



# Clutha District Council

## Building Consent Application Checklist Garages / Carports / Domestic Sheds

**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.
			Cross sections and construction details. Cross sections to include foundations, floor slab, wall framing, exterior cladding and roofing.
			Full specification covering all the trades involved in the proposed building work.
			Roof truss layout from a registered manufacturer or rafter layout stipulating sizes, spans and load points.
			Wall bracing schedule and layout.
			Producer statement from registered engineer for any construction method outside NZS 3604.
			Stormwater layout including sizes, gradients, and including existing stormwater drains and sumps. NB: If your driveway is more than 40 square metres in size, a driveway sump may be required.
			Details of wall and roof cladding flashings.
			Lintel sizes and spans.
			Weathertightness risk matrix.
			Electricity connected to this building.

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: .....