















Building Consent Application Checklist SIMPLE BUILDING CONSENTS

☐ Garage/Carport			Decks	☐ Temp Structure									
Addres	s:				Date Vetted:								
How to use this checklist													
Use this delays in commend your proje Later add Building	checklist w processing ce processir ect (N/A). litional infor	hen finalis . Your ap ng. All iten mation ma	plication will be account on this checklist in the plant of the plant	epted based on this chec must be circled to show th ing the processing of you	you to lodge a complete a klist to ensure that it has sat they are either provided r building consent to confisitation. Processing time v	or are not	informat t applica iance wi	ion to ble to					
			cepted if the inform	ation in this checklist is pr	ovided and the checklist co	ompleted.							
	mer Use appropriate	Doc ref./ page #	General Docume	Co	Council Use								
Yes	N/A		Application form co	mpleted in full and signed		Yes	No	N/A					
Yes	N/A		Lodgment fee (refe	r to Schedule of Fees and	Charges for amount)	Yes	No	N/A					
Yes	N/A		Two (2) complete s	ets of drawings/report/spec s are required	cification/plans and other	Yes	No	N/A					
Yes	N/A		All drawings must r drawings standard specifications	Yes	No	N/A							
Yes	N/A		All documents inclu	iding photocopies must be	legible	Yes	No	N/A					
Yes	N/A		All plans are to be	titled and dated (or version	number)	Yes	No	N/A					
			Legal Document	tation Required (All)									
Yes	N/A		Full, current (less the	nan three months old) Cert	ificate of Title	Yes	No	N/A					
Yes	N/A		Sale and purchase applicable)	agreement with settlement	t date provided (if	Yes	No	N/A					
Commen	ts – Counc	il Use Onl	у										

Customer Use Circle as appropriate		Doc ref./ page #	Specifications and other Documentation		Council Use		
☐ Section	n NA			☐ Sec	tion Acc	epted	
Yes	N/A		Technical specifications for proprietary systems/products e.g. foundation/structural design	Yes	No	N/A	
Yes	N/A		Natural hazard assessment report where applicable (erosion, falling debris, subsidence, inundation, slippage)	Yes	No	N/A	
☐ Section	on NA		Specific Design Engineering (Complete for all types of applications)	☐ Section Accepted			
Yes	N/A		Engineering calculations and scope of works	Yes	No	N/A	
Yes	N/A		Producer statements fully completed, signed and dated	Yes	No	N/A	
Yes	N/A		Engineered plans or Architectural plans with engineer's details to be signed, dated and stamped	Yes	No	N/A	
Yes	N/A		Proposed inspections regime	Yes	No	N/A	
☐ Section	n NA		Site/Location Plan (Complete for all types of applications)	☐ Sec	tion Acc	epted	
Yes	N/A		North Point	Yes	No	N/A	
Yes	N/A		Road frontage indicated and street named	Yes	No	N/A	
Yes	N/A		Location of all existing and proposed buildings	Yes	No	N/A	
Yes	N/A		Distance of buildings to boundaries and distance between existing and proposed buildings including eaves and gutters	Yes	No	N/A	
Yes	N/A		Site levels and finished floor levels relative to Moturiki Datum survey point (if applicable)	Yes	No	N/A	
Yes	N/A		Existing contours (proposed cut or fill also to be shown)	Yes	No	N/A	
Yes	N/A		Building line restrictions and easements	Yes	No	N/A	
Yes	N/A		Site boundaries/exclusive area boundaries for cross lease properties and common areas clearly shown	Yes	No	N/A	
Yes	N/A		Show calculations and percentage of net site coverage	Yes	No	N/A	
Yes	N/A		Labelled points on boundaries where overshadowing is taken from	Yes	No	N/A	
Yes	N/A		Existing and proposed crossings/driveways also showing berms and footpaths. Crossings are to be clear of Council storm water sumps (Note: normally one crossing per site)	Yes	No	N/A	
Yes	N/A		Sediment control plan	Yes	No	N/A	
Yes	N/A		If building under or near transmission and or power lines, please show transmission plan area or location of power lines	Yes	No	N/A	
☐ Section	n NA		Drainage/ Services (Complete for all types of applications)		tion Acc	epted	
Yes	N/A		All existing SEWERS, sewer connections and sewer drain locations and depth shown including Territorial Authority services	Yes	No	N/A	
Yes	N/A		Storm Water – soak holes (sizes and depths), Council drains (if applicable) disposal	Yes	No	N/A	
Yes	N/A		Design for any proposed drainage including that installed behind retaining walls	Yes	No	N/A	
Commen	Comments - Council Use Only						

Customer Use Circle as appropriate Doc ref./ page #		ref./	Garages / Farm Sheds / Decks	Council Use			
Section				☐ Section Accepted			
Section NA			Floor Plan	☐ Section Accepted			
Yes	N/A		Plan of all floors describing the function of each room	Yes	No	N/A	
Yes	N/A		Dimensions of proposed building work	Yes	No	N/A	
Yes	N/A		Construction joints to control concrete shrinkage	Yes	No	N/A	
Yes	N/A		Finished floor levels/datum, daylight angles	Yes	No	N/A	
Section	on NA		Foundation Plan	☐ Sect	ion Acc	epted	
Yes	N/A		Foundation details and concrete strength, post foundations (must provide resistance to uplift)	Yes	No	N/A	
Section	on NA		Structure	☐ Sect	ion Acc	epted	
Yes	N/A		Framing, connections, bracing layout, details and calculations	Yes	No	N/A	
Yes	N/A		Fixing details including wind fixings and structure to floor/foundation	Yes	No	N/A	
Secti	on NA		Elevations	☐ Sect	ion Acc	epted	
Yes	N/A		Claddings, openings, clearly indicated and their locations	Yes	No	N/A	
Yes	N/A		Daylighting (relevant to nearest boundary, if applicable)	Yes	No	N/A	
Section	on NA		Cross Section	☐ Sect	ion Acc	epted	
Yes	N/A		Drawings showing constructional details of foundations, floor systems, wall, ceiling, stud heights and stud sizes, roof construction, balustrades and barriers.	Yes	No	N/A	
Section NA			Details	☐ Sect	ion Acc	epted	
Yes	N/A		Flashing details for openings, change of cladding, internal/external corners	Yes	No	N/A	
Yes N/A			Roof barge, ridge, apron, valley flashing details	Yes	No	N/A	
Section NA			Fire Wall (consider distance from boundary)	☐ Sect	ion Acc	epted	
Yes	N/A		Details provided for fire walls	Yes	No	N/A	
Section	on NA		Relocatable Buildings	☐ Sect	ion Acc	epted	
Yes	N/A		Is the structure being relocated in more than one part? If so, please provide detail of how the building will be reconnected showing compliance with NZBC including B1 & E2.	Yes	No	N/A	
ommen	its – Coun	icil Use Or	nly				

Cirolo ao		Doc ref./ page #	Retaining Wall	Council Use			
☐ Section NA				☐ Section Accepted			
Yes	N/A		Site Plan indicating position and height of retaining walls, other buildings and drainage points to an approved outfall	Yes	No	N/A	
Yes	N/A		Elevations showing original ground level, cut and fill	Yes	No	N/A	
Yes	N/A		Engineering design information where required	Yes	No	N/A	
Yes	N/A		Has safety from falling and loadings from barrier been considered?	Yes	No	N/A	
Yes	N/A		Cross sections/details (cut, fill, height of retained ground, waterproof membrane and drainage) and height of wall indicated	Yes	No	N/A	
Yes	N/A		Show cuts battered to a safe angle	Yes	No	N/A	
☐ Secti	☐ Section NA		Marquee (complete supplementary form to identify specific requirements) / Temporary Structures	☐ Section Accepted			
Yes	N/A		Floor plan, size of marquee, and proposed fixture layout	Yes	No	N/A	
Yes	N/A		Supplementary "Marquee Fire Safety and Hygiene Requirement" form completed	Yes	No	N/A	
Yes	N/A		Specific engineering design for temporary structures provided	Yes	No	N/A	
Yes	N/A		Number and location of exits including signage	Yes	No	N/A	
Yes	N/A		Specific design and flammability testing documentation provided.	Yes	No	N/A	
Yes	N/A		Fire safety systems identified including emergency lighting for night time use	Yes	No	N/A	
Yes	N/A		Personal hygiene provisions	Yes	No	N/A	
Yes	N/A		Accessibility provisions for those with a disability	Yes	No	N/A	
Yes	Yes -		Certificate for Public Use and Code Compliance Certificate application form completed	Yes	No	N/A	
Comme	nts – Cou	ncil Use On	ıly	·			

