



# Clutha District Council

## Building Consent Application Checklist Conservatories

### Application details required before a building consent can be processed by Council staff

- Two (2) full copies of all building plans, specifications and site plans are required.
- Building consent application fully completed and signed.
- Building Code Clauses and means of compliance identified.
- Site plan showing location of proposed dwelling extension and vehicle crossing and dimension from all boundaries.
- If construction is proposed to be on an existing structure, an inspection may be required to ascertain whether the existing structure is suitable to sustain the new loads imposed by the conservatory.
- Site plan showing all buildings on the site including the conservatory and dimensions from all boundaries.
- Dimensioned 'as existing' and 'proposed' full dwelling floor plans and elevations showing all windows and doors (show opening sashes for natural ventilation on elevations).
- Cross section and construction details. Provide cross section through existing building and conservatory, to include ground level to floor dimension (conservatory); new and existing foundation and floor slab detail / timber floor framing system – as applicable. Dimensioned drawing showing proposed access to the conservatory (step(s) / landing / ramp as applicable). Conservatory wall and roof systems complete with heights, dimensioned and slopes shown.
- Lintel sizes and spans (if applicable).
- Full specification covering all the trades involved in the proposed building work and including a scope of work.
- Cladding details including all flashing details.
- Drainage plan (sewer if applicable, and stormwater including sizes, gradients, access points, venting of drains and downpipes).
- Producer statements for conservatory systems and for any steel or aluminium work, or timber beams outside the scope of NZS 3604.
- Smoke detectors. Confirm supply and installation of smoke detectors in accordance with NZBC:F7.

NB: If the plans or specifications are not complete or drafted to a satisfactory standard, there may be delays in issuing the Building Consent.

#### For Office Use

Owner's Name: ..... VNZ No: .....

Receiving Officer: ..... Date: .....

Action Taken:       Returned                       Accepted for processing