

RE-SITING OR RELOCATING A BUILDING INFORMATION PACK

Thinking of re-siting or relocating a building?

Read through our Re-siting or Relocating a Building Information Pack to learn more about the process and what you need to do.

Included in this pack are the documents listed below:

1. Waipa District Plan rules for relocated buildings for the following Zones:
 - a) Residential
 - b) Large Lot Residential
 - c) Rural

Note: To determine the zoning of a property, try the Property Snapshot Report available on Council's website or contact our Duty Planner.

<http://www.waipadc.govt.nz/our-services/Properties/PropertySnapshot/Pages/default.aspx>

2. Request for Second Hand Building Inspection/Report Form
3. Example Relocatable Building Inspection Report
4. Application Form Guide
5. Application for Building Consent
6. Applicants Checklist: Re-sited/Relocatable/Mult-Proof

THE WAIPA BUILDING CONSENTS GROUP

The Waikato Building Consent Group is made up of seven councils working together to coordinate a consistent building consent process and they control the building laws, standards, quality control and building consents in the Waikato region.

The members of the group are Waipa, Otorohanga, Matamata-Piako, Waitomo, Hauraki, and Waikato District Councils as well as Hamilton City Council.

The group has developed a website where you can find relevant and useful information about building consents in the Waikato region. So whether you're from the building industry or doing it yourself, the site is for anyone involved in a building project, large or small.

Visit the website at www.buildwaikato.co.nz

- 2.4.2.44 Temporary construction buildings are only permitted for one calendar year and shall comply with the minimum setback requirements for the Residential Zone.

Activities that fail to comply with Rules 2.4.2.43 to 2.4.2.44 will require a resource consent for a discretionary activity.

Rule - Relocated buildings

2.4.2.45 A relocated building over 40m² GFA shall meet the following requirements:

- (a) A Building Relocation Inspection Report shall accompany an application for a building consent. The Building Relocation Inspection Report shall be prepared by one of the following suitably qualified and experienced people:
 - (i) A Waipa District Council Building Compliance Officer (or equivalent); or
 - (ii) A member of the New Zealand Institute of Building Surveyors; or
 - (iii) A licensed building practitioner (carpenter or design category); or
 - (iv) A building inspector from the local authority where the building is being relocated from; and
- (b) If the Building Relocation Inspection Report has been prepared by a person other than a Waipa District Council Building Compliance Officer (or equivalent position), the accuracy and completeness of the Building Relocation Inspection Report must be confirmed by a Waipa District Council Building Compliance Officer (or equivalent position) by undertaking an on-site inspection of the relocated building once it has been relocated; and should the Waipa District Council Building Compliance Officer determine that the relocated building requires external repair works in addition to that identified in the submitted Building Relocation Inspection Report in order to achieve a tidy and workmanlike external appearance, then:
 - (i) The owner of site to which the building is to be relocated will be contacted and must agree in writing to the additional works within 2 weeks of notification of the requirement for additional works. The additional works then become part of the Building Relocation Inspection Report.
- (c) All required repairs and maintenance identified in the Building Relocation Inspection Report to reinstate the exterior of the relocated building, including painting, if required, shall be completed within 6 months of the relocated building being delivered to the site; and
- (d) The owner of site to which the building is to be relocated must supply a signed declaration to Council that the reinstatement work required by the Building Relocation Inspection Report will be completed within 6 months of the relocated building being delivered to the site.

Provided that this rule shall not apply to new buildings which are designed for or intended to be used on a site which are erected off the site either in whole or in parts and transported to the site.

Advice Notes:

1. Relocated buildings less than 40m² are not required to comply with this rule but are required to comply with the relevant rules in 2.4.2.
2. Information requirements for a Building Relocation Inspection Report are detailed in Section 21.2.27.
3. The onsite inspection by a Waipa District Council Building Compliance Officer (or equivalent position) shall occur at the time of foundation inspection for the Building Consent process, and will not incur additional costs.

Activities that fail to comply with this rule will require a resource consent for a restricted discretionary activity, with the discretion being restricted over:

- Condition of the exterior of the building; and
- Repairs and works identified for action in Council approved or certified Building Relocation Inspection Report; and
- Reinstatement works; and
- Timing for completing any required works.

These matters will be considered in accordance with the assessment criteria in Section 21.

2.5 Assessment Criteria

2.5.1 Controlled activities and Restricted Discretionary activities

For controlled and restricted discretionary activities the assessment will be restricted to the matters over which control or discretion has been reserved, in accordance with the relevant assessment criteria contained in Section 21. Resource consent conditions can only be imposed over the matters which control or discretion has been reserved. The relevant assessment criteria are contained in Section 21.

2.5.2 Discretionary activities

For discretionary activities Council shall have regard to the assessment criteria in Section 21. The criteria in Section 21 are only a guide to the matters that Council will consider and shall not restrict Council's discretionary powers.

- (iv) A freestanding sign shall be placed so that no part is more than 2m above ground level; and
- (v) Signs shall be placed so that they do not block sight distances at entranceways and should be no closer than 20m to a road intersection; and
- (vi) Signs shall be removed where the goods, services or events to which the sign relates are no longer available, or no longer relevant to that site or building.

3.4.2.30 Signs giving information on forthcoming events, elections, cultural, religious, educational or sporting events and displayed not more than 90 days before and three days after the event or such lesser time as may be prescribed by legislation; provided that there shall be no more than one sign per site, it shall not exceed a combined total area of 3m² visible in all directions, and shall be setback 15m from any strategic road.

Provided that in all cases:

- (a) Signs shall not be internally illuminated, flashing, incorporate fluorescent materials or be painted in colours that are used on traffic signals; and
- (b) All signs shall be placed so that, where attached to a building, no part protrudes above the eaves or parapet, or where attached to a fence or wall, no part protrudes above the top of the fence or wall; and
- (c) A freestanding sign shall be placed so that no part is more than 2m above ground level; and
- (d) Signs shall be placed so that they do not block sight distances at entranceways and shall be no closer than 20m to a road intersection; and
- (e) Signs shall be removed within three days of the conclusion of the event.

Provided that relevant the zone based or district wide rules apply where they are more restrictive. Refer to Section 22 - Heritage and Archaeology and Section 25 - Landscapes and Viewshafts.

Activities that fail to comply with Rules 3.4.2.29 and 3.4.2.30 will require a resource consent for a discretionary activity.

Rule - Relocated buildings

3.4.2.31 A relocated building over 40m² GFA shall meet the following requirements:

- (a) A Building Relocation Inspection Report shall accompany an application for a building consent. The Building Relocation Inspection Report shall be prepared by one of the following suitably qualified and experienced people:
 - (i) A Waipa District Council Building Compliance Officer (or equivalent); or
 - (ii) A member of the New Zealand Institute of Building Surveyors; or
 - (iii) A licensed building practitioner (carpenter or design category); or
 - (iv) A building inspector from the local authority where the building is being relocated from; and
- (b) If the Building Relocation Inspection Report has been prepared by a person other than a Waipa District Council Building Compliance Officer (or equivalent position), the accuracy and completeness of the Building Relocation Inspection Report must be confirmed by a Waipa District Council Building Compliance Officer (or equivalent position) by

undertaking an on-site inspection of the relocated building once it has been relocated; and should the Waipa District Council Building Compliance Officer determine that the relocated building requires external repair works in addition to that identified in the submitted Building Relocation Inspection Report in order to achieve a tidy and workmanlike external appearance, then:

- (i) The owner of site to which the building is to be relocated will be contacted and must agree in writing to the additional works within 2 weeks of notification of the requirement for additional works. The additional works then become part of the Building Relocation Inspection Report.
- (c) All required repairs and maintenance identified in the Building Relocation Inspection Report to reinstate the exterior of the relocated building, including painting, if required, shall be completed within 6 months of the relocated building being delivered to the site; and
- (d) The owner of site to which the building is to be relocated must supply a signed declaration to Council that the reinstatement work required by the Building Relocation Inspection Report will be completed within 6 months of the relocated building being delivered to the site.

Provided that this rule shall not apply to new buildings which are designed for or intended to be used on a site which are erected off the site either in whole or in parts and transported to the site.

Advice Notes:

1. Relocated buildings less than 40m² are not required to comply with this rule but are required to comply with the relevant rules in 3.4.2.
2. Information requirements for a Building Relocation Inspection Report are detailed in Section 21.2.27.
3. The onsite inspection by a Waipa District Council Building Compliance Officer (or equivalent position) shall occur at the time of foundation inspection for the Building Consent process, and will not incur additional costs.

Activities that fail to comply with this rule will require a resource consent for a restricted discretionary activity, with the discretion being restricted over:

- Condition of the exterior of the building; and
- Repairs and works identified for action in Council approved or certified Building Relocation Inspection Report; and
- Reinstatement works; and
- Timing for completing any required works.

These matters will be considered in accordance with the assessment criteria in Section 21.

Rule - Pasture reinstatement

3.4.2.32 Vegetation clearance of manuka and/or kanuka and/or tree ferns on land previously in pastoral use for the purpose of maintaining or reinstating pasture shall comply with the following:

- (a) Not occur within 10m of a water body; and
- (b) Vegetation to be cleared shall be less than 15 years old and less than 5m in height.

Advice Notes:

1. Refer also to the provisions in Section 24 – Indigenous Biodiversity.
2. Note where indigenous vegetation is to be removed or modified under Rule 3.4.2.32 there may be a need to verify the age of regeneration kanuka, manuka or tree ferns to avoid the possibility of carrying out an unauthorised activity. The Waikato Regional Aerial Photography project has data available which may be used to verify age if required.

- (iii) Is removable or temporary, to allow a clear working space 12m from the pole support structure when necessary for maintenance and emergency repair purposes; and
- (iv) Allows all weather access to the pole support structure and a sufficient area for maintenance equipment, including a crane.

Activities that fail to comply with this rule will require a resource consent for a non-complying activity.

Rule - Relocated buildings

4.4.2.78

A relocated building over 40m² GFA shall meet the following requirements:

- (a) A Building Relocation Inspection Report shall accompany an application for a building consent. The Building Relocation Inspection Report shall be prepared by one of the following suitably qualified and experienced people:
 - (i) A Waipa District Council Building Compliance Officer (or equivalent); or
 - (ii) A member of the New Zealand Institute of Building Surveyors; or
 - (iii) A licensed building practitioner (carpenter or design category); or
 - (iv) A building inspector from the local authority where the building is being relocated from; and
- (b) If the Building Relocation Inspection Report has been prepared by a person other than a Waipa District Council Building Compliance Officer (or equivalent position), the accuracy and completeness of the Building Relocation Inspection Report must be confirmed by a Waipa District Council Building Compliance Officer (or equivalent position) by undertaking an on-site inspection of the relocated building once it has been relocated; and should the Waipa District Council Building Compliance Officer determine that the relocated building requires external repair works in addition to that identified in the submitted Building Relocation Inspection Report in order to achieve a tidy and workmanlike external appearance, then:
 - (i) The owner of site to which the building is to be relocated will be contacted and must agree in writing to the additional works within 2 weeks of notification of the requirement for additional works. The additional works then become part of the Building Relocation Inspection Report.
- (c) All required repairs and maintenance identified in the Building Relocation Inspection Report to reinstate the exterior of the relocated building, including painting, if required, shall be completed within 6 months of the relocated building being delivered to the site; and
- (d) The owner of site to which the building is to be relocated must supply a signed declaration to Council that the reinstatement work required by the Building Relocation Inspection Report will be completed within 6 months of the relocated building being delivered to the site.

Provided that this rule shall not apply to new buildings which are designed for or intended to be used on a site which are erected off the site either in whole or in parts and transported to the site.

Advice Notes:

1. Relocated buildings less than 40m² are not required to comply with this rule but are required to comply with the relevant rules in 4.4.2.

2. Information requirements for a Building Relocation Inspection Report are detailed in Section 21.2.27.
3. The onsite inspection by a Waipa District Council Building Compliance Officer (or equivalent position) shall occur at the time of foundation inspection for the Building Consent process, and will not incur additional costs.

Activities that fail to comply with this rule will resource a resource consent for a restricted discretionary activity with the discretion being restricted over:

- Condition of the exterior of the building; and
- Repairs and works identified for action in Council approved or certified Building Relocation Inspection Report; and
- Reinstatement works; and
- Timing for completing any required works.

These matters will be considered in accordance with the assessment criteria in Section 21.

Rule - Farm workers' dwellings

4.4.2.79 The requirements for farm workers' dwellings shall be:

- (a) One farm workers' dwelling per holding; and
- (b) The minimum size of the holding shall be 40ha; and
- (c) The farm workers' dwelling shall be relocatable; and
- (d) The farm workers' dwelling shall not be located in whole or in part within the areas identified in Rule 15.4.2.39 with the exception that the dwelling can be located on high class soils.
- (e) In the event that a farm workers' dwelling constructed after 1 April 2015 is no longer required, the land surrounding the dwelling shall not be subdivided under the provisions of the Subdivision of a Surplus Dwelling in the Rural Zone Rules 15.4.2.30 to 15.4.2.35.

Activities will be a restricted discretionary activity with the discretion being restricted over:

- Site suitability; and
- Site layout and services; and
- Landscaping; and
- Potential reverse sensitivity effects on any adjoining rural activities; and
- Proximity to farm effluent storage facilities; and
- Justification for the additional dwelling; and
- The extent to which the building is designed to be relocated.

These matters will be considered in accordance with the assessment criteria in Section 21. Activities which fail to comply with Rule 4.4.2.79(a) to 4.4.2.79(d) will require a resource consent for a discretionary activity.

Activities which fail to comply with Rule 4.4.2.79(e) will require a resource consent for a non-complying activity.

Rule - Fencing for goat farming

4.4.2.80 All fences inside or within 1km of within a significant natural area (Appendix N5) or bush stand (Appendix N8) must meet and be maintained to meet the requirements of the New Zealand Recommended Code of Practice for Goat Farming September 2000.

Activities that fail to comply with this rule will require a resource consent for a discretionary activity.

Request for Second Hand Building Inspection / Report

NOTE: Thames-Coromandel District Council does not offer this service.

INSTRUCTIONS: Complete ALL fields on this form. Put N/A if not applicable. Cross out mistakes don't use white out fluid / tape

PRESENT LOCATION OF BUILDING

Street No.: Street Name:

Town:

Other information:

OFFICE ONLY:

Date received:

NEW LOCATION FOR BUILDING

Street No.: Street Name:

Town:

Other information:

Consent / PIM No.:

Document or Parcel No.:

Valuation No.:

THE OWNER

CONTACT [If not the owner]

Name of Owner:	Name of Agent:
Mailing address:	Mailing address:
Phone Number:	Phone Number:
Landline:	Landline:
Mobile:	Mobile:
Email address:	Email address:

DESCRIPTION OF BUILDING

Type [Dwelling, garage etc.]:

Age [Approximately]: Floor area [m²]:

Roof material:

Exterior cladding (Brick, weatherboard, etc.):

ATTACHMENTS REQUIRED

(1) Recent photographs that clearly show the condition of all exterior walls. (2) Recent photographs that clearly show the interior fittings and finishes for the kitchen, bathrooms, toilets and laundry. (3) Details of any proposed repairs, upgrading or alterations

INSPECTION

A Building Officer will arrange a building inspection time with you once this application has been processed. The applicant must arrange for entry to the building at this agreed time so that the officer can inspect the interior and exterior of the building.

CHARGES

All fees must be paid prior to the inspection being booked.	Fee \$.....
Mileage is payable on inspections where travel is more than km from the nearest Council office. This charge is \$..... per km one way.	Mileage \$.....
	Total \$.....

DECLARATION Signed by the APPLICANT or by the AGENT on behalf of and with the authority of the APPLICANT

Print Name: Signature: Date:



Relocatable Building Inspection Report

Guidance document for completion of form

Waipa District Council, Private Bag 2302, Te Awamutu 3840

Phone: 0800 924 723 | Fax: 07 872 0033 | Web: www.waipadc.govt.nz | Email: info@waipadc.govt.nz

Current Location Address:	<i>For example:</i> 3974 Ohaupo Road, Ohaupo
New Location Address:	<i>For example:</i> 262 Raeburne Street, Te Awamutu

For Waipa District Council

Date of Report:	<i>For example: 19 May 2017</i>
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1.0 GENERAL INFORMATION

1.1 Introduction

This Relocatable Building Inspection Report (“the Report”) accurately records the external condition of the *dwelling house/garage/ancillary building* to be relocated and to establish all reinstatement works required to the exterior of the building after relocation to a workman-like standard and to achieve a tidy appearance to meet the requirements of the Waipa District Plan.

Limited inspection of the interior has been undertaken for the purpose of the Report.

The Report confirms whether the building is considered safe and sanitary (only when the building structure was built prior to the Building Act 1991 implementation).

The Report must be read in conjunction with the condition table and photographs provided which have been taken no more than 3 months prior to the building relocation. This will assist in providing a representation of the condition of the building prior to the commencement of relocation.

