



CLUTHA DISTRICT COUNCIL

Telephone: (03) 419 0200 Fax: (03) 418 3185
Address: PO Box 25, Balclutha 9240

Appln No:
VZ No:
Date Lodged:
Receipt No:
Date Paid:
Date Issued:

Application for Project Information Memorandum and/or Building Consent

Section 33 or 45 of the Building Act 2004

The Building:

Street Address:
.....
Legal Description:
.....
Building Name:
Location Within Site/Block:
.....
Number of Levels:
Area (Floor area of building work):
Current Use:
Year first constructed (*if applicable*):

The Owner:

Name/s:
.....
Contact Person:
Mailing Address:
.....
Street Address:
Day Ph: A/Hrs Ph:
Mobile: Fax:
Email:
Website:
Ownership verified on Council's rating database; or
Other _____; or
The following evidence of ownership is attached:
Agreement of Sale Lease Agreement

Agent:

Name:
Contact Person:
Mailing Address:
.....
Street Address:
Daytime Ph:
After Hrs Ph:
Mobile: Fax:
Email:
Website:
Relationship to owner:

First Point of Contact: Owner / Agent
(Delete one)

Application:

I request that you issue a:
(Delete what is inapplicable)
I. Project Information Memorandum
II. Building Consent
III. Project Information Memorandum and
Building Consent for the building work described in this
application.



**Signature of Owner or Agent on behalf of and with the
authority of the owner.**

Date: _____

Project

Description of Building Work:
.....
.....
.....
.....

Will the building work result in a change of use?

Yes

No

If so, new intended use(s):

.....

- New Building
- Alteration
- Solid Fuel Burner
- Relocated Building
- Demolition

Intended life

- Indefinite, but not less than 50 years
- Specified as _____ years

Total Value (incl. GST) _____

Fees:

- Building Consent \$ _____
- BRANZ Levy \$ _____
- Building Levy \$ _____
- Other _____ \$ _____
- Total Fees** \$ _____

Project Information Memorandum:

The following matters are involved in the project:

Subdivision

New or altered connections to public utilities

New or altered access for vehicles

Disposal of stormwater and waste water

Alterations to land contours

New or altered locations and/or external dimensions of buildings

Building work over existing drains or sewers or in close proximity to wells or water mains

Other matters known to the applicant that may require authorisations from the territorial authority as listed below

OFFICE USE

Comments
.....
.....
.....
.....

BUILDING CONSENT INFORMATION GUIDE

The purpose of this customer information is to assist you in making an application for a Building Consent.

If you present the information described, together with accurate and well presented drawings, then your application will be processed quickly and efficiently. Further information may be requested to clarify compliance with the Building Code or District Plan.

Please Note: No building work is to be commenced until your building consent has been issued.

You will need to provide:

1. **Site Plan.** Must show the proposed building work in relation to the property boundaries, existing building, drainage and water supply systems, and north point.
2. **Floor Plan.** To be fully dimensioned including external wall partition sizes, designation of rooms, door and window openings, sanitary fittings, fixed units such as wardrobes, cooking and heating appliances. For building alterations, provide a copy of the existing floor plans.
3. **Elevations.** Four elevations of the proposed building are required to show all doors, windows, roof height and external finishes.
4. **Cross Sections.** To show full details of construction of foundations, reinforcing, floor structure, flashings, wall and roof structure, insulation and heights above ground level.
5. **Drainage Details.** To show means and location of sewage and stormwater disposal systems and any existing drains on the site.

- Note:**
- a. All plans must be in duplicate.
 - b. All plans must be drawn to a common metric scale. e.g.
 - Site Plans 1:200
 - Floor Plans 1:100
 - Elevations 1:100
 - Sections 1:50
 - Details 1:20,1:10

6. **Specification:** (Duplicate) Specifications must be relevant to the particular building and to the plans

Building Consent:

The following plans and specifications are attached to this application:

Site Plan Floor Plan Elevations Cross Sections
 Drainage Plan Bracing Schedule
 Other

The Building work will comply with the building code as follows:

Clause	Means of Compliance	Waiver/Modification Required

Compliance Schedule: (Delete if inapplicable)

The specified systems and features for this building are as follows:

The following specified systems and features are being altered, added to, or removed in the course of the building work:

There are no specified systems or features in this building:

Attachments:

The following documents are attached to this application: [√]

Plans and Specifications		Development Contribution Notice	
Project Information Memorandum		Certificate attached to PIM	
Copies of other Authorisations		Other	

DAMAGE TO COUNCIL PROPERTY

As applicant I/We hereby undertake to make any repairs considered necessary by Council to the footpath, kerb or road which may have been damaged as a result of work carried out under this Building Consent.

I/We agree and acknowledge that:

- (a) Should the required repaired work not be completed within 1 month of the issuing of the Code Compliance Certificate for the building work, Council will commission the necessary repairs at my expense as owner.
- (b) Unless advised otherwise in writing the condition of the footpath, kerb and road will be deemed to be in an undamaged condition at the time of issuing this Building Consent.
- (c) Should this undertaking be given by me on behalf of a Company as owner that I shall be personally liable for

KEY PERSONNEL

(Give names, addresses, telephone numbers and relevant registration numbers if possible)

Note: Council will usually contact the tradespeople directly to clarify technical detail.

	Name	Address	Phone
Builder(s)/Licensed Building Practitioner			
Registered Drainlayer			
Registered Plumber			
Registered Gasfitter			

Clutha District Council

Building Consent Approved for Issue

Building Control Officer:

Date:/...../.....

The building work will comply with the Building Code as follows:

Clause - which of the following clauses will be involved in the proposed work?	Means of Compliance – refer to the relevant compliance document(s) or detail of alternative solution in the plans and specifications	Proposed Inspections – state means of inspection. Note PS4s or certification may be required.
<input type="checkbox"/> B1 Structure	<input type="checkbox"/> B1/AS2 <input type="checkbox"/> NZS 3604 <input type="checkbox"/> NZS 4203 <input type="checkbox"/> NZS 4229 <input type="checkbox"/> Other [specify]	<input type="checkbox"/> Council <input type="checkbox"/> Engineer <input type="checkbox"/> Other [specify]
<input type="checkbox"/> B2 Durability	<input type="checkbox"/> B2/AS1 <input type="checkbox"/> NZS 3101 <input type="checkbox"/> NZS 3602 <input type="checkbox"/> NZS 3604 <input type="checkbox"/> Other [specify]	<input type="checkbox"/> Council <input type="checkbox"/> Engineer <input type="checkbox"/> Other [specify]
<input type="checkbox"/> C1-4 Fire	<input type="checkbox"/> C/AS1 <input type="checkbox"/> Other [specify]	<input type="checkbox"/> Council <input type="checkbox"/> Engineer <input type="checkbox"/> Other [specify]
<input type="checkbox"/> D1 Access routes	<input type="checkbox"/> D1/AS1 <input type="checkbox"/> NZS 4121 <input type="checkbox"/> Other [specify]	<input type="checkbox"/> Council <input type="checkbox"/> Engineer <input type="checkbox"/> Other [specify]
<input type="checkbox"/> D2 Mechanical installations for access	<input type="checkbox"/> D2/AS2 <input type="checkbox"/> NZS 4332 <input type="checkbox"/> EN 81 <input type="checkbox"/> EN 115 <input type="checkbox"/> Other [specify]	<input type="checkbox"/> Engineer <input type="checkbox"/> Other [specify]
<input type="checkbox"/> E1 Surface water	<input type="checkbox"/> E1/AS1 <input type="checkbox"/> AS/NZS 3500.3 <input type="checkbox"/> Other [specify]	<input type="checkbox"/> Council <input type="checkbox"/> Other [specify]
<input type="checkbox"/> E2 External moisture	<input type="checkbox"/> E2/AS1 <input type="checkbox"/> Specific design and testing	<input type="checkbox"/> Council <input type="checkbox"/> Other [specify]
<input type="checkbox"/> E3 Internal moisture	<input type="checkbox"/> E3/AS1 <input type="checkbox"/> Other [specify]	<input type="checkbox"/> Council <input type="checkbox"/> Other [specify]
<input type="checkbox"/> F1 Hazardous agents on site	<input type="checkbox"/> F1/AS1 <input type="checkbox"/> Other [specify]	<input type="checkbox"/> Council <input type="checkbox"/> Other [specify]
<input type="checkbox"/> F2 Hazardous building materials	<input type="checkbox"/> F2/AS1 <input type="checkbox"/> NZS 4223 <input type="checkbox"/> Other [specify]	<input type="checkbox"/> Council <input type="checkbox"/> Other [specify]
<input type="checkbox"/> F3 Hazardous substances etc	<input type="checkbox"/> F3/AS1 <input type="checkbox"/> Other [specify]	<input type="checkbox"/> Council <input type="checkbox"/> Other [specify]
<input type="checkbox"/> F4 Safety from falling	<input type="checkbox"/> F4/AS 1 <input type="checkbox"/> FSP Act <input type="checkbox"/> Other [specify]	<input type="checkbox"/> Council <input type="checkbox"/> Other [specify]
<input type="checkbox"/> F5 Construction and demolition hazards	<input type="checkbox"/> F5/AS1 <input type="checkbox"/> Other [specify]	<input type="checkbox"/> Council <input type="checkbox"/> Other [specify]
<input type="checkbox"/> F6 Lighting for emergency	<input type="checkbox"/> F6/AS1 <input type="checkbox"/> Other [specify]	<input type="checkbox"/> Council <input type="checkbox"/> Other [specify]
<input type="checkbox"/> F7 Warning systems	<input type="checkbox"/> F7/AS1 <input type="checkbox"/> AS/NZS 1668 <input type="checkbox"/> NZS 4512 <input type="checkbox"/> NZS 4515 <input type="checkbox"/> Other [specify]	<input type="checkbox"/> Council <input type="checkbox"/> Engineer <input type="checkbox"/> Other [specify]
<input type="checkbox"/> F8 Signs	<input type="checkbox"/> F8/AS1 <input type="checkbox"/> Other [specify]	<input type="checkbox"/> Council <input type="checkbox"/> Other [specify]

Clause - which of the following clauses will be involved in the proposed work?	Means of Compliance – refer to the relevant compliance document(s) or detail of alternative solution in the plans and specifications	Proposed Inspections – state means of inspection. Note PS4s or certification may be required.
<input type="checkbox"/> G1 Personal hygiene	<input type="checkbox"/> G1/AS1 <input type="checkbox"/> Other [specify]	<input type="checkbox"/> Council <input type="checkbox"/> Other [specify]
<input type="checkbox"/> G2 Laundering	<input type="checkbox"/> G2/AS1 <input type="checkbox"/> Other [specify]	<input type="checkbox"/> Council <input type="checkbox"/> Other [specify]
<input type="checkbox"/> G3 Food preparation and prevention of contamination	<input type="checkbox"/> G3/AS1 <input type="checkbox"/> Other [specify]	<input type="checkbox"/> Council <input type="checkbox"/> Other [specify]
<input type="checkbox"/> G4 Ventilation	<input type="checkbox"/> G4/AS1 <input type="checkbox"/> AS 1668.2 <input type="checkbox"/> Other [specify]	<input type="checkbox"/> Council <input type="checkbox"/> Other [specify]
<input type="checkbox"/> G5 Interior environment	<input type="checkbox"/> G5/AS1 <input type="checkbox"/> Other [specify]	<input type="checkbox"/> Council <input type="checkbox"/> Other [specify]
<input type="checkbox"/> G6 Airborne and impact sound	<input type="checkbox"/> G6/AS1 <input type="checkbox"/> Other [specify]	<input type="checkbox"/> Council <input type="checkbox"/> Other [specify]
<input type="checkbox"/> G7 Natural light	<input type="checkbox"/> G7AS1 <input type="checkbox"/> Other [specify]	<input type="checkbox"/> Council <input type="checkbox"/> Other [specify]
<input type="checkbox"/> G8 Artificial light	<input type="checkbox"/> G8/AS1 <input type="checkbox"/> NZS 6703 <input type="checkbox"/> Other [specify]	<input type="checkbox"/> Council <input type="checkbox"/> Other [specify]
<input type="checkbox"/> G9 Electricity	<input type="checkbox"/> G9/AS1 <input type="checkbox"/> Other [specify]	By certification only
<input type="checkbox"/> G10 Piped services	<input type="checkbox"/> G10/AS1 <input type="checkbox"/> NZS 5261 <input type="checkbox"/> Other [specify]	By certification only
<input type="checkbox"/> G11 Gas as an energy source	<input type="checkbox"/> G11/AS1 <input type="checkbox"/> Other [specify]	By certification only
<input type="checkbox"/> G12 Water supplies	<input type="checkbox"/> G12/AS1 <input type="checkbox"/> AS/NZS 3500.2 <input type="checkbox"/> AS/NZS 3500.5 <input type="checkbox"/> Other [specify]	<input type="checkbox"/> Council <input type="checkbox"/> Other [specify]
<input type="checkbox"/> G13 Foul water	<input type="checkbox"/> G13/AS1 <input type="checkbox"/> AS/NZS 3500.2 <input type="checkbox"/> BS 5572 <input type="checkbox"/> Other [specify]	<input type="checkbox"/> Council <input type="checkbox"/> Other [specify]
<input type="checkbox"/> G14 Industrial liquid waste	<input type="checkbox"/> G14/AS1 <input type="checkbox"/> Other [specify]	<input type="checkbox"/> Council <input type="checkbox"/> Other [specify]
<input type="checkbox"/> G15 Solid waste	<input type="checkbox"/> G15/AS1 <input type="checkbox"/> Other [specify]	<input type="checkbox"/> Council <input type="checkbox"/> Other [specify]
<input type="checkbox"/> H1 Energy efficiency	<input type="checkbox"/> H1/AS1 <input type="checkbox"/> NZS 4218 <input type="checkbox"/> NZS 4243 <input type="checkbox"/> ALF Design Manual <input type="checkbox"/> NZS 4214 <input type="checkbox"/> Other [specify]	<input type="checkbox"/> Council <input type="checkbox"/> Other [specify]