

GUIDE TO ASSIST IN COMPLETING A PIM AND/OR BUILDING CONSENT APPLICATION



LODGING AN APPLICATION FOR A PIM AND/OR BUILDING CONSENT

This form should be read in conjunction with the Application for Project Information Memorandum and/or Building Consent. To apply for a PIM and/or Building Consent, you will need to complete the Application Form and Checklist for preparing Building consent Applications - **All** parts **must** be completed.

THE BUILDING

- Write the physical address (not the postal address) of the proposed building work. For properties that are undergoing subdivision, use the address indicated on the Land Transfer Plan with Section 223 Certificate enclosed.
 - Example:** Unit 3, 3rd Floor, XYZ Building, 2456 Broadway, Stratford.
- Full Legal Description of Land. This is the unique legal description assigned to parcel of land.
 - Example:** Lot 1 DP9084
 - Note:** This is used to ensure we are processing the correct property. Make sure this is completed.
- Building Description.
 - Example:** Storage Shed, Workshed.
- Location of building as per Site Plan.
- Number of Levels the Building has.
 - Example:** Single Storey, Double Storey.
- Total area of building work.
- Write the lawfully established use of the building. If you do not know this, please describe to the best of your knowledge.
 - Example:** Single Residential Dwelling, Shop, Takeaway Bar, Commercial Workshop, Hay-barn, Calf Rearing Shed.
- Year building was first built if known.

THE OWNER

- The Owner** – Write the name and contact details of the owner.
If the property is owned by a company, partnership or trust, write the name of the person representing the organisation.
For the purpose of making an application for PIM and/or Building Consent, the property owner may be either:
- Owner shown on Certificate of Title
 - Has agreed in writing for Sale and Purchase of the land
 - Lease Agreement with owner
 - Other Documentation showing Full name of Legal Owners of the Building
- (Tick the appropriate option and attach evidence of ownership to your application. A copy of the document will be accepted, however the original document may need to be sighted by the Council Officer accepting your application.)

THE AGENT

- The Agent** - Complete this section if you are submitting the application as the authorised representative of the property owner or lessee. Write the name and contact details of the Agent.

APPLICATION

- Tick the applicable boxes. It is important that the boxes are ticked so all correspondence goes to the correct contact for the project.
- Write your name, signature and date in the allocated space.

THE PROJECT

- Describe the nature and scope of all parts of the project.
 - Example:** New one-storey single residential dwelling, three stand-alone two-storey dwellings, each with their own vehicle access and attached carport, install wood-fire to replace existing open fireplace, re-pile existing building and improve drainage.
- Will business activities take place when building is completed?
 - Tick yes if the building is to be used for business activities after it is completed example: operating a business from home, take-away shop, factory, storage of chemicals, production of chemical products etc.
 - Tick no if the building is to be used purely for residential purposes.
- Complete if any other consents have been issued for this project.
- This estimated value is the figure of the completed project.

PROJECT INFORMATION MEMORANDUM

- Tick any of the listed details that re relevant to your project.
- Attach two copies of any relevant information
- Relevant information required for a PIM includes plans to show the site layout, building footprint and elevations. Building code details are not required on the plans if you are applying for PIM only. Your PIM will provide information about the requirements for project involving these items. **Note:** All plans no larger than A3 size.

RESTRICTED BUILDING WORK AND LICENSED BUILDING PRACTITIONERS

1. Complete the relevant boxes with:
- Name
 - Address
 - Phone Number
 - License Number (compulsory for Plumber and Electrician)

Example:

Restricted Building Work	Licensed Building Practitioner	License Number
Designer:	Name: Joe Bloggs Address: Jellyfish Lane Phone: 0800 jellyfish	EW1088888

COMPLIANCE WITH NEW ZEALAND BUILDING CODE

It is advisable that the building design professional who draws your plans and specifications completes this part of the form.

Means of Compliance

1. The simplest way to comply with the building code is to follow the commonly used verification methods and acceptable solutions contained in the Approved Documents published by the Department of Building and Housing. The Approved Documents are sometimes referred to as 'cook book' solutions because they prescribe a 'recipe' for ensuring compliance.

However, the Approved Documents do not cover every building scenario and the building owner may want something that looks different, performs better, is cheaper to build, or has to overcome a site or planning problem. If this is the case, then you may need to use an Alternative Solution.

2. **Circle** the relevant Means of Compliance. This must be backed up by detail on the plans and specifications.

Waivers/Modifications

Waivers or modification of the building code are rarely approved by the Council. If you wish the Council to consider a waiver or modification for your project, write the nature of your request, or refer to where in your application you have stated your case for a waiver/modification.

Clause

Tick relevant building code clauses

Means of Compliance

(Refer to the relevant compliance document(s) or detail of alternative solution in the plans and specifications. If not applicable, write N/A)

- B1** Structure
- B2** Durability
- C1** Outbreak of fire
- C2** Means of escape
- C3** Spread of fire

Alternative Solutions

Clause	B1/AS2	NZS 4229	NZS 3604	NZS 4203	
B2/AS1		NZS 3604	NZS 3101	NZS 3602	
C1/AS1					
C2/AS1					
C3/AS1					

Waiver/Modification to Building Code

State nature of waiver or modification.

COMPLIANCE SCHEDULE - do not fill in this section if the application is for a project information memorandum only

1. If your project is Residential please tick the first square and proceed to the next section.
2. If your project is Commercial related you will need to tick the relevant squares so a Compliance Schedule can be issued for this project. This Schedule is compiled before PIM/BC is issued, but not issued until the Code Compliance Certificate is issued..

INFORMATION TO ACCOMPANY YOUR BUILDING CONSENT APPLICATION

The Building Act 2004 states that every application for a building consent shall be accompanied by such plans, specifications and other information as required to show compliance with the New Zealand Building Code.

To ensure that adequate information is provided with the application, ensure you have completed the "Checklist for Preparing Building Consent Applications". Make sure all the necessary items are checked off and that the checklist has been signed.

NOTE: Information required will vary depending on the size and type of your project. Plans are to be no larger than A3 size.