Council Specific Requirements – Please complete for your related Council										
☐ Section NA			Tauranga City Council	☐ Section Accepted						
Yes	N/A		Land undergoing subdivision – If the title has not yet been issued, the council may or may not accept your application. Refer to the Land Undergoing Subdivision Checklist form AC-6	Yes	No	N/A				
Yes	N/A		50m² continuous outdoor living area incorporating a 4x3m outdoor living court minimum dimension	Yes	No	N/A				
☐ Section NA			Rotorua Lakes Council	☐ Section Accepted						
Yes	N/A		Soil investigation that has a conclusion readily identifiable in accordance with chapter 3 RCEIS	Yes	No	N/A				
Yes	N/A		Any geothermal activity on or near site, distances to proposed building work (SED where <50m to a bore or geothermal feature)	Yes	No	N/A				
Yes	N/A		Relocatable Buildings – Please provide re-site report	Yes	No	N/A				
☐ Secti	☐ Section NA		Whakatane District Council	☐ Sec	tion Acc	epted				
Yes	N/A		Peer review required Structural Geotech	Yes	No	N/A				
Yes	N/A		Comments required by Council 3 Water Engineers	Yes	No	N/A				
☐ Section NA			Opotiki District Council	☐ Section Accepted						

☐ Section NA			Sout	South Waikato District Council								☐ Section Accepted			
☐ Sec	tion NA		Kaw	Kawerau District Council								☐ Section Accepted			
	4: NA		VA/	Western Bay of Plenty District Council											
	tion NA		Wes	tern Ba	y of Pie	enty Distri	ct Cour	ICII				tion Ac	cepted		
☐ Sec	tion NA		Taur	Taupo District Council								Section Accepted			
Taupo District Council only requires one copy of plans, specifications and suppor									porting d	ocumen	ts				
Yes	Yes N/A Any geothermal activity on or near site, distances to proposed building work								g work	Yes	No	N/A			
.,			Is the	Relocatable Buildings: Is the structure being relocated in more than one part?							Yes	No	N/A		
Yes	N/A					etail of how the B1 and E2	ne buildin	g will be reco	nnected sho	owing					
			Pleas	e provide	current	photos of th	e building	including all	elevations		Yes	No	N/A		
Yes			□ Er	nail (Li i SB (\$1 inted (\$3	mited by 0.00) 5.00 mir	/ file size – n. fee) Plans	also choo only print	your approve se a backup of ted to a maxi n	option from	below)	Yes				
				Du	e to this	the scale of	plans ma	y be affected							
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Deposi	t payment] Email d	Email deposit request to							(email ad	dress)		
details:			Other:								ash / eftpos / chq attached)				
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	☐ This application needs to be re-vetted														
	□ Documentation is now complete and the application is accepted for lodgement □ Application will now proceed for compliance checking														
□ A	pplication w	ııı now p	oroceed to	or compile	ance che	ескіпд									
Proje	ct Type														
RBW		No □	Туре	PIM□	CIM□	PIM/BC□	ВС□	Category	R1 □ F	R2 □ R3	□ C1 [□ C2 [C3 □		
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