/>
<input checked="" type="checkbox"/> Added to existing or forming part of new building work			
<input type="checkbox"/> Removed from an existing building as part of building work			
CS1 Automatic systems for fire suppression such as sprinkler systems	CS2 Automatic or manual emergency warning systems for fire or other dangers	CS3 Electromagnetic or automatic doors/windows that close on fire alarm activation	
CS4 Emergency lighting systems	CS5 Escape route pressurisation systems	CS6 Riser main for Fire Service use	
CS7 Any automatic backflow preventer connected to potable water supply	CS8 Lifts, escalators, travelators or similar systems	CS9 Mechanical ventilation or air conditioning system servicing all major parts of the building	
CS10 Building maintenance units providing access to the exterior/interior of buildings	CS11 Laboratory fume cupboards	CS12 Audio loops or other assistance listening systems	
CS13 Smoke control systems	CS14 Emergency power systems for, or signs relating to systems or features specified in CS1-CS13	CS15 Means of escape from fire	
CS16 Safety barriers	CS17 Means of access & facilities for use by persons with disabilities	CS18 Hand held hose reels for fire fighting	
CS19 Any signs that are required by the NZ Building Code for fire or access by persons with disabilities			

Project Information Memorandum (PIM)	
<input checked="" type="checkbox"/> Identify any of the following matters that are involved in the project	
Subdivision	Building work over or adjacent any road or public place
Alteration to land contours	Disposal of stormwater and wastewater
New or altered connection to Council services	Building over existing drains or close to any Council services
New or altered location and/or external dimensions	Any other matters that may require Council authorisation
New or altered access for vehicles	

Consent work type / supporting documentation																			
Good quality documents to be provided in ink form as identified for the work type (photocopied pencil acceptable)																			
Scaled as follows:																			
Site plan (1:200) Floor plan (1:100 or 1:50)				Elevations (1:100) Cross-sections (1:50)				Details (1:20/1:10)											
Roof plan (1:100) Drain/stormwater (1:100)				If applicable: ground/first floor joists (same scale as floor plan)															
Note: Two sets of documents are necessary as indicated x with three sets for commercial options containing alternative solution fire design. x Required information ? Potentially necessary depending on situation	Site plan	Plans / elevations / cross-sections	Specification relevant to project	Bracing for timber floor	Wall/roof bracing layout	Bracing Schedule	Balustrade details > 1.0m fall	Wall / opening area calc 's < 30%	Risk matrix for cladding	Cladding system details	Truss / beam design info	PS1 design statement	Fire assessment	Disabled access / facilities info	Additional set of documents	Earthquake prone bld assessment	Drainage / stormwater plan	Site / soil assessment	Effluent design < 2.25 ha site area
	Heating unit		x																
	Swim/spa pool (external)	x	x	x								?						x	
	Deck/verandah	x	x	x	x			?											
	Farm building (timber framed)	x	x	x	?	x		?			?								
	Farm building (steel framed)	x	x	x	?	x		?				x							
	Garage	x	x	x		x					x	x	?						
	Altered dwelling	x	x	x	?	x		?			x	?							
	Relocated dwelling	x	x	x	x			?											
	New dwelling	x	x	x	?		x	?	x	x	x	x	?						
	Commercial crowd-working-accommodation uses	x	x	x	?		x	?	x	x	x	x	x	x	x				
	Commercial (alternative solution fire design)	x	x	x	?		x	?	x	x	x	x	x	x	x	x			
	# Drainage (serviced site)																	x	
	# Drainage (unserviced site)																	x	x
	Bridge/stock underpass	x	x	x				x					x						
Building change of use or subdivision		x	x									x	x	x	?	x			
Note: PS1 design statements are forwarded to Council's auditing engineer for peer review with costs charged back to applicant																			

The building work will comply with the following Building Code Clauses:											
<input checked="" type="checkbox"/> Indicate the means of compliance included with the plans and specification below: (Ac - Acceptable solution / AI - Alternative solution / Wm - Waiver/modification is sought)											
<input checked="" type="checkbox"/> Building Code clauses relevant to project			Ac	AI	Wm	<input checked="" type="checkbox"/> Building Code clauses relevant to project			Ac	AI	Wm
	B1 Structure						F8 Signs				
	B2 Durability						G1 Personal hygiene				
	C1 Outbreak of fire						G2 Laundering				
	C2 Means of escape						G3 Food preparation				
	C3 Spread of fire						G4 Ventilation				
	C4 Structural stability during fire						G5 Interior environment				
	D1 Access routes						G6 Airborne and impact sound				
	D2 Mechanical installations for access						G7 Natural light				
	E1 Surface water						G8 Artificial light				
	E2 External moisture						G9 Electricity				
	E3 Internal moisture						G10 Piped services				
	F1 Hazardous agents on site						G11 Gas as a energy source				
	F2 Hazardous building materials						G12 Water supplies				
	F3 Hazardous substances and process						G13 Foul water				
	F4 Safety from falling						G14 Industrial liquid waste				
	F5 Construction & demolition hazards						G15 Solid waste				
	F6 Lighting for emergency						G16 Energy efficiency				
	F7 Warning systems										

Personnel to be involved in Building Work	
<input checked="" type="checkbox"/> Indicate where not applicable to project	
Designer N/A <input type="checkbox"/>	Structural Engineer N/A <input type="checkbox"/>
Name:	Name:
Address:	Address:
Phone: Fax:	Phone: Fax:
Email:	Email:
Registration No: (applicable 30/11/09).....	

Builder N/A <input type="checkbox"/>	Register Drainlayer N/A <input type="checkbox"/>
Name:	Name:
Address:	Address:
Phone: Fax:	Phone: Fax:
Email:	Email:
Registration No: (applicable 30/11/09).....	Registration No:

Craftsmen Plumber N/A <input type="checkbox"/>	Roof Cladding N/A <input type="checkbox"/>
Name:	Name:
Address:	Address:
Phone: Fax:	Phone: Fax:
Email:	Email:
Registration No:	Registration No: (applicable 30/11/09).....

Wall Cladding System	N/A <input type="checkbox"/>	Register Electrician	N/A <input type="checkbox"/>
Name:	Address:	Phone: Fax:	Email:
Registration No: (applicable 30/11/09).....		Name:	Address:
		Phone: Fax:	Email:
		Registration No:	

Craftsmen Gasfitter	N/A <input type="checkbox"/>	Other:
Name:	Address:	Phone: Fax:
Registration No:		Name:
		Address:
		Phone: Fax:
		Email:
		Registration No: (where relevant).....

General Notes Consent and Inspection Processes

- Proof of purchase may be necessary in support of a consent application relating to a property having recently changed ownership. This could include a copy of the sale and purchase agreement or confirmation from the vendor’s solicitor.
- Consent processing fees are based on the time necessary to review a particular work type of average complexity. Additional processing fees will apply where complexity dictates or sourcing additional information is necessary to enable consent issue.
- Site inspection fees are based on the number of inspections necessary on a particular work type of average complexity where no follow-up inspections are necessary. For more complex structures or where non-compliance issues result in re-inspection being necessary, additional inspection charges will apply.
- The minimum number of inspections deemed necessary to determine building work is in accordance with the issued consent documents will be specified in the issued “Inspection Endorsements”. On completion of the work, Council will not be in a position to consider issuing the “Code Compliance Certificate” where these specified inspections have not been carried out.
- Where the “Application for Code Compliance” form included with the consent documents is not returned to Council within two years of the consent issue date, it is deemed to have been received and a final inspection will be carried out. There is provision to extend the two year period based on consideration of a written submission to Council.

For Council Use Only						
Department	Approval Date	Approving Officer	Time	Additional Time	Invoice Add Time	
BC Officer indicate N/A Depts X			15/30/60/150			
Building Control Admin						
Resource Management						
Water Services						
Area Engineers						
Council Property						
Environmental Health						
Dangerous Goods						
Design Review (MWH)						
Fire Review						
Plumbing and Drainage						
Building Control						
Signatory (must sign)						
Building Control Admin						
Note: Refer Dc2 from Procedure-Process Manual for signing authorisations			Total to be Invoiced			
Additional Construction Prompts:						
.....						
.....						
.....						