

Guide and check sheet for building consent applications

General information for all applications

A building consent is formal approval to carry out building work which is granted by the Council under the New Zealand (NZ) Building Act 2004. The Council will only issue a building consent when it is satisfied the proposed building work will meet the requirements of the New Zealand (NZ) Building Code.

Note, no building, plumbing or drainage work documented in the building consent is to be commenced until the building consent and resource consent (if required) has been issued.

Refer to the attached check sheet for information that is to be completed and submitted with your building consent application. A check sheet is required for each and every building consent and amended building consent application.

Demolition, removal consents and the disconnection of existing services:

Details of the proposed work site barriers are required to demonstrate compliance with clause F5 of the NZ Building Code.

If required, an existing water supply or foul sewage connection can be disconnected. An application for disconnection of a water supply/sewer connection must be submitted to Dunedin City Council (DCC) Water and Waste Services who will arrange disconnection. The form can be downloaded from <http://www.dunedin.govt.nz/services/water-supply>.

Note, building owners are responsible for having all drains – sewer and stormwater sealed at connection to the Council sewer(s). A registered Drainlayer is to carry out this work and it must be inspected by the Council. All costs are the responsibility of the building owner.

The Council require that the drains are sealed prior to moving any dwelling.

If you fail to seal the drains and have the work inspected before the demolition is carried out, the Council may require you to dig up the drains to verify the drains are correctly sealed. All costs the Council incurs will be invoiced directly to the owner of the property.

Development contribution fees:

You may also be required to pay development contributions under the Council's Development Contributions Policy. For more information, please phone (03) 477 4000 and ask to speak to the Development Contributions Officer or email developmentcontributions@dcc.govt.nz.

Application:

Once all the relevant information and documentation has been compiled, submit your application using one of the following methods:

- Online application by using Dunedin City Council's [Online Services](#).
- In person: Building Services Enquiries Desk, Ground Floor, Civic Centre, 50 The Octagon, Dunedin
- In writing: Dunedin City Council, PO Box 5045, Moray Place, Dunedin 9058

No email applications will be accepted.

What happens once the application has been received?

The application is vetted for completeness and accepted only if all the required documentation is included (this is not a technical check). Once the application has been accepted the Council has 20-working days to review the application and to decide whether to grant or refuse a building consent.

Once accepted, the application is allocated to the various disciplines for processing e.g. engineering, water, building, plumbing & drainage etc. If comment on the proposed building work is required

from the Council departments such as planning, water and waste or roading and they have additional requirements to enable compliance with the NZ Building Code; the 20-day statutory clock will be suspended.

National multiple-use approval consents must be granted within 10 working days.

Request for further information:

If the application does not document how the building work compiles with the NZ Building Code, the Council will request further information. This will also occur if the New Zealand Fire Service provides comment on the means of escape for a commercial building.

Further information requests will be sent to the nominated contact and the owner. These requests will be delivered by post unless there is a valid email for **both** the nominated contact and the owner submitted in the application.

When a request for further information is sent, the 20-day statutory clock is suspended until all the requested information is provided. The statutory clock does not restart until **all** the information has been received, checked and satisfies the requirements of the request. If the information is inadequate or incomplete, a further letter will be sent and the consent application will remain suspended.

There may be delays in reviewing the additional information due to work loads. It is the responsibility of the applicant to ensure their building consent applications are accurate, relevant and thorough to demonstrate compliance with all relevant sections of the NZ Building Code.

Ensuring your application is concise, complete and accurate is the best way to have the application processed within 20 working days.

Please refer to Frequently Requested Further Information – Building Consent Applications for common omissions from building consent applications. This form can be found on the DCC website: <http://www.dunedin.govt.nz/services/building-control/forms-and-checksheets>.

To issue a building consent, the Council must be satisfied that the proposed building work when constructed will meet the requirements of the NZ Building Act 2004 and NZ Building Code (Section 49 of the NZ Building Act 2004).

Inspections and code compliance:

A list of required site inspections is provided with the issued building consent. It is the responsibility of the building owner/agent to arrange all inspections as indicated on the list. The list is not exhaustive; so constant supervision of the project is recommended by the owner/agent to ensure all required inspections are undertaken.

Inspections can be booked with:

- By phone: 03 477 4000 or 0800 DCC INSPECT (322 467).
- Online: [Inspection Request Form](#)

Owners have one year to start the building consent work from the time the building consent was issued and two years to complete the building consent work from the time the building consent was granted.

It is the owner's statutory responsibility to notify the Council when the building consent work is completed (all the required inspections have been passed). Notification of the completion of the building work is to be in the form of a code compliance certificate application.

The code compliance certificate application is included in the building consent documentation.

If the building consent contains restricted building work, a record of building work is to be completed and signed by the Licensed Building Practitioner(s) who has carried out the restricted building work(s) as part of the consent (section 88 of the NZ Building Act 2004). This declaration must accompany the code compliance certificate application.

Once the Council is satisfied that all the building work complies with the building consent and all compliance schedule items (if applicable) are performing to the standards set out in the consent, a code compliance certificate will be issued within 20 days working days.

Exempt work (NZ Building Act 2004 – Schedule 1):

As per the NZ Building Act 2004; building work listed in Schedule 1 of the Building Act can be done without a building consent. Often this work is included in the building consent application.

