

# CHECKLIST FOR NEW BUILDINGS

Dwellings, Commercial, Cow Sheds  
(NOT minor works)



BC-FORM-03

### Office Use Key

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

Tick appropriate box



Office  
Use

## APPLICATION FORM

All sections completed, including:

- Accurate valuation of works required
- Correct legal description (Certificate of Title to be provided)
- Owner's name, address, telephone, fax
- Contact's name, address, telephone, fax (if not the owner)
- Project location (street/road address)
- Declaration signed and dated (back page)

## PLANS – Certificate of title be provided with each application

- Two copies of each
- Drawings of good quality, in ink, to an appropriate scale of 1:100, Details 1:50, Site Plan 1:200 with metric dimensions

## SITE PLAN

- Show the **total lot boundaries**.     
If this is a large site, cross-lease or a unit title, use a locality plan to indicate the position within the site.  
Show the location of all existing and proposed buildings including accessory buildings to an appropriate metric scale 1:100, 1:200 and include a North point
  - Boundaries: Owner to clearly identify the position of all boundary pegs prior to commencement of any site works or construction.
  - All measurements from the boundaries to the external sheeting of proposed and existing buildings.
- Layout of existing and proposed internal sanitary and stormwater drains.
- Please include location of each drain connection to public mains.  
Show location of Public Mains and Services.  
Where a septic tank is used, details and size of tank and effluent field, or type of specific designed system, to be submitted – see attached information sheet.

<ul style="list-style-type: none"> <li>• Top of any bank shown and slope in relation to building. Also height of bank, a soil report from a Registered Engineer may be required. If fill on building platform then Engineers Producer Statement for fill is to be supplied</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> <li>• Position along boundary and width of proposed vehicle crossing. Also position and width of existing vehicle crossing.</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> <li>• Carparking and vehicle circulation provisions (where required) drawn to scale. Indicate street names on the plan and indicate onsite manoeuvring.</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

<p><b>FLOOR PLAN</b></p> <ul style="list-style-type: none"> <li>• A floor plan of each floor level, including complete floor layout and use of each area. Floor area in square metres should be shown on plans drawn to an appropriate scale, 1:100 or 1:50.</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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<p><b>ELEVATIONS</b></p> <ul style="list-style-type: none"> <li>• An elevation of each external wall showing relevant heights from eaves to finished ground level at each external corner and land contours, also, overall height of building (ground level to apex of gable roof).</li> <li>• Location of wall and roof bracing shown on elevations</li> <li>• Opening window sashes shown on elevations</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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<p><b>FOUNDATION PLANS</b></p> <ul style="list-style-type: none"> <li>• For timber floors; location of piles, pile type, sub floor bracing, foundation walls and internal piling system where applicable. For concrete floors; refer to "Cross Section Details" below.</li> <li>• For Engineers specifically designed timber floor systems, please refer to "Specific Design" below.</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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<p><b>CROSS SECTION DETAILS</b></p> <ul style="list-style-type: none"> <li>• Scaled cross section drawings (1:50 or better) through the building to show foundation details, floor systems, wall, ceiling and roof construction. Where roof construction is not clear</li> <li>• Where position of beams, support and connections are not clear then this should be shown on the floor plans with a scale of 1:50 or 1:20 detail of connections.</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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<ul style="list-style-type: none"> <li>Location and type of wall cladding and roof sheathing. For composite systems such as “Insulclad” this should be designated on cross-section and referenced in specifications.</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> <li>Construction details of terraces, steps, stairs (including internal/external) and barriers/balustrades.</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> <li>Thermal insulation details including type and R value.</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

<b>FOUNDATION BRACING CALCULATIONS</b>			
<ul style="list-style-type: none"> <li>Bracing calculations in an approved form such a “BRANZ” sheet and location of bracing elements shown on foundation plan.</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

<b>TRUSS LAYOUT</b>			
<ul style="list-style-type: none"> <li>Truss layout is required at time of application</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

<b>FIRE RATING REQUIREMENTS</b>			
<ul style="list-style-type: none"> <li>If using Winstone Standard Design Details, then please sign the detail and include with application. If specifically designed by an engineer then refer to “Specific Design”.</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

<b>PLUMBING</b>			
<ul style="list-style-type: none"> <li>For multi level residential housing using AS/NZS 3500, isometric drawings of soil and waste system showing positions of all fittings and pipe sizes.</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

<b>SPECIFICATIONS</b>			
<ul style="list-style-type: none"> <li>The use of “Standard” type specifications is not recommended. The specifications should be “project specific” ie; appropriate to the building construction. This should be laid out in easily followed sections covering methods and materials that are not included in the building plans. Don’t forget that Standard Specifications are often lengthy when designed to cover a multitude of situations and more paper means more cost to you.</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> <li>Solid Fuel Heater is part of a new dwelling when shown on the plans. Indicate make, model and supply specifications</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

<b>SPECIFIC DESIGN</b>			
<ul style="list-style-type: none"> <li>Where a specific design is incorporated in the structure a Registered Engineer’s Producer Statement and calculations is to be submitted along with the plans. A “Peer Review” may be required and this would be at cost to the applicant.</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**ROAD AND TRAFFIC INFORMAITON**

