

# FENCES, RETAINING WALLS, SWIMMING & SPA POOL PLUMBING & DRAINAGE, & POOL FENCES PIM & BUILDING CONSENT



## CHECKLIST

### How to use this Checklist

Use this checklist when finalising your building drawings and plans to assist you to lodge a complete application and to avoid delays in processing. Your application will be accepted based on this checklist to ensure that it has sufficient information to commence processing.

- All items on this checklist must be ticked to show that they are either provided (**P**) or are not applicable to your project (**N/A**).

Later, additional information may be requested during the processing of your building consent to confirm compliance with the Building Code. Processing time will be suspended until information is received.

Office Use	Applicant Use	P - Information	N/A - not applicable to this project
	<b>P</b>	<b>N/A</b>	<b>1. Minimum building consent application documentation</b>
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	(a) Complete application forms
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	(b) Two sets of plans (one in A3 maximum) and two sets of specifications and other documentation (If plans are larger than A3, both electronic and hard copy required)
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	(c) All plans drawn to a recognised metric scale; include a north arrow; and in black ink (not pencil or red pen)
	<b>P</b>	<b>N/A</b>	<b>2. Site/Location Plan</b>
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	(a) Accurate site plan showing street name and boundary dimensions, and total building area
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	(b) Location of existing and proposed buildings; distances to boundaries, and distances between buildings
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	(c) Current and proposed buildings identifying use, including pool fencing
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	(d) Existing contours
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	(e) Alterations to land contours; retaining, cut, fill and their intended quantities; site datum for floor levels
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	(f) Easements, public drains, and service connections (where known)
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	(g) Identification of streams and drains, and normal flow levels relative to site datum
	<b>P</b>	<b>N/A</b>	<b>3. Plumbing and Drainage (for swimming/spa pool)</b>
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	(a) Method of emptying pool to be specified
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	(b) Identify any existing drainage that may be affected (such as service connections, collection tanks, stormwater disposal)
	<b>P</b>	<b>N/A</b>	<b>4. Plumbing and Drainage (for retaining walls)</b>
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	(a) Drainage detail behind retaining walls

Office Use	Applicant Use		P - Information	N/A - not applicable to this project
<input type="radio"/>	<b>P</b>	<b>N/A</b>	<b>5. Foundation Plan</b>	
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	(a)	Full construction details, dimensions of all foundations, reinforcing and ground levels
<input type="radio"/>	<b>P</b>	<b>N/A</b>	<b>6. Cross Sections and Details</b>	
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	(a)	Pool fencing details showing compliance with the Fencing of Swimming Pools Act
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	(b)	Detail any associated buildings, decks or landings over 1m high; stairs, barriers and handrails being constructed as part of this project
<input type="radio"/>	<b>P</b>	<b>N/A</b>	<b>7. Plumbing and Drainage (for retaining walls)</b>	
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>		Specifications must be relevant to the particular buildings and to the plans submitted and shall include the building envelope. They must give a full description of the type, size and grade of materials to be used and the method of construction  Include Manufacturer's Specifications for all relevant building elements, detailing where they apply to your project
<input type="radio"/>	<b>P</b>	<b>N/A</b>	<b>8. Specific Engineering Design</b>	
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	(a)	Design work from an engineer must have calculations and structural drawings provided. When engineering drawings are provided from persons other than the engineer they must be acknowledged by the Engineer (signed) as meeting engineering design requirements.  Specific engineering design may include (this list is not exhaustive): Special ground conditions, including building over uncertified fill, peat, soft ground or closeness to steep banks
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	(b)	Retaining walls
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	(c)	Earthworks/stability of adjacent sites and support of adjacent structures
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	(d)	Any building work outside the scope of New Zealand Standards
<input type="radio"/>	<b>P</b>	<b>N/A</b>	<b>9. Other supporting documentation or plans</b>	
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>		This is a generic checklist for this project type. There may be other information that you know about, specific to your project or site, that has not been covered in the above items.
			<b>10. Method of Payment</b>	
			<input type="radio"/> Cash	<input type="radio"/> Cheque
			<input type="radio"/> Eftpos	