

# User Guide for Building Consent Applicants

## DOMESTIC GARAGE/CARPORT

**Please return to the Waipa District Council with your completed Building Consent application.**

### APPLICATION

**Note :-** Fee deposit required with application.

	Applicant to complete		Office use only
	Yes	N/A	
<b>Have you provided <u>two copies</u> of:</b>			
Plans			
Specifications			
Bracing schedule			
Specific design			
Are the plans done in black lines on a white background?			
Have you used the correct valuation number, legal description and location address?			
Has the application from been completed correctly signed and dated?			
Has the correct total value of building work been shown?			
Has Intended Use been specified?			
Is the copy of the Certificate of Title or Sale Purchase Agreement provided?			
Has the total floor area been shown?			

### SITE PLAN

Have the locations of all buildings from the legal boundaries been shown? <i>(On large properties, a locality plan is also required.)</i>			
Has the location of storm water drains been shown on the proposed plan including design of any soak holes?			
Has the locations of existing sewer drains/septic tank been shown?			
Have any easements, water courses or hazards been shown?			
Has vehicle maneuvering areas been shown?			

### FLOOR PLAN – SCALE 1:100

Has the floor layout been shown?			
Has the external and internal dimensions been shown?			

### SLEEPOUT/RUMPUS ROOM

Has use of rooms been indicated on floor plan?			
Location of the proposed WC/shower if required? <i>(Please provided drainage plan for the proposed WC/shower)</i>			
Has Insulation calculations/schedule for H1 been provided?			
Type of glazing eg. Safety glass, Double Glazing - Have safety glass been detailed in the wet areas?			
Has veranda construction details been provided?			

## ELEVATIONS

	Applicant to complete		Office use only
	Yes	N/A	
Have the proposed roof and wall cladding materials been shown?			
Have the location of all doors and windows been shown?			
Have all roof lines been shown?			
Heights from ground to roof framing shown?			

## FOUNDATIONS

Has the depth and width of foundations been shown?			
Has the reinforcing been shown?			
Is the finished floor level above the ground level detailed?			
Has the thickness of the floor been shown/required?			
Is the damp proof membrane show/required?			

## ROOF PLAN

Has roof framing plan been provided?			
Lintel/beans size, treatment been shown?			
Has a Producer Statement been provided?			

## CROSS SECTIONS/CONSTRUCTION DETAILS

Have window head, sill and jamb details been shown?			
Is the size, treatments and heights of wall framing detailed?			
Any firewalls? A firewall is required to erect garage within 1 m from internal boundary – are details shown?			
Has wall bracing details/calculations been provided?			

## SPECIFICATION

Have project specifications been provided showing make/type, grade, dimensions and fixing instruction of all materials and systems used in the project? The specifications must be Project Specific.			
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## OFFICE USE ONLY

Application does not comply with B.C.A's documentation requirements. Reasons:	Application <b>NOT</b> accepted:
Application returned to applicant:	

Application complies with B.C.A's documentation requirements.	Application Accepted:
Application forwarded to C/S admin /enter in to Proclaim:	