



RESIDENTIAL CHECKSHEET

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

APPLICANT YES N/A		HEADING	GENERAL REQUIRED ITEMS	VETTING OFFICER	
				Acc.	Notes
		PLANS	<u>2x</u> full copies of plans are required.		
		SPECIFICATIONS	<u>2x</u> 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.		
		RECORD OF TITLE	This is required for all exterior building footprint or drainage work , designer will need to check this for internal lot lines & easements etc to be able to determine siting of buildings.		
		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		
		SITE PLAN	Showing location of proposed dwelling and vehicle crossing and dimension from all boundaries.		
		DRAINAGE PLAN	Include sewer and stormwater pipe sizes, gradients, invert levels, access points, venting of drains, downpipes and calculations of areas and sizes as per E1 and G13 and/or an effluent disposal design and plans.		
		EFFLUENT FIELD	Wastewater / effluent designs / systems Provide design or calculation sheet as applicable		
		NATURAL HAZARDS	Active Faultlines, Flood Zones, Erosion, Subsidence, Slippage etc identified		
		ENGINEERS GROUND BEARING REPORT	If this property is located in an area with soft ground or Liquefaction (i.e. ground outside scope of NZS 3604:2011) provide penetrometer tests report from a CPEng Engineer.		
		FOUNDATION PLAN	Provide a foundation plan detailing the type of foundation (concrete, timber , etc.) location of saw cuts in slabs or pile, joist & bearer layout, sizes & spans.		
		FLOOR PLANS & ELEVATIONS	"As existing" & "proposed" floor plans & elevations to a recognised scale with dimensions - show all cladding systems, construction and floor height above ground level.		
		MULTI-PROOF DWELLINGS	Multi-proof plans & specifications should bear the approval mark of the DBH. Provide the multi-proof certificate		
		CROSS SECTIONS & 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 dwelling if relevant.		

		FIRE RATINGS	If relevant provide details for fire walls including ratings, manufacturer's installation information & construction details.	<input type="checkbox"/>	
APPLICANT YES N/A		HEADING	DETAILS REQUIRED	VETTING OFFICER	
		LINTEL SIZES & SPANS	For all windows, doors & beams.		
		STRUCTURE	Provide details on the type, grade & treatments being used. Steel Timber		
		ROOF FRAMING	Include a truss layout from a registered manufacturer or rafter layout stipulating sizes, spans and load points. Include elevations of all main trusses and truss manufacturers design for lintels.		
		BRACING	Provide a bracing layout plan & bracing schedule as well as fixing information for bracing elements. Identify any large penetrations in Bracing Element		
		STRUCTURAL FIXING DETAILS	Purlin sizes and fixings, bottom & top plate fixings and lintel fixings.		
		PRODUCER STATEMENTS FOR DESIGN	Provide these for any steel work, timber beams, etc. outside the scope of NZS 3604:2011.		
		RISK MATRIX	Provide a risk matrix detailing risk scores. Highest Score		
		FLASHING DETAILS	Provide construction details of all relevant flashings for the project, such as roof & window flashings .		
		SMOKE ALARMS	Confirm supply and installation of smoke detectors in accordance with NZBC:F7		
		ENERGY EFFICIENCY	Please provide all workings showing compliance with H1 Energy Efficiency & detail insulation R values. Method Used Schedule Calculation Modelling		
		PLUMBING LAYOUT & SPEC	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.		
		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 SYSTEM DETAILS	This could be electric, gas, etc. Provide the type of storage capacity and location on plan and details of valve venting, type of seismic restraint (if applicable).		
		HEATER DETAILS	Full installation details for solid fuel, liquid or gas fires or boilers including the flue system , underfloor heating details		
		RESTRICTED BUILDING WORK	Is work Identified as RBW, Yes or No Home owner exemption provided.		
		COW	Certificate of Design Work – from a Designer with a design LBP number covering all restricted building work.		

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.