



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.

Application form **COMPLETED** and signed

PROOF OF OWNERSHIP

Include a copy of: Certificate of Title (copy must be less than six months old),
Consent Notices registered on the Certificate of Title,
Or 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).

Copies of drawings as specified in the General Information sheet (WBCA 001-C)

	Page No.	N/A	Council
Site Plan – showing:			
– 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 ²) 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)			
– National Environmental Standard for Assessing Contaminants in Soil to Protect Human Health (ES): Please complete and sign form RC001 <u>or</u> provide a statement that no activity associated with MFE's Hazardous Activities and Industries list has been undertaken on site in accordance with the National Environmental Standard for Managing Contaminants in Soil to Protect Human Health			
Earthquake Assessment Report			
Outline Floor plans (for all floors)			
Outline Elevations			
Outline Cross Sections - (if required) to show recession plane/daylight plane and height compliance			
Hazardous Substances - storage location and capacity (ie, LPG, diesel, home heating oil etc)			
Health Licensing - surface finishes, sinks, dishwashers, food storage, wash basins			

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

	Page No.	N/A	Council
Project Information Memorandum (if already issued) plus all attached forms			
Foundation Plans (timber or concrete slab) including all details			
Drainage Plans - full design details including both Sewer and Stormwater and any disposal methods			
Wastewater – Complete “Evaluation and Information for On-Site Wastewater Disposal” form			
Detailed Floor Plans - fully dimensioned and notated, including location of Smoke Alarms			
Detailed Elevations - including door and windows showing opening sashes			
Cross Sections - to show all relevant construction, especially through difficult areas of the building and changes in building form together with recession plane/height compliance as applicable			
Timber Treatment - the species, grading and treatment of all timber specific to the project is to be specified on the drawings , ideally on the cross section			
Framing Details - including floor joist layout plans if applicable			
Construction Details - with all materials, fixings etc noted			
Weathertightness Details - including a risk assessment matrix for all walls and all flashings			
Internal Waterproofing Details - including all wet areas and surface finishes			
Plumbing Details - including layout plan / schematic and water supply details			
Specifications - relevant to the project			
Bracing Design - calculations, schedule and layout plans			
Roof Truss Design - including layout plan, fixings and specific design for lintels where required			
Ground Conditions report - this will be either a report to show why it is assumed that the ground is “good ground” using Section 3 of NZS 3604:2011, or a specific ground assessment and foundation design by a suitably qualified and experienced engineer.			
Design Features Report – for the structure			
Engineers Details and Producer Statement - where any specific design has been carried out (e.g. steel beams)			
Heating – Solid/liquid fuel heating (complete WBCA 002H form)			
Solar Installation – (complete WBCA 002S form)			
Sediment Control Management Plan (if required by site location)			
Copy of National Multiple-Use Approval			
Details of Proposed Minor Customisations of National Multi-Use Approval			
Access and Facilities for people with disabilities – 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			
Fire Report (2 copies) – 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			
Draft Compliance Schedule – 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			
Council Office use only			
Received by: _____ Date: ____ / ____ / ____			
ADDITIONAL ATTACHED DOCUMENTS / NOTES			