



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
		PLANS	2x copies of plans , Covering work to undertaken by consent, Foundations, Subfloor Bracing Drains, Access, Alterations, Site plan, Floor plan, Drainage plan Etc		
		SPECIFICATIONS	2x copies of the specifications covering all the trades involved in the proposed building work.		
		SCOPE OF WORK	Scope of work, outlining all proposed work.		
		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 CROSSING	If a Vehicle Crossing is required, has this been approved by CDC Service Delivery		
		WATER CONNECTION	If a Water Connection is required, has this been approved by CDC Service Delivery		
		DRAINAGE CONNECTION	If a Sewer / Stormwater Connection is required, has this been approved by CDC Service Delivery		
		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.		
		EFFLUENT FIELD	Wastewater / effluent designs / systems Provide design or calculation sheet as applicable		
		PRODUCER STATEMENTS FOR DESIGN	Provide these for any Foundations, steel work, timber beams, etc. outside the scope of NZS 3604:2011.		
		SMOKE ALARMS	Confirm supply and installation of smoke detectors in accordance with NZBC:F7		
APPLICANT YES N/A			RESTRICTED BUILDING WORK	VETTING OFFICER	
				Acc.	Notes
		RESTRICTED BUILDING WORK	Is work Identified as RBW		
		COW	Certificate of Design Work – from a Designer with a design LBP number covering all restricted building work.		
APPLICANT YES N/A			DEMOLITION	VETTING OFFICER	
				Acc.	Notes
		SITE PLANS	2x copies of site plans, showing all buildings being removed.		
		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		
		NZBC F5	Construction and demolition hazards, show on site plans any barriers to protect public		

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**

Fees Drainage Yes No Minor Plumbing

Application Lodgement Not Complete Advised On By Email Or Phone Initial
Returned with letter giving reasons for declining.

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.