- Is there an existing crossing which complies with standard details?     
*Urban: See DCS301*

*Rural: See TS306*

Width at carriageway of new entrance \_\_\_\_\_m

*Looking from road;*

*Distance from left boundary \_\_\_\_\_m*

*Distance from right boundary \_\_\_\_\_m*

Sight distance along road from entrance:

*Left \_\_\_\_\_m, Right \_\_\_\_\_m*

Speed environment of traffic on carriageway

*Left \_\_\_\_\_, Right \_\_\_\_\_*

- Have you shown the position and dimension of the new entrance on the site plan.
- Have you provided the entrance contractors name and phone number?
- Is there a footpath outside the site?
- Is the footpath damaged?     
*Record the area damaged \_\_\_\_\_sq m*
- Is this project on a state highway? If so Transit NZ comments required.

**PLEASE NOTE:**

- a The owner is responsible for the repair of damage to the footpath, verge and existing carriageway resulting from building activities, and the construction of the street crossing.
- b Crossing shall be constructed as per the Hamilton City Development Manual.
- c 24 hours notice at the completion of excavation, but before the pavement construction, shall be given to Council's Roding Engineer.
- d Contractor is required to be on site at the time of the first inspection. If the footpath is damaged then a Council Officer will inspect and confirm damaged area before the commencement of construction.

- e Provisions of the District Plan may relate to separation distances between entrances and location of entrances in relation to intersections. Applicant should seek early advice in access requirement.

**NEW SEWER AND STORMWATER CONNECTIONS - URBAN**

- Has a sewer connection been installed to service the new development?     
*If not, please complete an Application for Installation of Services Form and submit with fees and site plan for approval.*  
  
*NOTE: Drainlayers are not permitted to make any connections to the Council sewers without written approval from the Services Department.*
  
- Has a stormwater connection been installed to service the development?     
*If not, please state the size of the connection required \_\_\_\_\_mm*  
*If no Council stormwater services are required provide details of on-site disposal (eg soak holes etc)*
  
- Have you provided a scaled site plan indicating the location of any new connections and all existing public services within the subject property?
  
- Are you building over or near a public sewer, stormwater drain or water main?     
*If yes, levels of the drain are to be submitted to the Service Department to ascertain if the sewer can be diverted clear of the building site. – NOTE: A consent is required for construction over public services.*

**WATER CONNECTION**

- Has a water supply connection been provided on your site?     
*If no, please complete an Application for Installation of Services Form and submit with fees and site plan for Council to install a connection.*
  
- Does the property require a backflow prevention device?
  
- Comply with G12 and water protection regulations eg,   
  - swimming and spa pools
  - auxiliary supply
  - possible contamination

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**CODE COMPLIANCE CERTIFICATE**

In accordance with section 92 & 93 of the Building Act 2004, the owner must apply for a Code Compliance Certificate after all building work has been completed. If no application has been made at the expiry of two years after the date on which the building consent for the building work was granted, the Territorial Authority must decide whether to issue a Code Compliance Certificate or not.

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<input type="checkbox"/>	I received building consent for lodgement as documents meet requirements
<input type="checkbox"/>	I have NOT accepted building consent for lodgement as documents are inadequate.

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Receiving Officer

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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.

## **ON SITE SEWAGE SYSTEM (OSS)**

### **Information required for Building Consent Applications**

#### **BACKGROUND**

If your property is not connected to a sewer you will have to submit a design for an On Site Sewage system with your Building Consent application. This design must be prepared by a Chartered Engineer or suitably qualified Consultant.

#### **DESIGN RULES**

Disposal of sewage effluent to land must comply with Environment Waikato Rule 3.5.7. Otorohanga District Council manages this rule in conjunction with its Building Control activities. Council will accept designs that comply with AS/NZ 1547:2000 or A.R.C. TP58.

#### **SMALL SECTIONS**

Building sites that are less than 2500m<sup>2</sup> in area require an On Site Sewage System that performs to a higher standard. These systems must pre-treat the effluent before it is discharged to the ground. In addition to the design Council require that a Chartered Engineer or Consultant must supervise the installation of the system.

A Producer Statement – Construction must be supplied to Council upon completion of the project.

A wide range of proprietary waste water treatment systems are available on the market. An application to install a new system must include a technical specification and site calculations prepared by a trained and authorised Agent.

#### **INFORMATION REQUIRED**

Any Application to install an On Site Sewage system must include the following information -

- A recent copy of the Certificate of Title
- Accurate specification and calculations for the system design
- An accurate site plan that -
  - Has been drawn to scale
  - Shows location of septic tank and sanitary drains
  - Shows location and area of effluent field
  - Shows area of reserve drainage
  - Sites all drainage away from any easement
  - Shows location of any proposed storm water drain
  - Provides clearance of 1.5m to the boundaries and 3m to any dwelling.

All Site Plans will be checked to ensure that the drainage layout matches with the proposed location of all buildings and services.

#### **COMPLETION OF PROJECT**

At the completion of the drainage work the following information will be required for Council to issue a Code Compliance Certificate -

- An accurate as laid drainage plan
- A Producer Statement – Construction for all On Site Sewage systems installed on sections that are less than 2500m<sup>2</sup> in area.