

CHECKLIST FOR MINOR BUILDING WORK



BC-FORM-04

Office Use Key

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|---|-------------------------------------|
| √ | Documents meet requirements |
| X | Documents inadequate |
| ? | Further information may be required |

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| <i>Please place a tick in the appropriate box</i> | √ | | OfficeUse |
| APPLICATION FORM | | | |
| <ul style="list-style-type: none"> All sections completed, including: Accurate valuation of works Correct legal description (certificate of title to be provided) Valuation number (refer to your rates demand) Owners name, address, telephone, fax Contact name, address, telephone, fax (if not the owner) Project location (street address) Declaration signed and dated | | | |
| | √ | N/A | OfficeUse |
| PLANS | | | |
| <ul style="list-style-type: none"> Two copies of each | | | |
| <ul style="list-style-type: none"> Drawings of good quality, to an appropriate scale of 1:100 (detail 1:50) (site plan 1:200) with metric dimensions. | | | |
| SITE PLAN | | | |
| <ul style="list-style-type: none"> Show proposed building project, including <u>all</u> existing buildings to a scale 1:200. | | | |
| <ul style="list-style-type: none"> All measurements from the boundaries to “external walls” of proposed and existing buildings. | | | |
| <ul style="list-style-type: none"> Layout of existing sanitary and stormwater drains, including public mains. | | | |
| <ul style="list-style-type: none"> Position along from boundary and width of proposed or existing vehicle crossing position and width only of existing. | | | |
| <ul style="list-style-type: none"> Carparking and vehicle circulation provisions (where required) drawn to scale. | | | |
| <ul style="list-style-type: none"> A floor plan of the proposed works including complete floor layout and use of each area | | | |

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|--|---|-----|-----------|
| | √ | N/A | OfficeUse |
| <ul style="list-style-type: none"> An elevation of each external wall showing relevant heights from eaves to finished ground level at each external corner. An overall height of building (ground level to apex of roof). | | | |
| <ul style="list-style-type: none"> Location of wall and roof bracing shown on elevations (also brace type). | | | |
| <ul style="list-style-type: none"> Opening window sashes shown on elevation. | | | |
| <ul style="list-style-type: none"> For timber floor, location of piles and pile type. (Concrete floor details can be covered by cross sections). | | | |
| CROSS SECTION DETAILS | | | |
| <ul style="list-style-type: none"> Location and type of wall cladding and roof sheathing, (including underlays. Thermal insulation details (only for habitable rooms). | | | |
| <ul style="list-style-type: none"> Construction details of terraces, steps, stairs (including internal/external) and barriers/balustrades. | | | |
| FIRE WALL AND FIRE RATING REQUIREMENTS | | | |
| <ul style="list-style-type: none"> Approved fire rating system details included e.g.: Winstone Standard Fire rating system. If specifically designed by an engineer then refer to Specific Design section 19 and 20. | | | |
| SPECIFICATION | | | |
| <ul style="list-style-type: none"> A written specification is not required providing adequate written and graphic detail is shown on plans. | | | |
| | | | |
| | I received building consent for lodgement as documents meet requirements | | |
| | I have NOT accepted building consent for lodgement as documents are inadequate. | | |

Receiving Officer

Date:

PROCESSING YOUR BUILDING CONSENT:

The Building Act 2004 requires us to process your application within 20 working days.

The clock starts when your application is received. Applications are processed strictly in the order in which they are received. An invoice will be actioned and mailed out if the correct fees have not been paid at time of application.

Council staff will review all the information provided with your application. Should any item require clarification, or further information be needed, we will notify you in writing. The time clock stops until the further information is received.

When processing is complete and all fees paid, your consent will be mailed out.