

What is a PIM?

A project information memorandum (PIM) is a memorandum issued by the territorial authority (Council) which sets out information relevant to your building work. It assists in establishing the feasibility and design of a building project. A PIM provides information about land and about the requirements of other Acts that might be relevant to proposed building work.

What information is included in the PIM?

Information on special land features including potential:

- Erosion
- Avulsion (removal of land by water action)
- Falling debris
- Subsidence
- Slippage
- Alluvium (the deposit of silt from flooding)
- The presence of hazardous contaminants which are likely to be relevant to the design, construction or alteration of your proposed building which are known to Council.
- Details of stormwater or wastewater utility systems which relate to your building site.

It also identifies any additional approvals required such as:

- Resource Management Act requirements
- New Zealand Historic Places Trust (heritage buildings/sites)
- New Zealand Fire Service Commission

The PIM also confirms, subject to other provisions of the Building Act that you may carry out the building work subject to:

- The requirements of the building consent
and
- All other necessary authorisations being obtained

Does the PIM include requirements of the District Plan and/or the Building Act?

A Project Information Memorandum does not give any form of approval under the District Plan or the Building Act. However it will state whether other authorisations are required ie a Resource Consent. It is advisable to speak with a Council Planner to determine that your proposal complies with the District Plan prior to lodging your consent to avoid possible time delays and expensive changes to your proposal.

Do I need a PIM?

Yes, all applications which require building consent, also require a project information memorandum. This can be applied for separately or in combination with your building consent.

How to apply for a PIM

An application for a PIM must be made on the PIM/BC application form, available from Council Office or website. This form must be completed in full, signed & dated before being submitted.

Documentation required

All applications must be accompanied by 2 copies of;

- a site plan
- floor plan
- building elevations
- drainage plan

How long does it take?

Council is required to issue the PIM in twenty (20) working days of application being received, however, depending on workloads, this may be earlier.

Important:

A project information memorandum does not give any form of approval under the District Plan or Building Act. Contact the Planner, or your own planning adviser to determine that your proposal complies with the District Plan. If it does not, and resource consent is required, you are strongly advised to obtain this before seeking building consent to avoid possible expensive changes to your proposal.