



Purpose

The purpose of this document is to use this PIM Checklist when processing a PIM. Refer to BLD-9.2-PROC, Project information memorandum

PIM number

In the left-hand column, please tick those statements needing to be inserted into the PIM. Sections of the checklist are marked with the area responsible for completion, ie. P = Planning, DE = Drainage Engineering, B = Building, EHO = Environmental health, DGO = Dangerous goods

Pis tick		Statement
B <input type="checkbox"/>	1.00	This PIM is confirmation that the proposed building work may be undertaken subject to the requirements of the building consent [not yet applied for / not yet issued] and subject also to all other necessary authorisations being obtained <i>This clause would be used unless the council had knowledge that a necessary authorisation had been refused, such as a resource or land use consent. Taken from BA, s 31(3)(a).</i>
B <input type="checkbox"/>	2.00	This PIM advises that the proposed building work may not be undertaken because [a necessary authorisation has been refused/there is a geotechnical issue on the site that requires a report]. <i>This clause would only be used in the unlikely event the Council was aware an authorisation such as a resource or land use consent had been refused through the planning check necessary to notify any other authorisations required (Item D). Taken from BA, s 31(3)(b).</i>
Always	3.00	Special land features
B	3.10	Soils issues
<input type="checkbox"/>	3.11	The site is located in an area of known instability. A geotechnical report is required in support of the building consent application.
<input type="checkbox"/>	3.12	The site has fill on it.
<input type="checkbox"/>	3.13	The site is a known refuse tip site.
<input type="checkbox"/>	3.14	The site has a slope greater than 1 in 5. A geotechnical report is required for the site to establish development suitability.
<input type="checkbox"/>	3.15	The proposed development is located in an area where some surrounding sites are known to be fill/weak ground. A geotechnical investigation is required in support of the building consent application.
<input type="checkbox"/>	3.16	A geotechnical report is available for this site, and can be viewed at 35 Graham Street.
DE	3.20	Flooding
<input type="checkbox"/>	3.21	The site is prone to surface flooding.
<input type="checkbox"/>	3.22	An Engineer's report assessing the details of the flood risk for this site (refer attached Guidelines) must be submitted as part of the building consent. Floor levels are to be established in accordance with Part 5D.6. Rules: Natural Hazards of the Operative District Plan (Isthmus Section), copy attached, and any relevant management plan. Overland flow paths must be preserved. If the above mentioned standards of the Operative District Plan are not met, a resource consent application is required.

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Approved by			
Issued by			
Version	Draft 1	Date issued	Expiry date



Pls tick		Statement
<input type="checkbox"/>	3.23	The management plan may be relevant, and its requirements must be met. Contact Auckland City building helpdesk 09 353 9358 for further information
B <input type="checkbox"/>	3.30	Hazardous contaminants The site is affected by hazardous contaminants
B	3.40	Wind zone
<input type="checkbox"/>	3.41	The site is in a low wind zone.
<input type="checkbox"/>	3.42	The site is in a medium wind zone.
<input type="checkbox"/>	3.43	The site is in a high wind zone.
<input type="checkbox"/>	3.44	The site is in a very high wind zone.
<input type="checkbox"/>	3.45	The site is in a specific design wind zone.
B	3.50	Corrosion exposure zone
<input type="checkbox"/>	3.51	This site is in the sea spray zone.
<input type="checkbox"/>	3.52	This site is in corrosion exposure zone 1
B <input type="checkbox"/>	3.60	High pressure gas mains A gas main is located within/near this property and therefore Council recommends that the property owner/agent contact the utility provider to determine their requirements Contact Vector 0508 248 967 for further information
B <input type="checkbox"/>	3.70	Petroleum pipeline A petroleum products pipeline is located within/near this property and therefore Council recommends that the property owner/agent contact the utility provider to determine their requirements. Contact Vector Pipe location queries 0508 248 967 for further information
B <input type="checkbox"/>	3.80	Electric powerlines The Council has a record of high tension electric pylons crossing the site. Building in close proximity to these lines must be in accordance with New Zealand Electric Code of Practice No.34. Contact Transpower NZ Ltd Grid enquiries 0800 843 474 for further information
DE	4.00	Public drainage
<input type="checkbox"/>	4.10	Public stormwater or waste water utility systems
<input type="checkbox"/>	4.11	The proposed works are within 2m, or may affect the public stormwater or sanitary sewer drainage pipes. Foundations require a specific design (refer to attached Auckland City/Metrowater Development and Connection Guidelines). A video of the pipe is required as part of any building consent application.
<input type="checkbox"/>	4.12	Council drainage records show stormwater or sanitary sewer drainage pipes within the site. The position of the pipes is to be accurately located and marked on site. It is the responsibility of the applicant to ensure that the correct position of the drains is shown on the application for building consent.



Pls tick		Statement
<input type="checkbox"/>	4.13	Any work required on the public drainage system will require a separate application for engineering plan (EP) approval from Auckland City Environments. This approval must be obtained prior to the lodgement of a building consent. Contact Auckland City building helpdesk (09) 353-9358 for further information
<input type="checkbox"/>	4.14	The building consent can not be issued until a suitable point of discharge for stormwater or sanitary sewer is available. An extension of the public system will be required. A separate application for engineering plan (EP) approval from Auckland City Environments. This approval must be obtained prior to the lodgement of a building consent. Contact Auckland City building helpdesk (09) 353-9358 for further information
DE	5.00	Private drainage
<input type="checkbox"/>	5.01	Private pumps will not be considered for new developments unless the site is topographically unable to be drained by gravity means. A certified plan showing all relevant ground and drain invert levels must be submitted as part of any building consent application.
<input type="checkbox"/>	5.02	Foulwater and / or stormwater for the proposed works may be discharged to the existing private system(s).
<input type="checkbox"/>	5.03	Full separation of all private drainage serving the site is required as part of any building consent application, with private foulwater and stormwater drains taken to approved outfalls.
<input type="checkbox"/>	5.04	The approved disposal method for stormwater/surface water is via a separated system (ie. A piped and/or open stormwater system which ultimately discharges to the sea).
<input type="checkbox"/>	5.05	Stormwater is not to be discharged to the kerb and channel.
<input type="checkbox"/>	5.06	Stormwater must be discharged into the public stormwater drain through a direct connection to that drain.
<input type="checkbox"/>	5.07	The approved disposal method for stormwater/surface water is via a detention tank into a combined (foulwater and stormwater) system.
<input type="checkbox"/>	5.08	All private drainage within the site must be separated to within 2m of where the private drain crosses the site boundary. Each separately occupiable dwelling shall have a single individual private combined connection to the public combined sewer.
<input type="checkbox"/>	5.09	The preferred disposal method for stormwater/surface water is via soakage. All site stormwater must be discharged to a suitable private soakage system. On site tests are to be carried out to prove that there is adequate on-site soakage and that soakage will not affect other sites. The testing and design shall be in accordance with the latest Auckland City Council Soakage Design Manual. If it is found that there is insufficient soakage then an alternative means of stormwater disposal is to be considered. Specific consent is required from the Council to any proposed alternative stormwater disposal method prior to the commencement of works or issuing of building consent.
<input type="checkbox"/>	5.10	An engineer's report must be submitted as part of any building consent application if the additional impermeable area drained to soakage is 20m ² or more. A summary sheet is attached. The testing and design shall be in accordance with the latest Auckland City Council Soakage Design Manual.
DE	5.20	System or works on, or serving, neighbouring property
<input type="checkbox"/>	5.21	The proposed development may require entering and/or work on an adjoining property. The enclosed forms must be completed and submitted to Council as part of any building consent application to demonstrate permission from affected property owners. Constructing parts of the proposed drainage as public works may be appropriate.



Pls tick		Statement
<input type="checkbox"/>	5.22	The plans submitted indicate that the proposed works will involve building over or re-routing another site's existing private drainage. The enclosed forms must be completed and supplied to council as part of any building consent application to demonstrate permission from affected property owners.
DE	6.00	Multi unit development
<input type="checkbox"/>	6.01	Each separately occupiable dwelling must have its own service connection(s) to public line(s), or other approved outfall(s), for disposal of stormwater and foulwater.
<input type="checkbox"/>	6.02	An engineer's capacity report, demonstrating that the Council's stormwater and sanitary sewer pipe lines have adequate capacity to handle the proposed additional discharge, must be submitted as part of any building consent application.
<input type="checkbox"/>	6.03	An engineer's capacity report, demonstrating that the Council's water supply system has adequate flow and pressure to handle the proposed development, must be submitted as part of any building consent application. The NZ Fire Service fire risk classification for the development must also be supplied.
<input type="checkbox"/>	6.04	This PIM and any building consent issued in relation to it, includes consideration of only the building work shown on these plans. A subdivision consent will be necessary to enable separate ownership of these dwellings through any form of land subdivision. Additional conditions may be imposed on any such further consent, should it be granted.
<input type="checkbox"/>	6.10	Driveways As the driveway for this development is to serve more than one house, unit or property, it is to be constructed to Council's standards for private ways. A separate application for Engineering Right of Way approval should be lodged at the same time as the building consent. This Engineering approval must be obtained before driveway construction works commence. Contact Auckland City duty development engineer (09) 379 2020 for further information
DE	7.00	Authorisation required from other agencies
<input type="checkbox"/>	7.10	Watercare services limited
<input type="checkbox"/>	7.11	Special conditions apply to the design and construction of buildings and other works within 10m (or 20m if blasting) of Watercare pipes. Approval must be obtained from Watercare and submitted to Council as part of any building consent application. Contact Watercare Services Ltd (09) 634 7840 for further information.
<input type="checkbox"/>	7.12	This PIM and any building consent issued in relation to it, includes consideration of only the building work shown on these plans. If operation of the proposed works will result in significant discharges, a Trade Waste Permit from Watercare Services Ltd may be required. Additional conditions may be placed on any such consent, should it be granted. Contact Watercare Services Limited (09) 634 7840 for further information.
<input type="checkbox"/>	7.20	Metrowater limited A separate application is required for water supply connection. Contact Metrowater Ltd, customer support officer 0800 367 928 for further information
<input type="checkbox"/>	7.30	Auckland regional council
<input type="checkbox"/>	7.31	Stormwater to be discharged to a watercourse. A discharge consent must be obtained from the ARC, if the proposed discharge is from 1000m ² or more of impermeable area, and submitted to council as part of any building consent application. Contact Auckland Regional Council 0800 806 040 for further information



Pls tick		Statement
<input type="checkbox"/>	7.32	Drilling or excavation over 20 metres in depth. Consent must be obtained from the ARC and submitted to council as part of any building consent application. Contact Auckland Regional Council 0800 806 040 for further information
DGO <input type="checkbox"/>	8.00	Dangerous goods This application involves hazardous substances. Approval is required under the Dangerous Goods Act. Contact ERMA on (04) 916 2426 for further information
EHO	9.00	Environmental health
<input type="checkbox"/>	9.01	This application involves food. Approval is required under the Food Act. Contact Auckland City environmental health officer 09 353-9067 for further information
<input type="checkbox"/>	9.02	This application involves skin penetration/hairdressing. Approval is required under the Health Act. Contact Auckland City environmental health officer 09 353-9067 for further information
<input type="checkbox"/>	9.03	This site is identified as a contaminated site. Contact Auckland City environmental health specialist 09 353-9078 or 09 353-9065 for further information.
DE	20.00	Attachments
Always	20.01	Public drainage and water services map
Always	20.02	Special land features map
<input type="checkbox"/>	20.03	Contour map
<input type="checkbox"/>	20.04	Soakage Summary
<input type="checkbox"/>	20.05	Guidelines for Building over Public Sewers information/Video Handout Sheet
<input type="checkbox"/>	20.06	Form for indicating consent from neighbour (Local Government Act §461)
<input type="checkbox"/>	20.07	Detention tank sizing sheet
<input type="checkbox"/>	20.08	District Plan §5D.6 "Natural Hazards" (Flood protection and Freeboard information)
<input type="checkbox"/>	20.09	Engineering Approval application form (for approval of public and certain other works)
<input type="checkbox"/>	20.10	Flood risk report Guidelines
<input type="checkbox"/>	20.11	Water supply checklist
<input type="checkbox"/>	20.12	Private drainage plan
Always P	12.00	Resource management issues
<input type="checkbox"/>	12.10	Land and buildings subject to designations or classified by a statutory authority
<input type="checkbox"/>	12.11	The site contains a Registered Historic Place under the Historic Places Act - Category of Registration, Register No.
<input type="checkbox"/>	12.12	The site is within a Registered Historic Area.



Pls tick		Statement
<input type="checkbox"/>	12.13	The site is designated for by
Always	12.20	District plan requirements
Always	12.21	The zoning for this site is
<input type="checkbox"/>	12.22	The site has the following Additional Limitations under the District Plan:
<input type="checkbox"/>	12.24	Resource consent is not required.
<input type="checkbox"/>	12.25	The proposal does not comply with the District Plan for the following reasons and as shown, would require resource consent: Options to address these non-compliances are: a) Redesign the project to comply with the District Plan; or b) Apply for resource consent. Please note that each resource consent application is assessed on its individual merits. Approval of any resource consent application should not be assumed. Should you wish to apply for resource consent, an application form and information sheet is enclosed to enable you to lodge your application at Auckland City Environments, Front of House, 35 Graham Street, Auckland City.
<input type="checkbox"/>	12.26	This proposed development will be assessed for financial/development contributions. If applicable, this must be paid prior to the issue of the building consent.
<input type="checkbox"/>	12.27	Trees in excess of 6m in height may be generally protected in terms of the District Plan and require resource consent for pruning, removal or works within drip line or root zone.
<input type="checkbox"/>	12.29	Resource consent lodged/approved for this project. (Resource consent number.....) The plans provided as part of this PIM are the same/differ from the above listed resource consent. Differences are:
<input type="checkbox"/>	12.30	The following applications for resource consent have been refused. (Resource consent number:.....)
<input type="checkbox"/>	12.31	Certificate of compliance lodged/approved for this project. (Resource consent number) The plans provided as part of this PIM are the same/differ from the above listed Certificate of Compliance. Differences are:



