

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 front of the lot on
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: N/A Proposed new floor area: N/A Resulting total floor area: N/A
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 checked="" 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

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.)	Install new inbuilt ACME Wood burner	
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)	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	SR Number:
Will the building work result in a change of use of the building? (If yes, provide details of the new use)	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
Is the building work for weathertightness (leaky building) repair?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
Intended life of the building stated in years, only if intended to be less than 50 years old	5 Years	
List building consents previously issued for the project (if any). List who issued the consent, the date of issue and the consent number.	N/A	
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).	\$ 5000-00	
Does the building or site have any cultural or heritage significance, or is it a marae?	No	

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?	Not Applicable		<input type="checkbox"/> Verified
Are the distances to boundaries shown on plans?	Not Applicable		
Does the proposed work cover two or more allotments?	One lot	see the title	
What is the wind zone?	Medium		
What is the corrosion zone?	Zone 1		
Are there public drains on the site?	Not Applicable		
Is the site subject to natural or created hazards such as erosion, subsidence, flooding, slips or cut and fill? If yes, provide details.	Not Applicable		
Are the ground conditions specified?	Not Applicable		

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	Not applicable		<input type="checkbox"/> Checked
foundation size			
reinforcing			
foundation/footings for retaining walls			
B1: Slab	Not applicable		
layout dimensions			
thickness			
reinforcing			
slab thickening/point loads			
fixing/connections			
B1: Timber sub-floor and floor	Not applicable		
pile details including bracing			
bearers and joist details including support/blocking details			
flooring material and floor height above ground			
fixing/connection			
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	Not applicable		
rail, fence, baluster fixings			

B2: Durability

B2: Durability	applicable		<input type="checkbox"/> Checked
concrete/masonry	NZS 3604	See manufactures specifications provided for safe installation requirements Information only – plumbing materials would be applicable for a wetback	
timber treatment	NZS 3602		
metal	NZS 3604		
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	applicable		<input type="checkbox"/> Checked
C1: solid fuel fireplace (please provide manufacturer's specifications. If second-hand, provide a producer statement)	C/AS1	See manufactures specifications provided for safe installation requirements	
C1: other type of fireplace or burner	Not Applicable		
C2: means of escape (ie 24 m MAX)	Not Applicable		
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	Not applicable		<input type="checkbox"/> Checked
slip resistance			
landing size			
handrail			
stair dimension including tread and riser			
ramps			
head height clearance			
vehicle access: parking, loading spaces and driveway			
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)	Not applicable		
waterproof membrane details including eaves, barges, junction with walls, barrier fixings, outlets and overflows			
balustrade detail of flashing, capping, junctions and penetration			
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)	applicable		
building wrap	Not Applicable	Drawing 01 Information only – covers where chimney stack penetrates the roof.	
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	Not Applicable		
Flashing of parapets: junctions and penetration	Not Applicable		
skylight details and flashings	Not Applicable		
roof spouting, downpipe, solar panel fixings	Not Applicable		

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	Not applicable		
minimum height for internal and external barriers and barrier opening sizes (ie no toe holds)			
swimming pool fence and gate height. Provide detail of any other opening – see Fencing of Swimming Pools (FSP) Act 1987			
minimum window sill height and window restrictors required if there is potential for fall hazard			
F5: Site safety	Not applicable		
fencing/hoarding/overhead protection			
traffic plan			
encroachment/Council approval			
F7: Warning systems	applicable		
smoke detectors	F7/AS1	Drawing 01	
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	Not applicable		<input type="checkbox"/> Checked
G1: Bathroom fixtures and layout			
G2: laundry fixtures and layout			

Elements	Means of compliance	Reference on drawings, specifications and/or comments	For Council use only
G3: kitchen fixtures and layout			
G4: Ventilation	Not applicable		
natural ventilation		Information only - Some fires require natural ventilation ducting	
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? (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"/>		
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 checked="" type="checkbox"/>	ACME Wood burner Manufacturers specifications provided	
• 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 checked="" type="checkbox"/>	ACME roof cladding specifications showing details for penetrations.	
• 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"/>		