Please ensure the exempt work being done in conjunction with the building consent is documented in one of the following ways:

1. The exempt work is done prior or post to the completion of the building consent and it is unlikely to cause confusion for the Council processing or inspections. This work can be filed on the property by application. Please complete the application to file exempt building work form on the DCC website: <http://www.dunedin.govt.nz/services/building-control/forms-and-checksheets>. Note this incurs a fee.
2. Exempt building work is being done as part of the project, in conjunction with the building consent work. The exempt work is clearly documented on the plans and specifications and labelled as exempt (for example 'clouded'). No inspections will be completed and the responsibility of ensuring the work complies with the NZ Building Code remains with the building owner and/or their agent.
3. Exempt work is documented and included as part of the building consent application. All the relevant information is included in the application and inspections if required will be carried out by the Council inspectors. For example, the installation of ceiling batts, the removal of non-load bearing walls.

Please complete the check sheet to identify how the exempt work is to be treated.

Privacy Act 1993:

In accordance with the Privacy Act 1993, the information you provide in the building consent application is required so that the application can be processed under the Building Act 2004. The Council collates statistics relating to issued building consents and has a statutory obligation to regularly forward these to Statistics NZ. The Council stores the information on a public register which must be supplied (as previously determined by the Office of the Ombudsmen) to whosoever requests the information. Under the Privacy Act 1993 you have the right to see and correct personal information the Council holds about you.

Further Information available:

For more comprehensive information regarding applying for a building consent and the building consent process, refer to the General Guide to the Building Consent Process on the DCC website: <http://www.dunedin.govt.nz/services/building-control/forms-and-checksheets>.

For information on charges, deposits, levies and Building Services forms and check sheets including compliance schedule information, refer to <http://www.dunedin.govt.nz/services/building-control/forms-and-checksheets>.

If you require help with any technical information, refer to the Ministry of Business, Innovation and Employment (MBIE) website <http://building.govt.nz/building-index>.

For further information, contact Dunedin City Council on phone (03) 477 4000 or email building@dcc.govt.nz.

Guidance for completion of application form for building consent and/or project information memorandum.

The building consent application form is a statutory form; it is required to be accurately and fully completed. Applications may be declined if the form is not completed properly.

Details about the building (this section is important and must be fully completed)	
Street address:	Full street address/location or physical address of the building where the building work is proposed. If title has not been issued the address is the address of the sub-division, not the proposed lot number of the section.
Legal description and valuation number:	Lot and deposited plan (DP) or section and block. Provide the valuation number. This information can be sourced from the rates demand and/or certificate of title.
Building name:	This section typically relates to large buildings such as business premises or tower blocks or hospitals. If not applicable, place N/A in this section.
Location within site/block:	This section typically relates to large rural properties or complexes such as rest homes, school campuses etc. If not applicable, place N/A in this section.
Number of levels:	This section must be completed. If the building contains multiple levels nominate the number of levels. A house with an occupied basement or lower garage is two levels. A single level house is one level.
Level/unit number:	This section must be completed. If your building is situated on a cross lease or subdivided section or is in an apartment block or complex and is identified by a unit number / letter. If not applicable, place N/A in this section.
Floor area:	This section must be completed. It requires you to identify the gross floor area affected by the proposed building work.
Current lawfully established use:	There are seven classified uses identified in the Building (Specified Systems, Change the Use, and Earthquake-prone Building) Regulations 2005 – Schedule 2; a building may have one or more intended uses. It is important that building consent applications correctly identify the current legal use of the building. If the building is new nominate the proposed use(s).
Year first constructed:	This section applies to existing buildings and requires you to identify the age of the building if the building is being altered. If the building is new; nominate new or 0.
Application	
Type of application:	Select the applicable application type e.g. PIM or PIM and Building Consent. Note any existing project information memorandum (PIM) numbers and/or building consents. The name of owner or owner's agent, their signature and date is required.
The project	
Description of building work:	Describe the work fully and accurately. For example: Erect three bedroom dwelling with attached double garage. Additions and alterations - addition of new master bedroom with ensuite. Alterations - include refurbishing existing bathroom, installing new bath, shower, hand-basin and WC. Please include the solid fuel burner make and model, nominate solar hot water and a septic tank if they form part of the building work. Identify any earthquake strengthening work. Note and locate on a plan if a building (or part of a building) is being demolished.
Current use of building:	State the current legal use of the building as per the Building (Specified Systems, Change the Use, and Earthquake-prone Building) Regulations 2005 – Schedule 2 uses. For example detached residential dwelling (SH). Commercial – public use/retail (CS).
Change of use:	A change of use is when the classified use of a building is changed and the new use is more onerous than the existing use. An example of a change of use would be a residential dwelling (e.g. housing) converted into a café / bar (e.g. commercial crowd activity).

Intended life of the building:	It is important that the building consent application accurately reflects the life of the building. The life of a building can be anything from 2 days (temporary structure) through to 50+ years. Typically most applications will be designed with a 50-year life, for example new buildings e.g. dwellings, garages, factories, warehouses, shopping centres, concrete swimming pools etc.
List of previously issued building consents:	Building consents previously issued for the project if applicable.
Estimated value including GST:	The value should accurately reflect all building costs associated with the project including labour (both paid and unpaid) and material costs. The value of building work is used for government valuations and also determines the amount of levies payable on the project. Government levies are not payable where the value of work is less than \$20,000.
Prescribed energy work:	Energy works certificates are certificates issued by registered electricians or gasfitters and are automatically accepted as establishing compliance with the relevant sections of the NZ Building Code. Provide details of the energy work if included in the consent application. The code compliance certificate is unable to be issued until we have been provided with copies of the certificates on completion of construction.
Owner	
Owners name, address and contact details:	Please provide all your contact details. Ensure a valid email address is included if you wish to receive electronic further information requests.
Evidence of ownership:	One of the following is be required: Certificate of title, lease agreement, agreement for sale and purchase, other document providing evidence of ownership e.g. copy of rates information.
Agent	
Agents name, address and contact details:	This section only needs to be completed if a person is acting on behalf of the owner. An agent may be the building practitioner, designer or a relative. You do not have to have an agent to represent you but it can be useful particularly where the Council has technical questions about the application.
Debtor	
The account payer:	It is important to note that unless otherwise advised the debtor will be charged for all additional processing and inspection fees and also any compliance schedule processing costs should they arise. The person prepared to do this should be nominated in this role; any changes to this should be advised as soon as possible.
First point of contact	
Owner, agent or nominated contact:	It is important we know who to contact in the event of an enquiry. Please notify us if there is a change to the first point of contact to ensure we get building consent related correspondence to the appropriate person. Please ensure you provide a valid email address is you wish to receive notifications by email.
Restricted building work (RBW)	
Will the building work include any restricted building work:	Restricted building work (RBW) is work which is critical to the primary structure, weather tightness or fire rating of a residential dwelling. Provide details of all the Licensed Building Practitioners who will be carrying out and/or supervising the design and construction of the RBW. Provide a certificate of design work (Memorandum). Restricted building work (LBP) for all licenced building practitioners.
Project information memorandum (supporting documentation) - select only if applicable	
Subdivision:	If a subdivision of the property is involved resource consent will be required.
Alterations to land contours:	For example, digging out the site for a building platform, installing a retaining wall.
Public utilities:	For example, if you are planning to build or connect into the Council sewer, stormwater drains or water mains.

New or altered locations /external dimensions of buildings:	Resource consent may be required.
Vehicle access:	If a vehicle crossing is being installed or altered, application must be made to the Council for approval to build on public land.
Building work over or adjacent to any road or public place:	If you are planning to build over or adjacent to any road or public place special permission is required along with safety precautions to protect the public.
Disposal of stormwater and wastewater:	Where connection to the public drainage system is not available, stormwater and wastewater must be disposed of on-site. Details of the disposal system will be required.
Building work over existing drains or sewers or in close proximity to wells or water mains:	If you are planning to build over or within 2.5m of a Council sewer, permission is required along with precautions to protect the Council sewer. We recommend you discuss the requirements with DCC Water and Waste before lodging your application.
Other matters:	If known to the applicant, may require authorisation from the Territorial Authority. For example registered historical buildings.
Building consent	
Means of compliance:	This section of the application form is the most difficult to complete and often skipped because applicants do not understand it; however, it is important and must be completed. It provides information to the Council about how compliance with the Building Code has been established. Compliance may be established in several ways; by using the acceptable solutions, alternative solutions, verification methods (producer statements), product Codemark certificate, energy works certificates or determinations. Waivers and modification of the Building Code may also be requested and should be noted here. If alternative solutions are provided as a means of compliance, please complete the Alternative Solution Form. We strongly recommend that applicants seek the advice of design professionals to complete this section.
Compliance schedule	
Specified systems	If the building work involves alterations or additional specified system(s), the applicable check box must be ticked. The SBCG 27 Compliance Schedule Specified Systems Form must also be completed listing all the systems that are being added, altered or removed. A schedule listing the inspection, maintenance and reporting procedures for each system must be included with the application. Also complete the relevant specified systems forms listed under Compliance Schedule Information on the DCC website.
Attachments - (supporting documentation)	
Plans and specifications:	Two full sets of consent drawings containing all relevant information to demonstrate compliance with the relevant sections of the NZ Building Code. Specifications relevant to the project must be provided along with any structural calculations. Please do not submit full manufacturers' manuals for Gib, James Hardie or other similar products or systems. Do not include in the application multiple options (such as cladding details) or conflicting information (such as NZS 3604:2011 lintels sizes and a lintel design from a Truss Manufacturer).
Memoranda (certificates of design work) and home owner exemptions:	Provide certificates of design work (or memorandum) from the Licensed Building Practitioner(s) who carried out or supervised any design work that is restricted building work. Owner builder exemption forms if applicable, must be completed. Note this is a statutory declaration which must be witnessed by a JP, Lawyer or notary public. Forms are available on the MBIE website http://building.govt.nz/building-index.

Project information memorandum (PIM):	If you have already obtained a (PIM), attach a copy with the application.
Development Contribution Notice:	The Development Contributions Policy is a policy adopted by the Council under the Local Government Act 2002. It allows the Council to require cash contributions when new development occurs. The Council then uses the funds collected to carry out capital works caused by or benefiting that development.
Certificate of title:	Current full copy of the certificate of title, including easements if listed. The copy of certificate of title must be less than 6 months old and include the plan of the property.
Contacts - <i>(list of building professionals involved in the project)</i>	
A list of all professionals involved in the project shall be provided at the time of lodgement, if known. If the applicant does not know who the tradespeople will be, this information can be provided at a later stage.	

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Documentation check sheet for building consent applications for residential and commercial buildings.

Please complete and provide this check sheet with your application.

The purpose of the check sheet is to enable applicants to provide a complete and technically accurate building consent application. These types of applications are processed faster than incomplete ones. We recommend this check sheet is used throughout the project.

Nominations are included in the check sheet where relevant. We recommend (but do not require) these be checked. The purpose is to help clarify for the applicant and the Council how the means of compliance with the NZ Building Code is established.

