



Refer to BLD-4.2-PROC, Applying for a building consent

Note: This checksheet does not include reference to every item considered. Please tick appropriate boxes.

Project address:				
Building consent no:				
Processing officer		Date started:		Date completed:

General details

<input type="checkbox"/>	Application form completed.
<input type="checkbox"/>	Activity within building
<input type="checkbox"/>	• New
<input type="checkbox"/>	• Alteration - Section 112
<input type="checkbox"/>	• Change of use - Section 115
<input type="checkbox"/>	Owner signed application or authority provided
<input type="checkbox"/>	GIS Hazards
<input type="checkbox"/>	• Flooding
<input type="checkbox"/>	• Wind Zone
<input type="checkbox"/>	• Contamination
<input type="checkbox"/>	• Soils
<input type="checkbox"/>	Address correct
<input type="checkbox"/>	Project value provided, and reasonable
<input type="checkbox"/>	CTs provided - complies s.75 (work in one lot)

Specification

<input type="checkbox"/>	On plans
<input type="checkbox"/>	Separate document
<input type="checkbox"/>	Adequate for size of project
<input type="checkbox"/>	Covers all sections of project
<input type="checkbox"/>	Specifications are current and relevant to project

Plans

<input type="checkbox"/>	Site plans drawn to scale
<input type="checkbox"/>	Shows all buildings and there uses..
<input type="checkbox"/>	Dimensions to boundaries and siting checked.
<input type="checkbox"/>	All work within boundaries including
<input type="checkbox"/>	• Building
<input type="checkbox"/>	• Projections (balconies, etc)
<input type="checkbox"/>	• Public safety hoardings etc
<input type="checkbox"/>	• Anchors and foundations
<input type="checkbox"/>	TARS approval for any work in street
<input type="checkbox"/>	By-laws complied with (no projections over street.)

B1 Structure Not applicable

Specific Design/Verification methods

<input type="checkbox"/>	Review by Council Engineers
<input type="checkbox"/>	Producer statements provided to guidelines
<input type="checkbox"/>	• PS Design review
<input type="checkbox"/>	• Author ACE registered and current
<input type="checkbox"/>	• Plans signed by engineer
<input type="checkbox"/>	• Calculations and specifications provided
<input type="checkbox"/>	• Conditions added to consent report

<input type="checkbox"/>	NZS 3604 work within scope.
<input type="checkbox"/>	Floor Loadings checked/used.
<input type="checkbox"/>	Pile size and spacing
<input type="checkbox"/>	Pile pad sizes, depth, OK
<input type="checkbox"/>	Sub floor bracing calculations provided
<input type="checkbox"/>	Bracing shown on plans
<input type="checkbox"/>	Braces detailed (KN and fixings etc).
<input type="checkbox"/>	Pile heights within limits
<input type="checkbox"/>	DPC provided to piles <300mm high
<input type="checkbox"/>	Subfloor vented and/or ground cover provided
<input type="checkbox"/>	Concrete foundations detailed
<input type="checkbox"/>	Foundation depth OK
<input type="checkbox"/>	Reinforcement to footing OK
<input type="checkbox"/>	Reinforcement to walls , bond beams

Steel cover OK

<input type="checkbox"/>	Floor slab edge detail and starters provided
<input type="checkbox"/>	Ground levels shown
<input type="checkbox"/>	Hard fill, sand, DPC shown
<input type="checkbox"/>	Slab thickness
<input type="checkbox"/>	Reinforcement mesh
<input type="checkbox"/>	Slab thickenings provided under LB walls.
<input type="checkbox"/>	Corners reinforced
<input type="checkbox"/>	Brick veneer step down provided
<input type="checkbox"/>	Joist sizes OK
<input type="checkbox"/>	Stud sizes and spacing
<input type="checkbox"/>	Closer studs for stucco (450cc)
<input type="checkbox"/>	Plate sizes (top and bottom), bottom plates bolted.
<input type="checkbox"/>	Increase in plate size for 6m brace centres
<input type="checkbox"/>	Lintel sizes OK
<input type="checkbox"/>	Beams within scope
<input type="checkbox"/>	Beams support and fixing detailed
<input type="checkbox"/>	Tie down of rafters, trusses, plates to studs
<input type="checkbox"/>	Girder trusses supported
<input type="checkbox"/>	Truss certification
<input type="checkbox"/>	Wall bracing calculations provided
<input type="checkbox"/>	Wall bracing on plans
<input type="checkbox"/>	Roof bracing provided and shown on plans
<input type="checkbox"/>	Cladding weight consistent with bracing Calc's
<input type="checkbox"/>	Rafter sizes OK
<input type="checkbox"/>	Purlin sizes OK

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Approved by			
Issued by			
Version	Draft 1	Date issued	Expiry date



B2 Durability

- Define Exposure Zone (sea spray or Zone 1)
- Fixings SS if in sea spray zone.
- Serviceable items able to be accessed

- Timber treatment shown for
 - External wall framing
 - Exterior timbers
 - Piles and in ground contact

C1 Outbreak of fire Not applicable

- Fixed appliances installed
 - Solid fuel heater, wood burners.
 - Gas heaters
- Installation instructions provided
- Producer statement from approved installer

- Hearth provided
- Does installation meet manufacturer requirements
- Flue straight, no bends
- Flue height sufficient
- Flue FRR through other firecells
- Timber clearances
- Appliance restrained

C2 Means of escape Not applicable

- New Building
 - section 112/115 consideration necessary

- External review

O External review

- Fire report supplied
 - Specific design/ alternative solution
 - Acceptable solution
 - Combination of acceptable solution/alternative

Internal review check Not applicable

- Exits identified
- Escape routes clearly defined
- Safe place reached
- Occupant loads specified
- Smoke detection in all household units
- Path lengths checked + allowances for systems (no increase allowed for battery smoke detection)
- Height does not exceed 3 stories (if over 3 levels full check required)

- Locks and security
- Fire and Smoke stop doors shown + ratings
- Fire ratings locations shown (if required)
- Fire rating systems detailed (how FRR achieved).
- Window exits <10 people, do not obstruct escape routes

C3 Spread of fire Not applicable

- New Building
- Section 112 - existing level protection maintained
- Section 115 - improved as reasonably practical
- Walls within 1m of boundary FRR
- No unprotected openings within 1m of boundary (notional boundaries include unit title boundaries)
- Post fire stability of external walls
- If over 3 levels external FRR fully checked
- Firecell complete
- Fire stopping
- Fire walls/separations to roof or floor above
- Eaves FRR, or wall taken to underside of roof
- Junction detailing OK
- Building contained in 1 lot (s.75)
- Sep. from other buildings on same site (excl' domestic ancillary buildings assoc' with house).
- Exposure checked if over 3 levels.
 - Calculated area OK
 - Plans show FRR.
 - Largest opening OK?
 - Wing & return walls checked to boundary

- Brigade access available
 - Able to take 25 load & 8 tonne axle load
 - Trafficable all weathers
 - 4m wide, 3.5m at gates
 - To within 18m of building
- Caution required for housing down long driveways*

Carpports

- Open sided buildings (C/AS17.8.8 - 10).
 - Completely open on at least two sides
 - At least 1m from boundary > 40m
 - At least 0.3m from boundary if < 40m²
- If closer than distance above
 - No venting area within 1m of boundary.
 - If detached, primary structure FRR 15/-/-.

Small Buildings (sheds, garages etc).

- Max FHC 1, Max 40m², no sleeping use
- FRR 15/15/15 to wall within 1m of boundary
 -
 -



C4 Structural stability Not applicable

Structural elements FRR to S rating where required for other pty (internal & external).

Note: S.30 used where house no more than 3 levels

D1 Access Not applicable

New Building
 S. 112/115 existing standard maintained
 Approach to building from street
 Slip resistance
 Dangerous projections on access routes
 Ramp gradients and handrails.
 Limited riser openings where childn present

Landings top and bottom of stairs and ramp
 Steps 400 clear of door
 Max flight height checked
 Curved stairs comply
 Handrails provided to stairs

D2 Lifts Not applicable

Specification provided
 Plans and details provided

Producer statements provided
 External review

E1 Surface Water Not applicable

Contours on site plan , levels define
 Floor level >150mm above ground/street.

Internal gutters sized
 Overflows provided to exterior
 Downpipes adequate
 461 required if through other property

Cesspits provided to sealed areas over 10m
 Stormwater to approved outfall
 Soakage report provided for new soakholes or additions 30 m²+
 If combined system, sepn provided for additions 10 m²+
 Inspection points provided at junctions, bends
 Drains under blds straight with access each end
 DE approval if SW sewer within 2m of bldg or bridged
 Separate connection for each house

E2 External Moisture Not applicable

Blockwork waterproofed
 Drain filter fabric and DPC protection behind walls
 DPC under floor on sand, hardfill
 Exterior sheathing detailed to acceptable soln
 Building paper in walls
 Roof pitch suitable for roofing material
 Building paper under roofing
 Eaves and gutters weatherproofing detailed

Monolithic claddings have cavity
 Battens shown (H3.1)
 Studs at correct centres (450mm non rigid backing)
 joinery details and flashings shown for

- Window/door heads
- Jambs
- Sill details for windows, doors
- Balustrades waterproofed
- Other openings penetrations protected

 Alternative solution properly detailed.
 Construction procedure/personnel suitable

E3 Internal moisture Not applicable

Service rooms sealed
 Ventilation provided to bathrooms/laundry

Finishes suitable and durable
 Flashings detailed for baths/ showers
 Alternative solution
 Thermal resistance in habitable spaces

F1 Hazardous agents Not applicable

Contamination etc checked on GIS
 Sent to Health

F2 Hazardous Building Materials Not applicable

Glass type OK, and visible
 Asbestos

F3 Hazardous substances Not applicable

Note: Unlikely, but send to DG if found



F4 Safety barriers Not applicable

- 1m barriers to all decks, stairs, openings etc
- Child risk openings <100mm, no toeholds
- Retaining on access routes protected

- Pool fencing provided
- Pool area defined, no other uses
- House as fence, doors and windows comply
- Pool fence construction detailed & complies
- Gates open outward, self closing
- Pool fence not on boundary
- Alternative solution or exemption approved

F5 Construction/Demolition Hazards Not applicable

- Work on or over street-TARS approval obtained
- Safety barriers, hoarding gantries provided
- Traffic management approved by TARS

F.6 Emergency lighting Not applicable

F.7 Warning systems Not applicable

F8 Signage Not applicable

- Fire alarm type specified
- To appropriate standard
- Smoke detection provided in all household units
- Note: Type 4 (not battery detectors) required for increase in travel distance

- Any special signage requirements identified on plans (Pumps, non-potable water etc).

G1 Personal Hygiene Not applicable **G2 Laundering Facilities** Not applicable

- WC provided

- Laundry provided
- Adequate amenity space
- Alternative solution

G3 Food preparation Not applicable

- Kitchen provided
- Cooker and oven, food store/fridge
- Prep bench and sink meet minimum size

- Finishes suitable
- Alternative solution

G4 Ventilation Not applicable

- Producer statements provided
- Natural ventilation (5% of room floor area)
- Mechanical ventilation

- WC 's ventilated
- Bathrooms ventilated
- Laundry ventilated

G5 Interior Environment Not applicable

G6 Airborne and Impact sound Not applicable

G7 Natural light Not applicable

G8 Illuminance Not applicable

- Windows equate to 10% of room floor area
- Daylight angle or reflectance finishes
- Windows to all habitable spaces for awareness
- Sufficient exterior space for awareness
- Subject to verification test - condition

- 20 lux at floor level



G9 Electricity Not applicable **G10-G11 Piped surfaces & gas Energy** Not applicable

Included/excluded
Condition for energy certificate if included

Not applicable
Gas fitter to supply certificate

Note : Energy work may be excluded from all consents for SH approvals. However, consent should be clear whether or not energy is included or excluded, certificates are not required if energy is excluded

G12 Water Supplies Not applicable

Backflow protected - air gap or backflow valve
Water tanks have overflows
Water tanks have maintenance access

Hot water provided
HWC Safety valves to manufacturers spec's
Temperature and pressure relief valve
Temperature Reducing valves
Isolation valves provided alternative solution

G13 Foul water Not applicable

Schematic provided (2 or more levels)
Discharge to approved outfall
System to G.13/AS1,2
System to AS 3500
ORG or Overflow relief gully provided.

System vented
Separate connection for each house
Site Effluent disposal checked by DE
Stormwater/sewage separated
461 required if traversing other property alternative soln

G.14 Industrial liquid Waste Not applicable

G.15 Solid Waste Not applicable

H1 Energy efficiency Not applicable

Roof insulated
Walls insulated
Sub floor insulated
Correct R values

Final check

All disciplines signed off on Processing cover sheet
Charge up sheet completed (if applicable)
External review costs and invoices completed on cost sheet
Inspection s sheet completed
Section 71 notices posted (where applicable).
waivers sent, included in waiver register, copy to solicitor.
Plans stamped with date & consent number
Report includes all producer statement, and other verification test conditions.

Comments

Signed		Date	
Audit sign		Date	