



Mackenzie
DISTRICT COUNCIL

CHECKLIST FOR BUILDING CONSENT APPLICATIONS

State clearly on the application form, whether the building work to be carried out is for new construction, alteration work or demolition and removal.

REQUIREMENTS FOR ALL BUILDING CONSENT APPLICATIONS:

- Drawings and specifications are to be submitted **electronically** using **black ink on plain white paper format**. (Using highlighter or colour to highlight items is not acceptable). Application to be emailed to building@mackenzie.govt.nz.
- Scales where indicated are suggestions only, a more appropriate scale may be used.
- If other Council approvals are required, you may apply for them either prior to or at the time of this application.
- If Resource Consent has been obtained prior to lodging a Building Consent Application, information must be supplied as to how any conditions imposed will be met.
- You must **clearly** justify how any **Alternative Solutions** used in your project comply with the Building Code.

Building work is defined in 4 categories – new construction (or relocated work), alterations or change of use (internal only), additions to existing buildings and demolitions or removals.

IMPORTANT NOTE:

It is possible that not all the information in the table will be required for your particular project.

Use the following table to establish the information required to accompany your Building Consent application.

Information to be provided with the application for Building Consent		New or Relocated Construction	Alteration Works or Change of Use (internal only)	Addition to Existing Building	Demolition or Removal
1 REQUIRED					
a)	A current Certificate of Title (no older than 3 months): Required if the proposed work extends beyond the line of the existing and for all new buildings. Copies of any Consent Notices listed under Interests must be included. Certificate of Title is still required if Title has not be issued at time of application.	✓		✓	
b)	Proof of Ownership: This can be either a Certificate of Title, Sales and Purchase Agreement, Lease Agreement or a Rates Invoice.	✓	✓	✓	✓
c)	Memorandum of Design: If the project is Restricted Building Work	✓	✓	✓	
2 TECHNICAL INFORMATION REQUIRED					
a)	Locality Plan: Only required where it is a large site and a conventional site plan would be inappropriate (Scale 1:500 or 1:1000)				
b)	Site Plan: Should include the following – (1:200) <ul style="list-style-type: none"> • Lot & DP number • North point • Street name & number • Outline and areas of all existing buildings • Rapid number and proposed buildings • Distances to boundaries • Points that height control planes are from • All car parking spaces on site • Dimensions on all boundaries • Ground contours and levels • Drainage layout 	✓		✓	✓
c)	Foundation Plan: Should include the following – (1:100 or 1:50) <ul style="list-style-type: none"> • Dimensions of all new foundations • Bracing for timber sub floor • Piles and footing details • Details of slab and footing and steel • Position of all structural components 	✓	✓	✓	
d)	Plumbing: Details of the proposed waste disposal system including the proposed method of installation. The type of water heating system to be used (eg, oil, gas, electric).	✓	✓	✓	
e)	Drainage Plan: (Not required if details shown on site plan) <ul style="list-style-type: none"> • Foul and stormwater layout with inspection bends and junctions indicated • Open to pipe watercourse • Stormwater sewer • Septic tank details • Location of Council foul sewer and main sewers & drains to serve the site • Kerb and channel • Outline of building with location of all fixtures and fittings 	✓		✓	
f)	Floor Plan: (scale 1:100 or 1:50) Both existing and proposed. Should include the following: <ul style="list-style-type: none"> • Floor areas for all floors • All spaces designated • Sanitary fixtures and fittings • Food storage areas • Barriers and handrails • Solid and waste system • Support beams • All framing dimensions and room sizes • Door and window dimensions • Kitchen stove • Stair details • Floor joist layout • Trimmer joists 	✓	✓	✓	
g)	Elevations: Should include the following – <ul style="list-style-type: none"> • Accurate ground lines from boundary to boundary • The maximum height on each elevation • Fixed and opening sashes • Exterior claddings nominated to • Floor levels in relation to ground levels all elevations • Ventilators to sub floor areas • Relevant district plan height control planes • Location of door and window openings • Safety glazing • Soil and waste system 	✓		✓	

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h)	<p>Cross-sections and details: Should include the following –</p> <ul style="list-style-type: none"> • Foundation details (reinforcing steel locations and sizes) • Stud height from lowest ground floor level to top of ridge (along and across) and details of all major connections • Details of sound rated partitions • Include risk matrix as per E2 NZBC • Flashings to all openings • Details of all framing and structural members • Insulation systems (to floors, walls and roofs) • Details of fire rated systems • Exterior claddings including veneers, facias and gutters • Safety glazing impact requirements 	✓	✓	✓	
i)	<p>Heating: If the plan shows either a solid or liquid fuel heating appliance (free standing or inbuilt), a copy of the manufacturer's specification and instructions for installing the heating appliance, flue system and flashing must be included with the application. Advise if the heating appliance is second hand and if so, certification will be required to accompany the application. (Glossy brochures will not be acceptable). Ensure to show the placement of the heating appliance and location of existing/proposed smoke alarms on the floor plan.</p>	✓	✓	✓	
j)	<p>Bracing Schedule/Plan: (Scale 1:100 or 1:50) – Location, type and number of bracing elements to indicate compliance with NZS 3604, bracing schedule and calculation sheet. If the bracing was specifically designed then attach copies of calculations and producer statements.</p>	✓	✓	✓	
k)	<p>Roof Plan: Showing ridge, valley, spouting, downpipes & gutter lines.</p>	✓	✓	✓	
l)	<p>Specifications: Covering all trades and materials relevant to this specific project will be required and should include both and NOTE – generic specifications will not be accepted.</p> <ul style="list-style-type: none"> • A timber treatment schedule listing the type of treatment required for timber in all parts of the building • Determination of the buildings wind zone and snow load • A wind zone specific fixing schedule for all connections • Details of products and manufactures requirements including their maintenance and warranties 	✓	✓	✓	
m)	<p>Access and facilities for people with disabilities: (This does not apply to domestic dwellings). Indicate how you will comply with Section 47A of the Building Act. Items that need to be considered include –</p> <ul style="list-style-type: none"> • Access routes • Lifts • Width of access routes • Accessible stairs • Accessible toilet compartments 	✓	✓	✓	
n)	<p>Cladding/Weather Tightness: Full details of exterior wall claddings including;</p> <ul style="list-style-type: none"> • Flashings • Paint finishes • Cavity and joinery used <p>A weathertightness risk matrix MUST be included.</p>	✓	✓	✓	
3 SPECIALIST DESIGN INFORMATION (AS REQUIRED)					
a)	<p>Structural: If any design work required the services of a registered engineer then copies of the design calculations and/or design summary together with producer statements will be required.</p>	✓	✓	✓	

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b)	Water Supply: If the site can be supplied by a piped water connection from water mains, you must complete a water application. If irrelevant, indicate on the plans the method of collecting and storing potable water.	✓			
c)	Geological: Depending on the comments on your Project Information Memorandum you may require specific engineering design for your foundations.	✓		✓	
d)	Fire Design: If the design is to the New Zealand Building Code Acceptable Solutions then a summary of the assumptions made will be required. If the fire design is an Alternative Solution a summary of the assumptions made together with the design will be required. NOTE – The fire design must be integrated into the application drawings.	✓	✓	✓	
e)	Acoustic: Full details of the system including design calculations will be required. Producer Statements stating compliance with the New Zealand Building Code will also be required.	✓	✓	✓	
f)	Mechanical (Ventilation / Air Conditioning): Full details of the system including design calculations will be required. Producer Statements stating compliance with the New Zealand Building Code will also be required.	✓	✓	✓	
g)	Producer Statements: If this application for Building Consent relies on any Producer Statement for compliance with the New Zealand Building Code, then copies must be attached.	✓	✓	✓	
h)	Lifts / Escalators / Moving Walkways: Copies of the design calculations and producers statements will be required.	✓	✓	✓	
i)	Truss Design: Either a truss design and a producer statement or a letter from the truss designer, stating the conditions that the trusses will be designed to, must accompany your application. You must supply the truss design before the trusses are erected.	✓	✓	✓	
j)	Snow Loading & Wind Zone	✓		✓	
4 COMPLIANCE SCHEDULED ITEMS					
	(Necessary only when the building contains one or more of the systems listed in Section 44 of the Building Act 1991) (Not required at all, if the building is to be used as a single residential dwelling)				
a)	<ul style="list-style-type: none"> The design features or systems which the applicant considers will be required to be included in any compliance schedule issued in terms of Section 44 of the Building Act 1991. The proposed procedures for inspection and routine maintenance for the purposes of that compliance schedule in respect of those design features or systems. 	✓	✓	✓	