



# Clutha District Council

## Building Consent Application Checklist Domestic Bathroom Alterations and Extensions

### 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.
- Existing floor plan and plumbing and drainage plan
  - Show positions of all existing plumbing fittings
  - Show existing gully trap(s) and drains
  - Show existing windows and doors
- Proposed floor plan and plumbing and drainage plan
  - Show position of all proposed plumbing fittings
  - Show proposed wastes, pipe sizes and gradients and vents
  - Show gully trap(s) and drains
  - Show proposed windows and doors (show sill heights)
  - Show proposed ventilation system(s), if applicable
- Provide full specification covering all trade sections – complete with a statement accurately identifying the scope of work.
 

Specifications to include:

  - All building work.
  - All plumbing and drainage work.
  - Proprietary ventilation systems and provide manufacturers' specifications and installation instructions.
  - Hot water system details – type of storage capacity, location on plan and details of valve venting.
  - Specifications of proposed wall and floor finishes.
  - Specifications where any strengthened glass is used.

Smoke detectors

Confirm supply and installation of smoke detectors in accordance with NZBC:F7.  
Refer also Council's information sheet

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