



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

		<b>PLUMBING LAYOUT &amp; SPEC</b>	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.		
<b>APPLICANT YES</b>	<b>N/A</b>		<b>DETAILS REQUIRED</b>	<b>VETTING OFFICER</b>	
		<b>HOT WATER SYSTEM DETAILS</b>	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).		
		<b>HEATER DETAILS</b>	Full installation details if applicable for <b>solid fuel, liquid</b> or <b>gas</b> fires or boilers.		

<b>For Office Use</b>					
Owner's Name: .....		VNZ No: .....		Ozone ID No: .....	
Building Category <b>R1 R2 R3 C1 C2 C3</b>					
		<u>Fees</u>		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.