



Clutha District Council

Building Consent Application Checklist Relocated Buildings

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.
			Producer statement from registered engineer for any construction method outside NZS 3604.
			Drainage plan – sewer and stormwater including sizes, gradients, access points, venting of drains and downpipes and calculations of areas and sizes as per E1 and G13 and/or an effluent disposal design and plans.
			H1 insulation schedule.
			Foundation details for piles to show compliance with NZS 3604
			Bracing plan required for sub floor
			All pile type and fixings to be specified
			Sub floor ventilation details to NZS 3604
			Show finished floor level and ground level
			Show access to dwelling in compliance with NZBC D1/AS1
			Provide floor plan and elevations of the building
			Solid fuel burner installation details if applicable.
			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: