

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	400 Cook Street, Tawa
Location of building within the site (include nearest street access)	Located at the rear of the lot on Cook street
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 7 DP 87373
Number of levels (include below ground, ground and above ground)	1 or (single storey)
Level/unit number (if applicable)	Private residential N/A
Area (in square metres)	Existing floor area: 150 m sq Proposed new floor area: 35m sq Resulting total floor area: 185m sq
Current, lawfully established use (include number of occupants per level and per use if more than one level)	SH (Sleeping single home)
Year first constructed (insert year, an approximate date is acceptable such as 1920's or 1960-1970)	1960's

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)	James Smith	
Owner's mailing address	400 Gladys Scott Place, Tawa	
Street address/registered office	400 Gladys Scott Place, Tawa	
Owner's contact details	Landline: 04 12341234 Mobile: 027 12341234 After hours: 04 12341234	Fax: 04 12341234 Email: jamesmith@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)	Tom Jones		
Agent's mailing address	25 Cook Street, Tawa		
Street address/registered office	25 Cook Street, Tawa		
Agent's contact details	Landline: 04 2222333 Fax: 04 2222333 After hours: 04 2222333	Mobile: 027 2222333 Email:	
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 type="checkbox"/> Agent <input type="checkbox"/> Owner <input type="checkbox"/> Other

Contacts *(provide all details where relevant)*

Designer or architect	Business/name: The Draughting Company/Tom Jones Registration/qualification: LBP Address: 88 Seaview road Tawa Email: thedraughtingcompany @ co.nz	Landline 04 1234567 Mobile 027 1234567 After hours phone: 04 1234567 Fax 04 1234567
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

<table border="1"> <tr> <td>Signed by the owner</td> </tr> <tr> <td>Signature:</td> </tr> <tr> <td>Name: J Smith</td> </tr> <tr> <td>Date: 21 January 2011</td> </tr> </table>	Signed by the owner	Signature:	Name: J Smith	Date: 21 January 2011	OR	<table border="1"> <tr> <td>Signed by the agent (on behalf of, or with the authority from, the owner)</td> </tr> <tr> <td>Signature:</td> </tr> <tr> <td>Name:</td> </tr> <tr> <td>Date:</td> </tr> </table>	Signed by the agent (on behalf of, or with the authority from, the owner)	Signature:	Name:	Date:
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Name:										
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>Timber slatted deck on pole foundation Information: Membrane decks require significantly more detail.</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>50 Years</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>N/A</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>\$ 12000-00</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
<p>Are the finished floor, finished ground, street and associated datum levels shown on plans?</p>	<p>Shown on site plan</p>	<p>Drawing number A01</p>	<p><input type="checkbox"/> Verified</p>
<p>Are the distances to boundaries shown on plans?</p>	<p>Shown on site plan</p>	<p>Drawing number A01</p>	
<p>Does the proposed work cover two or more allotments?</p>	<p>One lot</p>	<p>see the title</p>	
<p>What is the wind zone?</p>	<p>Medium</p>	<p>site plan or page 1</p>	
<p>What is the corrosion zone?</p>	<p>Zone 1</p>	<p>site plan or page 1</p>	
<p>Are there public drains on the site?</p>	<p>No</p>		
<p>Is the site subject to natural or created hazards such as erosion, subsidence, flooding, slips or cut and fill? If yes, provide details.</p>	<p>No</p>		
<p>Are the ground conditions specified?</p>	<p>See comment</p>	<p>Good ground (300 Kpa min)</p>	

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	Drawing number A01	
reinforcing	Not Applicable		
foundation/footings for retaining walls	Not Applicable		
B1: Slab	Not applicable		
layout dimensions			
thickness			
reinforcing			
slab thickening/point loads			
fixing/connections			
B1: Timber sub-floor and floor	applicable		
pile details including bracing	NZS 3604	Drawing number A01 as per Branz bulletin 489	
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	Not applicable		
wall type, height, centres, member sizes and bracing			
window and door framing details including lintels			
fixing/connection			
B1: Roof	Not applicable		
layout/trusses including member centres sizes and bracing			
purlin/batten centres and sizes			
beams centres and sizes			
fixing/connection			
B1: Barrier fixings	applicable		
rail, fence, baluster fixings	B1/AS2	Drawing number A01	

B2: Durability

B2: Durability	applicable		<input type="checkbox"/> Checked
concrete/masonry	B2/AS1	Drawing number A01 See material compatibility on page 3 of specifications (Stainless steel fixings)	
timber treatment	NZS 3604		
metal	See comment		
subfloor and roof/skillion ventilation	Not Applicable		
plumbing materials	Not Applicable		

C1-C4: Fire safety

Elements	Means of compliance	Reference on drawings, specifications and/or comments	For Council use only
C1-C4: Fire safety	Not applicable		<input type="checkbox"/> Checked
C1: solid fuel fireplace (please provide manufacturer's specifications. If second-hand, provide a producer statement)			
C1: other type of fireplace or burner			
C2: means of escape (ie 24 m MAX)			
C3-C4: fire resistance rating - walls, ceilings, roofs, windows, eaves and penetrations including fire dampers on ducting.			

D1-D2: Access

Elements	Means of compliance	Reference on drawings, specifications and/or comments	For Council use only	
D1: Access routes	Not applicable/applicable		<input type="checkbox"/> Checked	
slip resistance	D1/AS1	Drawing number A01		
landing size	D1/AS1			
handrail	D1/AS1			
stair dimension including tread and riser	D1/AS1			
ramps	Not Applicable			
head height clearance	Not Applicable			
vehicle access: parking, loading spaces and driveway	Not Applicable			
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)	Not applicable		<input type="checkbox"/> Checked
secondary flow path			

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.			
surface water and field drains to silt sumps.			
E1: Roof water dispersal (surface water)	Not applicable		
internal/external gutter including rainwater head, scupper opening details			
roof and deck catchment area, pitch (roof and/or deck) including downpipe size and number			
E2: Floor (external moisture)	Not applicable		
floor height above ground			
damp-proof membrane			
deck threshold with door details			
E2: Decks and balconies (external moisture)	applicable		
waterproof membrane details including eaves, barges, junction with walls, barrier fixings, outlets and overflows	E2/AS1	Drawing number A01 as per Branz bulletin Information: Branz bulletin 489 provides detailed information on the building requirements for decks.	
balustrade detail of flashing, capping, junctions and penetration	E2/AS1		
E2: Walls (external moisture)	Not applicable		
building wrap			
head, jamb and sill flashing details			
cavity or direct fix cladding system including: flashing details for external and internal corners, junctions with other materials, vertical and horizontal control joints			
cladding clearances between floor level, ground level and/or membrane deck level.			
tanking/damp proof membrane to retaining wall			
E2: Roof (external moisture)	Not applicable		
building wrap			
type of roof: profiled metal roof, concrete, clay tile roof etc			
membrane roof			
flashing of penetrations			
flashings of junctions: eave, ridge, valley, apron and upstands			
Flashing of parapets: junctions and penetration			
skylight details and flashings			
roof spouting, downpipe, solar panel fixings			

Elements	Means of compliance	Reference on drawings, specifications and/or comments	For Council use only
E3: Internal moisture	Not applicable		
wall and floor impervious lining			
wet area membrane			
bath or shower junction details			
floor overflow control for sanitary rooms such as bathroom, toilet, kitchen – only required for more than one unit			

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	Not applicable		
glass barriers, windows, doors, screens etc			
bathroom windows			
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	Drawing number A01	
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	Not Applicable		
F5: Site safety	Not applicable		
fencing/hoarding/overhead protection			
traffic plan			
encroachment/Council approval			
F7: Warning systems	applicable		
smoke detectors	F7/AS1	Drawing number A02	
other warning systems specified	Not Applicable	Information only - Smoke detectors in house need to be considered for any BC associated with work connected to house - see Branz bulletin 489.	

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	Not applicable		<input type="checkbox"/> Checked

Elements	Means of compliance	Reference on drawings, specifications and/or comments	For Council use only
G1: Bathroom fixtures and layout			
G2: laundry fixtures and layout			
G3: kitchen fixtures and layout			
G4: Ventilation	Not applicable		
natural ventilation			
mechanical ventilation			
conditioned areas (living area) ventilation			
ventilation of gas-fired appliances			
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	Not applicable		
G7: Natural light to habitable space (eg glazing greater 10 percent of floor area)			
G7: outside visual awareness			
G8: artificial lighting details			
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	Not applicable		
G12: water supplies: pipe material, type of hot water system			
G13: foul water: pipe sizing, materials, venting and overflow relief gullies			

H1: Energy efficiency

Elements	Means of compliance	Reference on drawings, specifications and/or comments	For Council use only
H1: Energy efficiency	Not applicable		<input type="checkbox"/> Checked
Hot water heater and pipe insulation			
Insulation: wall, roof, floor, glazing, etc			

Waivers and/or modifications

Provide details of any waivers and/or modifications required for any sections of the New Zealand Building Code.	
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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? <small>(Generally, cable cars are the only specified system used in residential properties)</small>	<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"/>		
Drawings and plans	<input checked="" type="checkbox"/>		
Application fee and any Council fee calculations	<input checked="" type="checkbox"/>		
Site specific specifications	<input checked="" type="checkbox"/>		
Specification supporting documents for all:			
• 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 type="checkbox"/>		
• tanking membrane (brand/type)	<input type="checkbox"/>		
• wall cladding (brand/type)	<input type="checkbox"/>		
• roof cladding (brand/type)	<input type="checkbox"/>		
• building wrap (brand/type)	<input type="checkbox"/>		
Inspection list	<input type="checkbox"/>		
Bracing calculation	<input type="checkbox"/>		
Specific design wind documents	<input type="checkbox"/>		
Weathertightness risk matrix E2 (provide two copies)	<input type="checkbox"/>		
Truss design producer statement (PS1)	<input type="checkbox"/>		
Structural engineer's producer statement (PS1) and associated calculations	<input type="checkbox"/>		
Vehicle access application	<input type="checkbox"/>		
Energy efficiency compliance (H1) documentation	<input type="checkbox"/>		
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')	<input type="checkbox"/>		