

# WAIKATO BUILDING CONSENT GROUP BUILDING CONSENT APPLICATION

PRINT CLEARLY WITH BLUE OR BLACK PEN

1. APPLICATION TYPE (tick one)

- Building Consent and PIM  
 PIM only

2. THE BUILDING/PROJECT LOCATION

OFFICE ONLY Date received _____	Consent No. _____
	Document or Parcel No. _____
	Valuation No. _____
	PIM No. _____

Street No. \_\_\_\_\_ Street name \_\_\_\_\_  
 Town \_\_\_\_\_ Level or Unit \_\_\_\_\_ Building name \_\_\_\_\_  
 Lot(s) \_\_\_\_\_ DP/S \_\_\_\_\_ Site area \_\_\_\_\_ (ha) \_\_\_\_\_ (m<sup>2</sup>)  
 Other information \_\_\_\_\_

3. OWNER

Name/Company \_\_\_\_\_  
 Mail address \_\_\_\_\_  
 \_\_\_\_\_  
 Phone (daytime) \_\_\_\_\_  
 Fax \_\_\_\_\_  
 Mobile \_\_\_\_\_  
 Email \_\_\_\_\_  
 Attention \_\_\_\_\_ Ph \_\_\_\_\_

AGENT (if application is made on behalf of the owner)

Name/Company \_\_\_\_\_  
 Mail address \_\_\_\_\_  
 \_\_\_\_\_  
 Phone (daytime) \_\_\_\_\_  
 Fax \_\_\_\_\_  
 Mobile \_\_\_\_\_  
 Email \_\_\_\_\_  
 Attention \_\_\_\_\_ Ph \_\_\_\_\_  
 Relationship to owner \_\_\_\_\_

Invoice to:  Owner  Agent  
 First point of contact for communication:  Owner  Agent

4. EVIDENCE OF OWNERSHIP ATTACHED:

Certificate of Title  Lease agreement  Agreement for Sale and Purchase  Other

5. THE PROJECT: Tick one - if more than one project please list on a separate page

New Building  Demolition  Addition  Alteration  
 Relocation  Change of Use  Other (please specify below)

Description of Work: \_\_\_\_\_  
 \_\_\_\_\_

Current, lawfully established, use: (Include no. of occupants per level and per use if more than 1)  
 \_\_\_\_\_

Year First constructed: (approximate date acceptable) \_\_\_\_\_

Intended life of building (If less than 50yrs) \_\_\_\_\_

Estimated value of work: inc GST \$ \_\_\_\_\_

Existing floor area: \_\_\_\_\_ m<sup>2</sup> New Floor Area \_\_\_\_\_ m<sup>2</sup>

6. PIM Information: Please supply any relevant information/documents/diagrams and tick checkboxes if your project involves one or more of these:

- Is there a proposed subdivision for this land?
- Are you digging out the site for a building platform?
- Are there new or altered connections to Council sewer, storm water or water mains?
- Are you altering domestic sewer or storm water drains?
- Are you building near or over any road or public space?
- Are you building near or over existing domestic sewer, storm water, water mains or wells?
- Are you building or altering a vehicle crossing (entrance)?
- Is the site contaminated?
- Will the building be sited on sloping ground, or near to a bank, a stream or a coastal zone?
- Is there any other relevant information? Please state in the box or attach information


7. BUILDING PRACTITIONERS INVOLVED IN THIS PROJECT

List all your trade's people, their contact details and their trade registration numbers (eg Master Plumber registration number) where appropriate.

BUILDER:			
Name:		Registration Number:	
Address:			
Telephone:	Fax:	Mobile:	Email:

PLUMBER:			
Name:		Registration Number:	
Address:			
Telephone:	Fax:	Mobile:	Email:

DRAINLAYER:			
Name:		Registration Number:	
Address:			
Telephone:	Fax:	Mobile:	Email:

DESIGNER:			
Name:		Registration Number:	
Address:			
Telephone:	Fax:	Mobile:	Email:

GAS FITTER:			
Name:		Registration Number:	
Address:			
Telephone:	Fax:	Mobile:	Email:

Project Role:			
Name:		Registration Number:	
Address:			
Telephone:	Fax:	Mobile:	Email:

Continue on a separate sheet if required

8. THE BUILDING WORK WILL COMPLY WITH THE BUILDING CODE AS FOLLOWS:

What alternatives to the Building Code are you using in your construction? Tell us what you are doing that does not comply with the Building Code that require modification or waiver. **Get your designer to fill in this section.**

Building Code Clause (tick relevant clause)	Means of Compliance (refer to the relevant compliance document(s) or detail of alternative solution in the plans and specifications; if not applicable, put n/a)	Waiver/modification required (state nature of waiver or modification of building code required; if not applicable, put n/a)
<input type="radio"/> B1 Structure		
<input type="radio"/> B2 Durability		
<input type="radio"/> C1 Outbreak of fire		
<input type="radio"/> C2 Means of escape		
<input type="radio"/> C3 Spread of fire		
<input type="radio"/> C4 Structural stability during fire		
<input type="radio"/> D1 Access routes		
<input type="radio"/> D2 Mechanical installations for access		
<input type="radio"/> E1 Surface water		
<input type="radio"/> E2 External moisture		
<input type="radio"/> E3 Internal moisture		
<input type="radio"/> F1 Hazardous agents on site		
<input type="radio"/> F2 Hazardous building materials		
<input type="radio"/> F3 Hazardous substances and processes		
<input type="radio"/> F4 Safety from falling		
<input type="radio"/> F5 Construction and demolition hazards		
<input type="radio"/> F6 Lighting for emergency		
<input type="radio"/> F7 Warning systems		
<input type="radio"/> F8 Signs		
<input type="radio"/> G1 Personal hygiene		
<input type="radio"/> G2 Laundering		
<input type="radio"/> G3 Food preparation & contamination prevention		
<input type="radio"/> G4 Ventilation		
<input type="radio"/> G5 Interior environment		
<input type="radio"/> G6 Airborne and impact sound		
<input type="radio"/> G7 Natural light		
<input type="radio"/> G8 Artificial light		
<input type="radio"/> G9 Electricity		
<input type="radio"/> G10 Piped services		
<input type="radio"/> G11 Gas as an energy source		
<input type="radio"/> G12 Water supplies		
<input type="radio"/> G13 Foul water		
<input type="radio"/> G14 Industrial liquid waste		
<input type="radio"/> G15 Solid waste		
<input type="radio"/> H1 Energy efficiency		

(Add additional pages if necessary)

9. **COMPLIANCE SCHEDULE - THE FOLLOWING SYSTEMS APPLY TO/ARE MODIFIED BY THIS PROJECT**  
 This is only required if you need a compliance schedule and a Building Warrant of Fitness, for a commercial building. A Compliance Schedule lists the inspection, maintenance and reporting procedures for systems within a building such as lifts, automatic sprinklers, automatic doors, air conditioning and fire alarms.

Please tick appropriate boxes

Automatic systems for fire suppression	<input type="checkbox"/> New	<input type="checkbox"/> Modified
Automatic or manual emergency warning systems for fire and other dangers	<input type="checkbox"/> New	<input type="checkbox"/> Modified
Electromagnetic or automatic doors or windows	<input type="checkbox"/> New	<input type="checkbox"/> Modified
Emergency lighting systems	<input type="checkbox"/> New	<input type="checkbox"/> Modified
Escape route pressurisation systems	<input type="checkbox"/> New	<input type="checkbox"/> Modified
Riser mains for use by fire services	<input type="checkbox"/> New	<input type="checkbox"/> Modified
Automatic back-flow preventers connected to potable water supplies	<input type="checkbox"/> New	<input type="checkbox"/> Modified
Mechanical ventilation or air conditioning systems	<input type="checkbox"/> New	<input type="checkbox"/> Modified
Laboratory fume cupboards	<input type="checkbox"/> New	<input type="checkbox"/> Modified
Audio loops or other assisted listening systems	<input type="checkbox"/> New	<input type="checkbox"/> Modified
Smoke control systems	<input type="checkbox"/> New	<input type="checkbox"/> Modified
Lifts, escalators, travelators or other systems to move people or goods within buildings	<input type="checkbox"/> New	<input type="checkbox"/> Modified
Building maintenance units providing access to exterior and interior walls of buildings	<input type="checkbox"/> New	<input type="checkbox"/> Modified
Emergency power systems for, or signs to, a system or feature specified in the above clauses	<input type="checkbox"/> New	<input type="checkbox"/> Modified

10. **CONFIDENTIALITY**

This is generally for reasons of building security in commercial or public buildings. If you think this project may require confidentiality, please discuss this with a Building Review Officer and if they agree, then tick the box and state why it is needed.

Confidentiality required


11. **PLEASE ENSURE THAT YOUR APPLICATION FOR BUILDING CONSENT CONTAINS:**

- Complete application form with relevant documents     Accurate set of specifications  
 Accurate set of plans and design statements         Other information relevant to this application, please specify


12. **COLLECTION OF CONSENTS**

If your building consent application is at Waikato or Matamata Piako District Councils, please tick which of your council offices you wish to collect your consent from when it is ready:

WAIKATO	MATAMATA PIAKO
<input type="checkbox"/> Ngaruawahia <input type="checkbox"/> Raglan <input type="checkbox"/> By post	<input type="checkbox"/> Te Aroha <input type="checkbox"/> Matamata
<input type="checkbox"/> Huntly <input type="checkbox"/> Hamilton CC	<input type="checkbox"/> Morrinsville

13. **DECLARATION: Signed by the OWNER or by the AGENT on behalf of and with the authority of the owner**

Print name:	Signature:	Date:





## GUIDE FOR FILLING IN THE APPLICATION FORM

1. **APPLICATION TYPE:** This application is for Building Consent and Project Information Memorandum (PIM), or just a PIM. A PIM is required under the building act for a specific building project. It provides details about special features of the site relevant to the project design such as location of services on the site, ground stability and geology, risk of flooding, public access, district plan non-compliance and Historic Places Trust protection. Information provided by a PIM must be acted upon in the design.
2. **THE BUILDING/PROJECT LOCATION:** The legal description is the lot and the deposited plan number. You can get this information from several sources:
  - A rates demand; or
  - A copy of the Certificate of Title, this can be obtained from Land Information NZ, [www.linz.govt.nz](http://www.linz.govt.nz).If subdivision consent has been issued, then include a copy of the consent. If necessary put additional information that will assist in describing the location of the project in the 'Other Information' field.
3. **OWNER' / AGENT:** The legal definition of an owner is: the owner in relation to any land and any buildings on the land, means the person who is entitled to the rack rent from the land, or would be so entitled if the land were let to a tenant at a rack rent, and includes the owner of the fee simple of the land and any person who has agreed in writing, whether conditionally or unconditionally, to purchase the land or any leasehold estate or interest in the land, or to take a lease of the land and is bound by the agreement because the agreement remains in force. If the Owner is a company, please state the company's name. Also put the name and phone number of the contact person in the 'Attention' and 'Ph' fields at the bottom of the box. Only complete the AGENT box if the owner is not the contact person and you are making an application on behalf of the owner. If you are a company please state the company's name and put the name and phone number of the contact person in the 'Attention' and 'Ph' fields.
4. **EVIDENCE OF OWNERSHIP ATTACHED:** Please check with your council as to what Proof of Ownership documents they require. The Certificate of Title is a record of property ownership. Your council may require additional documents such as a Lease Agreement or Agreement of Sale and Purchase document or a letter of authorisation from the owner if an agent makes the Building Consent application. This provides evidence that the owner has given permission for the agent to act on the owner's behalf.
5. **THE PROJECT:** Please tick the checkbox that best describes what you are planning to do. Describe the work providing sufficient information to enable the scope of the work to be fully understood. If you tick the check box 'Other', please specify what you are planning to do in the Description of work box e.g. new 3 bedroom dwelling and attached garage or bathroom addition. For 'Established use' please state whether the building is for residential or commercial use. Note: your Council may not require existing floor area, please check with them.
6. **INFORMATION REQUIRED FOR PIM ONLY:** In order to insure the success of your project, the Council needs to know what your project involves. The Council will add this information to that on their files to create a PIM so that the Building Control Officers will have all the information needed when assessing the suitability of the design you plan to use.

This information can include: Heritage buildings, special land features (Ground stability, geological history, filled areas, unstable ground, flood risk, permitted footpath crossing, details district plan non-compliances), details of existing stormwater or wastewater utility systems on or adjacent to the site of the proposed building work, provision of fire escapes, details of requirements in respect to network utility operators (power, gas, phone), requirements of development contributions if any, and requirements under the Resource Management Act. Please indicate if your project may involve one or more of the items listed, attach any additional information about the site and provide information about what you are planning to do. For example, you may plan to alter the contours of the land and need to know what information the Council has on the site's ground stability, geological history, filled areas, unstable ground and/or flood risk. If this is the case, then tick the box and provide the appropriate information. Please note: Contaminated land is defined as land that is more contaminated than the national environmental standard allows; or land that has a hazardous substance in or on it that has significant adverse effects on the environment; or is reasonably likely to have adverse effects on the environment, for example an old sheep dip.
7. **BUILDING PRACTITIONERS:** List all your trade's people and their contact details. Contact details of building practitioners will be mandatory for Building Consents under the Building Act 2004 after 30 November 2010. Voluntary licensing begins on 1 November 2007.
8. **THE BUILDING WORK WILL COMPLY WITH THE BUILDING CODE AS FOLLOWS:** Get your designer to fill in this part of the form.
9. **COMPLIANCE SCHEDULES:** Get your designer to fill in this part of the form.
- 10– 13. Fill in these boxes as indicated. If the application is incomplete, processing cannot begin and you will be asked to complete the application and re-submit it.