



# Receiving and Entry PIM/Consent/COA Application

**Form Ck16**

**Version  
2005/06-1**

## Initial Application Check

Indicate <input checked="" type="checkbox"/>	Yes	No - Further Information Necessary	N/A	No - Return Application
<b>Current Owner of Property:</b> Is the owner on the application form the current owner of the property				
<b>Full Name Entry:</b> If the owner on the application form is not the owner has their full names been entered onto the application				
<b>Company Name:</b> If there is a Company name in either Pathway or on the consent application do the names match check with the Companies Office Website - <a href="http://www.companies.govt.nz">www.companies.govt.nz</a>				
<b>Is Property Location Complete:</b> Has all parts of the building location been completed excluding Rapid Number				
<b>Stage Details Entered</b> <ul style="list-style-type: none"> <li>• Description of Work</li> <li>• Project Value</li> <li>• Floor Area</li> <li>• Land Area</li> </ul>				
Has the signature, date and relationship to owner been entered onto the application form				
<b>Personnel to be involved in Building Work Pages 3 and 4:</b> Have full names been completed on consent application form				

## Supporting Information Check

Good quality documents to be provided in ink form as identified for the work type (photocopied pencil acceptable)

Scaled as follows:

Site plan (1:200)    Floor plan (1:100 or 1:50)    Elevations (1:100)    Cross-sections (1:50)    Details (1:20/1:10)

Roof plan (1:100)    Drain/stormwater (1:100)    If applicable: ground/first floor joists (same scale as floor plan)

**Note:**

Two sets of documents are necessary as indicated **x** with three sets for commercial options containing alternative solution fire design.

- x** Required information
- ?** Potentially necessary depending on situation

	Site plan	Plans / elevations / cross-sections	Specification relevant to project	Bracing for timber floor	Wall/roof bracing layout	Bracing Schedule	Balustrade details > 1.0m fall	Wall / opening area calc's < 30%	Risk matrix for cladding	Cladding system details	Truss / beam design info	PS1 design statement	Fire assessment	Disabled access / facilities info	Additional set of documents	Earthquake prone bid assessment	Drainage / stormwater plan	Site / soil assessment	Effluent design < 2.25 ha site area
Heating unit			x																
Swim/spa pool (external)	x	x	x									?					x		
Deck/veranda	x	x	x	x			?												
Farm building (timber framed)	x	x	x	?	x		?				?								
Farm building (steel framed)	x	x	x	?	x		?					x							
Garage	x	x	x		x					x	x	?							
Altered dwelling	x	x	x	?	x		?			x	?								
Relocated dwelling	x	x	x	x			?												
New dwelling	x	x	x	?		x	?	x	x	x	x	?							
Commercial crowd-working-accommodation uses	x	x	x	?		x	?	x	x	x	x	x	x	x					
Commercial (alternative solution fire design)	x	x	x	?		x	?	x	x	x	x	x	x	x	x				
# Drainage (serviced site)																	x		
# Drainage (un-serviced site)																	x	x	?
Bridge/stock underpass	x	x	x				x					x							
Building change of use or subdivision		x	x									x	x	x	?	x			

**# Where drainage is included in project go to Drainage row (serviced or un-serviced)**

## Receiving Application into Computer System

- Sign-off PIM/Building consent form or COA form and highlight the departments that the application is required to circulate.
- Enter into Pathways.

### *New Building Consents, PIM's and COA's*

Tabs required to be completed

Main Tab

Events - if a hold is required

Workflow

Fees/Invoicing only if fees have been paid

Extra information

Other - Analysis

### *Staged Building Consent*

Bring up previous Building Consent

Other

Copy worksmart - complete as required, save, cancel out of worksmart application and enter the new stage consent number

Main tab - adjust as necessary

Workflow

Fees/Invoicing only if fees have been paid

Extra information

Other - Analysis