



Clutha District Council

Building Consent Application Checklist Conservatories

Application details required before a building consent can be processed by Council staff

Not Applicable	Not Acceptable	Acceptable	
			Two (2) full copies of all building plans, specifications and site plans are required.
			Building Code clauses and means of compliance identified.
			Site plan showing location of proposed building and dimensions from all boundaries.
			'Existing' and 'proposed' dwelling floor plans and elevations showing all windows and doors (show opening sashes for natural ventilation on elevations).
			Full specification covering all the trades involved in the proposed building work.
			Cross section and construction details. Provide cross section through existing building and conservatory, to include ground level to floor dimension (conservatory); new and existing foundation and floor slab detail / timber floor framing system – as applicable. Dimensioned drawing showing proposed access to the conservatory step(s) / landing / ramp as applicable). Conservatory wall and roof systems complete with heights, dimensioned and slopes shown.
			Producer statement from registered engineer for any construction method outside NZS 3604.
			Lintel sizes and spans.
			Details of wall and roof cladding flashings.
			Electricity connected to this building.
			Smoke detectors. Confirm supply and installation of smoke detectors in accordance with NZBC:F7.

NB: If the plans or specifications are not complete or drafted to a satisfactory standard, there may be delays in issuing the Building Consent.

For Office Use

Owner's Name: VNZ No:

Application Lodgement Accepted (commence application processing)

Application Lodgement Declined (returned with verbal reasons for declining)
 (returned with letter giving reasons for declining)

Receiving Officer: Date: