

**APPLICATION FOR PROJECT INFORMATION MEMORANDUM AND/OR BUILDING CONSENT  
SECTION 33 OR SECTION 45 BUILDING ACT 2004**



**THE BUILDING**

Street Address: .....  
 .....  
 Legal Description Lot: ..... DP: .....  
 Sec: ..... Block: .....  
 Survey District: .....  
 Building Description: .....  
 Location within site / block: .....  
 Number of Levels: ..... Level/Unit No: .....  
 Floor Area in metres<sup>2</sup> .....  
 Current Use: .....  
 Year first constructed (if applicable): .....

**THE OWNER**

Full Name: .....  
*(Dr, Mr, Mrs, Miss, Ms and the contact persons name if company, trust or similar).*  
 Contact Person: .....  
 Postal Address: .....  
 .....  
 Street Address: .....  
 .....  
 Phone: ..... Mobile: .....  
 Fax: ..... After Hrs: .....  
 Email: .....  
 Website: .....

**THE AGENT**

Name of Agent .....  
*(Only required if application is being made on behalf of the owner)*  
 Contact Person: ..... Relationship to Owner: .....  
 Postal Address .....  
 .....  
 Street Address/Registered Office .....  
 Phone: ..... Mobile: ..... Email: .....  
 After hours: ..... Fax: ..... Website: .....

**APPLICATION**

The following evidence of ownership is attached to this application (*tick applicable boxes*):

- Copy of Certificate of Title, no older than 6 months old, and where applicable;  
 Lease  Agreement for Sale and Purchase

First Point of Contact:	<input type="checkbox"/>	Owner	<input type="checkbox"/>	Agent
Who will be paying for this Application:	<input type="checkbox"/>	Owner	<input type="checkbox"/>	Agent
Postal Address for Correspondence:	<input type="checkbox"/>	Owner	<input type="checkbox"/>	Agent

I request that you issue a:

- Project Information Memorandum  Building Consent  Both

Signature of owner/agent on behalf of and with the authority of the owner.

.....  
**Signature**

.....  
**Date**

I/we require that my/our  Plans  Specifications, be treated as confidential in order to protect the security of the building.

## THE PROJECT

Full description of the Building Work .....

.....

Will the Building Work result in a change of use of the Building?  Yes  No  
Provide Details of Use Below

Intended Life of the Building if Less Than 50 Years ..... years

List the Building Consents Previously Issued For this Project (if any) .....

.....

Estimated value of the Building Work on Which the Building Levy will be calculated (including GST)  
 \$  (state estimated value as defined in Section 7 of the Building Act 2004).

## PROJECT INFORMATION MEMORANDUM

The project involves:

- Land undergoing subdivision, where title has not yet been issued.
  - Alternations to land contours.
  - New or altered connections to public utilities (water / stormwater / sewer).
  - New or altered locations and/or external dimensions of buildings.
  - Building work over, or adjacent to, any road or public place.
  - Building work over, or adjacent to, any existing drains or sewers, or in close proximity to wells or water mains.
  - New or altered access for vehicles.
  - Disposal of stormwater and wastewater.
  - Other matters known to the applicant that may require authorisation from the Council - please specify
- .....
- .....

## RESTRICTED BUILDING WORK AND LICENSED BUILDING PRACTITIONERS

<b>Restricted Building Work</b>	<b>Licensed Building Practitioner</b>	<b>License Number</b>
Designer:	Name: Address: Phone:	
Builder:	Name: Address: Phone:	
Plumber/Drainlayer:	Name: Address: Phone:	
Electrician:	Name: Address: Phone:	
Other:	Name: Address: Phone:	

## COMPLIANCE WITH NEW ZEALAND BUILDING CODE

### 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. Circle relevant means of compliance. If not applicable, write N/A)

### Alternative Solutions

		B1/AS2	NZS 4229	NZS 3604	NZS 4203	
<input type="checkbox"/> <b>B1</b> Structure		B1/AS2	NZS 4229	NZS 3604	NZS 4203	
<input type="checkbox"/> <b>B2</b> Durability		B2/AS1	NZS 3604	NZS 3101	NZS 3602	
<input type="checkbox"/> <b>C1</b> Outbreak of fire		C1/AS1				
<input type="checkbox"/> <b>C2</b> Means of escape		C2/AS1				
<input type="checkbox"/> <b>C3</b> Spread of fire		C3/AS1				
<input type="checkbox"/> <b>C4</b> Structural stability during fire		C4/AS1				
<input type="checkbox"/> <b>D1</b> Access routes		D1/AS1		NZS 4121		
<input type="checkbox"/> <b>D2</b> Mechanical installations for access		D2/AS1		NZS 4322	EN/81	
<input type="checkbox"/> <b>E1</b> Surface water		E1/AS1		AS/NZS 3500.3		
<input type="checkbox"/> <b>E2</b> External moisture		E2/AS1		Specific Design		
<input type="checkbox"/> <b>E3</b> Internal moisture		E3/AS1				
<input type="checkbox"/> <b>F1</b> Hazardous agents on site		F1/AS1				
<input type="checkbox"/> <b>F2</b> Hazardous building materials		F2/AS1		NZS 4233		
<input type="checkbox"/> <b>F3</b> Hazardous substances & processes		F3/AS1				
<input type="checkbox"/> <b>F4</b> Safety from falling		F4/AS1		Fencing of Swimming Pools Act		
<input type="checkbox"/> <b>F5</b> Construction & demolition hazards		F2/AS1				
<input type="checkbox"/> <b>F6</b> Lighting for emergency		F6/AS1				
<input type="checkbox"/> <b>F7</b> Warning systems		F7/AS1	AS/NZS 1668	NZS 4512	NZS 4515	
<input type="checkbox"/> <b>F8</b> Signs		F8/AS1				
<input type="checkbox"/> <b>G1</b> Personal hygiene		G1/AS1				
<input type="checkbox"/> <b>G2</b> Laundering		G2/AS1				
<input type="checkbox"/> <b>G3</b> Food preparation & prevention of contamination		G3/AS1				
<input type="checkbox"/> <b>G4</b> Ventilation		G4/AS1	AS 1668.2			
<input type="checkbox"/> <b>G5</b> Interior environment		G5/AS1				
<input type="checkbox"/> <b>G6</b> Airborne & impact sound		G6/AS1				
<input type="checkbox"/> <b>G7</b> Natural light		G7/AS1				
<input type="checkbox"/> <b>G8</b> Artificial light		G8/AS1		NZS 6703		
<input type="checkbox"/> <b>G9</b> Electricity		G9/AS1				
<input type="checkbox"/> <b>G10</b> Piped services		G10/AS1		NZS 5261		
<input type="checkbox"/> <b>G11</b> Gas as an energy source		G11/AS1				
<input type="checkbox"/> <b>G12</b> Water supplies		G12/AS1		AS/NZS 3500.2	AS/NZS 3500.5	
<input type="checkbox"/> <b>G13</b> Foul water		G13/AS1	AS/NZS 3500.2	AS/NZS 1547		
<input type="checkbox"/> <b>G14</b> Industrial liquid waste		G14/AS1				
<input type="checkbox"/> <b>G15</b> Solid waste		G15/AS1				
<input type="checkbox"/> <b>H1</b> Energy efficiency		H1/AS1	NZS 4214	NZS 4218	NZS 4243	

### 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**

- There are no specified systems in the building - Proceed to the next section.
- The specified systems for the building are indicated below:
  - Automatic systems for fire suppression (for example, sprinkler systems).
  - Automatic or manual emergency warning systems for fire or other dangers (other than a warning system for fire that is entirely within a household unit and serves only that unit).
  - Electromagnetic or automatic doors or windows (for example, ones that close on fire alarm activation).
  - Emergency lighting systems.
  - Escape route pressurisation systems.
  - Riser mains for use by fire services.
  - Automatic back-flow preventers connected to a potable water supply.
  - Lifts, escalators, travelators, or other systems for moving people or goods within buildings.
  - Mechanical ventilation or air conditioning systems.
  - Building maintenance units providing access to exterior and interior walls of buildings.
  - Laboratory fume cupboards.
  - Audio loops or other assistive listening systems.
  - Smoke control systems.
  - Emergency power systems for, or signs relating to, a system or feature specified in any of the above.

**Means of Escape**

- Fire separations
- Smoke separations
- Final exits
- Systems for communicating spoken information intended to facilitate evacuation.
- Signs for communication information intended to facilitate evacuation.
- The following specified systems are being altered, added to, or removed in the course of the building work.

.....  
.....

**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. Please ensure plans are no larger than A3 size.

**NOTE:** Information required will vary depending on the size and type of your project.

**FOR COUNCIL USE ONLY**

Receipt Number ..... Date .....

Received By .....

Application Number .....

Application and Checklist both completed: ☺ Yes *(Only accept application if you can tick the smiley face)*