



Clutha District Council

Building Consent Application Checklist Decks

**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.
			Full specification covering all the trades involved in the proposed building work.
			'Existing' and 'proposed' dwelling floor plans and elevations showing all windows and doors (show opening sashes for natural ventilation on elevations).
			Producer statement from registered engineer for any construction method outside NZS 3604.
			Cross section and construction details to include ground level to floor dimension; new and existing foundation and floor slab detail / timber floor framing system – as applicable. Dimensioned drawing showing proposed access to the deck.
			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.

<u>For Office Use</u>	
Owner's Name:	VNZ No:
Application Lodgement Accepted <input type="checkbox"/>	(commence application processing)
Application Lodgement Declined <input type="checkbox"/>	(returned with verbal reasons for declining)
	<input type="checkbox"/> (returned with letter giving reasons for declining)
Receiving Officer:	Date: