

Commercial Check Sheet

Details required before a Building Consent application can be accepted

APPLICANT		HEADING	GENERAL REQUIRED ITEMS	VETTING OFFICER	
YES	N/A			Acc.	Notes
<input type="checkbox"/>	<input type="checkbox"/>	PLANS	<u>2x</u> full copies of plans are required.	<input type="checkbox"/>	
<input type="checkbox"/>	<input type="checkbox"/>	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.	<input type="checkbox"/>	
<input type="checkbox"/>	<input type="checkbox"/>	SCOPE OF WORK	This needs to identify all work covered by the application.	<input type="checkbox"/>	
<input type="checkbox"/>	<input type="checkbox"/>	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 consideration.	<input type="checkbox"/>	
<input type="checkbox"/>	<input type="checkbox"/>	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.	<input type="checkbox"/>	
<input type="checkbox"/>	<input type="checkbox"/>	PROOF OF OWNERSHIP	This could be a Certificate of Title, Sale & Purchase Agreement or a rates notice .	<input type="checkbox"/>	
<input type="checkbox"/>	<input type="checkbox"/>	VEHICLE CROSSING	If a Vehicle Crossing is required, has this been approved by GDC Roading Department	<input type="checkbox"/>	
<input type="checkbox"/>	<input type="checkbox"/>	WATER CONNECTION	If a Water Connection is required, has this been approved by GDC 3 Waters Department	<input type="checkbox"/>	
<input type="checkbox"/>	<input type="checkbox"/>	DRAINAGE CONNECTION	If a Sewer / Stormwater Connection is required, has this been approved by GDC 3 Waters Department	<input type="checkbox"/>	
<input type="checkbox"/>	<input type="checkbox"/>	SITE PLAN	Showing location of proposed building and vehicle crossing and dimensions from all boundaries.	<input type="checkbox"/>	
<input type="checkbox"/>	<input type="checkbox"/>	DRAINAGE PLAN	Include sewer and stormwater sumps, pipe sizes, gradients, access points, venting of drains and downpipes and calculations of areas and sizes as per E1 and G13 and/or an effluent disposal design and plans.	<input type="checkbox"/>	
<input type="checkbox"/>	<input type="checkbox"/>	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.	<input type="checkbox"/>	
<input type="checkbox"/>	<input type="checkbox"/>	FIRE REPORT – HARD COPY	Provide a detailed fire report & supporting plans showing compliance with the NZBC C Documents – clearly identify whether the design is to an Acceptable Solution, Verification Method or an Alternative Solution.	<input type="checkbox"/>	
<input type="checkbox"/>	<input type="checkbox"/>	ELECTRONIC FIRE REPORT, FLOOR PLANS, SITE PLAN & ELEVATIONS	If the building fits the criteria of Gazette Notice 49 (view here; http://www.building.govt.nz/bc-update-132) the Council needs to send the fire design, floor plans, site plan & elevations electronically to the NZFS for review. Discuss with the Vetting Officer to see if your design needs to be sent.	<input type="checkbox"/>	
<input type="checkbox"/>	<input type="checkbox"/>	ACCESSIBLE FACILITIES	Detail all accessible facilities to be installed – counters, bathroom facilities & accessible car parks & routes, etc.	<input type="checkbox"/>	
<input type="checkbox"/>	<input type="checkbox"/>	112 REPORT (Alteration to an Existing Building)	Provide a gap analysis covering the means of escape & accessible facilities in the building. Refer to http://www.dbh.govt.nz/guidance-information	<input type="checkbox"/>	
<input type="checkbox"/>	<input type="checkbox"/>	115 REPORT (Change of Use)	Provide a gap analysis covering means of escape from fire, protection of other property, sanitary facilities, structural performance, fire rating performance & accessible facilities.	<input type="checkbox"/>	
<input type="checkbox"/>	<input type="checkbox"/>	COMPLIANCE SCHEDULE INFORMATION	Provide Compliance Schedule information including the SBCG 27 form identifying all the inspection, maintenance, performance standards, reporting type & make of each specified system. Refer to the specified system templates on the GDC website for guidance.	<input type="checkbox"/>	
<input type="checkbox"/>	<input type="checkbox"/>	SPECIFIED SYSTEMS PLAN	Provide a floor plan showing the locations of all specified systems in the building.	<input type="checkbox"/>	
APPLICANT			DETAILS REQUIRED	VETTING OFFICER	

