

## **COMMERCIAL CHECKSHEET**

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

| APPLICANT            | HEADING | OFNEDAL DEGLIDED ITEMS  | VETTING OFFICER   |                 |       |
|----------------------|---------|---|---|-----------------|-------|
| YES N/A              |         | GENERAL REQUIRED ITEMS  | Acc.  | Notes           |       |
|                      |         | PLANS   | 2x full copies of plans are required.   |                 |       |
|                      |         | SPECIFICATIONS  | 2x full copies of the <u>specifications</u> are required - covering all the trades involved in the proposed building work and scope of work.  |                 |       |
|                      |         | SCOPE OF WORK   | This needs to identify all work covered by the application.   |                 |       |
|                      |         | COMPLIANCE<br>WITH NZBC   | Details of what construction is complying with NZBC acceptable solutions or if any alternative solutions. If alternative solution, provide full details for consideration.  |                 |       |
|                      |         | RECORD 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.   |                 |       |
|                      |         | PROOF OF OWNERSHIP  | Select one or more: Certificate of Title Rates notice Sale & Purchase Agreement   |                 |       |
|                      |         | VEHICLE<br>CROSSING   | If a <b>Vehicle Crossing</b> is required or needs upgrading, has an application been lodged with CDC Service Delivery   |                 |       |
|                      |         | WATER<br>CONNECTION   | If a Water Connection is required, has an application been lodged with CDC Service Delivery   |                 |       |
|                      |         | DRAINAGE CONNECTION   | If a <b>Sewer / Stormwater Connection</b> is required, has an application been lodged with CDC Service Delivery   |                 |       |
|                      |         | DISTRICT PLAN   | Has design been considered against the <b>District Plan</b> , is a Resource consent required Yes No or RM   |                 |       |
| APPLICANT<br>YES N/A | ANT     | HEADING   | DETAILS REQUIRED  | VETTING OFFICER |       |
|                      | N/A     |   |   |                 |       |
|                      | 11//    |   |   | Acc.            | Notes |
|                      | IVA     | SITE PLAN   | Showing location of <b>proposed building</b> and <b>vehicle</b>   | Acc.            | Notes |
|                      | N/A     | SITE PLAN  DRAINAGE PLAN  | Showing location of proposed building and vehicle crossing and dimensions from all boundaries.  Include sewer and stormwater sumps, pipe sizes, gradients, access points, venting of drains and downpipes and calculations of areas and sizes as per E1   | Acc.            | Notes |
|                      | N/A     | DRAINAGE PLAN ENGINEERS   | Showing location of proposed building and vehicle crossing and dimensions from all boundaries.  Include sewer and stormwater sumps, pipe 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.  If this property is located in an area with soft ground  | Acc.            | Notes |
|                      | IVA     | DRAINAGE PLAN  ENGINEERS GROUND BEARING   | Showing location of <b>proposed building</b> and <b>vehicle crossing</b> and <b>dimensions</b> from all boundaries.  Include <b>sewer</b> and <b>stormwater</b> sumps, pipe 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.  If this property is located in an <b>area with soft ground</b> (i.e. ground outside the scope of NZS 3604:2011) provide pentrometer tests & an investigation report from  | Acc.            | Notes |
|                      |         | DRAINAGE PLAN  ENGINEERS GROUND   | Showing location of proposed building and vehicle crossing and dimensions from all boundaries.  Include sewer and stormwater sumps, pipe 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.  If this property is located in an area with soft ground (i.e. ground outside the scope of NZS 3604:2011) provide pentrometer tests & an investigation report from a CPEng Engineer.  Provide a detailed fire report & supporting plans showing compliance with the NZBC C Documents – clearly identify whether the design is to an Acceptable Solution, Verification Method or an Alternative Solution.  | Acc.            | Notes |
|                      |         | DRAINAGE PLAN  ENGINEERS GROUND BEARING REPORT  | Showing location of proposed building and vehicle crossing and dimensions from all boundaries.  Include sewer and stormwater sumps, pipe 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.  If this property is located in an area with soft ground (i.e. ground outside the scope of NZS 3604:2011) provide pentrometer tests & an investigation report from a CPEng Engineer.  Provide a detailed fire report & supporting plans showing compliance with the NZBC C Documents – clearly identify whether the design is to an Acceptable Solution, Verification Method or an Alternative Solution.  If the building fits the criteria of Gazette Notice 49 (view here; <a href="http://www.building.govt.nz/bc-update-132">http://www.building.govt.nz/bc-update-132</a> ) the Council needs to send the fire design, floor plans, site plan & elevations electronically to the NZFS for review. Discuss with the Vetting Officer to see if your design | Acc.            | Notes |
|                      |         | DRAINAGE PLAN  ENGINEERS GROUND BEARING REPORT  FIRE REPORT  ELECTRONIC FIRE REPORT, FLOOR PLANS, SITE PLAN & | Showing location of proposed building and vehicle crossing and dimensions from all boundaries.  Include sewer and stormwater sumps, pipe 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.  If this property is located in an area with soft ground (i.e. ground outside the scope of NZS 3604:2011) provide pentrometer tests & an investigation report from a CPEng Engineer.  Provide a detailed fire report & supporting plans showing compliance with the NZBC C Documents – clearly identify whether the design is to an Acceptable Solution, Verification Method or an Alternative Solution.  If the building fits the criteria of Gazette Notice 49 (view here; http://www.building.govt.nz/bc-update-132) the Council needs to send the fire design, floor plans, site plan & elevations electronically to the NZFS for review.   | Acc.            | Notes |

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|               |             | Existing Building)                    | http://www.dbh.govt.nz/guidance-information   |                 |  |
|---------------|-------------|---------------------------------------|---|-----------------|--|
| APPLIC<br>YES | CANT<br>N/A |                                       | DETAILS REQUIRED  | VETTING OFFICER |  |
|               |             | 115 REPORT<br>(Change of Use)         | Provide a <b>gap analysis</b> covering means of escape from fire, protection of other property, sanitary facilities, structural performance, fire rating performance & accessible facilities.   |                 |  |
|               |             | COMPLIANCE<br>SCHEDULE<br>INFORMATION | Provide Compliance Schedule information including the SBCG 27 form identifying all the inspection, maintenance, performance standards, reporting type & make of each specified system. Refer to the specified system templates on the CDC website for guidance.   |                 |  |
|               |             | SPECIFIED<br>SYSTEMS PLAN             | Provide a floor plan showing the locations of all specified systems in the building.  |                 |  |
|               |             | CERTIFICATE OF<br>PUBLIC USE<br>(CPU) | If the building will be occupied &/or able to be accessed by the public while the building work is carried out a CPU will need to be applied for before work begins.  Refer to the F15a Checklist for Certificate of Public Use for guidance. (a CPU application will be lodged separately to the Building Consent) |                 |  |
|               |             | FIRE RATINGS                          | If relevant provide details for <b>fire seperations</b> including ratings, manufacturer's installation information & construction details.  |                 |  |
|               |             | HAZARDOUS<br>SUBSTANCES               | Provide details of proposed storage of hazardous substances or processes.   |                 |  |
|               |             | FLOOR PLANS & ELEVATIONS              | "As existing" (if relevant) & "proposed" floor plans & elevations to a recognised scale with dimensions - show all cladding systems, construction and floor height above ground level.  |                 |  |
|               |             | FOUNDATION<br>PLAN                    | Provide a foundation plan detailing the <b>type</b> of foundation ( <b>concrete</b> , <b>timber</b> , etc.) location of saw cuts in slabs or pile, joist & bearer layout, sizes & spans.  |                 |  |
|               |             | CROSS SECTIONS<br>& DETAILS           | Cross sections to include foundations, floor slab, wall framing, exterior and interior cladding and roofing.  |                 |  |
|               |             | ENTRY DETAILS                         | Provide details & dimensions for access into the building if relevant.  |                 |  |
|               |             | STRUCTURE                             | Provide details on the <b>type</b> , <b>grade</b> & <b>treatments</b> being used. Steel Timber  |                 |  |
|               |             | LINTEL SIZES & SPANS                  | For all windows, doors & beams.   |                 |  |
|               |             | ROOF<br>FRAMING                       | Include a <b>truss layout</b> from a registered manufacturer or <b>rafter layout</b> stipulating sizes, spans and load points. Include <b>elevations</b> of all main trusses and truss manufacturers design for lintels.  |                 |  |
|               |             | BRACING                               | Provide a <b>bracing layout plan</b> & <b>bracing schedule</b> as well as <b>fixing information</b> for the chosen bracing elements.  |                 |  |
|               |             | STRUCTURAL FIXING DETAILS             | Purlin sizes and fixings, bottom & top plate fixings and lintel fixings.  |                 |  |
|               |             | PRODUCER<br>STATEMENTS<br>FOR DESIGN  | Provide these for any <b>steel work</b> , <b>timber beams</b> , <b>etc</b> . outside the scope of NZS 3604:2011.  |                 |  |
|               |             | PEER REVIEW<br>REQUIRED               | Provide a PS2 Producer Statement from a CPEng Engineer for work with a value of work over 1 million dollars, or structural clear span over 12 meters  |                 |  |
|               |             | FLASHING<br>DETAILS                   | Provide construction details of all <b>relevant flashings</b> for the project, such as <b>roof</b> & <b>window</b> flashings.   |                 |  |
|               |             | ENERGY<br>EFFICIENCY                  | Please provide all workings showing compliance with H1 Energy Efficiency & detail insulation R values.  Method Used Schedule Calculation Modelling  |                 |  |

