

Standard residential application for a building consent

and/or project information memorandum, certificate of acceptance

Building Act 2004, section 33 or section 45

Send or deliver your application to: Building Consents and Licensing Services,
Wellington City Council, PO Box 2199, 101 Wakefield Street, Wellington.
For enquiries, phone 801 4311.

Council use only:
Application #
Property ID

PART 1 – APPLICATION

For the building work described in this application please issue a:

project information memorandum building consent quick building consent certificate of acceptance
(to find out if a project qualifies for a 'quick building consent' go to the building services section at Wellington.govt.nz)

Consent/project information memorandum to be mailed collected

The building (project location)

Building name (if applicable)	N/A
Building street address	57 Smith St, Karori
Location of building within the site (include nearest street access)	Against street front of site
Legal description of land where the building is located (state legal description as at the date of application. If a subdivision of the land is proposed, include details of relevant lot numbers and subdivision consent)	Lot 5 DP123467
Number of levels (include below ground, ground and above ground)	2
Level/unit number (if applicable)	N/A
Area (in square metres)	Existing floor area: 0 Proposed new floor area: 240m ² Resulting total floor area: 240m ²
Current, lawfully established use (include number of occupants per level and per use if more than one level)	N/A - Empty lot
Year first constructed (insert year, an approximate date is acceptable such as 1920's or 1960-1970)	N/A

The owner (must be completed for all applications and all details must be the owner's)

Owner's name (for individuals, state the preferred form of title, eg Mr, Mrs, Ms, Miss, Dr. For companies, trusts and other organisations provide a contact person's name)	Robert M Jonez and Emelda J Marks	
Owner's mailing address	59 Smith St , Karori 6051	
Street address/registered office	59 Smith St , Karori 6051	
Owner's contact details	Landline: 04 1234 1234 Mobile: 021 1234 1234 After hours: 04 1234 1234	Fax: 04 1234 1234 Email: rob&em@co.nz
Proof of ownership – attach one of the following as evidence	<input checked="" type="checkbox"/> Copy of the land title – no more than three months old (this may also be called computer register, Certificate of Title, CT or property title) <input type="checkbox"/> Lease <input type="checkbox"/> Agreement for sale and purchase.	

The owner's agent (only required if application is being made on behalf of the owner)

Name of agent (if application is for a company, trust and other organisations provide a contact person's name)	Intelligent Architecture – James Hendrix		
Agent's mailing address	60 Jones St , Karori 6051		
Street address/registered office	60 Jones St , Karori 6051		
Agent's contact details	Landline: 04 1234 1234 Fax: 04 1234 1234 After hours: 04 1234 1234	Mobile: 021 1234 1234 Email: Intelligent@co.nz	
Relationship to owner (state the details of the owner's authorisation if making this application on the owner's behalf)	Architect		
First point of contact (mark boxes as appropriate and provide details of any other points of contact)	Further information: <input checked="" type="checkbox"/> Agent <input type="checkbox"/> Owner <input type="checkbox"/> Other	Correspondence: <input checked="" type="checkbox"/> Agent <input type="checkbox"/> Owner <input type="checkbox"/> Other	Invoicing: <input checked="" type="checkbox"/> Agent <input type="checkbox"/> Owner <input type="checkbox"/> Other

Contacts (provide all details where relevant)

Designer or architect	Business/name: Intelligent Architecture – James Hendrix Registration/qualification: LBP Address: 60 Jones St , Karori 6051 Email: Intelligent@co.nz	Landline 04 1234 1234 Mobile 021 1234 1234 After hours phone: 04 1234 1234 Fax 04 1234 1234
Structural engineer	Business/name: Registration/qualification: Address: Email:	Landline: Fax: After hours phone: Mobile:
Other (eg fire safety designer, builder, plumber or drainlayer. Attach additional page if required)	Role: Business/name: Registration/qualification: Address: Email:	Landline: Fax: After hours phone: Mobile:

Application

Signed by the owner	OR	Signed by the agent (on behalf of, or with the authority from, the owner)
Signature:		Signature:
Name:		Name: James Hendrix
Date:		Date:

Privacy information

The information you have provided on this form is required so that your building consent application can be processed under the Building Act 2004. The Council collates statistics relating to issued building consents and has a statutory obligation to forward these regularly to Statistics New Zealand. The Council stores the information on a public register, which must be supplied (as previously determined by the Ombudsman) to whoever requests the information. Under the Privacy Act 1993 you have the right to see and correct personal information the Council holds about you.

General information

<p>Description of the building work (provide sufficient description to enable full understanding of the scope of the work. If you are applying for a certificate of acceptance the reason why you do not have a building consent needs to be clearly stated.)</p>	<p>New 2 storey, 3 bedroom, 2 bathroom dwelling with attached double garage and ground floor deck</p>	
<p>Has a pre-application meeting been attended? If yes provide the service request (SR) number (see the building services section at Wellington.govt.nz for the criteria for mandatory pre-application meetings or contact the Council)</p>	<p><input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p>	<p>SR Number:</p>
<p>Will the building work result in a change of use of the building? (If yes, provide details of the new use)</p>	<p><input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p>	
<p>Is the building work for weathertightness (leaky building) repair?</p>	<p><input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p>	
<p>Intended life of the building stated in years, only if intended to be less than 50 years old</p>		
<p>List building consents previously issued for the project (if any). List who issued the consent, the date of issue and the consent number.</p>	<p>SR22222 - subdivision, earthworks and public drainage</p>	
<p>Estimated value of the building work on which the building levy will be calculated (include goods and services tax as defined in section 7 of the Building Act 2004).</p>	<p>\$350,000</p>	
<p>Does the building or site have any cultural or heritage significance, or is it a marae?</p>	<p>No</p>	

Site information

Site issues	Applicant to complete	Reference on drawings, specifications and/or comments	Council use only
Are the finished floor, finished ground, street and associated datum levels shown on plans?	Shown on site plan	Dwg 01	<input type="checkbox"/> Verified
Are the distances to boundaries shown on plans?	Shown on site plan	Dwg 01	
Does the proposed work cover two or more allotments?	One lot		
What is the wind zone?	Very High	Per WCC Maps	
What is the corrosion zone?	Zone 1		
Are there public drains on the site?	Yes	Dwg 1	
Is the site subject to natural or created hazards such as erosion, subsidence, flooding, slips or cut and fill? If yes, provide details.	No		
Are the ground conditions specified?	See comment	refer engineers documentation	

PART 3 – PROJECT INFORMATION MEMORANDUM

DO NOT COMPLETE THIS SECTION IF THIS APPLICATION IS ONLY FOR A BUILDING CONSENT OR CERTIFICATE OF ACCEPTANCE

Matter	Select box if the matter is part of the project	Comments
Subdivision	<input type="checkbox"/>	
Alterations to land contours	<input type="checkbox"/>	
New or altered connection to public utilities	<input type="checkbox"/>	
New or altered locations and/or external dimensions of building(s)	<input type="checkbox"/>	
New or altered access for vehicles	<input type="checkbox"/>	
Building work over or adjacent to any road or public place	<input type="checkbox"/>	
Disposal of stormwater and wastewater	<input type="checkbox"/>	
Building work over existing drains or sewers or in close proximity to wells or water mains	<input type="checkbox"/>	
Other matters known to the applicant that may require authorisation from the appropriate territorial authority	<input type="checkbox"/>	

DO NOT FILL IN THIS SECTION IF THIS APPLICATION IS ONLY FOR A PROJECT INFORMATION MEMORANDUM

All documentation, including plans, specifications, calculations and producer statements used to show building consent compliance must be formally listed as attachments.

The building work will comply with the building code as follows:

Please ensure that any details of the listed compliance elements are shown on drawings and/or specifications.

B1: Structure

Elements	Means of compliance	Reference on drawings, specifications and/or comments	For Council use only
B1: Foundations	applicable		<input type="checkbox"/> Checked
foundation size	NZS 3604	Floor Plan Ground - dwg 01 Sections and details - dwgs 20, 21 Specification - pg 15-20 Information – complete when pile foundation, single pour and timber floor on ring foundation is proposed	
reinforcing	NZS 3604		
foundation/footings for retaining walls	Not Applicable		
B1: Slab	applicable		
layout dimensions	NZS 3604	Floor Plan Ground - dwg 01 Sections and details - dwgs 20, 21 Specification - pg 15-20	
thickness	NZS 3604		
reinforcing	NZS 3604		
slab thickening/point loads	NZS 3604		
fixing/connections	NZS 3604		
B1: Timber sub-floor and floor	applicable		
pile details including bracing	NZS 3604	Floor Plan Ground - dwg 01 for deck Floor Plan 2 nd level - dwg 02, Sections and details - dwgs 20, 21 Specification - pg 21-25	
bearers and joist details including support/blocking details	NZS 3604		
flooring material and floor height above ground	NZS 3604		
fixing/connection	NZS 3604		
B1: Walls	applicable		
wall type, height, centres, member sizes and bracing	NZS 3604	See notes on Floor Plans - dwg 01 & 02 Sections and details on Bracing Plan - dwg 23, 24 Specifications - pg 26	
window and door framing details including lintels	NZS 3604		
fixing/connection	NZS 3604		
B1: Roof	applicable		
layout/trusses including member centres sizes and bracing	Alternative	PS1, roof plan and fixing schedule from truss manufacturer in specification - Appendix 1 Roof cladding installation instructions in specification - dwg 28 & specification pg 30 Information – for non-metal long-run roofs, manufacturers installation instructions are always required	
purlin/batten centres and sizes	NZS 3604		
beams centres and sizes	Alternative		
fixing/connection	NZS 3604		
B1: Barrier fixings	applicable		
rail, fence, baluster fixings	B1/AS2	Sections and details - pg 25	

B2: Durability

B2: Durability	applicable		<input type="checkbox"/> Checked
concrete/masonry	NZS 3604	timber treatments specification - pg 7 concrete specification - pg 7 flashings specification - pg 7 plumbing materials - pg 7 Information – It is recognised that all areas of durability cannot be practically referenced here. Standard references are concrete strengths, timber treatments and strengths, flashing materials and plumbing materials	
timber treatment	NZS 3604		
metal	NZS 3604		
subfloor and roof/skillion ventilation	NZS 3604		
plumbing materials	B2/AS1		

C1-C4: Fire safety

Elements	Means of compliance	Reference on drawings, specifications and/or comments	For Council use only
C1-C4: Fire safety	applicable		<input type="checkbox"/> Checked
C1: solid fuel fireplace (please provide manufacturer's specifications. If second-hand, provide a producer statement)	Not Applicable	Floor plan - dwgs 01,02 Information – for houses less than 300m ² route lengths do not generally need to be drawn	
C1: other type of fireplace or burner	Not Applicable		
C2: means of escape (ie 24 m MAX)	C/AS1	Information – for single residential dwellings greater than 1m from the boundaries, fire resistance of materials is not generally required.	
C3-C4: fire resistance rating - walls, ceilings, roofs, windows, eaves and penetrations including fire dampers on ducting.	Not Applicable		

D1-D2: Access

Elements	Means of compliance	Reference on drawings, specifications and/or comments	For Council use only
D1: Access routes	applicable		<input type="checkbox"/> Checked
slip resistance	D1/AS1	Sections and details - dwg 24	
landing size	Not Applicable		
handrail	D1/AS1		
stair dimension including tread and riser	D1/AS1		
ramps	Not Applicable		
head height clearance	D1/AS1		
vehicle access: parking, loading spaces and driveway	AS/2890.1		
D2: Mechanical installations for access	Not applicable		
lift			
external platform/chairlift			
cable car			

E1-E3: Moisture

Elements	Means of compliance	Reference on drawings, specifications and/or comments	For Council use only
E1: Site drainage (surface water)	applicable		<input type="checkbox"/> Checked
secondary flow path	E1/AS1	Site Plan - dwg 1	

Elements	Means of compliance	Reference on drawings, specifications and/or comments	For Council use only
stormwater disposal method: gravity controlled, storage-pumped systems to Council main, soak pit or street kerb with channel.	E1/AS1	Plumbing and drainage plan - dwg 27 Specification - pg 27	
surface water and field drains to silt sumps.	E1/AS1		
E1: Roof water dispersal (surface water)	applicable		
internal/external gutter including rainwater head, scupper opening details	E1/AS1	Site Plan - dwg 1 Specification - pg 28	
roof and deck catchment area, pitch (roof and/or deck) including downpipe size and number	E1/AS1		
E2: Floor (external moisture)	applicable		
floor height above ground	E2/AS1	Sections and details - dwg 24 .	
damp-proof membrane	E2/AS1		
deck threshold with door details	E2/AS1		
E2: Decks and balconies (external moisture)	applicable		
waterproof membrane details including eaves, barges, junction with walls, barrier fixings, outlets and overflows	E2/AS1	Sections and details - dwg 24 Information – Significantly more details are required for membrane decks.	
balustrade detail of flashing, capping, junctions and penetration	Not Applicable		
E2: Walls (external moisture)	applicable		
building wrap	E2/AS1	Building Sections - dwg 10-14 Specifications - pg 29	
head, jamb and sill flashing details	E2/AS1		
cavity or direct fix cladding system including: flashing details for external and internal corners, junctions with other materials, vertical and horizontal control joints	E2/AS1		
cladding clearances between floor level, ground level and/or membrane deck level.	E2/AS1		
tanking/damp proof membrane to retaining wall	E2/AS1		
E2: Roof (external moisture)	applicable		
building wrap	E2/AS1	Building Sections - dwg 10-14 Sections and Details - dwg 28 Specifications - pg 30 Alternative solution roof cladding and skylight detail - specific manufacturers specifications.	
type of roof: profiled metal roof, concrete, clay tile roof etc	E2/AS1		
membrane roof	Not Applicable		
flashing of penetrations	E2/AS1		
flashings of junctions: eave, ridge, valley, apron and upstands	E2/AS1		
Flashing of parapets: junctions and penetration	E2/AS1		
skylight details and flashings	Alternative		
roof spouting, downpipe, solar panel fixings	E2/AS1		

Elements	Means of compliance	Reference on drawings, specifications and/or comments	For Council use only
E3: Internal moisture	applicable		
wall and floor impervious lining	Alternative	Floor Plan - dwg 1, 2 Specification - pg 31 Shower - manufactures installation instructions wet area membrane proof of compliance with NZBC - Specification appendix 6	
wet area membrane	Not Applicable		
bath or shower junction details	E3/AS1		
floor overflow control for sanitary rooms such as bathroom, toilet, kitchen – only required for more than one unit	Not Applicable		

F1-F8: Safety of users

Elements	Means of compliance	Reference on drawings, specifications and/or comments	For Council use only
F1: Hazardous agents onsite	Not applicable		<input type="checkbox"/> Checked
contaminated site			
F2: Hazardous building materials	applicable		
glass barriers, windows, doors, screens etc	F2/AS1	window schedule - dwg 15	
bathroom windows	NZS 4223.3		
F3: Hazardous substances and processes	Not applicable		
contaminated building (eg mould, asbestos)			
F4: Safety from falling	applicable		
minimum height for internal and external barriers and barrier opening sizes (ie no toe holds)	F4/AS1	Scetions and details - dwg 28 Window schedule - dwg 15	
swimming pool fence and gate height. Provide detail of any other opening – see Fencing of Swimming Pools (FSP) Act 1987	Not Applicable		
minimum window sill height and window restrictors required if there is potential for fall hazard	F4/AS1		
F5: Site safety	applicable		
fencing/hoarding/overhead protection	F5/AS1	Specification - pg 5	
traffic plan	Not Applicable		
encroachment/Council approval	Not Applicable		
F7: Warning systems	applicable		
smoke detectors	F7/AS1	Floor plans - dwg 1, 2	
other warning systems specified	Not Applicable		

G1-G15: Services and facilities

Elements	Means of compliance	Reference on drawings, specifications and/or comments	For Council use only
G1-G3: Bathroom, laundry and kitchen	applicable		<input type="checkbox"/> Checked
G1: Bathroom fixtures and layout	G1/AS1	Floor plans - dwg 1, 2 Plumbing and Drainage plan - dwg 27 Specification - pg 27	
G2: laundry fixtures and layout	G2/AS1		

Elements	Means of compliance	Reference on drawings, specifications and/or comments	For Council use only
G3: kitchen fixtures and layout	G3/AS1		
G4: Ventilation	applicable		
natural ventilation	G4/AS1	Floor plans - dwg 1, 2 Specification - pg 31	
mechanical ventilation	AS 1668.2		
conditioned areas (living area) ventilation	G4/AS1		
ventilation of gas-fired appliances	Not Applicable		
G6: Airborne and impact sound	Not applicable		
Sound transmission class and sound transmission insulation details (vertical and horizontal transfer) including at penetrations (pipes).			
G7-G8: Natural and artificial light	applicable		
G7: Natural light to habitable space (eg glazing greater 10 percent of floor area)	G7/AS1	Floor plans - dwgs 1, 2 Window schedule - dwg 15 Electrical plan - dwg 16	
G7: outside visual awareness	G7/AS1		
G8: artificial lighting details	G8/AS1		
G10-G11: Piped services and gas used as an energy source	Not applicable		
G10: ventilation and airflow for gas appliances			
G10: specified gas appliances types			
G11: gas supply type			
G12-G13: Water supply and foul water	applicable		
G12: water supplies: pipe material, type of hot water system	G12/AS1	Plumbing and Drainage plan - dwg 27 Specification - pg 27	
G13: foul water: pipe sizing, materials, venting and overflow relief gullies	AS/NZS 3500.2		

H1: Energy efficiency

Elements	Means of compliance	Reference on drawings, specifications and/or comments	For Council use only
H1: Energy efficiency	applicable		<input type="checkbox"/> Checked
Hot water heater and pipe insulation	H1/AS1	calculation method in Specification - Appendix 2	
Insulation: wall, roof, floor, glazing, etc	H1/AS1		

Waivers and/or modifications

Provide details of any waivers and/or modifications required for any sections of the New Zealand Building Code.	n/a
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PART 5 – COMPLIANCE SCHEDULE

DO NOT FILL IN THIS SECTION IF THIS APPLICATION IS ONLY FOR A PROJECT INFORMATION MEMORANDUM

		Council use only
Are there specified systems in the building? (Generally, cable cars are the only specified system used in residential properties)	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No (if there is no specified system move to part 6.)	<input type="checkbox"/> Checked
Describe the systems being installed, altered, added to, or removed in the course of the building work		

The following documents are attached to this application:

Please provide two copies of the attachments, unless otherwise specified.

Attached document	Select the appropriate box for the documents provided	Comment	Council use only
Application form (original)	<input checked="" type="checkbox"/>		<input type="checkbox"/> Checked
Proof of ownership (one copy)	<input checked="" type="checkbox"/>	certificate of title (computer freehold register)	
Drawings and plans	<input checked="" type="checkbox"/>	drawings 1-30, specification and appendices, manufacturers installation instructions and specifications	
Application fee and any Council fee calculations	<input checked="" type="checkbox"/>	attached cheque per WCC fee calculation	
Site specific specifications	<input checked="" type="checkbox"/>		
Specification supporting documents for all:	Not applicable		
• solid fuel fires and flue details (brand/type)	<input type="checkbox"/>		
• solar and wetback hot water systems (brand/type)	<input type="checkbox"/>		
• fire resistance rated systems (brand/type)	<input type="checkbox"/>		
• heating and ventilation systems (brand/type)	<input type="checkbox"/>		
• deck membranes (brand/type)	<input type="checkbox"/>		
• roof membranes (brand/type)	<input type="checkbox"/>		
• wet area membrane (brand/type)	<input checked="" type="checkbox"/>	Acme brand liquid applied membrane - manufacturers installations instructions and proof of compliance with the building code including scope and limitations of product in specification appendix 6	
• tanking membrane (brand/type)	<input type="checkbox"/>		
• wall cladding (brand/type)	<input checked="" type="checkbox"/>	Bevel back weatherboard Specification, appendix 7 and drawings	
• roof cladding (brand/type)	<input checked="" type="checkbox"/>	xxxx brand long run corrugated profile metal - Specification and drawings	
• building wrap (brand/type)	<input checked="" type="checkbox"/>	xxxx brand breathable wrap - Specification and drawings	
Inspection list	<input checked="" type="checkbox"/>		
Bracing calculation	<input checked="" type="checkbox"/>	Specification - appendix 3	
Specific design wind documents	<input type="checkbox"/>		
Weathertightness risk matrix E2 (provide two copies)	<input checked="" type="checkbox"/>	Specification - appendix 4	
Truss design producer statement (PS1)	<input checked="" type="checkbox"/>	Specification - appendix 1	
Structural engineer's producer statement (PS1) and associated calculations	<input type="checkbox"/>		
Vehicle access application	<input checked="" type="checkbox"/>	application form enclosed	
Energy efficiency compliance (H1) documentation	<input checked="" type="checkbox"/>	Specification appendix - 2	
Maintenance processes for B2	<input type="checkbox"/>		
Supporting documents for all alternative solutions	<input type="checkbox"/>		
Certificate of acceptance documentation	<input type="checkbox"/>		

Other documents (list in 'comments')