YES	N/A				
<input type="checkbox"/>	<input type="checkbox"/>	CERTIFICATE OF PUBLIC USE (CPU)	If the building will be occupied &/or able to be accessed by the public while the building work is carried out a CPU will need to be applied for before work begins. Refer to the F15a Checklist for Certificate of Public Use for guidance. (A CPU application will be lodged separately to the Building Consent)	<input type="checkbox"/>	
<input type="checkbox"/>	<input type="checkbox"/>	FIRE RATINGS	If relevant provide details for fire walls including ratings, manufacturer's installation information & construction details.	<input type="checkbox"/>	
<input type="checkbox"/>	<input type="checkbox"/>	HAZARDOUS SUBSTANCES	Provide details of proposed storage of hazardous substances or processes.	<input type="checkbox"/>	
<input type="checkbox"/>	<input type="checkbox"/>	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.	<input type="checkbox"/>	
<input type="checkbox"/>	<input type="checkbox"/>	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.	<input type="checkbox"/>	
<input type="checkbox"/>	<input type="checkbox"/>	CROSS SECTIONS & DETAILS	Cross sections to include foundations, floor slab, wall framing, exterior and interior cladding and roofing.	<input type="checkbox"/>	
<input type="checkbox"/>	<input type="checkbox"/>	ENTRY DETAILS	Provide details & dimensions for access into the building if relevant.	<input type="checkbox"/>	
<input type="checkbox"/>	<input type="checkbox"/>	LINTEL SIZES & SPANS	For all windows, doors & beams.	<input type="checkbox"/>	
<input type="checkbox"/>	<input type="checkbox"/>	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.	<input type="checkbox"/>	
<input type="checkbox"/>	<input type="checkbox"/>	BRACING	Provide a bracing layout plan & bracing schedule as well as fixing information for the chosen bracing elements.	<input type="checkbox"/>	
<input type="checkbox"/>	<input type="checkbox"/>	STRUCTURAL FIXING DETAILS	Purlin sizes and fixings, bottom & top plate fixings and lintel fixings.	<input type="checkbox"/>	
<input type="checkbox"/>	<input type="checkbox"/>	PRODUCER STATEMENTS FOR DESIGN	Provide these for any steel work, timber beams, etc. outside the scope of NZS 3604:2011.	<input type="checkbox"/>	
<input type="checkbox"/>	<input type="checkbox"/>	PEER REVIEW REQUIRED	Provide a PS2 Producer Statement from a CPEng Engineer for work with a value of over 1 million dollars, or if requested by GDC	<input type="checkbox"/>	
<input type="checkbox"/>	<input type="checkbox"/>	FLASHING DETAILS	Provide construction details of all relevant flashings for the project, such as roof & window flashings.	<input type="checkbox"/>	
<input type="checkbox"/>	<input type="checkbox"/>	ENERGY EFFICIENCY	Please provide all workings showing compliance with H1 Energy Efficiency & detail insulation R values.	<input type="checkbox"/>	
<input type="checkbox"/>	<input type="checkbox"/>	PLUMBING LAYOUT & SPEC	Provide a plumbing layout plan & site specific specification as well as schematic / elevation of soil stack for floors above ground floor complete with structure shown if relevant.	<input type="checkbox"/>	
<input type="checkbox"/>	<input type="checkbox"/>	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).	<input type="checkbox"/>	
<input type="checkbox"/>	<input type="checkbox"/>	HEATER DETAILS	Full installation details if applicable for solid fuel, liquid or gas fires or boilers.	<input type="checkbox"/>	

For Office Use

Owner's Name: Contact no:

Site address: Work description: new building or alteration/addition

Building Category **C1 C2 C3**

Application Lodgement Accepted Information provided satisfactory for lodgement commence application processing

Application Lodgement Declined Returned with verbal reasons for declining
 Returned with letter giving reasons for declining

Returning Officer: Date: Accepting Officer: Date: