



Relocated Dwelling

Form Ck 2

Version
2006/07

Processing Check Sheet

Building Consent No: Property Address: File Reference:	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	

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"/>	

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	
Snow Zone	0.5 kPa	<input type="checkbox"/>	1.0 kPa		<input type="checkbox"/>	SED	<input type="checkbox"/>	
Corrosion Zone	Outer Zone	<input type="checkbox"/>	< 500m Surf		<input type="checkbox"/>	< 100m Estuary		<input type="checkbox"/>
Wind Area	L	<input type="checkbox"/>	M	<input type="checkbox"/>	H	<input type="checkbox"/>	V H	<input type="checkbox"/> SED <input type="checkbox"/>
Considerations	Refer Doc	Comp Code	Not Appl	Fur Info	Further Information			
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							<input checked="" type="checkbox"/> Protect Form to enter appl	
Basement	N/A to project	<input type="checkbox"/>						
Building Element	Refer Doc	Comp Code	Not Appl	Fur Info	Further Information		Help Link	
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								
Timber Floor	N/A to project	<input type="checkbox"/>						
Building Element	Refer Doc	Comp Code	Not Appl	Fur Info	Further Information		Help Link	
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 or	3604 6-34	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				
Anchor piles used or	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					
Brick Veneer	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 Help Link
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	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
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					
Stucco Plaster	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 Help Link
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					
Weatherboard	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 Help Link
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					
Profiled Metal	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 Help Link
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					
Fibre Cement	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 Help Link
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					
Ply Cladding	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 Help Link
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					
Polystyrene EIFS	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 Help Link
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					
Plumbing/Drain	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 Help Link
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"/>	
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					
Heating	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 Help Link
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 valving/tank	AS 1691 7	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Chimney	B1-C1	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Wetback	G12 36	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Alternative Solution & Basis of Approval					
Access/Barriers	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 Help Link
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 1.0m 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					
Internal/External Decks	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 Help Link
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					
Other Considerations	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 Help Link
Ventilation	G4 13	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Safety glass	F2/4223	<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"/>	
Alternative Solution & Basis of Approval					
Fire Spread/Egress	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 Help Link
Boundary separation	C4 Pt 7	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Other household unit separation if on the same property	C3 Pt 4,5,6	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Dead end lengths	C2 Pt 3 93	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Open path lengths	C2 Pt 3 93	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Smoke alarms	F7	<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. 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)
5. Stamp each page of the plans with the red "omission stamp" including cover page of specification.
6. Stamp top copy of plans with "consent no/processing officer/date stamp.
7. 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.
8. Transfer any additional processing charges to the "Consent Fees" section on the cover page of the application.
9. 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.
10. Ensure levies charges are correct in relation to the value of the building work.
11. The floor area is entered into the appropriate area of the cover page.
12. Sign-off application for Building and/or Plumbing & Drainage areas in "For Council Use Only" area.
13. **Print off and sign/date Processing Check Sheet and attach to Council's file copy.**
14. **Forward to Signatory for final sign-off.**

BC Officer:

Date: