



Clutha District Council

MISCELLANEOUS BUILDING / PLUMBING CHECKLIST
 (Small Alterations, Bathrooms, Minor Work, Decks, Signs)

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
		PLANS	2x full copies of plans are required.		
		SPECIFICATIONS	2x full copies of the specifications 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 WITH NZBC	Details of what construction is complying with NZBC acceptable solutions or if any alternative solutions . If alternative solution, provide full details for Council's consideration.		
		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.		
		PROOF OF OWNERSHIP	Select one or more: Certificate of Title Rates notice Sale & Purchase Agreement		
		VEHICLE CROSSING	If a Vehicle Crossing is required or needs upgrading, has an application been lodged with CDC Service Delivery		
		WATER CONNECTION	If a Water Connection is required, has an application been lodged with CDC Service Delivery		
		DRAINAGE CONNECTION	If a Sewer / Stormwater Connection is required, has an application been lodged with CDC Service Delivery		
		DISTRICT PLAN	Has design been considered against the District Plan , is a Resource consent required Yes No or RM		
		SMOKE ALARMS	Confirm supply and installation of smoke detectors in accordance with NZBC:F7 (Residential work only)		
		PRODUCER STATEMENTS FOR DESIGN	Provide these for any steel work, timber beams, etc. outside the scope of NZS 3604:2011.		
		RESTRICTED BUILDING WORK	Is work Identified as RBW, Certificate of Design Work – from a Licenced Designer		
APPLICANT YES N/A			RE-ROOF N/A <input type="checkbox"/>	VETTING OFFICER	
				Acc.	Notes
		ROOF PLAN	Showing all ridges & valleys.		
		FLASHING DETAILS	Provide construction details of all relevant flashings for the project, such as ridge, barge & penetrations .		
		SPECIFICATION	Provide details about the roof material, roof pitch, fixings, roof underlay, purlin sizes & fixings.		
APPLICANT YES N/A			KITCHENS / BATHROOMS / LAUNDRY N/A	VETTING OFFICER	
				Acc.	Acc.
		BUILDING WORK	If there is any building work to be carried out provide full details.		
		FLOOR PLAN	"As existing" (if relevant) & "proposed" floor plan		
		WET AREAS – BATHROOMS, KITCHEN & LAUNDRY	Provide details of impervious wall & floor finishes, ventilation to rooms, safety glazing to windows, construction details for wet floor showers & show how water splash is contained (e.g. curtain, glass screen)		
		HOT WATER	This could be electric, gas, etc. Provide the type of		

		SYSTEM DETAILS	storage capacity and location on plan and details of valve venting, type of seismic restraint (if applicable).		
APPLICANT YES	N/A		PLUMBING & DRAINAGE N/A	VETTING OFFICER	
				Acc.	Acc.
		FLOOR PLAN	Provide a plumbing layout plan & specification as well as schematic / elevation of soil stack for floors above ground floor complete with structure shown if relevant.		
		PLUMBING & DRAINAGE	Provide a plumbing / drainage layout plan & specification as well as schematic / elevation of soil stack for floors above ground floor complete with structure shown if relevant. any building work being carried out.		
APPLICANT YES	N/A		TIMBER DECK / BRIDGE N/A	VETTING OFFICER	
				Acc.	Acc.
		SITE PLAN	Showing location & size of proposed deck & all buildings on site, plus vehicle crossing and dimensions from all boundaries.		
		FLOOR PLAN	Showing deck access to & from the deck.		
		FOUNDATION PLAN	Provide a foundation plan detailing the pile, joist & bearer layout, sizes & spans, anchor piles & bracing.		
		ELEVATIONS	Include details of ground lines, balustrades / barriers / handrails, stairs, steps & ramps & bracing if applicable.		
		STRUCTURAL FIXING DETAILS	For all piles, bearers, joists, decking, barriers, etc.		
		ENTRY DETAILS	Provide details for access into the dwelling if relevant.		
		STEPS & STAIRS	Provide details showing construction, tread & riser sizes & details of handrails / barriers where applicable.		
		DWELLING / DECK JUNCTION	Provide construction details of the junction between the deck & the dwelling.		
		DRAINAGE	Show the location of any drains under the deck.		
APPLICANT YES	N/A		SIGNS N/A	VETTING OFFICER	
				Acc.	Acc.
		SITE PLAN	Showing location & size of proposed sign , all buildings, vehicle crossing and dimensions from boundaries.		
		FOUNDATION PLAN	Provide a foundation plan detailing the foundation type, reinforcing , etc.		
		STRUCTURAL FIXING DETAILS	Fixings for the sign & how its supports are fixed to the foundation.		
		PRODUCER STATEMENTS	Provide these for any steel work, foundation design, etc. outside the scope of NZS 3604:2011.		

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	<u>Fees</u>	Drainage Yes	No	Minor Plumbing
Application Lodgement Not Complete Advised On										
Returned with letter giving reasons for declining.				By Email		Or Phone		Initial.....		
Application Lodgement Accepted			Information provided satisfactory for lodgement commence application processing.							
Vetting Officer:					Date:					

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.