



# Commercial Accommodation Crowd-Working Activities

**Form Ck 5**

**Version  
2006/07**

## Processing Check Sheet

<b>Building Consent No:</b>  <b>Property Address:</b>  <b>File Reference:</b>	Definitions: <input checked="" type="checkbox"/> Denotes box applicable hardcopy version <input checked="" type="checkbox"/> Denotes box applicable electronic version Comp Complies with acceptable solutions B Code N/A Construction sequence not part of project Not Appl Construction element not part of sequence Fur Info Further information needed for processing Add Info Additional details required on Fur Info
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### Further Information Required for Issuing Protect Form to enter appl

Further Information Required: (Not electronic till Pathways 06-07)	Date Provided	Comp Code	Add Info	Date Additional Info Provided
1.		<input type="checkbox"/>	<input type="checkbox"/>	
2.		<input type="checkbox"/>	<input type="checkbox"/>	
3.		<input type="checkbox"/>	<input type="checkbox"/>	
4.		<input type="checkbox"/>	<input type="checkbox"/>	
5.		<input type="checkbox"/>	<input type="checkbox"/>	
6.		<input type="checkbox"/>	<input type="checkbox"/>	
7.		<input type="checkbox"/>	<input type="checkbox"/>	
8.		<input type="checkbox"/>	<input type="checkbox"/>	
9.		<input type="checkbox"/>	<input type="checkbox"/>	
10.		<input type="checkbox"/>	<input type="checkbox"/>	
11.		<input type="checkbox"/>	<input type="checkbox"/>	
12.		<input type="checkbox"/>	<input type="checkbox"/>	

### N/A to project Resource Management Check Sheet Protect Form to enter appl

Considerations	Refer Doc	Comp	Not Appl	Fur Info	Further Information
Zone	GIS	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Bulk & location	PRA.3 & 9 / URB.5 / SI.4	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Hazards	GIS	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Heritage / Iwi	GIS	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Utilities	GIS	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Site history	Property file, RM file	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

**RM Officer:**

**Date:**

### BC Officer Processing Protect Form to enter

appl

**Print 2 copies PIM information including:** (one for applicant and one for Council's records)

1. GIS land and owner information **(B&W)**
2. GIS snow and EQ zone information **(B&W)**
3. GIS aerial photograph or where not available property outline **(Colour)**
4. Where available Council's services information to site combined in aerial photo **(Colour)**
5. Printout of any hazard information (flooding, filled site, high voltage lines, etc)
6. Any information relevant to project held on Council's file (on-site drainage plans)

Preliminary Considerations							<input checked="" type="checkbox"/> Protect Form to enter appl
<b>Snow Zone</b>	0.5 kPa	<input type="checkbox"/>	1.0 kPa	<input type="checkbox"/>	SED	<input type="checkbox"/>	
<b>Corrosion Zone</b>	Outer Zone	<input type="checkbox"/>	< 500m Surf	<input type="checkbox"/>	< 100m Estuary	<input type="checkbox"/>	
<b>Wind Area</b>	L	<input type="checkbox"/>	M	<input type="checkbox"/>	H	<input type="checkbox"/>	V H <input type="checkbox"/> SED <input type="checkbox"/>
<b>Considerations</b>	Refer Doc	Comp Code	Not Appl	Fur Info	Further Information		
Earthquake prone	PP Fc19	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
Flooding floor levels	NZBA 72	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
Filled ground	NZBA 72	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
Slippage	NZBA 72	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
Wind erosion	NZBA 72	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
Services/easements	GIS	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
License practitioners	N/A 2009	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
Relocation report	300/40/1/7	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
Building Act considerations for:							
1. Alteration	NZBA 112	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
2. Change of use (earthquake policy)	NZBA 115	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
3. Building subdiv	NZBA 116	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
4. Extend spec life	NZBA 116	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
Construction Sequence							
<b>Basement</b>							
<b>Building Element</b>	Refer Doc	Comp Code	Not Appl	Fur Info	Further Information	<a href="#">Help Link</a>	
PS1 Specific Design	Ref MWH	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
NZS 4229	NZS4229	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
Moisture proofing	E2 161	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
Protection details	E2 161	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
Subsoil drainage	E2 162	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
Filter cloth	E2 162	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
Flushing access	E2 162	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
Free draining fill	E2 162	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
Drain to silt sump	E1 36	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
Alternative Solution & Basis of Approval							
<b>Concrete Floor</b>	N/A to project	<input type="checkbox"/>				<input checked="" type="checkbox"/> Protect Form to enter appl	
<b>Building Element</b>	Refer Doc	Comp Code	Not Appl	Fur Info	Further Information	<a href="#">Help Link</a>	
Clearing of top soil	3604 3-7	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
Floor height	3604 7-21	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
Footing width/depth	3604 6-30	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
Footing reinforcing	3604 6-30	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
Slab thickening	3604 7-32	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
Slab fill depth	3604 7-24	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
Vapour barrier	3604 7-25	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
Slab reinforcing	3604 7-30	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
Reinforcing cover	3604 4-10	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
Concrete grade	3604 4-10	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
Wet area membrane	E3 16	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
Alternative Solution & Basis of Approval							

<b>Pre-cast Concrete</b>	N/A to project	<input type="checkbox"/>			<input checked="" type="checkbox"/> Protect Form to enter appl
<b>Inspection:</b> Determine by CP Engineer and/or Council.		Re-require <input type="checkbox"/>	Not Appl <input type="checkbox"/>	Fur Info <input type="checkbox"/>	Further Information <a href="#">Help Link</a>
<u>Precast Locally:</u> Endorse random inspections sample of 1 in 3 units.		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<u>Precast Elsewhere:</u> Confirm from applicant PS4 from CP Engineer will be provided.		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<u>Significant Local Precast:</u> Confirm from applicant PS4 from CP Eng will be provided and endorse for random SDC inspection.		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<u>Significant In-situ Works:</u> Confirm from applicant PS4 from CP Engineer will be provided.		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<b>Building Element</b>	<b>Refer Doc</b>	<b>Comp Code</b>	<b>Not Appl</b>	<b>Fur Info</b>	<b>Further Information</b>
Detailing/moisture proofing of panel junctions		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Detailing/moisture proofing of openings & penetrations		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Insulation values for solid construction	4218	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Alternative Solution & Basis of Approval					
<b>Structural Steel</b>	N/A to project	<input type="checkbox"/>			<input checked="" type="checkbox"/> Protect Form to enter appl
<b>Building Element</b>	<b>Refer Doc</b>	<b>Comp Code</b>	<b>Not Appl</b>	<b>Fur Info</b>	<b>Further Information</b> <a href="#">Help Link</a>
PS1 Specific Design	Ref MWH	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
On return general review of following:					
Footing sizes	Specific D	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Anchors/durability	Specific D	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Portal sizing	Specific D	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Intermediate beams	Specific D	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Purlin sizing	Specific D	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Girt sizing	Specific D	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Connections	Specific D	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Bracing	Specific D	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<u>Significant Works:</u> Confirm from applicant PS4 from CP Engineer will be provided.		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<b>Timber Floor</b>	N/A to project	<input type="checkbox"/>			<input checked="" type="checkbox"/> Protect Form to enter appl
<b>Building Element</b>	<b>Refer Doc</b>	<b>Comp Code</b>	<b>Not Appl</b>	<b>Fur Info</b>	<b>Further Information</b> <a href="#">Help Link</a>
Footing width/depth	3604 6-30	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Found reinforcing	3604 6-30	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Concrete grade	3604 4-10	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Pile height/diameter	3604 6-5	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Bracing lines	3604 5-16	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Piles connected to perimeter found <b>or</b>	3604 6-34	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

Anchor piles used <b>or</b>	3604 6-23	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Braced piles used	3604 6-16	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Sub-floor ventilation	3604 6-41	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Bearers	3604 6-38	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Floor joists	3604 7-3	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Solid blocking	3604 7-6	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Species/treatment	3602 27 >	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Flooring	3604 7-15	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Fixings	3604 7-34	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Sizilation	4218	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Wet area membrane & flooring treatment	E3 16 3602 29	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Alternative Solution & Basis of Approval					
<b>Wall Framing</b>	N/A to project	<input type="checkbox"/>			<input checked="" type="checkbox"/> Protect Form to enter appl
Building Element	Refer Doc	Comp Code	Not Appl	Fur Info	Further Information <a href="#">Help Link</a>
Species/treatment	3602 27 >	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Timber grading	3631	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
DPC timber/concrete	3604 2-4	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Bottom plate fixing	3604 6-35				
Stud height/spacing	3604 8-7 >	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Top plate size	3604 8-28	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Dwangs	3604 8-37	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Bracing lines	3604 5-19	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Top plate fixings	3604 8-37	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Lintels and other support beams	3604 15 >	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Sill trimmer spans	3604 8-27	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Building paper/wrap	3604 11-3	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Alternative Solution & Basis of Approval					
<b>Truss Roof</b>	N/A to project	<input type="checkbox"/>			<input checked="" type="checkbox"/> Protect Form to enter appl
Building Element	Refer Doc	Comp Code	Not Appl	Fur Info	Further Information <a href="#">Help Link</a>
Species/treatment	3602 27 >	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Roof loadings	L <input type="checkbox"/> H <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Wind area design	Fabricator	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Snow zone design	Fabricator	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Girder/hip truss load paths frames/lintels	Fabricator	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Lintel outside scope	Fabricator	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Fixings specified	Fabricator	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Veranda beam/rafter	3604 15 >	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Purlin sizings	3604 10-36	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Purlin anchorage	3604 10-37	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Roof bracing	3604 10-48	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Alternative Solution & Basis of Approval					

<b>Pitched Roof</b>	N/A to project	<input type="checkbox"/>			<input checked="" type="checkbox"/> Protect Form to enter appl
Building Element	Refer Doc	Comp Code	Not Appl	Fur Info	Further Information <a href="#">Help Link</a>
Species/treatment	3602 27 >	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Roof loadings	L <input type="checkbox"/> H <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Rafter span/spacing	3604 15 >	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Ridge beam skillion	3604 15 >	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Rafter/beam anchor	3604 15 >	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Underpurlins	3604 15 >	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Strutting beams	3604 15 >	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Ceiling joists	3603 10-18	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Ceiling runners	3604 10-19	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Veranda beam/rafter	3604 15 >	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Purlin sizings	3604 10-36	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Purlin anchorage	3604 10-37	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Roof bracing	3604 10-48	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Alternative Solution & Basis of Approval					
<b>Roof Cladding</b>	N/A to project	<input type="checkbox"/>			<input checked="" type="checkbox"/> Protect Form to enter appl
Building Element	Refer Doc	Comp Code	Not Appl	Fur Info	Further Information <a href="#">Help Link</a>
Roof cladding	L <input type="checkbox"/> H <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Corrosion zone	3604 4-7	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Roof pitch	E2 55-89	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Flashing laps/profile	E2 55-89	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Underlay	3604 11-3	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Support	E2 55	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Alternative Solution & Basis of Approval					
<b>Brick Veneer</b>	N/A to project	<input type="checkbox"/>			<input checked="" type="checkbox"/> Protect Form to enter appl
Building Element	Refer Doc	Comp Code	Not Appl	Fur Info	Further Information <a href="#">Help Link</a>
Risk mat score < 20	E2 30	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Brick tie/lintel bar corrosion zone	3604 4-10	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Cavity width	3604 11-13	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Cavity vent/drainage	3604 11-13				
Cavity step-down	3604 11-13	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Lintel bar sizing	3604 11-16	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Veneer height	3604 11-10	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Alternative Solution & Basis of Approval					
<b>Stucco Plaster</b>	N/A to project	<input type="checkbox"/>			<input checked="" type="checkbox"/> Protect Form to enter appl
Building Element	Refer Doc	Comp Code	Not Appl	Fur Info	Further Information <a href="#">Help Link</a>
Risk matrix score	E2 30	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Min 20mm drained and vented cavity	E2 102	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Species/treatment	3602 27 >	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Slip layer rigid back	E2 103	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Flashing system	E2 105	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Paint seal exterior	E2 103	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

Construction review to be provided	Policy	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Alternative Solution & Basis of Approval					
<b>Weatherboard</b>	N/A to project	<input type="checkbox"/>			<input checked="" type="checkbox"/> Protect Form to enter appl
Building Element	Refer Doc	Comp Code	Not Appl	Fur Info	Further Information <a href="#">Help Link</a>
Risk matrix score	E2 30	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Species/treatment	3602 27 >	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Wind area non-rigid or rigid backing	3604 11-4	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Sill trays direct fixed	E2 111	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Flashings to corners	E2 108	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Flashings to opening	E2 111	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Alternative Solution & Basis of Approval					
<b>Profiled Metal</b>	N/A to project	<input type="checkbox"/>			<input checked="" type="checkbox"/> Protect Form to enter appl
Building Element	Refer Doc	Comp Code	Not Appl	Fur Info	Further Information <a href="#">Help Link</a>
Risk matrix score	E2 30	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Corrosion zone		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Min 20mm drained and vented cavity	E2 102	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Species/treatment	3602 27 >	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Cladding/batten sep	E2 128	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Sill trays direct fixed	E2 127	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Vermin proofing vert-hori cladding	E2 125	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Flashings to corners	E2 126	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Flashings to opening	E2 127	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Alternative Solution & Basis of Approval					
<b>Fibre Cement</b>	N/A to project	<input type="checkbox"/>			<input checked="" type="checkbox"/> Protect Form to enter appl
Building Element	Refer Doc	Comp Code	Not Appl	Fur Info	Further Information <a href="#">Help Link</a>
Risk matrix score	E2 30	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Jointing dictates min Sheet thickness used	E2 133	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Sill trays direct fixed	E2 141	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Flush finish control joints provided	E2 133	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Flashings to corners	E2 139	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Flashings to opening	E2 141	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Construction review to be provided	Policy	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Alternative Solution & Basis of Approval					
<b>Ply Cladding</b>	N/A to project	<input type="checkbox"/>			<input checked="" type="checkbox"/> Protect Form to enter appl
Building Element	Refer Doc	Comp Code	Not Appl	Fur Info	Further Information <a href="#">Help Link</a>
Risk matrix score	E2 30	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

Treated to H3.2	3602 27 >	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Min 12mm 3 ply	E2 145	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Sill trays direct fixed	E2 141	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Flashings to corners	E2 139	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Flashings to opening	E2 141	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Alternative Solution & Basis of Approval					
<b>Polystyrene EIFS</b>	N/A to project	<input type="checkbox"/>			<input checked="" type="checkbox"/> Protect Form to enter appl
Building Element	Refer Doc	Comp Code	Not Appl	Fur Info	Further Information <a href="#">Help Link</a>
Risk matrix score	E2 30	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Designed/tested total cladding system	E2 149	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Approved applicator specified as installer	E2 149	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Sill trays direct fixed	E2 154	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Control joints	E2 150	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Flashings to opening	E2 154	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Construction review to be provided	Policy	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Alternative Solution & Basis of Approval					
<b>Plumbing/Drain</b>	N/A to project	<input type="checkbox"/>			<input checked="" type="checkbox"/> Protect Form to enter appl
Building Element	Refer Doc	Comp Code	Not Appl	Fur Info	Further Information <a href="#">Help Link</a>
Water supply	G12	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Sanitary drainage	G13	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Foulwater drainage	G13	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Greasetrap required?	G13 40	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Stormwater drainage	E1	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Connection to Council services	Policy	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
On-site disposal "Site-Soil Assess"	Policy	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
On-site < 2.25 ha specific design	Policy	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Alternative Solution & Basis of Approval					
<b>Heating</b>	N/A to project	<input type="checkbox"/>			<input checked="" type="checkbox"/> Protect Form to enter appl
Building Element	Refer Doc	Comp Code	Not Appl	Fur Info	Further Information <a href="#">Help Link</a>
Method of heating	Multi <input type="checkbox"/> Wood <input type="checkbox"/> Diesel <input type="checkbox"/> Gas <input type="checkbox"/> Electric <input type="checkbox"/> Other:				
Wood-burner < 2 ha site omissions/effic		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Diesel supply filter, cut-off & isolating	AS 1691 7	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Diesel tank location to window/boundary	AS 1691 7	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

Diesel room venting for combustion	AS 1691	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Wetback cylinder open vented or closed circulating heat exchanger used	G12 36	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Wetback cylinder exhaust insulation	G12 36	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Wetback cylinder tempering valve	G12 37	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Pumic-concrete-masonry chimney	B1-C1	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Energy certificate for gas	Policy NZBA 92	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Alternative Solution & Basis of Approval					
<b>Access/Barriers</b>	N/A to project	<input type="checkbox"/>			<input checked="" type="checkbox"/> Protect Form to enter appl
Building Element	Refer Doc	Comp Code	Not Appl	Fur Info	Further Information <a href="#">Help Link</a>
Stair rise/going	D1 27	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Handrails for other than isolated steps	D1 40	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Balustrade 1.1m where fall > 1.0m	F4 13	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Sill > 0.76m where fall height > 1.0m	F4 15	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Exterior swimming-spa pool barriers		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Alternative Solution & Basis of Approval					
<b>Internal/External Decks</b>	N/A to project	<input type="checkbox"/>			<input checked="" type="checkbox"/> Protect Form to enter appl
Building Element	Refer Doc	Comp Code	Not Appl	Fur Info	Further Information <a href="#">Help Link</a>
Species/treatment	3602 27 >	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Framing size/spans for 2.0 kPa loading	3604 7-4	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Enclosed deck 100 mm min step-down	E2 48	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Enclosed deck drainage & overflow	E2 85	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Membrane approval & upstand height	E3 50 E3 53	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Slatted deck flashed building/12mm gap	E2 49	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Balustrade where fall height > 1.0m	F4 13	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Alternative Solution & Basis of Approval					

<b>Other Considerations</b>		N/A to project			<input type="checkbox"/>		<input checked="" type="checkbox"/> Protect Form to enter appl	
Building Element	Refer Doc	Comp Code	Not Appl	Fur Info	Further Information		<a href="#">Help Link</a>	
Glazing area < 30%	4218 <300 4243 >300	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				
Wall Insulation R2.0	4218 <300 H1 24-26	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				
Roof Insulation R3.3	4218 <300 H1 24-26	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				
Skylights < 1.2 m2	H1 18 Nt 7	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				
If Heated Floor R1.9	4218 <300 H1 27	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				
Double Glazing	4218 <300 H1 27	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				
Safety glass	F2/4223	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				
Ventilation	G4 13	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				
Lighting	4243 >300	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				
Electric/gas energy certificate	Policy NZBA 92	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				
Certification & audit for Fire Detection-Alarm systems	Policy NZBA 94	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				
Alternative Solution & Basis of Approval								
<b>Fire Egress</b>		N/A to project			<input type="checkbox"/>		<input checked="" type="checkbox"/> Protect Form to enter appl	
Purpose Groups present in building	C2 Pt 2 43	<input type="checkbox"/> CS small	<input type="checkbox"/> CL large	<input type="checkbox"/> CO open	<input type="checkbox"/> CM merch			
		<input type="checkbox"/> SR flats	<input type="checkbox"/> SA acco	<input type="checkbox"/> SD detent	<input type="checkbox"/> SC care			
		<input type="checkbox"/> WL low	<input type="checkbox"/> WM med	<input type="checkbox"/> WH high	<input type="checkbox"/> WF fast			
		<input type="checkbox"/> IA low	<input type="checkbox"/> ID med	<input type="checkbox"/> IE exit				
Fire hazard Category	C2 Pt 2 43	<input type="checkbox"/> 1	<input type="checkbox"/> 2	<input type="checkbox"/> 3	<input type="checkbox"/> 4 (Spec Des)			
Building Element	Refer Doc	Comp Code	Not Appl	Fur Info	Further Information			
Occupant numbers (Users/M2/P Group)	C2 Pt 2 45	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				
Number of escape routes from floor	C2 Pt 3 91	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				
Single escape routes only allowed in special cases	C2 Pt 3 71-79	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				
Widths of escape routes	C2 Pt 3 92	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				
Direction door opening in escape routes	C2 Pt 3 81	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				
Door closer-latching -lock-escape routes	C2 Pt 3 80-81	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				
Length of Dead End Open Paths	C2 Pt 3 93	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				
Length of total Open Paths	C2 Pt 3 93	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				
Open Path separate exitway-final exit	C2 Pt 3 60	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				

Length of Protected Path (smoke protect only)	C2 Pt 3 93	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Are Safe Paths necessary?	C2 Pt 3 93	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
If so max horizontal Safe Path lengths	C2 Pt 3 67	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Open/Safe Paths are extended sprinkler- heat-smoke detectors	C2 Pt 3 93	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Fixed seating walkway widths	C2 Pt 394	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Exit signage	NZBC F8	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Alternative Solution & Basis of Approval	FSDR und-taken <input type="checkbox"/>				
<b>Firecells-FRR -Fire Safety Precautions</b>	N/A to project	<input type="checkbox"/>			<input checked="" type="checkbox"/> Protect Form to enter appl
Building Element	Refer Doc	Comp Code	Not Appl	Fur Info	Further Information
Firecell floor areas for purpose groups on floor levels	C3 Pt 4 96	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
F rating for purpose group & occupancy number firecell	C3 Pt 4 102-06	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Fire Safety Precautions 1-20 for occupancy numbers	C3 Pt 4 101	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Special Applications specified in a-f	C3 Pt 4 101	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Alternative Solution & Basis of Approval	FSDR und-taken <input type="checkbox"/>				
<b>External Fire Spread</b>	N/A to project	<input type="checkbox"/>			<input checked="" type="checkbox"/> Protect Form to enter appl
Building Element	Refer Doc	Comp Code	Not Appl	Fur Info	Further Information
Boundary separation all elevations allow 100% un-protected area for firecell FHC	C4 Pt 7 182-87	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Where protected areas required, the specified boundary distances allow the percentage specified	C4 Pt 7 182-87	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Where protected areas required return -wing wall sizes are appropriate	C4 Pt 7 188-89	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

Un-sprinkled FHC 3 or greater, FRR 450 mm parapet or roof 1.0m from boundary	C4 Pt 7 172	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Eave-floor-balcony projections	C4 Pt 7 173	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Fire spread from lower roof levels	C4 Pt 7 175	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Fire spread between different levels of the same building (aprons & spandrels)	C4 Pt 7 177	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Alternative Solution & Basis of Approval	FSDR und-taken <input type="checkbox"/>				
<b>Fire Resistance Ratings</b>	N/A to project	<input type="checkbox"/>			<input checked="" type="checkbox"/> Protect Form to enter appl
Building Element	Refer Doc	Comp Code	Not Appl	Fur Info	Further Information
Where protected areas required, apply appropriate S rating for FHC & Ah/Af- Av/Af calculation	C3 Pt 5 118	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Determine FRR stability-integrity -insulation .../.../...	C3 Pt 5 109	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Protected areas FRR both sides 1.0m or lees from boundary.	C3 Pt 5 111	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Alternative Solution & Basis of Approval	FSDR und-taken <input type="checkbox"/>				
<b>Internal Fire-Smoke Spread</b>	N/A to project	<input type="checkbox"/>			<input checked="" type="checkbox"/> Protect Form to enter appl
Building Element	Refer Doc	Comp Code	Not Appl	Fur Info	Further Information
FRR between purpose groups	C3 Pt 6 119-123	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
FRR between max group sleeping/suites SC-SD-SA purposes	C3 Pt 6 120	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
FRR between sleep & support function areas in SC-SD-SA	C3 Pt 6 121-122	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
FRR to Safe Paths	C3 Pt 6 123 cl 6.92	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Smoke control to safe/protected paths	C3 Pt 6 123	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Smoke control for long corridors	C3 Pt 6 130	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

Car parking spaces FRR within building	C3 Pt 6 125	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Plant-boiler room FRR within building	C3 Pt 6 127	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Intermediate floor FRR	C3 Pt 6 131	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Basement floor FRR	C3 Pt 6 132	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Protected shafts FRR for lift-conveyor-services	C3 Pt 6 133	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Max roof-ceiling space area SA-SR	C3 Pt 6 140	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
FRR extend to under roof cladding or FRR ceilings fitted	C3 Pt 6 128	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Penetrations to walls -ceiling same FRR (plumbing/electrical fitting)	C3 Pt 6 135	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Fire/smoke control doors fitted with self closer & smoke seal	C3 Pt 6 140	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Interior wall-floor finishes-flexible fab	C3 Pt 6 143	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Alternative Solution & Basis of Approval	FSDR und-taken <input type="checkbox"/>				
<b>Accessible Facilities</b>	N/A to project <input type="checkbox"/> (Refer BA Schedule 2)				<input checked="" type="checkbox"/> Protect Form to enter appl
Building Element	Refer Doc	Comp Code	Not Appl	Fur Info	Further Information
On-site disabled parking numbers	4121 28	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Disabled parking space dimensions	4121 29	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Width-gradient of access route disabled parking to building	4121 32-36	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Level access to build	4121 39	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Accessible stair rise-going to/within build	D1 27 4121 44-48	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Accessible ramp to/within build	D1 25 4121 33-36	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Handrail both sides accessible stairs	D1 39 4121 44-48	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Clear width of corridor & doorways	4121 40-41 Append C	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Accessible features & facilities required for the buildings use	4121 62-86	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

Accessible toilet-shower required	G1 21-25	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Accessible facility sizing, fixture layout & access to facility	4121 62-86 G1 18-20	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Support handrail sizing & location	4121 58-61 G1 18-20	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Lever type door furniture-tap fixture	4121 43, 57,60	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Signage to building and facilities	4121 18	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Visibility factors for contrast	4121 24-27	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Lift size & controls (where required)	4121 49-52	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Accessible counter (where required)	4121 62	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Listening system (where required)	4121 66 Append H	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Alternative Solution & Basis of Approval					

### BC Officer Finalise Processing

1. Determine all further information requested satisfies provisions of NZ Building Code.
2. Determine construction prompts to be entered:
  - PIM
  - Inspections required for project
  - Construction Prompts in general order of construction sequence
3. Sign-off workflows in Pathways.
4. Set-up workflows if application needs referred to other sections of Council before issuing.
5. Secure separately applicants information to be posted out with issued consent and Council's file copy. This could include:
  - Development contributions notices (Section 36)
  - Resource Management certificate (Section 37)
6. Stamp each page of the plans with the red "omission stamp" including cover page of specification.
7. Stamp top copy of plans with "consent no/processing officer/date stamp.
8. Ensure processing time, any additional processing time and any additional charges are entered in the "For Council Use Only" area on the back of application form.
9. Transfer any additional processing charges to the "Consent Fees" section on the cover page of the application.
10. Ensure required inspections specified in the endorsements are reflected in the fees to be charged in the "Consent Fees" section on the cover page of the application.
11. Ensure levies charges are correct in relation to the value of the building work.
12. The floor area is entered into the appropriate area of the cover page.
13. Sign-off application for Building and/or Plumbing and Drainage areas in "For Council Use Only" area.
14. **Print off and sign/date Processing Check Sheet and attach to Council's file copy.**
15. **Forward to Signatory for final sign-off.**

**BC Officer:**

**Date:**