Pls tick		Statement
<input type="checkbox"/>	12.40	<p>Comments</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p>
Always	12.50	Contact Auckland City planning helpdesk 09 379 2020 for further information.
<input type="checkbox"/>	12.60	Planning attachments
<input type="checkbox"/>	12.61	<p>Certificate attached to PIM (section 51 and section 37 Building Act 2004)</p> <p><input type="checkbox"/></p> <p>Section 37 certificate completed (if applicable).</p>
<input type="checkbox"/>	12.62	<p>Development contribution notice (section 36 Building Act 2004).</p> <p>To: (name and address of owner)</p>
<input type="checkbox"/>		<p>A Code Compliance Certificate for the building work referred to in the attached project information memorandum will not be issued until a development contribution of (insert amount) is paid. The development contribution must be paid to (name of territorial authority and address):</p> <p>If the development contribution is not paid,</p> <p>a) the Council may, under section 208(b) of the Local Government Act 2002, withhold the Code Compliance Certificate that would be issued under section 95 of the Building Act 2004;</p> <p>b) the building consent authority, under section 94(4) of the Building Act 2004, must refuse to issue a Code Compliance Certificate for the building work until it has received-</p> <p> i. evidence that the development contribution has been paid or made by the owner to the Council; or</p> <p> ii. a copy of a written agreement between the owner and the Council that the Code Compliance Certificate may be issued;</p> <p>c) the Council may, under section 208(c) of the Local Government Act 2002, register the development contribution under the Statutory Land Charges Registration Act 1928 as a charge on the title of the land in respect of which the development contribution was required</p> <p>_____</p> <p>Signature</p> <p>_____</p> <p>Position on behalf of; (name of Council)</p> <p>Date _____</p>



Pls tick		Statement
<input type="checkbox"/> B	13.00	Fire
<input type="checkbox"/>	13.01	A fire evacuation scheme may be necessary in accordance with section 21A of the Fire Service Act 1975.
<input type="checkbox"/>	13.02	A fire evacuation scheme will be necessary in accordance with section 21A of the Fire Service Act 1975.
<input type="checkbox"/> B	14.00	Occupying public buildings
<input type="checkbox"/>	14.01	A person who owns, occupies, or controls premises that are intended to be open to members of the public or used by members of the public, and comprise all or part of a building, must not use, or permit the use of, any part of the premises that are affected by building work if a building consent is required for the work, and no Code Compliance Certificate has been issued – section 363 Building Act 2004. However, section 363A (Building Amendment Act 2005) states that an application must be made on the prescribed form, available from Council, for a certificate of public use for the premises for which a building consent has been granted and no Code Compliance Certificate issued for that work.
<input type="checkbox"/> B	15.00	Lapsing of building consents
<input type="checkbox"/>	15.01	Section 52 (Building Act 2004) states that a building consent lapses and is of no effect if the building work to which it relates does not commence within 12 months after the date of issue of the building consent.
<input type="checkbox"/> B	16.00	Timeframe for issuing the code compliance certificate
<input type="checkbox"/>	16.01	Section 93 (Building Act 2004) requires that a code compliance certificate application be made before the expiry of 2 years from the date the building consent is granted.
<input type="checkbox"/> B	17.00	Construction of building on two or more allotments
<input type="checkbox"/>	17.01	Section 75 (Building Act 2004) refers to building consents that are issued where the building work straddles more than one allotment. In these cases, it will not be possible to transfer allotments independently of each other.
<input type="checkbox"/> B	18.00	Transfer household units without code compliance certificate
<input type="checkbox"/>	18.01	Section 364 (Building Act 2004) states that a residential property developer commits an offence if the residential property developer does either or both of the following things before a code compliance certificate is issued in relation to a household unit: a) completes a sale of the household unit; b) allows a purchaser of the household unit to enter into possession of the household unit. However, a written agreement may be entered into between the vendor and the purchaser, before the code compliance certificate is issued – section 364(2) Building Act 2004.