The Report has been prepared by *Name* of *Company Name* as per our instruction/agreement on behalf of our clients *Name*

1.2 Applicant's contact details

Applicant:	<i>Applicant (clients) name</i>
Contact Address:	<i>Contact address</i>
Telephone:	
Email:	

Agent:	<i>Authorised agent</i>
Contact Address:	<i>Contact address</i>
Telephone:	
Email:	

1.3 Building Details

Type of building	<i>Dwelling House, Garage, Ancillary Building</i>
Approximate age of building	<i>Provide date range i.e. 1940-1950</i>
Brief description	<i>Number of storeys, approximate size of roof, walls, floor construction, additional features</i>
Proposed site address for building once relocated:	<i>Address of the intended site of the relocated building</i>
Site address where the building was previously / is currently located:	<i>Address...</i>
Proposed use of building	<i>Dwelling House, residential garage, ancillary</i>
Previous use of the building	<i>Relocated building must have been previously designed, built and used as a dwelling (except previously used as garage and ancillary building)</i>
Is the building being split for transportation	<i>No/Yes</i>

Will the split affect wall cladding?	<i>No/Yes - details, number of sections, identify the location of the cut(s)</i>
Will the split affect roof claddings?	<i>No/Yes - details, number of sections, identify the location of the cut(s)</i>
Inspection dates and weather conditions:	<i>Date and weather at the time of inspection</i>
Inspected by: Qualifications:	<i>Name of inspector</i>
Names of other persons present (if any):	<i>Name of other parties present</i>

1.4 Reporting conditions

This Report has been prepared under the following conditions of engagement:

- The report is based on a visual inspection only; therefore it is not possible to guarantee that all concealed areas containing defects will be accessible (floor voids, roof voids etc.). No intrusive investigation will therefore be undertaken.
- Signs of water ingress will be searched for during the completion of the report, however the Report cannot warrant that the building is free from water penetration, from defective roofing, cladding, rainwater goods, rising damp or the like unless evident at the time of our visual survey.
- Only areas where safe access is possible have been inspected.
- The Report is provided for the use of the client identified in the section 1.2 and the Council.
- This Report is for the purposes of the Waipa District Plan. While it is not intended as a report for the purpose of the Building Act 2004, some safe and sanitary assessment matters have been included in order to streamline inspection requirements and reduce time and cost for the building consent.

1.5 Exclusions

This Report **does not** include comments about the following:

- (a) The structure of the building, unless otherwise commented upon;
- (b) The surrounding neighbourhood;
- (c) The value of the property;
- (d) Illegal works; and
- (e) Internal condition of the building, unless otherwise commented upon.

Additionally, no search has been made of:

- (a) Local authority rates;
- (b) Government Valuation; or
- (c) LIM or PIM reports.

1.6 Definitions

The following defines the condition comments of the elements inspected:

- Good: Items that have suffered minimal weathering, wear or decay and are free from any visual defects.
- Reasonable: Items that have worn through 'normal' use and weathering, and is in commensurate condition to the building age and use.
- Poor: Items that are worn, decayed or weathered either due to the age, abnormal use or lack of maintenance.

1.7 Areas accessed

For example:

*The external envelope of the subject building viewed from ground floor level and where safely access by ladder from ground level.
Internally, our inspection was limited to those parts of the buildings that could be safely access and a head and shoulders inspection of the roof space.
Access was gained into the subfloor space.....*

2.0 MANDATORY CONDITION TABLE

RMA 1991 MANDATORY EXTERNAL REINSTATEMENT

ITEM	CONSTRUCTION ELEMENT	DESCRIPTION	CONDITION	REQUIRED UPGRADES AND COMMENTS	PHOTOGRAPH
2.1	Roof	<i>Corrugated iron/fibre cement sheet, concrete tile, metal tile, butyl membrane, other</i>	<i>Good/Reasonable/Poor</i>	<i>None/Repaint/Re-roof etc.</i>	<i>Insert multiple photographs if/as required under any of the below sub-headings</i>
2.2	Spouting and Downpipes	<i>PVC, metal, butyl membrane, other</i>	<i>Good/Reasonable/Poor</i>	<i>None/Repaint/Replace etc. For example: Repair all timber fascias, barge as well as rainwater goods to ensure surface moisture discharges into new Council approved outlet at new site location</i>	
2.3	Wall Cladding	<i>Fibre cement weathboards/ sheet, timber weatherboard, board and batten, metal sidings, other. Describe individual elevations</i>	<i>Good/Reasonable/Poor</i>	<i>None/Repaint/replace etc.</i>	
2.4	Foundation cladding		<i>N/A</i>	<i>Specify what will be needed at destination site</i>	

RMA 1991 MANDATORY EXTERNAL REINSTATEMENT

ITEM	CONSTRUCTION ELEMENT	DESCRIPTION	CONDITION	REQUIRED UPGRADES AND COMMENTS	PHOTOGRAPH
2.5	Window and Door Joinery	<i>Powder coated aluminium, timber, steel, single glazed, double glazed</i>	<i>Good/Reasonable/Poor</i>	<i>None/install new joinery/repair and redecorate existing joinery. For example: Repair and repaint window and door joinery. Replace all broken glass immediately after relocation</i>	<i>Powder coated aluminium, timber, steel, single glazed, double glazed</i>

EXAMPLE

3.0 SAFE AND SANITARY INSPECTION NOTES

BUILDING ACT 2004 MANDATORY SAFE AND SANITARY UPGRADES

ITEM	CONSTRUCTION ELEMENT	DESCRIPTION	CONDITION	REQUIRED UPGRADES AND COMMENTS	PHOTOGRAPH
Existing subfloor and framing				<i>Comment required for the presence of any visible degrading or borer infestation</i>	
3.1	Bearers and floor joists	<i>Sizes and spacings</i>	<i>Good/Reasonable/Poor</i>		
3.2	Flooring	<i>Type of floor – Sheet/floorboards/other</i>	<i>Good/Reasonable/Poor</i>		
3.3	Wall Framing	<i>Timber framed/metal framed</i>			

BUILDING ACT 2004 MANDATORY SAFE AND SANITARY UPGRADES

ITEM	CONSTRUCTION ELEMENT	DESCRIPTION	CONDITION	REQUIRED UPGRADES AND COMMENTS	PHOTOGRAPH
	INTERIOR				
3.4	Smoke Detectors	<p><i>Mains wired/battery powered.</i></p> <p><i>The smoke detectors are installed in every sleeping space, or within 3000mm of every sleeping space door and audible to sleeping occupants on the other side of the closed doors</i></p>	<i>Good/Reasonable/Poor/Replace with new</i>		
3.5	Wall Insulation	<i>Describe the wall insulation that may be installed</i>	<i>Good/Reasonable/Poor</i>		
3.6	Kitchen	<i>Describe fixtures and condition</i>	<i>Good/Reasonable/Poor</i>		
3.7	Bathroom	<i>Describe fixtures and condition</i>	<i>Good/Reasonable/Poor</i>		

BUILDING ACT 2004 MANDATORY SAFE AND SANITARY UPGRADES

ITEM	CONSTRUCTION ELEMENT	DESCRIPTION	CONDITION	REQUIRED UPGRADES AND COMMENTS	PHOTOGRAPH
3.8	Laundry	<i>Describe fixtures and condition</i>	<i>Good/Reasonable/Poor</i>		
3.9	Toilet	<i>Describe fixtures and condition</i>	<i>Good/Reasonable/Poor</i>		
3.10	Hot Water Supply	<i>Describe fixtures and condition</i>	<i>Good/Reasonable/Poor</i>		

EXAMPLE

4.0 BUILDING ACT REQUIREMENTS

This Report is for purposes required by the Waipa District Plan. It is not a report to address matter required by the Building Act, although aspects of the safe and sanitary assessment discussed in Section 3.0 and 5.0 below have been included to assist in applications for building consent.

A building consent is required for the relocation of this building and all subsequent works as a consequence. The building work must be designed and undertaken by Licensed Building Practitioners with the appropriate category of licence (certain home owner exemptions may apply). This Relocatable Building Report must be submitted to Council with an application for building consent.

Building Consent application forms, applicant checklists and other information can be found at www.buildwaikato.co.nz.

The site specifications must be appropriately designed to include foundations, considering, layout, sizing, position, bracing, ventilation, access etc.

5.0 SAFE AND SANITARY

Comment is required.

If the building was constructed prior to the enactment of the Building Act 1991, it is a requirement to assess and confirm that the building is 'Safe and Sanitary' for habitation. The report author must give a declaration regarding whether the building is/isn't Safe and Sanitary.

The building is not considered to be dangerous or insanitary in terms of Section 121 and 123 of the building Act 2004.

Note:

If the building was constructed after the enactment of the Building Act 1991, a Safe and Sanitary declaration is not required. However, confirmation is required that a Code Compliance Certificate has been granted for the building, and where possible, a copy of the Code Compliance Certificate shall be provided.

6.0 ESTIMATE OF COSTS OF EXTERNAL REINSTATEMENT WORKS

The estimate of costs of external reinstatement works is the sum of \$XXXXXXX

Note:

Allow a contingency sum for any damage in transit.

