



WBCA 002-R

FOR OFFICE USE ONLY	
Project No:	
Date Received:	

Residential PIM and/or Building Consent Application Lodgement Checklist

(must be completed in conjunction with form WBCA 002)

GENERAL			
<p>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.</p>			
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)			
COMPLETE FOR ALL PIM and/or BUILDING CONSENT APPLICATIONS			
	Page No.	N/A	Council
Site Plan – showing:			
<ul style="list-style-type: none"> – 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 (m²) 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 – Retaining walls – 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 (NES): 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 			
Outline Floor Plans (for all floors)			
Outline Elevations			
Outline Cross Sections (if required to show recession plane/daylight plane and height compliance)			

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

	Page No.	N/A	Council
Project Information Memorandum (if already issued) plus all attached forms			
Licensed Building Practitioner Certificate of Design Work or Owner-Builder Form 2B			
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 including fire rated walls			
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			
Insulation – method of design (schedule/calculation/modelling – NZS 4218), % of glazing for each elevation			
Roof Truss Design - including layout plan, fixings and specific design for lintels where required			
Ground Conditions Report - this will be either a report from a suitably qualified person, to show why it is assumed that the ground is “good ground” using Section 3 of NZS 3604:2011 and the test results or a specific ground assessment and if applicable, foundation design by a suitably qualified and experienced engineer.			
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			
NOTE: Applicant/Agent MUST complete or indicate as not applicable for ALL applications.			
Swimming Pool/Spa – Structural and fencing details			
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Received by: _____ Date: ____ / ____ / ____			
ADDITIONAL ATTACHED DOCUMENTS / NOTES			