



ACCESSORY BUILDINGS CHECKLIST (Garage / Carports / Sheds / Conservatories)

*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.		
		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 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		
APPLICANT YES N/A			DETAILS REQUIRED	VETTING OFFICER	
				Acc.	Notes
		SITE PLAN	Showing location of proposed garage & all other buildings on site, plus vehicle crossing and dimensions from all boundaries.		
		DRAINAGE PLAN	Garage – Include stormwater layout including pipe sizes & gradients & include existing stormwater drains & sumps. If your driveway is over 40 m ² in size a driveway sump may be required. Farm Shed – Include size & number of DP's & details about where storm water is draining to (e.g. tank & overflow, away from building, etc.)		
		ENGINEERS GROUND BEARING REPORT	If this property is located in an area with soft ground (i.e. ground outside the scope of NZS 3604:2011) provide penetrometer tests & an investigation report from a CPEng Engineer.		
		FOUNDATION PLAN	Provide a foundation plan detailing the type of foundation (e.g. concrete) location of saw cuts in slabs or pile, joist & bearer layout, sizes & spans.		
		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 & height from ground level to apex.		
		CROSS SECTIONS & DETAILS	Cross sections to include foundations, floor slab, wall framing, exterior and interior cladding and roofing.		
		FIRE RATINGS	If relevant provide details for fire walls including ratings, manufacturer's installation information & construction details.		

		STRUCTURE	Provide details on the type, grade & treatments being used. Steel Timber		
APPLICANT YES N/A			DETAILS REQUIRED	VETTING OFFICER	
		LINTEL SIZES & SPANS	For all windows, doors & beams.	Acc.	Notes
		ROOF FRAMING	Include a truss layout from a registered manufacturer or rafter layout stipulating sizes, spans and load points.		
		TRUSS ELEVATIONS	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 the chosen bracing elements.		
		STRUCTURAL FIXING DETAILS	Purlin sizes and fixings, bottom & top plate fixings and lintel fixings.		
		PRODUCER STATEMENTS FOR DESIGN	Provide these for any steel beams &/or steel purlins, timber beams, etc. outside the scope of NZS 3604:2011 (Timber Framed Buildings)		
		PEER REVIEW	P/S2 provided for buildings greater than 12 meter clear span.		
		FLASHING DETAILS	Provide construction details of all relevant flashings for the project, such as roof, wall & window flashings.		
APPLICANT YES N/A			LIVING SPACE / FACILITIES	VETTING OFFICER	
		HABITABLE SPACE	If a portion of the shed or garage is to be habitable , provide full details as required for dwellings – including smoke alarms, risk matrix & H1 calculations.	Acc.	Notes
		PLUMBING LAYOUT & SPEC	Provide a plumbing layout plan & specification if relevant.		
		WET AREAS	Provide details of impervious floor & wall linings, ventilation to spaces & safety glazing if required.		
		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).		
		RESTRICTED BUILDING WORK	Is work Identified as RBW? Yes No		
		COW	Certificate of Design Work – from a Licenced Designer		

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											
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 801 350.4