



# Clutha District Council

## Guide for Building Consent Applications

### General Information for ALL Applications

(Including Amended Plans, unless advised by Building Control staff)

- Two copies of all the drawings, specifications and accompanying documents must be submitted with your application. NOTE if your application must be sent to the NZ Fire Service (refer section 47 of the Building Act 2004), a third copy will be required.
- Drawings & specifications are to be submitted using black ink on plain white paper. Using lined or graph paper is not acceptable, nor is using highlighter or colour to highlight items, nor a biro for black ink. Keep drawings & notes at least 10mm clear of edge of sheet.
- Scales, where indicated, are only suggestions; a more appropriate scale may be used.
- All application fees are to be paid at time of application unless prior arrangements have been made. Refer to fees sheet for calculation of these, BRANZ and DBH fees must be included for all projects over \$20,000.
- If application is to be made for other consents within council these can be made at the same time as this application.
- Previously approved plans cannot be resubmitted for new consents. Plans must be project specific and free from details relating to previous or future work not covered by this application.
- If Resource Consent has been obtained prior to this Building Consent application, information must be supplied as to how any imposed conditions will be met.

NOTE: No Building, Plumbing or Drainage work is to be commenced until the Building Consent and Resource Consent (if required) has been issued.

If you require help with any technical information please refer to the following websites:

#### For publications and compliance documents

[www.building.dbh.govt.nz](http://www.building.dbh.govt.nz)

#### For direct link to download acceptable solutions

[http://www.building.dbh.govt.nz/e/publish/compliance\\_docs\\_approved.shtml](http://www.building.dbh.govt.nz/e/publish/compliance_docs_approved.shtml)

#### Specific Council Website

[www.cluthadc.govt.nz](http://www.cluthadc.govt.nz)