



**WBCA 002-I**

**Commercial or Industrial PIM and/or Building Consent Application Lodgement Checklist**

(must be completed in conjunction with form WBCA 002)

FOR OFFICE USE ONLY	
Project No:	
Date Received:	

**GENERAL**

**NB.** The following is required on application in sufficient detail to show compliance with all aspects of the District Plan and the New Zealand Building Code. Additional information may be requested during processing of the application.

	Page No.	N/A	Council
<b>Application form COMPLETED and signed</b>			
Proof of Ownership: Certificate of Title (copy must be less than six months old), Or Consent Notices registered on the Certificate of Title, if applicant's ownership has not been formally registered: the Sale and Purchase Agreement (if a new subdivision, include a copy of the subdivision plan).			
<b>Copies of drawings as specified in the information sheet</b>			
<b>COMPLETE FOR ALL PIM and/or BUILDING CONSENT APPLICATIONS</b>			
<b>Site Plan – showing:</b>			
– All new and existing buildings, swimming pools			
– Any heritage buildings/trees or archaeological site information known			
– Legal and notional boundaries (existing and proposed), easements, waterways, shared access ways/other areas with building setbacks dimensioned			
– Building and site areas (including floor areas (m <sup>2</sup> ) for all floors)			
– Vehicle access, crossing location, manoeuvre, and parking area			
– Street trees, poles, sumps, manholes, traffic islands outside the property			
– Any hard-standing (sealed or concrete) areas with proposed drainage			
– Landscaped areas required by District Plan indicated			
– Any significant trees on the site			
– All activities on a site indicated			
– Proposed and existing site and floor levels			
– Existing and proposed contours, drive gradients and building heights ( for hill or sloping sites)			
– Intentions for the disposal of stormwater and sewer			
– Storage location and capacity of Hazardous Substances (ie LPG, diesel, home heating oil etc)			
<b>Earthquake Assessment Report</b>			
<b>Outline Floor plans (for all floors)</b>			
<b>Outline Elevations</b>			
<b>Outline Cross Sections</b> - (if required) to show recession plane/daylight plane and height compliance			
<b>Hazardous Substances</b> - storage location and capacity (ie, LPG, diesel, home heating oil etc)			
<b>Health Licensing</b> - surface finishes, sinks, dishwashers, food storage, wash basins			

----- **NOTE: STOP HERE IF THIS IS FOR A PIM ONLY APPLICATION** -----

	Page No.	N/A	Council
<b>Project Information Memorandum</b> (if already issued) plus all attached forms			
<b>Foundation Plans (timber or concrete slab)</b> including all details			
<b>Drainage Plans</b> - full design details including both Sewer and Stormwater and any disposal methods			
<b>Wastewater</b> – Complete “Evaluation and Information for On-Site Wastewater Disposal” form			
<b>Detailed Floor Plans</b> - fully dimensioned and notated, including location of Smoke Alarms			
<b>Detailed Elevations</b> - including door and windows showing opening sashes			
<b>Cross Sections</b> - to show <b>all</b> relevant construction, especially through difficult areas of the building and changes in building form together with recession plane/height compliance as applicable			
<b>Timber Treatment</b> - the species, grading and treatment of <b>all</b> timber specific to the project is to be <b>specified on the drawings</b> , ideally on the cross section			
<b>Framing Details</b> - including floor joist layout plans if applicable			
<b>Construction Details</b> - with <b>all</b> materials, fixings etc noted			
<b>Weathertightness Details</b> - including a risk assessment matrix for <b>all</b> walls and <b>all</b> flashings			
<b>Internal Waterproofing Details</b> - including <b>all</b> wet areas and surface finishes			
<b>Plumbing Details</b> - including layout plan / schematic and water supply details			
<b>Specifications</b> - relevant to the project			
<b>Bracing Design</b> - calculations, schedule and layout plans			
<b>Roof Truss Design</b> - including layout plan, fixings and specific design for lintels where required			
<b>Ground Conditions report</b> - this will be either a report to show why it is assumed that the ground is “good ground” using Section 3 of NZS 3604:1999, or a specific ground assessment and foundation design by a suitably qualified and experienced engineer			
<b>Design Features Report</b> – for the structure			
<b>Engineers Details and Producer Statement</b> - where any specific design has been carried out (e.g. steel beams)			
<b>Heating</b> – Solid/liquid fuel heating (complete WBCA 002H form)			
<b>Solar Installation</b> – (complete WBCA 002S form)			
<b>Sediment Control Management Plan</b> (if required by site location)			
<b>Copy of National Multiple-Use Approval</b>			
<b>Details of Proposed Minor Customisations of National Multi-Use Approval</b>			
<b>Access and Facilities for people with disabilities</b> – for a new building all details of compliance are required, for an existing building a report is required to determine what can be reasonably upgraded to comply			
<b>Fire Report (2 copies)</b> – a fire design statement is required to show compliance with the “C” clauses of the Building Code, and the drawings must reflect the detail in the report			
<b>Draft Compliance Schedule</b> – listing inspection and maintenance performance standards including standard numbers and year of standard with reporting frequency			

**NOTE:** Applicant/Agent **MUST** complete or indicate as not applicable for **ALL** applications.

Swimming Pool/Spa – Structural and fencing details			
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**ADDITIONAL ATTACHED DOCUMENTS**