APPLICANT/OWNER DETAILS

Name of Applicant/Owner:

Site Address:

1. Your application will only be accepted if the information in this check sheet is provided and the check sheet completed. A check sheet is to be completed for each application.
2. For hard copy applications, **two** copies of all the drawings, specifications and accompanying documents must be submitted. **NOTE**, if your application is required to be sent to the New Zealand Fire Service Engineering Unit (refer section 47 of the NZ Building Act 2004), a third electronic copy will be required on a digital device e.g. USB key, disc.
3. Drawings and specifications should be submitted using black ink on plain white paper. Drawings must be produced on a minimum A3 sheet size, named, dated, uniquely numbered and must meet the minimum requirements of the technical drawings standard AS/NZS1100 with equivalent Microsoft Word text size 10 (**free hand drawings will not be accepted**). Good quality full size floor plans to be drawn to scale not less than 1:100.
4. Only original copies will be accepted. Previously stamped approved plans will not be accepted.
5. If a project information memorandum (PIM) has already been issued for this project, please attach a copy.
6. If resource consent has been obtained prior to this building consent application, information must be supplied as to how any imposed conditions will be met.
7. A memorandum (certificate of design work) is required to be completed by each Design Licensed Building Practitioner and submitted with any application which contains restricted building work (Section 45 of the Building Act 2004). If owner builder exempt, please include appropriate forms.
8. The owner must supply the names of any trade Licensed Building Practitioner prior to the commencement of any restricted building work.
9. For each alternative solution identified, an [Alternative Solution Form](#) included in this pack or on the DCC website is to be completed and correctly nominated in the application form.
10. Building Research Association of New Zealand (BRANZ) and the Ministry of Business Innovation and Employment (MBIE) levies must be paid for all projects over \$20,000. A Building Consent Authority (BCA) accreditation levy also applies to all building consent applications. For further information on fees, charges and deposits please refer to the [Building Services Schedule of Charges and Deposits](#) included in this pack or on the DCC website.
11. Your application will be reviewed for completeness. If there is further information required, you will be contacted requesting this detail.

	Applicant to complete	
	Document reference or page number of detail	N/A
APPLICATION REQUIREMENTS		
Application Form 2 completed correctly, signed and dated complete with attachments including: a) certificate of title b) certificate of design work (Licensed Building Practitioners (LBP) if applicable) c) owner builder exemption forms (if applicable)		☐
Two copies of documents, collated, plans numbered including number of sheets in each set of plans. NOTE: Three copies of documents (one electronic on a digital device e.g. USB key) if required for New Zealand Fire Service Engineering Unit assessment.		☐
Plans done in black ink on white paper.		☐
Only information relevant to this project included.		☐
GENERAL DESIGN DETAILS		
Nominate wind zone/snow load/altitude/soil class/seismic zone/corrosion zone.		☐
Restricted building work (RBW) is work which is critical to the integrity primary structure, weathertightness or fire rating of a residential dwelling. Provide details of all the Licensed Building Practitioners who will be carrying out or supervising the design and building of the RBW. Please provide a certificate of design work (memorandum).		☐
GEOLOGICAL		
Provide specific engineering design and geological reports if the ground of the site does not meet the definition of good ground. (Refer NZS 3604:2011).		☐
EXEMPT BUILDING WORK (NZ Building Act 2004 – Schedule 1)		
Is exempt building work also part of this building project? Select one of the following options:		☐
The exempt work is done prior or post to the completion of the building consent and it is unlikely to cause confusion for Council processing or Council inspections.		☐
Exempt building work is being done as part of the project, in conjunction with the building consent work. The exempt work is clearly documented on the plans and specifications and labelled as exempt. No inspections will be completed and the responsibility of ensuring the work compiles with the NZ Building Code remains with the building owner and/or their agent.		☐
Exempt work is documented and to be included as part of the building consent applications. The design of the exempt work is documented as part of the building consent application, relevant information is included in the application and inspections if required will be carried out. For example, the installation of ceiling batts, the removal of non-load bearing walls.		☐
Information to be included on the SITE PLAN (to scale)		
The property address as on the application form.		☐
Legal description (Lot, DP number etc.).		☐
Detail easements, water courses, hazards. Specify the flood level etc. as relevant.		☐
Detail the road crossing/site access.		☐
Dimension the distance to all relevant boundaries showing proposed and existing buildings (including swimming pools). This includes all farm sheds/out buildings. A marked aerial photo is not a site plan.		☐
Detail contours/or levels, datum, north point, finished floor level.		☐
Locate and dimension retaining walls (extent, location and drainage).		☐
Specify the extent of cut and fill for the house platform and/or retaining walls.		☐
Detail the connection to the property services (drainage – foul and stormwater, water, gas).		☐
Provide details of resource consents/sub division requirements for property. In particular detail allocated building platform locations, effluent discharge, stormwater		☐

	Applicant to complete	
	Document reference or page number of detail	N/A
retention tanks or any other specific requirements which will affect the building or the land the building is located on.		
Information to be included on the FLOOR PLAN(s) – Scale 1:100 or 1:50		
Provide a complete fully dimensioned floor plan. Include sufficient dimensions to enable loaded dimension to be calculated of studs, lintels, beams, rafters, trusses. Specify the scale.		☐
Provide an existing and proposed layout for all building alterations.		☐
Nominate each and every room use for all levels of the building.		☐
Detail window and door positions. For commercial buildings, ensure door widths and swings are detailed.		☐
Locate existing sanitary fixtures and fittings. For commercial buildings, ensure the accessible toilets and facilities are shown.		☐
Detail the location of solid fuel heating appliances and fuel storage.		☐
Locate the hot water cylinder/or detail the location of gas water heater.		☐
Detail lintels sizes/wall framing sizes (may be part of truss design certificate).		☐
Provide a plan of decks, balconies, barriers stairs and handrails if applicable.		☐
Cross reference the cross sections with details references and/or gridlines.		☐
Detail the relevant floor coverings/impervious surfaces (C/AS, D1 and/or E3).		☐
Information to be provided on ELEVATIONS and CROSS SECTIONS – Scale 1:100 or 1:50		
Draw all elevations of the building. Label the faces (N, S, E, W). Draw and relevant cross sections and ensure they all are referenced and dimensioned.		☐
Provide an accurate E2 Risk Matrix – 1 per face/elevation. The Council requires this information for categorising purposes.		☐
Specify and detail the roof and wall cladding.		☐
Cross reference elevations/cross sections to details for all exterior cladding control joints.		☐
Shown the location of doors and windows including sill heights/fixed and opening sash sizes (window schedule). If a window schedule is used, provide window label to cross reference between schedule and elevations.		☐
Detail the location of safety glass in all windows, doors and balconies as required by F2.		☐
Specify the floor levels in relation to existing and finished ground and minimum floor levels if in floor prone or inundation area.		☐
Detail chimneys, solar hot water heating, skylights, dormers.		☐
Show the recession heights/planes/boundary separation.		☐
Nominate and detail the compliance with B1/B2 and E1, E2 for FOUNDATION/FLOOR		
Nominate compliance with the NZ Building Code: B1/AS1 ☐ (e.g. NZS 3604:2011 etc.) B1/VM1 ☐ (specific design, truss design, design iT etc.) E1/AS1 ☐ (e.g. acceptable solution) E1/VM1 ☐ (verification method) E2/AS1 ☐ (NZ Building Code etc.) E2/VM1 ☐ (e.g. specific design etc.) Alternative Solution ☐ (ensure Alternative Solution Form is completed). Refer to page 6 of this document for further information.		☐
Timber Floor and/or Timber Decks (for example show compliance with B1/AS1 – NZ3604:2011).		
Provide a floor framing layout showing pile types, size, centres, treatment.		☐
Detail the footings for all piles.		☐

	Applicant to complete	
	Document reference or page number of detail	N/A
Provide a bracing layout; detail the type of bracing, its position and connections. This is required for decks which extend more than 2m from the face of the building.		☐
Detail the joists, bearers, stringers – treatment, grade and connections.		☐
Provide a joist layout (load bearing points/blocking/notching for services) on the floor framing layout.		☐
Detail additional structural strengthening for barrier support if required. For example, strapping, bolts and double joists as per NZS 3604:2011.		☐
Specify the sub floor ventilation and insulation.		☐
Specify the flooring material (e.g. ply, particle board, fibre cement) or for decks the deck surface.		☐
Specify the fixings between floor elements and specify their durability. (Compliance with B2/AS2).		☐
Concrete Floor (for example show compliance with B1/AS1 – NZ3604:2011 or NZS4229:2013.)		
Provide a concrete floor layout. Detail the location of footings, point load thickenings, bays, location of plumbing fixtures. Detail posts and/or pillars and provide slab dimensions.		☐
Detail footings and/or foundation walls. Show location of and cover to reinforcing and detail insulation if applicable. Scale 1:10.		☐
Specify the DPM, reinforcing, laps. Detail slab heating details if applicable.		☐
Include on the layout plan control joints, free joints, if slab lengths exceed 24m in length.		☐
Code Mark Concrete Floor Slabs e.g. Rib Raft or Maxi Raft floors		
Complete a flow diagram to demonstrate compliance with non-specific design. Provide the code mark certificate.		☐
Provide a producer statement (PS1) (and certificate of design work for dwellings) if the floor does not fully comply with the non-specific design requirements i.e. B1/AS1.		☐
Nominate and detail the compliance with B1/B2 and E3 for TANKING/BASEMENT WALLS		
Detail the structural design of the basement wall. Ensure distances to boundaries, materials are fully specified.		☐
Provide a producer statement (PS1) (and certificate of design for dwellings) with the application.		☐
Detail the tanking (E2) and back fill for the wall(s).		☐
Ensure clean outs and discharge points are shown for all sub-soil drainage on the drainage plan.		☐
Nominate and detail the compliance with B1/B2 for WALL AND ROOF FRAMING		
Nominate compliance with the NZ Building Code: B1/AS1 ☐ (e.g. NZS 3604:2011 etc.) B1/VM1 ☐ (specific design, truss design, design iT etc.) B2/AS1 ☐ (e.g. NZS 3604:2011 etc.) B2/VM1 ☐ (e.g. specific design etc.) Alternative Solution ☐ (ensure Alternative Solution Form is completed). Refer to page 6 of this document for further information.		☐
Detail the wall framing; sizes, grade, centres, treatment, and height of all studs, including raked studs.		☐
Specify and detail the fixings of bottom and top plates.		☐
Specify the lintels and the lintel fixings for uplift if required.		☐
Specify the roof framing and provide a roof framing layout: show sizes, grade, centres, spans, treatment, fixings etc. Detail ridge beam, rafters, ceiling joists/runners etc.		☐
Detail the roof bracing if applicable.		☐

	Applicant to complete	
	Document reference or page number of detail	N/A
Provide a truss layout, calculations and design certificate.		☐
Specify the purlins/battens – treatment, size fixings.		☐
Detail the verandah construction – specify beams, detail fixings etc. Ensure the relevant floor plan provides dimensions for the verandahs.		☐
Provide the design certificate for proprietary beams, lintels etc. if applicable. (B1/VM1).		☐
Nominate and detail the compliance with B1, B2 and F4 for BARRIER CONSTRUCTION		
Nominate compliance with the NZ Building Code: B1/AS1 ☐ (e.g. NZS 3604:2011 etc.) B1/VM1 ☐ (specific design, truss design, design iT etc.) B2/AS1 ☐ (e.g. NZS 3604:2011 etc.) B2/VM1 ☐ (e.g. specific design etc.) F4/AS1 ☐ Alternative Solution ☐ (ensure Alternative Solution Form is completed). Refer to page 6 of this document for further information.		☐
Specify and detail barriers as required for all falls greater than 1m on the property. This includes retaining walls, decks and balconies.		☐
Ensure the deck/balcony has sufficient strength rigidity to comply with the F4/AS1 and the MBIE Barrier Guide.		☐
Specify the barrier from windows with a fall height greater than 1m. For example sill height greater than 760 or fit 100mm restrictor provided.		☐
Provide producer statements from the manufacturer for all proprietary barriers e.g. aluminium and glass.		☐
Nominate and detail the compliance with B1/B2 for WALL BRACING		
Nominate compliance with the NZ Building Code: B1/AS1 ☐ (e.g. NZS 3604:2011 etc.) B1/VM1 ☐ (specific design, truss design, design iT etc.) B2/AS1 ☐ (e.g. NZS 3604:2011 etc.) B2/VM1 ☐ (e.g. specific design etc.) Alternative Solution ☐ (ensure Alternative Solution Form is completed). Refer to page 6 of this document for further information.		☐
Detail the bracing layout on a floor plan.		☐
Provide the design parameters (wind zone, snow lodge, ground type etc.) and supply the bracing calculations.		☐
Detail diaphragms and dragon ties if applicable.		☐
Supply the project specific manufacturer's details for all the selected bracing elements.		☐
Nominate and detail the compliance with B1/B2 for Specific Design (ENGINEERING)		
Nominate compliance with the NZ Building Code: B1/VM1 ☐ (e.g. specific design etc.) B2/VM1 ☐ (e.g. specific design etc.) Alternative Solution ☐ (ensure Alternative Solution Form is completed). Refer to page 6 of this document for further information.		☐
Provide structural plans and specifications.		☐
Provide structural calculations and/or an engineer's design summary.		☐
Provide a producer statement. All producer statements to include compliance with B2. (Provide a certificate of design work if the building work is critical to the integrity primary structure, weather tightness or fire rating of a residential dwelling.		☐
Provide a proposed inspection regime or nominate the Council inspection.		☐

	Applicant to complete	
	Document reference or page number of detail	N/A
Nominate and detail the compliance with B2 and E2 WEATHERTIGHTNESS – FLASHING DETAILS		
Nominate compliance with the NZ Building Code: E2/AS1 ☐ (NZ Building Code) E2/VM1 ☐ (e.g. specific design etc.) E/2 Alternative Solution ☐ (ensure Alternative Solution Form is completed). Refer to page 6 of this document for further information.		☐
Ensure all roof cladding types are located on the roof plan and/or elevations. Specify the grade and fixings of the roof claddings.		☐
Specify underlays for the roof and wall claddings. Specify the rigid air barrier where required by wind zone or cladding system.		☐
Detail and specify all building envelope penetrations. For example decks, flues, pergolas, heat pumps, meter boards etc.		☐
Detail parapets, chimney, junctions and internal gutters. Specify the overflow for internal gutters.		☐
Detail and specify the wall cladding(s). Detail and supply the project specific details for all the selected cladding(s). Include, soffit, eave, window and door head/jamb/sill, external/internal corners, interstory etc.		☐
Detail the cavity and battens if applicable.		☐
Nominate compliance with the NZ Building Code: E2/AS1 ☐ (NZ Building Code) E2/VM1 ☐ (e.g. specific design etc.) E/2 Alternative Solution ☐ (ensure Alternative Solution Form is completed). Refer to page 6 of this document for further information.		☐
Ensure all flashings are detail correctly and dimensioned.		☐
Provide project specific manufacturers details for all the selected cladding(s) if applicable. Provide alternative solution form if selected cladding is outside the scope of E2/AS1. For example, JH Titan Board, structural masonry, etc.		☐
Detail all junctions where roof/wall cladding intersect. Cross reference details to cross section and/or elevations.		☐
Specify and detail membrane roof/balconies/decks. Ensure correct falls, overflow (if required) and provide details.		☐
Detail an nominate the means of compliance with D1, D2		
Nominate and detail compliance with D1 (Access Routes). D1/AS1 ☐ or an Alternative Solution ☐ (ensure Alternative Solution Form is completed).		☐
Detail and specify all exterior and internal stairs. Detail the tread, going, rise pitch and height.		☐
Specify the handrails. Note the additional requirements for commercial alterations.		☐
Specify the barrier if required.		☐
Nominate and detail compliance with D2. (Mechanical Installation for Access) D2/AS1 ☐ D2/AS2 ☐ D2/AS3 ☐ or an Alternative Solution ☐ (ensure Alternative Solution Form is completed).		☐
Provide full detail and specification of the lift installation. Provide producer statements. Note: Producer statements are required to be from designers on the Southern Building Cluster Group Producer Statement Register.		☐
Nominate and detail compliance with H1 – Energy Efficiency. H1/AS1 ☐ or an Alternative Solution ☐ (ensure Alternative Solution Form is completed).		☐
Specify and detail the insulation for the building. Provide calculations for the calculation method and verification method.		☐

	Applicant to complete	
	Document reference or page number of detail	N/A
Detail the insulation required for the water supply.		☐
Detail the lighting energy efficiency required for commercial buildings.		☐
Swimming pool/spa pool – layout/fencing/construction/drainage.		☐
Electrical layout plan (specification of light fittings).		☐
Nominate and detail the compliance with E1 Surface Water DRAINAGE (Stormwater)		
E1/AS1 ☐ or E1/VM1 ☐ or an Alternative Solution ☐ (ensure Alternative Solution Form is completed).		☐
Provide a stormwater drainage plan at an appropriate scale (this can be combined with the foul drainage plan). Clearly identify existing and proposed stormwater drainage. Ensure relevant easements, water course, retention tanks and connections are shown on the site plan and/or drainage plan.		☐
Provide a system for collection of surface water from driveways and other hard surfaces to an approved outfall such as a sump.		☐
Specify and detail the inspection openings, gradients, down pipe sizes, rain heads, overflows, pipe – size, standard, bedding, etc. Detail all water tanks and the discharge point of the overflow.		☐
Specify and detail all sumps, inspections openings etc.		☐
Provide sump size, pump performance graph, catchment size if stormwater is to be pumped.		☐
Provide soak pit design (including calculations) if required.		☐
Nominate and Detail Compliance with F5 - CONSTRUCTION AND DEMOLITION HAZARDS		
Provide details of the proposed work-site barriers to demonstrate compliance with clause F5 of the NZ Building Code.		☐
Note: A certificate for public use or a code compliance certificate is required before the public can use a building.		☐
Nominate and detail the compliance with C/AS1 - SOLID FUEL HEATING and F7 – Warning Systems.		
C/AS1 ☐ Indicate solid fuel heating source(s): Gas ☐ , Solid Fuel ☐ , Liquid Fuel ☐ , Other ☐		☐
Specify the make and model of the solid fuel burner. Complete and attach the solid fuel check sheet located on the DCC website: http://www.dunedin.govt.nz/services/building-control/forms-and-checksheets .		☐
Specify and indicate the location of the smoke alarms for all sleeping spaces in residential dwellings. For new commercial and commercial alteration refer to C-Protection from Fire section.		☐
Nominate and detail the compliance with G1, G13 Sanitary Plumbing.		
G1/AS1 ☐ G13/AS1 ☐ G13/AS3 AS NZS3500 ☐ or an Alternative Solution ☐ (ensure Alternative Solution Form is completed).		☐
Specify all fixtures and fittings.		☐
Detail waste pipe sizes, gradient and location.		☐
Detail and specify water vents – type, size and location if required.		☐
Specify and detail all wet area showers. Ensure manufacturers' installation instructions are included.		☐
Provide a detailed layout for all accessible facilities for commercial buildings in accordance with section 118 of the NZ Building Act 2004.		☐

	Applicant to complete	
	Document reference or page number of detail	N/A
Nominate and Detail Compliance with G4-MECHANICAL (Heating, Ventilation and Air Conditioning)		
Nominate and detail compliance with G4. (Mechanical Installation for Access) G4/AS1 ☐ G4/VM1 ☐		☐
Detail the ventilation of all spaces – opening windows, mechanical ventilation.		☐
For G4/VM1 provide full details of the system, including layout and compliance with fire safety systems if required.		☐
Provide producer statements. Note: Producer statements are required to be from designers on the Southern Building Cluster Group Producer Statement Register.		☐
Nominate and Detail Compliance with G6 ACOUSTICS		
Full details of the systems are required, see above for producer statement requirements.		☐
Nominate and detail the compliance with G12, G13 PLUMBING AND DRAINAGE		
Nominate compliance with the NZ Building Code: G13 AS1/AS2 ☐ or G13/AS3 AS NZS3500 ☐ or Alternative Solution (such as a sani pump) ☐ (ensure Alternative Solution Form is completed).		☐
Provide a plumbing and foul drainage plan at an appropriate scale. Clearly identify existing and proposed foul drainage. Ensure relevant easements, water course and connections are shown on the site plan and/or drainage plan. Locate the Council sewers if they are on the property. Provide a dimension from the proposed building work to the Council sewer or other asset. Provide a schematic layout if there is more than 1 level and there are sanitary fittings on upper floors. Detail suspended drainage and the plumbing stack system.		☐
Trade Waste		
Any discharge other than domestic sewerage to the Council foul sewer may be required to apply for a trade waste consent. Refer to: http://www.dunedin.govt.nz/services/wastewater/tradewaste		☐
Specify and detail all penetrations through any structural members.		☐
Locate existing sanitary fixtures and fittings. For commercial buildings, ensure the accessible toilets and facilities are shown.		☐
Sanitary Drainage		
Specify and detail the inspection openings, gradients, overflow relief gully location, pipe - sizes, standard, bedding, etc.		☐
Document the total fixing load of the building.		
Correctly detail the venting for the drains. Ensure this matches the nominated means of compliance (E.g. G13/AS1 or G13/AS3 (NZS 3500.2)).		☐
Detail the connection point to an approved outlet and specify the height of the lowest sanitary fitting to the Council foul sewer. This is required in particular for rear sections on flat site.		☐
On-Site Effluent Disposal System		
Provide the design information including type of system and loading performance (AS NZS1547 or specific design) from a Council approved designer.		☐
Include in the specification the site specific soil evaluation information.		☐
Detail the homeowners maintenance requirements detailed.		☐
Draw the location and detail the size of the system including the effluent disposal field.		☐
Provide evidence of Otago Regional Council approval (if required).		☐
Nominate and detail the compliance with G12 - Potable Water Supply		
G12/AS1 ☐ G12/AS2 ☐ or an Alternative Solution ☐ (ensure Alternative Solution Form is completed).		☐

