

User Guide for Building Consent Applicants

RELOCATE BUILDING

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

APPLICATION

Note : - Fee deposit required with application.
- Photographs of the building.

	Applicant to complete		Office use only
	Yes	N/A	
Have you provided two copies of:			
Plans			
Specifications			
Specific design			
Sub-floor Bracing schedule			
Has the building been inspected by the Area Building inspector prior to the building consent application? (Is the report included?)			
Code Compliance Certificate from appropriate Building Consent Authority			
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 form been completed correctly, signed and dated?			
Has the estimated value of work been shown? Not including value of the existing building.			
Is a copy of the Certificate of Title or Sale Purchase Agreement provided?			
Has the total floor area been shown?			

SITE PLAN – SCALE 1:200

Has the distances from the exterior cladding to all boundaries been shown? (On large properties, a locality plan is also required.)			
Have any easements, water courses or hazards been shown?			
Has location of driveways and vehicle crossing been shown?			
Has vehicle maneuvering and parking been shown?			
Have the location of sewer drains been shown, including:			
• Gully traps			
• Inspection openings			
• Vents			
• Connection to sewer			
Has the position of septic tank and effluent field been?			
Have the locations of storm water drains been shown including connection to Council storm water, or position of soak holes and sizes?			
Are down pipes shown discharged, to an approved outfall/soakhole?			
Has potable water source been indicated?			

FOUNDATIONS	Applicant to complete		Office use only
	Yes	N/A	
Have the location of all ordinary, bracing and anchor plies been show? <i>Anchor -900x350x350 Brace -450x350x350/Driven</i> <i>(Obtain specification NZ3604 or Specific Engineer Design)</i>			
Has details of the proposed foundations been supplied identifying the size, treatment, span and fixings.			
Sub-floor bracing calculations			

FLOOR PLAN – SCALE 1:100

Has the floor layout, room names been shown?			
Has the external and internal dimensions been shown?			
Has the plumbing/drainage layout been shown?			
Have the position of any existing wood burners been shown?			
Are the positions of smoke alarms shown on the full Floor Plan?			

ELEVATIONS

Has elevations or photographs of the proposed relocated building been supplied?			
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UPGRADING/ALTERATIONS

Has the proposed new floor plan been provided?			
Has details of any upgrading or alterations been included?			
Has a project specification been supplied for the proposed alterations?			

PROJECT SPECIFICATIONS

Have project specifications been provided showing make/type, grade, dimensions and fixing instructions of all materials and systems used in the project? The specifications must be Project Specific.			
Has Geotechnical Engineers Report been provided for foundations and/or drainage?			

OFFICE USE ONLY

Application does not comply with B.C.A's documentation requirements. Reasons:	Application NOT 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:	