"Reinstatement Works" means the extent of the work required to the exterior of the Relocated Building as specified in the Relocatable Building Inspection Report for the

purposes of the Waipa District Plan. The exterior reinstatement works will not include matter regulated by the building legislation such as re-joining of the roof, re-joining of the building (if shifted in more than one section) or connection to foundations; but may include matters required by the Waipa District Plan for work to be undertaken and completed to the exterior of the building to a workmanlike standard and to achieve a tidy appearance, including, without limitation:

- (a) Repair of broken windows and window frames;*
- (b) Repair of rotten weatherboards or other damaged wall cladding;*
- (c) Necessary replacement or repair of roof materials;*
- (d) Cleaning and/or painting of the exterior where necessary e.g. roof, walls, window frames etc.;*
- (e) Repair of transit damage: and/or*
- (f) Replacement and painting of baseboards or other foundation cladding.*
- (g) New or replacement cladding, e.g. new weatherboard in place of brick veneer.*

7.0 BUILDING SURVEYOR/INSPECTORS SIGNATURE

I certify that I have no financial interest in any work associated with the relocation of this building.

I, certify that the information provided is true and correct and that the building described above appears to have complied with the relevant Building Regulations at the time of its construction and (if a dwelling) the building has been previously designed, built and used as a dwelling.

NAME:	
ORGANISATION:	
POSITION:	
ADDRESS:	
CONTACT PHONE NO:	
EMAIL ADDRESS:	
SIGNED:	

8.0 OWNER CERTIFICATE AND DECLARATION

As a requirement of the Waipa District Plan, I/We _____ CERTIFY that I/We will ensure that within 6 months from the building being delivered to the site:

- (a) that all required repairs and maintenance identified in Section 2 of this Building Relocation Inspection Report will be completed and
- (b) that any damage to the exterior of the building sustained in transit will be repaired to a standard and appearance of not less than that prior to the damage being sustained.

I acknowledge that failure to complete any mandatory work identified in Section 2.0 'Mandatory Condition Table' relating to the reinstatement of the building within the 6 month timeframe may lead to Council taking enforcement action under the Resource Management Act 1991, including, but not limited to an Infringement notice, Abatement Notice, Enforcement Order, or prosecution, as considered appropriate by the Council.

Signed _____ Name (print) _____

OWNER

Date: _____

Signed _____ Name (print) _____

OWNER

Date: _____

Signed _____ Name (print) _____

OWNER

Date: _____

APPLICATION FORM GUIDE

The content of the application form (Form 2) is prescribed by legislation [Building \(Forms\) Regulations 2004](#). This means that all the information required by the prescribed form must be provided. If the application form is not completed in full, or the required documents and details have not been provided, you will be asked to re-submit the application with the required information. Section 45 of the [Building Act 2004](#) requires that application be complete when lodged with the Building Consent Authority (Council). BCA's across the country have been informed by the Government appointed assessors (International Accreditation NZ) that they must not accept applications where mistakes on forms have been covered using "white out" tape or correcting fluid. If you make a mistake just put one line through the mistake and write the correct words in the text field or next to it.

Read the following notes to ensure that you fill in the form correctly. If you are uncertain then take the form to your designer and get them to fill in the more technical sections. *If a section or line isn't relevant to your project, write "Not applicable" or "NA" or put a line through this space.*

THE BUILDING:

- **Street address of building:** For structures that do not have a street address, state the nearest street intersection and the distance and direction from that intersection.
- **Legal description:** This 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. A Certificate of Title can be obtained from [Land Information NZ](#). If subdivision consent has been issued, include a copy of this.
- **Building Name:** To help us locate the building, if there are other buildings on the block, can you please state the building's name (if it has one). If this isn't relevant to your project, write "Not applicable" or "NA" or put a line through this space.
- **Location of building within site / block number:** Describe where it is located on the block of land in relation to the nearest road access. If this isn't relevant to your project, write "Not applicable" or "NA" or put a line through this space.
- **Number of levels:** [include ground level and any levels below ground]. State how many levels (floors) the building has.
- **Level / unit number:** If the building work is confined to one level, state which level or unit number this is. If the level or unit number isn't relevant write "Not applicable" or "NA" or put a line through this space.
- **Floor area:** This is the floor area of the building project.
- **Current, lawfully established use:** If this project involves an existing building, state the classified use of this building (listed in the original consent). If this application is for a new building, state the intended use. "Use" relates to the activities that take place in all or part of the building. Refer to Clause A1 Classified Uses as defined in [Schedule 1](#) of the Building Code e.g.
 - **Housing** - detached, multiunit or group
 - **Communal Residential**
 - **Community Service** e.g. a boarding house, hall of residence, holiday cabin, *backcountry hut*, hostel, hotel, motel, nurse's home, retirement village, time-share

accommodation, a work camp, or camping ground.

- **Community Care**
 - Unrestrained e.g. a hospital, an old people's home or a health camp.
 - Restrained e.g. a borstal or drug rehabilitation centre, an old people's home where substantial care is extended, a prison or hospital.
- **Communal Non Residential –**
 - **Assembly Service** e.g. a church, cinema, clubroom, hall, museum, public swimming pool, stadium, theatre, or whare runanga (the assembly house).
 - **Assembly Care** e.g. an early childhood education and care centre, college, day care institution, centre for handicapped persons, kindergarten, school or university.
- **Commercial** i.e. any *building* or use where goods, services or money are either developed, sold, exchanged or stored
- **Industrial** e.g. an agricultural building, agricultural processing facility, aircraft hangar, factory, power station, sewage treatment works, warehouse or utility
- **Outbuildings** e.g. a carport, farm *building*, garage, greenhouse, machinery room, private swimming pool, public toilet, or shed.
- **Ancillary** e.g. a bridge, derrick, fence, free-standing outdoor fireplace, jetty, mast, path, platform, pylon, retaining wall, tank, tunnel or dam.

For buildings with mixed use, list the use (or uses) and number of occupants per level and peruse. If you are unsure about the current lawfully established use of a building, please discuss this with one of our officers.

- **Year first constructed:** If the year first constructed is not known for an existing building, give an approximate year, e.g. about 1900. If the building is yet to be constructed, write the current year, e.g. 2013 (as the construction must start within 1 year of issuing of the building consent).

THE OWNER

- **Name of Owner / Company:** If the Owner is a company, please state the company's name.
- **Contact person:** Also state the name and contact details of the contact person (this may or may not be the owner).
- **Mailing Address:** This is the address through which the owner receives their mail.
- **Street Address / Registered Office:** This is the physical address where the owner can be contacted if necessary.
- **Phone Number: Landline, Mobile, Daytime, After hours, Facsimile number.** If any of the phone contact methods are not relevant to your project, write "Not applicable" or "NA" or put a line through this space e.g. if you do not have a landline put NA.
- **Email address:** If you do not have this write "Not applicable" or "NA" or put a line through this space.
- **Website:** If you do not have this write "Not applicable" or "NA" or put a line through this space.
- **The following evidence of ownership is attached to this application:** Please check with your Council as to what Proof of Ownership documents they require. The Certificate of Title (CT or property 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.

AGENT

- **Name of Agent / Company:** This section is only required if the application is being made on behalf of the owner or company.
- **Contact person:** Also state the name and contact details of the contact person.
- **Mailing Address:** This is the address through which the agent receives their mail.
- **Street Address / Registered Office:** This is the physical address where the agent can be contacted if necessary.
- **Phone Number: Landline, Mobile, Day time, After hours, Facsimile number:** If any of the phone contact methods are not relevant to your project, write “Not applicable” or “NA” or put a line through this space. E.g. if you do not have a landline write NA.
- **Email address:** If you do not have an email address write “Not applicable” or “NA” or put a line through this space.
- **Website:** If you do not have a website, write “Not applicable” or “NA” or put a line through this space.
- **Relationship to owner:** State details of the authorisation from the owner to make the application on the owner’s behalf, i.e. if you are an agent acting on behalf of the owner you will need to provide proof that you are making this application with the owner’s approval.
- **Relationship to owner:** State the details of the authorisation from the owner to make the application for a building consent on the owners’ behalf, e.g. a letter from the Owner stating,

“I John Smith have appointed Joe Blogs to be my agent and to apply for a building consent for a detached dwelling to be constructed at (Address) and to act on my behalf during the construction of this building. Signature. Date.”

- **First point of contact for communications with the Council / Building Consent Authority:** Indicate whether this is the owner or the agent for communication(s), and invoicing purposes.

APPLICATION

Indicate what you are applying for.

- **A PIM:** If applying for just a PIM, tick the first box. Applying for a PIM is voluntary. The best time to apply for a PIM is at the design concept stage so that the final design takes into account information provided in the PIM (see section 7 below).
- **Building Consent:** If applying for a building consent ticks the second box. The building consent will be for the building work you describe in Section 5. If there is an existing PIM, please record this, otherwise write “Not applicable” or “NA” or put a line through this space.
- **A PIM and a Building Consent:** Tick the top two boxes and fill out as above.
- **An Amendment to an existing BC:** If you have previously obtained a building consent but wish to amend (alter) the approved plans, and these amendments are deemed major (refer to [Guidance to building consents amendments](#)) you will be required to apply for approval of these amendments as if they were for a new building consent. Please give the original Building consent number. Please provide proof that the owner and the designer agree to these changes, e.g. letters from both the owner and the designer, or the signatures of owner and designer on each page of the amended plans and / or specifications where changes have been made e.g.

Amendments approved by:

Owner’s Signature..... Date.....

Designer’s Signature..... Date.....

- **State the reference number if this application involves a National Multiple Use Approval:** Indicate if your building consent application is for a design that has [National Multiple Use Approval](#). The building consent in this case, assesses just the foundation plans and also the suitability of the approved design for the local land and environmental conditions. If your project does not have a National Multiple Use Approval then write “Not applicable” or “NA” or put a line through this space.
- **Name & Signature:** This should be of the person filling out the form, either the owner or the agent on behalf of the owner. Write your name clearly, then sign and date in the appropriate spaces.
- Indicate whether you are the owner of the agent.

THE PROJECT

- **Description of the building work:** Describe the work providing sufficient information to enable the scope of the work to be fully understood. What kind of building is being worked on or being constructed? And what work are you going to do to this existing building? For example:
 - Bathroom addition to existing dwelling
 - Building new dwelling
 - Installing wood burner in existing dwelling
 - Converting a warehouse into a dwelling
- **Will the building work result in a change of use of the building? Yes / No.** If yes, then provide details of the new use: e.g. home to hostel, implement shed to chemical storage, office to restaurant.
- **Intended life of the building if less than 50 years: [Years].** If the intended life of the building is less than 50 years, state how many years. Examples could include a show home on an industrial site or a temporary classroom. If the intended life of the building is 50 years or more then, write “Not applicable” or “NA” or put a line through this space.
- **List building consents previously issued for this project (if any):** This section is intended for staged consents where a building project is divided into several consents. If this isn't relevant to your project, write “Not applicable” or “NA” or put a line through this space.
- **Estimated value of the building work on which the building levy will be calculated (including goods and services tax):** State estimated value as defined in section 7 of the [Building Act 2004](#). NOTE: You are required by law to pay a levy to MBIE and the Building Research Association of NZ. The levy is based on the value of the building work. Please state the total estimated value of the work. This includes: materials, design and construction management and work, owners contribution of labour (if any) at market rates and GST.

RESTRICTED BUILDING WORK: BUILDING PRACTITIONERS INVOLVED IN THIS PROJECT

If the project involves Restricted Building Work (see [guidance documents](#) or ask your designer), you must provide the following details of all Licensed Building Practitioners who will be involved in carrying out or supervising the restricted building work (this includes both the design and the construction work). Check the registers at www.buildwaikato.co.nz to make sure that your designer(s) and building practitioners are registered.

NOTE:

- If you do not provide the registration details of your designer, along with their Certificate of Design Work, you will NOT be able to lodge your application.
- You cannot start construction of a project involving Restricted Building Work (or get the required building inspections) unless you have also provided the details of your Licensed Building Practitioners who are doing or supervising the construction of Restricted Building

Work. Be organised and provide this information to Council before your application is lodged or before the application is approved so that the start of construction is not delayed.

PROJECT INFORMATION MEMORANDUM

- Do NOT fill in this section if the application is for a building consent only. Write “Not applicable” or “NA” or put a line through the entire section to indicate this does not apply to your project.
- A PIM is voluntary and is used to identify land features that may impact of building projects and their design. It can include information about: Heritage buildings, special land features (e.g. ground stability, geological history, filled areas, unstable ground and/or flood risk), any existing contamination information (e.g. a sheep dip), details of existing storm water or wastewater systems on or adjacent to the site, 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.
- If applying for a PIM, please indicate if your project may involve one or more of the items listed, attach any additional information about the site and your building project, e.g. If you are planning to alter land contours and need Council information on special land features. The information you provide will be added to Council information so that the Officers will have all the information needed to assess the suitability of a design for this land.

BUILDING CONSENT

NOTE: Your designer should fill in this section of the application for you.

- List the plans and specifications that you are attaching to this application – check you are providing all that is required by using the relevant applicant checklist available at www.buildwaikato.co.nz.
- THE BUILDING WORK WILL COMPLY WITH THE BUILDING CODE AS FOLLOWS:
 - Tick the appropriate clauses of the building code and
 - Also refer to the relevant [acceptable solutions](#) (i.e. Building Code compliance), NZ Standards or detail [alternative solutions](#) the designer used in the plans and specifications to provide proof of compliance to the performance requirements of the NZ Building Code.
 - If [waivers and modifications of the Building Code](#) are required, this needs to be stated and discussed with your Council.

COMPLIANCE SCHEDULE

- Do NOT fill in this section if this is an application for a Project Information Memorandum only.
- Indicate whether there are specified systems for the building (as specified systems are defined in regulations). If you are not sure whether your building has specified systems, talk to your designer. Typically these systems are found in commercial buildings or complex residential buildings.
- If specified systems ARE relevant to your project, **get your designer to fill in this part of the form**. They will need to indicate which specified systems are: existing; new or will be added to; will be altered; or will be removed in the course of the building work.
- If specified systems ARE relevant to your project, the Compliance Schedule Details must be provided as part of your application for a building consent (see the applicant’s checklist). Use the Compliance Schedule Details Form available on www.buildwaikato.co.nz. **Please note: Form LG11 has been retired, as it did not meet BCA regulation requirements. Please use the new forms available via the [Compliance Schedule Details Form](#) link.**

ATTACHMENTS

- Indicate what documents you have attached to the application.
- If relevant to the project, these could also include: engineer calculations and producer statements, peer reviews of specific designs, truss design producer statements, Compliance Schedule Details, fire reports, backflow philosophy, effluent disposal system design and producer statements.

OFFICE ONLY and REFERRALS – Ignore this section (as it is for Council records).

Form 2: Application for PIM and/or Building Consent

Section 33 or section 45, Building Act 2004

1. THE BUILDING [Complete ALL fields on this form. Put N/A if not applicable. Cross out mistakes don't use white out fluid / tape]

Street address of building: Legal description of land where building is located: Lot(s) DP/S..... Building name: Location of building within site / block number: [include nearest street access] Number of levels: [above & below ground] Level / Unit Number: Floor area: (sq m) [Indicate area affected by the building work] Current, <u>lawfully established, use</u> : [add no. of occupants per level and per use if more than 1] Year first constructed: [approximate date is acceptable e. g.: c1920s or 1960-1970]	OFFICE ONLY: Date received: Consent / PIM No.: Document or Parcel No.: Valuation No.:
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2. THE OWNER

3. AGENT [Only required if application is being made on behalf of the owner]

Name of Owner / Company: Contact person [If the Owner is NOT an individual]: Mailing address: Street address / registered office: Phone Number: Landline: Mobile: Daytime: After hours: Facsimile number: Email address: Website: THE FOLLOWING EVIDENCE OF OWNERSHIP IS ATTACHED TO THIS APPLICATION: <input type="checkbox"/> Certificate of Title <input type="checkbox"/> Lease Agreement <input type="checkbox"/> Agreement for Sale and Purchase <input type="checkbox"/> Other document:	Name of Agent / Company: Contact person [If the Agent is NOT an individual]: Mailing address: Street address / registered office: Phone Number: Landline: Mobile: Daytime: After hours: Facsimile number: Email address: Website: Relationship to owner: [State details of the authorisation from the owner to make the application on the owner's behalf] FIRST POINT OF CONTACT for communications with the Council / Building Consent Authority: <input type="checkbox"/> Owner <input type="checkbox"/> Agent <input type="checkbox"/> Full name & contact details supplied INVOICE TO: <input type="checkbox"/> Owner <input type="checkbox"/> Agent
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4. APPLICATION [Tick if applicable]

I request that you issue: <input type="checkbox"/> A Project Information Memorandum (PIM) <input type="checkbox"/> A Building Consent [The existing PIM No. :..... (If applicable)] <input type="checkbox"/> An Amendment to an existing Building Consent for the building work described in this application. [Existing BC No.:] State the reference number if this application involves a National Multiple Use Approval: Name: Signature: Date: The signature is that of the <input type="checkbox"/> Owner OR the <input type="checkbox"/> Agent on behalf of and with the approval of the Owner	PLEASE COMPLETE THE FOLLOWING SECTIONS COMPLETE SECTIONS: 5, 7 COMPLETE SECTIONS: 5, 6, 8, 9, 10 COMPLETE SECTIONS: 5, 6, 8, 9, 10
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5. THE PROJECT [if more than one project please list on a separate page]

DESCRIPTION OF THE BUILDING WORK: Provide enough information to enable scope of work to be fully understood, (e.g. adding ensuite to house)

Will the building work result in a [change of use](#) of the building? Yes No. If Yes, provide details of the new use of the building (e.g. home to hostel, implement shed to chemical storage, office to restaurant):

Intended life of the building if less than 50 years: [Years]

List Building Consents previously issued for this project (if any): [List who issued the consent, the date of issue and the consent number]

Estimated value of the building work on which the building levy will be calculated (including goods and services tax):

\$ [State estimated value as defined in section 7 of the Building Act 2004]

6. RESTRICTED BUILDING WORK: BUILDING PRACTITIONERS INVOLVED IN THIS PROJECT

Will the building work include any restricted building work? Yes No. If yes, provide the following details of all licensed building practitioners who will be involved in carrying out or supervising the restricted building work:

[If these details are unknown at the time of the application, they MUST be supplied before the building work begins – name, licensing class and Licensed Building Practitioner's number (or registration number if treated as being licensed under 291 of the Act)]

DESIGNER Name: Licence Class:

Registration / Licence No.:

Address:

Telephone: Fax: Mobile:

Email:

ENGINEER Name: Licence Class:

Registration / Licence No.:

Address:

Telephone: Fax: Mobile:

Email:

CARPENTER Name: Licence Class:

Registration / Licence No.:

Address:

Telephone: Fax: Mobile:

Email:

ROOFER Name: Licence Class:

Registration / Licence No.:

Address:

Telephone: Fax: Mobile:

Email:

EXTERNAL PLASTERER Name: Licence Class:

Registration / Licence No.:

Address:

Telephone: Fax: Mobile:

Email:

BRICK / BLOCKLAYER Name:Licence Class:

Registration / Licence No.:

Address:

Telephone: Fax: Mobile:

Email:

FOUNDATION SPECIALIST Name:Licence Class:

Registration / Licence No.:

Address:

Telephone: Fax: Mobile:

Email:

PLUMBER Name:Licence Class:

Registration / Licence No.:

Address:

Telephone: Fax: Mobile:

Email:

GASFITTER Name:Licence Class:

Registration / Licence No.:

Address:

Telephone: Fax: Mobile:

Email:

Other LBP Name:Licence Class:

Registration / Licence No.:

Address:

Telephone: Fax: Mobile:

Email:

NOTE: Continue on another page if necessary

7. PROJECT INFORMATION MEMORANDUM The following matters are involved in the project:
 [Tick the matters relevant to the project [do not fill in this section if the application is for a building consent only]

- Subdivision
- Alterations to land contours [e.g. digging out the site for a building platform]
- New or altered connections to public utilities [e.g. Council sewer, storm water or water mains]
- New or altered locations and / or external dimensions of buildings
- New or altered access for vehicles
- Building work over or adjacent to any road or public place
- Disposal of stormwater and wastewater [e.g. are you altering domestic sewer or storm water drains]
- Building work over any existing drains or sewers or in close proximity to wells or water mains
- Is the site contaminated?
- Will the building be sited on sloping ground, or near to a bank, a stream or a coastal zone?
- Other matters known to the applicant that may require authorisations from the Territorial Authority: [Please attach]

8. BUILDING CONSENT

The following plans and specifications are attached to this application: [Note: All plans and specifications must meet the minimum requirements set out in the regulations or required by the Building Consent Authority (BCA)]

Refer to documents indicated on the applicant checklist Other documents [Please specify]:

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

[If you're not sure which clauses are applicable, talk to your Designer]

Building Code clause [<input checked="" type="checkbox"/> Tick / list relevant clause of building code]	Means of Compliance [Refer to relevant compliance document(s) or detail of alternative solution in the plans and specifications]		Waiver / modification required [Supporting documents recorded below]
	Acceptable Solution [Specify]	Other Means of Compliance – Verification Method or Alternative Solution [If <input checked="" type="checkbox"/> Other, then list at the end of this section]	
<input type="checkbox"/> B1 Structure	<input type="checkbox"/> B1/AS1 <input type="checkbox"/> Other <input type="checkbox"/> NZS3604 <input type="checkbox"/> NZS4229	<input type="checkbox"/> B1/VM1 <input type="checkbox"/> Other <input type="checkbox"/> AS/NZS1170 <input type="checkbox"/> SED	<input type="checkbox"/>
<input type="checkbox"/> B2 Durability	<input type="checkbox"/> B2/AS1	<input type="checkbox"/> B2/VM1 <input type="checkbox"/> Other	<input type="checkbox"/>
<input type="checkbox"/> C 1 – C6 Protection From Fire	<input type="checkbox"/> C/AS1 <input type="checkbox"/> C/AS2 <input type="checkbox"/> C/AS3 <input type="checkbox"/> C/AS4 <input type="checkbox"/> C/AS5 <input type="checkbox"/> C/AS6 <input type="checkbox"/> C/AS7	<input type="checkbox"/> Other	<input type="checkbox"/>
<input type="checkbox"/> D1 Access routes	<input type="checkbox"/> D1/AS1 <input type="checkbox"/> NZS 4121	<input type="checkbox"/> Other	<input type="checkbox"/>
<input type="checkbox"/> D2 Mechanical installations for access	<input type="checkbox"/> D2/AS1 <input type="checkbox"/> D2/AS2 <input type="checkbox"/> D2/AS3 <input type="checkbox"/> NZS 4121	<input type="checkbox"/> Other	<input type="checkbox"/>
<input type="checkbox"/> E1 Surface water	<input type="checkbox"/> E1/AS1 <input type="checkbox"/> AS3500	<input type="checkbox"/> E1/VM1 <input type="checkbox"/> Other	<input type="checkbox"/>
<input type="checkbox"/> E2 External moisture	<input type="checkbox"/> E2/AS1 <input type="checkbox"/> E2/AS2 <input type="checkbox"/> E2/AS3	<input type="checkbox"/> E2/VM1 <input type="checkbox"/> Other <input type="checkbox"/> SED	<input type="checkbox"/>
<input type="checkbox"/> E3 Internal moisture	<input type="checkbox"/> E3/AS1	<input type="checkbox"/> Other	<input type="checkbox"/>
<input type="checkbox"/> F1 Hazardous agents on site	<input type="checkbox"/> F1/AS1	<input type="checkbox"/> F1/VM1 <input type="checkbox"/> Other	<input type="checkbox"/>
<input type="checkbox"/> F2 Hazardous building materials	<input type="checkbox"/> F2/AS1	<input type="checkbox"/> Other	<input type="checkbox"/>
<input type="checkbox"/> F3 Hazardous substances / processes	<input type="checkbox"/> F3/AS1	<input type="checkbox"/> F3/VM1 <input type="checkbox"/> Other	<input type="checkbox"/>
<input type="checkbox"/> F4 Safety from falling	<input type="checkbox"/> F4/AS1	<input type="checkbox"/> Other	<input type="checkbox"/>
<input type="checkbox"/> F5 Construction / Demolition hazards	<input type="checkbox"/> F5/AS1	<input type="checkbox"/> Other	<input type="checkbox"/>
<input type="checkbox"/> F6 Lighting for emergency	<input type="checkbox"/> F6/AS1	<input type="checkbox"/> Other	<input type="checkbox"/>
<input type="checkbox"/> F7 Warning systems	<input type="checkbox"/> F7/AS1	<input type="checkbox"/> Other	<input type="checkbox"/>
<input type="checkbox"/> F8 Signs	<input type="checkbox"/> F8/AS1 <input type="checkbox"/> NZS 4121	<input type="checkbox"/> Other	<input type="checkbox"/>
<input type="checkbox"/> F9 Restricting access to residential pools	<input type="checkbox"/> F9/AS1 <input type="checkbox"/> F9/AS2 <input type="checkbox"/> Schedule, FSA1987	<input type="checkbox"/> Other	<input type="checkbox"/>
<input type="checkbox"/> G1 Personal hygiene	<input type="checkbox"/> G1/AS1 <input type="checkbox"/> NZS 4121	<input type="checkbox"/> Other	<input type="checkbox"/>
<input type="checkbox"/> G2 Laundering	<input type="checkbox"/> G2/AS1 <input type="checkbox"/> NZS 4121	<input type="checkbox"/> Other	<input type="checkbox"/>
<input type="checkbox"/> G3 Food preparation / Prevention of contamination	<input type="checkbox"/> G3/AS1 <input type="checkbox"/> NZS 4121	<input type="checkbox"/> Other	<input type="checkbox"/>
<input type="checkbox"/> G4 Ventilation	<input type="checkbox"/> G4/AS1	<input type="checkbox"/> G4/VM1 <input type="checkbox"/> Other	<input type="checkbox"/>
<input type="checkbox"/> G5 Interior environment	<input type="checkbox"/> G5/AS1	<input type="checkbox"/> Other	<input type="checkbox"/>
<input type="checkbox"/> G6 Airborne and impact sound	<input type="checkbox"/> G6/AS1	<input type="checkbox"/> G6/VM1 <input type="checkbox"/> Other	<input type="checkbox"/>
<input type="checkbox"/> G7 Natural light	<input type="checkbox"/> G7/AS1	<input type="checkbox"/> G7/VM1 <input type="checkbox"/> Other	<input type="checkbox"/>

Building Code clause	Acceptable Solution	Verification Method or Alternative Solution	Waiver / modification required
<input type="checkbox"/> G8 Artificial light	<input type="checkbox"/> G8/AS1	<input type="checkbox"/> G8/VM1 <input type="checkbox"/> Other	<input type="checkbox"/>
<input type="checkbox"/> G9 Electricity	<input type="checkbox"/> G9/AS1	<input type="checkbox"/> G9/VM1 <input type="checkbox"/> Other	<input type="checkbox"/>
<input type="checkbox"/> G10 Piped services	<input type="checkbox"/> G10/AS1	<input type="checkbox"/> G10/VM1 <input type="checkbox"/> Other	<input type="checkbox"/>
<input type="checkbox"/> G11 Gas as an energy source	<input type="checkbox"/> G11/AS1	<input type="checkbox"/> Other	<input type="checkbox"/>
<input type="checkbox"/> G12 Water supplies	<input type="checkbox"/> G12/AS1 <input type="checkbox"/> G12/AS2	<input type="checkbox"/> G12/VM1 <input type="checkbox"/> Other	<input type="checkbox"/>
<input type="checkbox"/> G13 Foul water	<input type="checkbox"/> G13/AS1 <input type="checkbox"/> G13/AS2 <input type="checkbox"/> AS3500 <input type="checkbox"/> G13/AS3	<input type="checkbox"/> G13/VM1 <input type="checkbox"/> G13/VM4 <input type="checkbox"/> Other	<input type="checkbox"/>
<input type="checkbox"/> G14 Industrial liquid waste	<input type="checkbox"/> G14/AS1	<input type="checkbox"/> G14/VM1 <input type="checkbox"/> Other	<input type="checkbox"/>
<input type="checkbox"/> G15 Solid waste	<input type="checkbox"/> G15/AS1	<input type="checkbox"/> Other	<input type="checkbox"/>
<input type="checkbox"/> H1 Energy efficiency	<input type="checkbox"/> H1/AS1	<input type="checkbox"/> H1/VM1 <input type="checkbox"/> Other	<input type="checkbox"/>
Other	<input type="checkbox"/> BCH Back country huts <input type="checkbox"/> SH Simple House		<input type="checkbox"/>
Waiver / Modification required [List supporting documents]			
Alternative Solution [List supporting documents]			

9. COMPLIANCE SCHEDULE *[do not fill in this section if this is an application for a Project Information Memorandum only]*

- The specified systems for the building are as follows: *[specified systems are defined in regulations]* **OR**
 The following specified systems are being altered, added to, or removed in the course of the building work: **OR**
 There are **NO** specified systems in the building *[Note: If unsure whether your building has specified systems, talk to the BCA or your architect]*

The following specified systems are being altered, added to, or removed in the course of the building work: [Tick those that are applicable]	Existing [✓Tick]	New or Added [✓Tick]	Altered [✓Tick]	Removed [✓Tick]
SS1 Automatic systems for fire suppression (e.g. sprinkler systems)				
SS2 Automatic or manual emergency warning systems for fire or other dangers (other than a warning system for fire that is entirely within a household unit and serves only that unit)				
SS3 Electromagnetic or automatic doors or windows (e.g. ones that close on fire alarm activation)				
SS3/1 Automatic doors				
SS3/2 Access controlled doors				
SS3/3 Interfaced fire or smoke doors or windows				
SS4 Emergency lighting systems				
SS5 Escape route pressurisation systems				
SS6 Riser mains for use by fire services				
SS7 Automatic back-flow preventers connected to a potable water supply				
SS8 Lifts, escalators, travellers, or other systems for moving people or goods within buildings				
SS8/1 Passenger carrying lifts				
SS8/2 Service lifts				
SS8/3 Escalators and moving walks (travellers)				
SS9 Mechanical ventilation or air conditioning systems				
SS9/1 Mechanical ventilation				
SS9/2 Air conditioning systems				
PLEASE CONTINUE SECTION 9 ON THE NEXT PAGE				

The following specified systems are being altered, added to, or removed in the course of the building work: [Tick those that are applicable]	Existing [✓Tick]	New or Added [✓Tick]	Altered [✓Tick]	Removed [✓Tick]
SS10 Building maintenance units providing access to exterior and interior walls of buildings				
SS11 Laboratory fume cupboards				
SS12 Audio loops or other assistive listening systems				
SS12/1 Audio loops				
SS12/2 FM radio frequency systems and infrared beam transmission systems				
SS13 Smoke control systems				
SS13/1 Mechanical smoke control				
SS13/2 Natural smoke control				
SS13/3 Smoke curtains				
SS14 Emergency power systems for, or signs relating to, a system or feature specified in any of clauses 1 to 13				
SS14/1 Emergency power systems				
SS14/2 Signs in relation to any specified systems 1-13				
SS15 Any or all of the following systems and features, so long as they form part of a building's means of escape from fire, and so long as those means also contain any or all of the systems or features specified in clauses 1 to 6, 9, and 13:				
SS15/1 Systems for communicating spoken information intended to facilitate evacuation				
SS15/2 Final exits				
SS15/3 Fire separations (as defined by the Building Code)				
SS15/4 Signs for communicating information intended to facilitate evacuation				
SS15/5 Smoke separations				
SS16 Cable Cars				

10. ATTACHMENTS [Note: all plans and specifications must meet the minimum requirements set out in the regulations or required by the BCA]

The following documents are attached to this application: [Tick as applicable or put NA if there are no attachments]

Plans and specifications [list]

.....

Memoranda (Certificates of Design Work) from licensed building practitioner(s) who carried out or supervised any design work that is restricted building work

Project Information Memorandum

Development contribution notice

Certificate attached to Project Information Memorandum

Other relevant information: [Please specify]:

11. DOCUMENT COLLECTION

MATAMATA - PIAKO DISTRICT COUNCIL ONLY	Please tick which office you wish to collect your Building Consent from when it is ready:	
	<input type="checkbox"/> Te Aroha	<input type="checkbox"/> Matamata <input type="checkbox"/> Morrinsville

THAMES - COROMANDEL DISTRICT COUNCIL ONLY	Please tick your preferred collection options:	
	<input type="checkbox"/> Please post my documentation to:	<input type="checkbox"/> Owner <input type="checkbox"/> Agent
	<input type="checkbox"/> The documentation will be collected by:	<input type="checkbox"/> Owner <input type="checkbox"/> Agent
	The documentation will be collected from:	<input type="checkbox"/> Thames Service Centre, 515 MacKay Street <input type="checkbox"/> Coromandel Service Centre, 355 Kapanga Road <input type="checkbox"/> Whangamata Service Centre, 620 Port Road <input type="checkbox"/> Whitianga Service Centre, 10 Monk Street

DOCUMENT CHECK: PLEASE CHECK THAT YOU HAVE PROVIDED ALL THE REQUIRED INFORMATION

OFFICE USE ONLY FEES PAYABLE:	AMOUNT (\$)	BC Number:
PIM		REFERRALS:
Building Consent - Application fee - Approval fee - Inspection fee - Mileage		Structural consultant: Name: Sent: Returned:
Code Compliance Certificate		Structural consultant: Name: Sent: Returned:
BRANZ levy		Other consultant: Name: Sent: Returned:
MBIE levy		Other consultant: Name: Sent: Returned:
Photocopying		Other consultant: Name: Sent: Returned:
Microfilm (A3 / A4) / Scanning		NZ Fire Service: Name: Sent: Returned:
Certificate of Title		Historic Places Trust: (Notification) Date advised:
Street crossing administration		ADDITIONAL NOTES AND / OR FEES:
Structural check		
Amendments to consent		
External consultant 1		
External consultant 2		
Fire and Emergency NZ check		
Planning Bond / Resource Consent		
Planning Bond / Resource Consent		
Rural connection		
Fire main		
Water connection		
Water disconnection		
Wastewater / sewerage connection		
Wastewater disconnection		
Backflow inspection		
Stormwater connection - mains		
Stormwater connection - kerb & channel		
Stormwater disconnection		AUTHORIZATIONS:
CCTV survey wastewater		Planning Officer: Date:
CCTV survey stormwater		Building Officer: Date:
Cellar indemnity		Engineer: Date:
Council bonds		CHECKED BY: Officer: Date:
Compliance schedule		ISSUED BY: Officer: Date:
Development Contributions: Water..... Stormwater.....Wastewater..... Transport / Roading..... Community infrastructure.....		Receipt No.:
BCA accreditation		Receipt No.:
Total fees (incl. GST)		Receipt No.:
Deposit paid – Date:		
Remainder fees due:		

Applicant's Checklist: Re-sited / Relocatable / Multi-Proof

Projects: house, office, garage, repiling, MBIE multi-proof (NMUA). If doing additions or alterations, attach applicant checklist appropriate to the project type

FILL IN THIS FORM, AND PROVIDE A COPY

INSTRUCTIONS – please give this form to your designer to complete Please ensure that the following information has been supplied with the Building Consent application. If this information is not provided, the application will be rejected or put on hold. We will not be able to lodge or process the application until this information has been received. Please state the page number for each item.	TICK <input checked="" type="checkbox"/> if Supplied (S) OR <input checked="" type="checkbox"/> if Not Applicable (NA)		WRITE Plans / Specs Page Number	Office only <input checked="" type="checkbox"/> /P=Pass ✘/F = Fail I /NA = Not applicable
APPLICATION FORM AND REQUIRED DOCUMENTS	S	NA	PG No.	P/F/NA
All sections of the application form have been completed.			NA	
If Restricted Building Work, a Certificate of Design Work has been provided.			NA	
If Restricted Building Work, a list of all Licensed Building Practitioners has been supplied – where known. (NOTE: Fire wetbacks and solar water heating systems must be installed by a registered plumber)			NA	
A copy of the FULL Certificate of Title (up to 2 months old) / Proof of Ownership provided.			NA	
Good quality drawings to an appropriate scale of 1:100 (detail 1:50, site plan 1:200) with metric dimensions.			NA	
Please provide required number of copies of plans and specifications to councils: (NOTE: For councils that have online services, provide 1 set of plans and specifications) <ul style="list-style-type: none"> ○ Otorohanga, Waitomo and Waipa – 2 sets of plans and specifications. ○ Hamilton – 2 sets of plans and specifications and an extra floor plan. ○ Hauraki – 1 set of plans and specifications and a site plan. ○ Thames-Coromandel and Waikato – 1 set of plans and specifications. ○ Matamata-Piako – 2 sets of plans and specifications. 			NA	
Letter of authority (from owner).			NA	
Fee payment.			NA	
THE BUILDING				
The building is second-hand (pre-used). Check if Council must do the inspection report, or will accept a surveyor's report. <ul style="list-style-type: none"> <input type="checkbox"/> A building inspection report, obtained from the Territorial authority where the building will be re-sited, is attached. <input type="checkbox"/> A building inspection report, obtained from a building surveyor, is attached. 			NA	
The building is new and a CCC is attached.			NA	
The proposed building has Multiproof approval and approval is attached			NA	
Resource Consent has been obtained or applied for (<i>if applicable</i>).			NA	
Applicant Checklist for Pools is attached (<i>if applicable as part of consent project</i>)			NA	
Proposed <input type="checkbox"/> Additions and /or <input type="checkbox"/> Alterations to building are covered by attached applicant checklist for <input type="checkbox"/> Dwellings <input type="checkbox"/> Commercial NOTE Any changes made to a <i>Multiproof Approval</i> , invalidates the approval. A new building consent for the whole of the building is required.				
SITE PLAN (Use an appropriate metric scale of 1:200 or 1:100 and include a north point.)				
Show ALL the legal boundaries of the site, and easements. Show the location and distances of all existing and proposed buildings, including accessory buildings such as sheds or garages, in relation to the boundaries.				

Please note page numbers for plans / specs

	S	NA	PG No.	P/F/NA
Show the layout of existing and proposed sanitary and stormwater drains. Include the location of each drain's connection to the public mains. Provide details of on-site stormwater disposal, e.g. rain tanks, soak holes etc. (Check that kerb connection is acceptable if the site is unsuitable for on-site disposal or a Council stormwater connection is unavailable - see effluent disposal).				
Indicate the top of any banks shown and their gradient contours in relation to the building. Show the height of the bank and the distance from the top of the bank to the building.				
A geotechnical report from an appropriately qualified person may be required.				
Show the gross floor area of <u>all</u> buildings on the title.				
Show the dimensions of any existing and / or proposed vehicle entranceway and its position along the boundary. For a new entranceway, include a completed application form for a new entrance / crossing.				
Have you checked that your plans meet your Council's district plan requirements: Check with your Council planner				
FLOOR PLANS (Secondhand buildings)				
Floor areas and roof areas in square metres should be shown on plans drawn to an appropriate scale, e.g. 1:100 or 1:50. Show the location of all plumbing fittings / waste pipes.				
Show location of smoke alarms.				
Heaters / Solar Systems (if applicable): the requirements of the <i>Applicant Checklist for Heaters / Solar Systems</i> have been met.				
ELEVATION PLAN (Secondhand buildings)				
Supply an elevation plan of each external wall showing heights from eaves to finished ground level at each external corner, and the existing and proposed land contours. Also show the overall height of the building from ground level to the apex of the roof.				
FOUNDATION PLAN				
For timber floors: show the location of piles, pile type, sub floor bracing and calculations, foundation perimeter walls and internal piling system where applicable.				
For concrete floors: provide clear CROSS-SECTION DETAILS and location of slab thickenings and steel.				
If there is specific foundation design, attach Producer Statement (PS1). A structural engineer-designed foundation is required for buildings on weak soils, sloping sites and pole foundations over 3m high.				
CROSS-SECTIONAL PLANS / DETAILS and H1 DETAILS				
Provide sufficient scaled cross-section drawings (1:50 or better) through the building to show foundation details, floor systems, wall, ceiling and roof construction.				
Provide a finalised roof truss / framing plan and producer statement from truss manufacturer.				
Show construction details of terraces, steps, stairs (internal and external), barriers and balustrades.				
Where the position of beams, supports and connections are not clear, these should be shown with details of connections at a scale of 1:50 or 1:20.				
Show the location and type of wall cladding and roof sheathing. For composite systems, that are alternative solutions to the Building Code, these should be designated on the CROSS-SECTION plan and referenced in the SPECIFICATIONS.				
Give details of thermal insulation: calculations, type and R values.				
PLUMBING				
Specify AS/NZS 3500 or G13 plumbing system. Show positions of all fittings and hot water system (indicate any upgrade). Show pipe sizes / gradients.				
For multi-level residential housing provide isometric drawings of the plumbing reticulation including soil and waste system showing positions of all fittings and pipe sizing.				

	S	NA	PG No.	P/F/NA
Show how accidental overflow is addressed for Duplex dwellings				
SPECIFICATIONS (if additions or alterations are proposed)				
The specification is project specific and appropriate to the building construction. It is laid out in easily followed sections covering methods and materials that are not included in the building plans, e.g. standards and materials used to reinstate the building.				
Include manufacturer's specifications of any solid fuel heater or solar system.				
EFFLUENT DISPOSAL (If an on-site effluent disposal system ('septic tank') is required)				
Provide plans for the system, including the size and location of tank and of the effluent field and calculations, distance from potable water courses, and bores.				
Provide certification and calculations from a suitably qualified person that the system is suitable for the site and complies with the regional and local rules for waste water disposal.				
WATER, WASTE WATER, STORMWATER CONNECTIONS				
Provide a scaled site plan with the location of any new stormwater, waste water and / or water connections.				
Stormwater Connection Show stormwater connections to kerb and channel on the site plan. If no Council stormwater services are available to the property, provide details of on-site disposal, e.g. soak holes.				
Wastewater Connection If no new waste water connection has been installed to service the new dwelling or development, please apply for a connection and pay fees (provide site plan for approval).				
If there are no waste water reticulation services available to the property, ensure that details of the size of the effluent disposal system (septic tank) and of the effluent field are included on the site plan and with the specifications.				
Water Connection If no water connection been installed to service the new dwelling or development, please apply for a connection and submit with fees (provide site plan for approval).				
If there are no Council water reticulation services available to the property, provide details of the source of the existing or proposed water supply.				
Project Location:				
Applicant's declaration: I have provided all the required information:				
Name Signature Date				

OFFICE USE ONLY:	OUTCOME OF DECISIONS	BC No:
<input type="checkbox"/>	This application was accepted for lodgement because all required documents / information were supplied Officer's Name: Signature: Date:	
<input type="checkbox"/>	This application was not accepted for lodgement because the required documentation / information was incomplete Officer's Name: Signature: Date: Officer's Name: Signature: Date:	
<input type="checkbox"/>	Documentation / information is now complete and the application is accepted for lodgement Officer's Name: Signature: Date:	