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|                      |  | PLUMBING<br>LAYOUT & SPEC   | Provide a <b>plumbing layout plan</b> & site specific <b>specification</b> as well as schematic / elevation of soil stack for floors above ground floor complete with structure shown if relevant. |                 |  |
|----------------------|--|-----------------------------|--|-----------------|--|
| APPLICANT<br>YES N/A |  |                             | DETAILS REQUIRED   | VETTING OFFICER |  |
|                      |  | HOT WATER<br>SYSTEM DETAILS | This could be electric, gas, etc. Provide the type of storage capacity and <b>location on plan</b> and details of valve venting, type of seismic restraint (if applicable).                        |                 |  |
|                      |  | HEATER DETAILS              | Full installation details if applicable for <b>solid fuel</b> , <b>liquid</b> or <b>gas</b> fires or boilers.  |                 |  |

| For Office Use Owner's Name:  | VNZ No:                  | Ozone II                 | D No:          |  |  |
|---|--------------------------|--------------------------|----------------|--|--|
| Building Category R1 R2 R3 C1 (   | C2 C3<br><u>Fees</u> Dra | ainage Yes No            | Minor Plumbing |  |  |
| Application Lodgement Not Complete Advised On By Email Or Phone Initial |                          |                          |                |  |  |
| Application Lodgement Accepted application processing.                  | Information provided     | satisfactory for lodgeme | ent commence   |  |  |
| Vetting Officer:  | Dat                      | e:                       |                |  |  |

## **Privacy statement**

The information you provide in this application and any supporting documents will be used by the Clutha District Council to process your application under the Building Act of 2004 and may be shared with relevant government agencies. Any member of the public may, under the Local Government Official Information and Meetings Act 1987, request access to information held by the council. Under the Privacy Act 2020, you have the right to see and correct personal information that the council holds about you. If you would like a copy of the personal information we hold about you, or to have the information corrected, please contact us at help.desk@cluthadc.govt.nz or 0800 801 350.

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