

RELOCATION / DEMOLITION CHECKSHEET

*Details required before a Building Consent application can be accepted
Fees Required to be Paid on Application*

APPLICANT YES N/A			GENERAL REQUIRED ITEMS	VETTING OFFICER	
				Acc.	Notes
<input type="checkbox"/>	<input type="checkbox"/>	PLANS	<u>2x</u> copies of plans , Covering work to undertaken by consent, Foundations, Subfloor Bracing Drains, Access, Alterations, Site plan, Floor plan, Drainage plan Etc	<input type="checkbox"/>	
<input type="checkbox"/>	<input type="checkbox"/>	SPECIFICATIONS	<u>2x</u> copies of the specifications covering all the trades involved in the proposed building work.	<input type="checkbox"/>	
<input type="checkbox"/>	<input type="checkbox"/>	SCOPE OF WORK	Scope of work, outlining all proposed work.	<input type="checkbox"/>	
<input type="checkbox"/>	<input type="checkbox"/>	CERTIFICATE OF TITLE	This is required for all exterior building footprint or drainage work, designer will need to check this for easements etc to be able to determine siting of building.	<input type="checkbox"/>	
<input type="checkbox"/>	<input type="checkbox"/>	PROOF OF OWNERSHIP	This could be a Certificate of Title, Sale & Purchase Agreement or a Rates notice .	<input type="checkbox"/>	
<input type="checkbox"/>	<input type="checkbox"/>	VEHICLE CROSSING	If a Vehicle Crossing is required, has this been approved by CDC Service Delivery	<input type="checkbox"/>	
<input type="checkbox"/>	<input type="checkbox"/>	WATER CONNECTION	If a Water Connection is required, has this been approved by CDC Service Delivery	<input type="checkbox"/>	
<input type="checkbox"/>	<input type="checkbox"/>	DRAINAGE CONNECTION	If a Sewer / Stormwater Connection is required, has this been approved by CDC Service Delivery	<input type="checkbox"/>	
<input type="checkbox"/>	<input type="checkbox"/>	BUILDING CONDITION REPORT	Building condition report, or copy of original building consent with Code Compliance Certificate, If Building is to be separated for transporting Specific Engineer Design may be required to stitch building back together.	<input type="checkbox"/>	
<input type="checkbox"/>	<input type="checkbox"/>	EFFLUENT FIELD	Wastewater / effluent designs / systems Provide design or calculation sheet as applicable	<input type="checkbox"/>	
<input type="checkbox"/>	<input type="checkbox"/>	PRODUCER STATEMENTS FOR DESIGN	Provide these for any Foundations, steel work, timber beams, etc. outside the scope of NZS 3604:2011.	<input type="checkbox"/>	
<input type="checkbox"/>	<input type="checkbox"/>	SMOKE ALARMS	Confirm supply and installation of smoke detectors in accordance with NZBC:F7	<input type="checkbox"/>	
APPLICANT YES N/A			RESTRICTED BUILDING WORK	VETTING OFFICER	
				Acc.	Notes
<input type="checkbox"/>	<input type="checkbox"/>	RESTRICTED BUILDING WORK	Is work Identified as RBW	<input type="checkbox"/>	
<input type="checkbox"/>	<input type="checkbox"/>	COW	Certificate of Design Work – from a Designer with a design LBP number covering all restricted building work.	<input type="checkbox"/>	
APPLICANT YES N/A			DEMOLITION	VETTING OFFICER	
				Acc.	Notes
<input type="checkbox"/>	<input type="checkbox"/>	SITE PLANS	2x copies of site plans, showing all buildings being removed.	<input type="checkbox"/>	
<input type="checkbox"/>	<input type="checkbox"/>	DISCONNECTION OF SERVICES	Water, Sewerage and Stormwater to be capped at boundary, Septic tank to be emptied and removed or holes punched in base and back filled, provide details	<input type="checkbox"/>	
<input type="checkbox"/>	<input type="checkbox"/>	NZBC F5	Construction and demolition hazards, show on site plans any barriers to protect public	<input type="checkbox"/>	

NB: Unsatisfactory site plans which fail to show distances to legal boundaries, inadequate specifications covering all trades, and a lack of elevations may cause delays in issuing of your building consent.

For Office Use

Owner's Name: VNZ No: Ozone ID No:

Building Category **R1 R2 R3 C1 C2 C3**

Application Lodgement Accepted

Information provided satisfactory for lodgement
commence application processing

Application Lodgement Declined

Returned with verbal reasons for declining
Returned with letter giving reasons for declining

Returning Officer:

Date:

Accepting Officer:

Date: