



# Garage

**Form Ck 8**

**Version  
2006/07**

## Processing Check Sheet

<b>Building Consent No:</b>  <b>Property Address:</b>  <b>File Reference:</b>	<b>Definitions:</b> <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"/>	

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

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"/>	VH	<input type="checkbox"/>
							SED	<input type="checkbox"/>

Considerations	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>Retaining Found</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>
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
Building Element	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"/>	
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	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
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"/>	
P Statement signed	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"/>	
		<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	<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					
<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"/>	
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>Habitable Area 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 15	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Wall Insulation R2.0	H1 24-26	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Roof Insulation R3.3	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	H1 27	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Double Glazing	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				
Wet area membrane	E3 16	<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					
<b>Fire Spread/Egress</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>
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.
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:**