	Applicant to complete	
	Document reference or page number of detail	N/A
Detail the mains water supply, toby or details of on-site water supply and storage. Note the overflow requirement of E1.		☐
Detail backflow prevention details (if required). Ensure for commercial buildings, the boundary backflow is detailed for the property at the boundary and for the building and for fittings such as ice machines, dishwashers or any other fitting that is water driven.		☐
Specify and detail the interior plumbing – pipe material, sizes, insulation.		☐
Hot water system (type, size, location, valving and venting)		
Specify the hot water system (instant gas, electric).		☐
Specify and provide a valve train for all hot water cylinders. Ensure the location of the tempering valve is noted. Ensure the seismic restraint for cylinder is specified.		☐
Detail and specify the solar hot water system if applicable.		☐
Specify and detail any wet backs or boilers.		☐
Other		☐
ALTERATIONS TO EXISTING BUILDINGS (section 112)		
Clause 1 (a) : Provide documents detailing how the building will comply, as nearly as is reasonably practicable, with the provisions of the Building Code that relate to: (i) means of escape from fire; and (ii) access and facilities for persons with disabilities (if this is a requirement in terms of section 118).		☐
Clause 1 (b) : Provide documents detailing how the building will: (i) if it complied with the other provisions of the Building Code immediately before the building work began, continue to comply with those provisions; or (ii) if it did not comply with the other provisions of the Building Code immediately before the building work began, continue to comply at least to the same extent as it did then comply.		☐
Clause 2 : Documents supplied showing that: (a) if the building were required to comply with the relevant provisions of the Building Code, the alteration would not take place; and (b) the alteration will result in improvements to attributes of the building that relate to – (i) means of escape from fire; or (ii) access and facilities for persons with disabilities; and (c) the improvements referred to in paragraph (b) outweigh any detriment that is likely to arise as a result of the building not complying with the relevant provisions of the Building Code.		☐
C-PROTECTION FROM FIRE (Non-residential Only)		
Does this application require New Zealand Fire Service Engineering Unit assessment as set out in the gazette notice : https://gazette.govt.nz/notice/id/2012-go2694 Yes ☐ No ☐ Note: When documentation in accordance with section 46(1) of the NZ Building Act is supplied in hard copy, three copies of the documents – one of which needs to be electronic on a digital device e.g. USB key will be required. This copy will be sent to the New Zealand Fire Service Engineering Unit in accordance with section 46(3) of the Building Act. Electronic copy provided Yes ☐		☐
Provide a fire design report detailing full compliance with acceptable solutions. Nominate the primary risk group and acceptable solution. SM - C/AS2 ☐ SI - C/AS3 ☐ CA - C/AS4 ☐ WB - C/AS5 ☐ WS - C/AS6 ☐ VP - C/AS7 ☐		☐
Note: Document the fire design requirements on the architectural and services drawings. This is to include all passive and active fire safety systems. For example FRR construction, FRR doors, emergency lighting (F6), signs (F8), alarm and sprinkler		☐

	Applicant to complete	
	Document reference or page number of detail	N/A
layouts (F7) etc. Provide project specific manufacturer's details for all the selected fire rated construction and systems. For example, Gib Fire rated plasterboard.		
Supply documents to demonstrate compliance using the verification method (VM/2) PS1 supplied ☐ PS2 supplied ☐		☐
Provide a statement of change assessment supplied as per MBIE guidance score 0-11. Refer to the New Zealand Fire Service Engineering Unit Checklist and Fire Design Policy on the DCC website: http://www.dunedin.govt.nz/services/building-control/forms-and-checksheets .		☐
Provide a gap assessment and ANARP submission supplied as per MBIE guidance score 12-19. Refer to the New Zealand Fire Service Engineering Unit Checklist and Fire Design Policy on the DCC website: http://www.dunedin.govt.nz/services/building-control/forms-and-checksheets		☐
Provide a full assessment using an appropriate acceptable solution Score 20+. Refer to the New Zealand Fire Service Engineering Unit Checklist and Fire Design Policy on the DCC website: http://www.dunedin.govt.nz/services/building-control/forms-and-checksheets		☐
Provide a specific design with a full assessment using relevant parts of VM and other acceptable solutions. Refer to the New Zealand Fire Service Engineering Unit Checklist and Fire Design Policy on the DCC website: http://www.dunedin.govt.nz/services/building-control/forms-and-checksheets .		☐
ACCESS AND FACILITIES FOR PEOPLE WITH DISABILITIES <i>Indicate how you will comply with section 118 of the NZ Building Act 2004. Items that need to be considered include:</i>		
Access routes		☐
Accessible stairs		☐
Lifts		☐
Accessible features/facilities		☐
COMPLIANCE SCHEDULE ITEMS		
THE INFORMATION BELOW DOES NOT APPLY TO DOMESTIC DWELLINGS UNLESS THERE IS A CABLE CAR ATTACHED		
All items (including interfacing systems) required to be on a compliance schedule (i.e. fire alarm, lift, HVAC) must be accompanied with full details including performance standards and the reporting, recording and maintenance procedures . Refer to the NZ Building Act 2004 section 100-111 and the Building Compliance Handbook and definition of 'plans and specifications' under section 7 of the NZ Building Act 2004. Note: This information must be supplied separately as an attachment to the specifications.		☐
Provide a completed Compliance Schedule Specified Systems Form (SBCG 27) on the DCC website. Correctly nominate the systems being added, altered etc.		☐
Provide the relevant specified systems forms for all the systems being added and/or altered etc. These forms can be found on the DCC website. Note: If an amendment compliance schedule is in place, only the specified systems forms for the systems being added or upgraded are required. For example, if a new alarm panel is being replaced.		☐
ADDITIONAL INFORMATION OR COMMENTS RELEVANT TO THIS APPLICATION:		