

Te Kaunihera o ngā Roto o Rotorua



Form 2

MINOR

Application	No/BC:
Property ID	#:

APPLICATION FOR PROJECT INFORMATION MEMORANDUM AND/OR BUILDING CONSENT Section 33 or 45, Building Act 2004

Fireplace	Demolition/Removal	Swimming Po	ools 🗌	Solar 🗌	Drainage 🗌	Wet area	Shower [
1. THE BUILDIN	IG [if item is not applicable put N/#	A in the space]						
Street address of	building:							
[If no street addr	ess – details of nearest interse	ction]						
Legal description	of land where building is locat	ed: Lot		DP	Site	e area:	m²	
		Sec		Block				
Building name: _		Valuation	n No:					
Location of build	ing within site/block number:	Include nearest stre	et access]					
Number of levels	: [Above & below ground]							
	Floor area:					Current, law	fully	
established, use:			Year	First Constru	ucted:	[Add no. of occ	upants per	
level and per use if r	nore than 1]							
2. OWNER			3. AG	ENT [Only requ	ired if application is bei	ing made on beh	alf of the owne	er]
Name of Owner:			Name	of Agent:				
Contact person:			Conta	ct person:				
Mailing address:			Mailin	g address:				
Street address/re	egistered office:		Street	address/regi	stered office:			
Phone No:	Landline:		Phone	No:	Land	lline:		
Mobile:	Daytime:		Mobile	e:	Dayt	ime:		
After hours:	Facsimile:		After ł	nours:	Facsi	imile:		
Email:			Email:					
Website			Websi	te				
THE FOLLOWING	EVIDENCE OF OWNERSHIP IS	ATTACHED:			ner: [State details of		-	
Certificate of	Title Lease	Agreement	owner t	o make the app	lication on the owner	's behalf]		
Agreement fo	or Sale and Purchase 🗌 Other	document						
FIRST POINT OF	CONTACT [Mark boxes as appropri	ate]						

Correspondence

Further information Agent Owner

Agent Owner

Invoicing: Agent Owner

Additional copy of Code Compliance Certificate

4. APPLICATION [Tick if applicable]	
I,[name]request that Signature: Signature: Date: The signature is that of the Owner OR the Agent	
Building ConsentStaged Consent	Project Information Memorandum (PIM) Existing PIM No [if applicable] is:
Restricted Building Work applicable? Cultural or Heritage Significance? Financial assistance package [FAP] re-clad application - or claim under FAP scheme? National Multiple Use Approval?	Yes No Yes No Yes No If yes, FAP claim number: Yes No If yes, NUA number:
To be completed in lieu of Authorisation Letter: I, as the owner Signature: Signature: Date:	of the property, authoriseto act as my agent.

5. PRIVACY INFORMATION

The information you have provided on this form is required so that your building consent application can be processed under the Building Act 2004. The Council collates statistics relating to issued building consents and has a statutory obligation to forward these regularly to Statistics New Zealand. The Council stores the information on a public register, which must be supplied (as previously determined by the Ombudsman) to whoever requests the information. Under the Privacy Act 2020 you have the right to see and correct personal information the Council holds about you.

6. THE PROJECT

Description of Building Work: [Provide sufficient information below to enable scope of work to be j

Will the building work result in a change of use of the building? Yes No I	f Yes, provide details of the new use of the
building:	
Intended life of the building if less than 50 years:(Years,	,
List Building Consents previously issued for this project (if any):	
Estimated value of the building work on which the building levy will be calculated	[including goods and services tax]:
\$ [State estimated value as dej	fined in section 7 of the Building Act 2004]

7. RESTRICTED BUILDING WORK

Will the building work include any restricted building work? Yes No If Yes, please 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*]. Complete in contacts section below

8. CONTACTS [Provide all details where relevant]

Please provide the following details of all practitioners who will be regardless of whether it is restricted building work.	e involved in carrying out or supervising the building work
DESIGNER:	ENGINEER:
Name:	Name:
Address:	Address:
Email:	Email:
Telephone: LBP No:	Telephone: Reg No:
License Class: DESIGN	License Class: DESIGN
BUILDER:	BRICK / BLOCK LAYER:
Name:	Name:
Address:	Address:
Email:	Email:
Telephone: LBP No:	Telephone: Reg No:
License Class: CARPENTRY	License Class: BLOCKLAYING
ROOFER:	EXTERNAL PLASTERER:
Name:	Name:
Address:	Address:
Email:	Email:
Telephone: Reg No:	Telephone: Reg No:
License Class: ROOFING or CARPENTRY (delete one)	License Class: EXTERNAL PLASTERING
FOUNDATIONS / FLOORS:	GAS FITTER:
Name:	Name:
Address:	Address:
Email:	Email:
Telephone: Reg No:	Telephone: Reg No:
License Class: FOUNDATIONS or CARPENTRY (delete one)	
PLUMBER:	DRAIN LAYER:
Name:	Name:
Address:	Address:
Email:	Email:
Telephone: Reg No:	Telephone: Reg No:
LICENSED BUILDNG PRACTITIONER:	OTHER KEY PERSONNEL:
Name:	Name:
Address:	Address:
Email:	Email:
Telephone: Reg No:	Telephone: Reg No:
License Class:	License Class:

9. PROJECT INFORMATION MEMORANDUM [Do not fill in this section if the application is for a building consent only]

The following matters are involved in the project: [Tick the matters relevant to the project]

- 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 storm water and wastewater
- Building work over any existing drains or sewers or in close proximity to wells or water mains
- Other matters known to the applicant that may require authorisations from the Territorial Authority: [Specify]

The following plans and specifications are attached to this application:

10. COMPLIANCE METHODS:

Building Code Clause Tick relevant clauses	Acceptable Solution & NZS 4121 Accessible Design	Verification Method	Alternative Solution [Supporting documents listed below]	Waiver/ Modification [Supporting documents listed below]	Proposed Inspections
B1 Structure	 B1/AS1 B1/AS2 B1/AS3 	 B1/VM1 B1/VM2 B1/VM3 B1/VM4 			 Council Engineer Other (Specify):
B2 Durability	□ B2/AS1	□ B2/VM1			Council Cngineer Other (<i>Specify</i>):
C1-6 Protection from Fire	□ C/AS1 □ C/AS2	□ с/vм1 □ с/vм2			Council Cngineer Other (<i>Specify</i>):
D1 Access routes	D1/AS1	□ D1/VM1			Council Cngineer Other (Specify):
E1 Surface water	E1/AS1 E1/AS2	E1/VM1			Council Other (<i>Specify</i>):
E2 External moisture	□ E2/AS1 □ E2/AS4 □ E2/AS2 □ E2/AS3	E2/VM1 E2/VM2			Council Other (<i>Specify</i>):
E3 Internal moisture	 E3/AS1 E3/AS2 				Council Other (<i>Specify</i>):
□ F1 Hazardous agents on site	F1/AS1	□ F1/VM1			Council Other (<i>Specify</i>):
F2 Hazardous building materials	□ F2/AS1	□ F2/VM1			Council Other (<i>Specify</i>):

☐ F4	Safety from falling	☐ F4/AS1				Council Other (<i>Specify</i>):
	ding Code Clause	Acceptable Solution & NZS 4121 Accessible Design	Verification Method	Alternative Solution [Supporting documents listed below]	Waiver/ Modification [Supporting documents listed below]	Proposed Inspections
□ F5	Construction and demolition hazards	☐ F5/AS1				Council Other (<i>Specify</i>):
□ F6	Visibility in escape routes	□ F6/AS1				Council Other (<i>Specify</i>):
□ F7	Warning systems	☐ F7/AS1				 Council Engineer Other (<i>Specify</i>):
□ F9	Restricting access to residential pools	☐ F9/AS1				Council Other (<i>Specify</i>):
□G4	Ventilation	G4/AS1	□ G4/VM1			Council Other (<i>Specify</i>):
□ _{G7}	Natural light	G7/AS1 G7/AS2	□ G7/VM1			Council Other (<i>Specify</i>):
□ G9	Electricity	□ G9/AS1	□ G9/VM1			By certification only
□G12	Water supplies	G12/AS1 G12/AS2 G12/AS3	□ G12/VM1			Council Other (<i>Specify</i>):
□G13	Foul water	G13/AS1 G13/AS2 G13/AS3	G13/VM1			Council Other (<i>Specify</i>):

11. WAIVER/MODIFICATION TO NZ BUILDING CODE REQUIRED FOR FOLLOWING PARTS OF CODE:

Supporting documentation attached as follows [please list]:

There are no specified systems in the buildi	ng 🗌	Applic	ant to c	omplet	e		
Any system installed from below to be accompanied by procedures for inspection and routine maintenance. [Council to vet and verify in first column.]	COUNCIL	Existing	New	Altered	Added	Removed	If there is any specified systems, then complete and provide the Rotorua Lakes Council Specified Systems Installation Checklist
pecified Systems Prescribed by Building A	ct 2004	Compli	iance Sc	hedule	Handbo	ook 25 I	May 2007 (List Systems)
13. ATTACHMENTS The following documents are attached to th Plans and specifications (list):	iis appli		Tick a				
The following documents are attached to th —			Tick a				
The following documents are attached to th —			Tick a				
The following documents are attached to th			[Tick a				
The following documents are attached to th —			Tick a				
The following documents are attached to th	iis appli	cation:		as applid	cable]		cible product substitutions list):

- Current (CodeMark) product certificate(s).
- Alternative (CodeMark) product certificate(s) (if the applicant wants to obtain pre-approval for possible product substitutions).
- Current (BuiltReady) manufacturer's certificate(s).
- Memoranda (Certificates of Design Work) from licensed building practitioners 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.

COUNCIL USE ONLY

ESTIMATED TOTAL VALUE OF WORK

\$	GST inclusiv	e Project floor area	m²
FEE PAYABLE			
		-	
Project Information Memorandum	\$		
Building Admin / Circulation	\$		
Technical Processing fee	\$		
Inspection fee	\$		
Land Development fee	\$		
LODGEMENT FEE	\$		
Technical Processing fee	\$		
Inspection fee	\$		
Industry Levy (MBIE)	\$	Granted by	
Industry Levy (BRANZ)	\$		
External Review (Geotechnical)	\$		
External Review (Structural)	\$	Signature	
Land Development	\$	Dete	
Compliance Schedule	\$	Date	
Vehicle Crossing	\$		
Street Damage	\$	Issued by	
Water Connection	\$		
Sewer Connection	\$		
Record of Title	\$	Signature	
Section 37 Notice	\$	Date	
Section 72 Notice	\$		
Section 77 Notice	\$		
Certificate for Public Use	\$		
	\$		
	\$		
TOTAL BALANCE PAYABLE	\$		
Lodgement deposit	\$		
Date paid			
Receipt No.		Please complete	
Consent fee balance	\$	Forward any refunds or further invoices to:	
Date paid			
Receipt No.			





Building Consent Application Checklist

MINOR

Fireplace	Demolition/Removal	Swimming Pools	Solar	Drainage	U Wet area shower
Address:			D	ate Vetted:	
How to use thi	s checklist				

Use this checklist when finalising your building drawings plans to assist you to lodge a complete application and to avoid delays in processing. Your application will be accepted based on this checklist to ensure that it has sufficient information to commence processing. All items on this checklist must be circled to show that they are either provided or are not applicable to your project (N/A).

Later additional information may be requested during the processing of your building consent to confirm compliance with the Building Act, Building Code, District/City Plan and any other relevant legislation. Processing time will be suspended until information is received.

Your application will only be accepted if the information in this checklist is provided and the checklist completed.

Customer UseDocCircle as appropriatepage #		tomer Use ref / General Documentation Required (All)			Council Use		
Yes	N/A		Application form completed in full and signed	Yes	No	N/A	
Yes	N/A		Lodgment fee (refer to Schedule of Fees and Charges for amount)	Yes	No	N/A	
Yes	N/A		Two (2) complete sets of drawings/report/specification/plans and other relevant documents are required	Yes	No	N/A	
Yes	N/A		All drawings must meet the minimum requirements of the technical drawings standard AS/NZS1100. Index provided for plans and specifications	Yes	No	N/A	
Yes	N/A		All documents including photocopies must be legible	Yes	No	N/A	
Yes	N/A		All plans are to be titled and dated (or version number)	Yes	No	N/A	
			Legal Documentation Required (All)				
Yes	N/A		Full, current (less than three months old) Certificate of Title	Yes	No	N/A	
Yes	N/A		Sale and purchase agreement with settlement date provided and confidential information hidden (if applicable)	Yes	No	N/A	

Customer Use Circle as appropriate		Doc ref./ page #	Solid Fuel Heaters	Council Use			
Section NA					ction A	ccepted	
Yes	N/A		Is the proposed appliance 'clean air' approved?	Yes	No	N/A	
Yes	N/A		Location of SFH on floor plan in relation to windows, doors and flammable materials	Yes	No	N/A	
Yes	N/A		Make and model provided Y		No	N/A	
Yes	N/A		Manufacturers specifications provided including hearth information Y				
Yes	N/A		Yes	No	N/A		
Yes	N/A		Flashing details (roof/wall penetrations)				
Yes	N/A		Location and distance of all smoke alarms	Yes	No	N/A	
Yes	N/A		Seismic restraint detailed	Yes	No	N/A	
Section NA			Wetback Installation	Section Accepted			
Yes	N/A		Location of hot water cylinder and size	Yes	No	N/A	
Yes	N/A		Wetback installation diagram/manufacturers installation instructions	Yes	No	N/A	
Yes	N/A		Tempering valve information provided		No	N/A	
🗌 Se	ction NA		Other Solid Fuel Heaters	Section Accepted			
Yes	N/A		Second hand fire producer statement (from an approved recognised expert)	Yes	No	N/A	
Yes	N/A		Diesel burner information including isolating tap	Yes	No	N/A	
Yes	N/A		Piping layout supplied	Yes	No	N/A	

🗌 Se	ction NA	Plumbing and Drainage	Section Accepted				
Yes	N/A	All existing SEWERS, sewer connections and sewer drain locations and depth shown including Territorial Authority services	Yes	No	N/A		
Yes	N/A	All existing STORMWATER drains and connections shown including Territorial Authority services	Yes	No	N/A		
Yes	N/A	Proposed sewer and stormwater drains/soak holes, terminal vents shown	Yes	No	N/A		
Yes	N/A	All existing and proposed sanitary fittings including pipe sizes and gradients (isometric)	Yes	No	N/A		
Yes	N/A	Standard Regional Council design system or Regional Council approved effluent disposal system	Yes	No	N/A		
Yes	N/A	Specifications for hot water heating system (consider seismic restraints)	Yes	No	N/A		
Yes	N/A	Stormwater disposal design and calculations	Yes	No	N/A		

Section NA			Wet Area Showers (Level entry)	Section Accepted				
Yes	N/A		Entire floor plan and including location and distance of all smoke alarms	Yes	No	N/A		
Yes	N/A		Cross section of shower construction including timber treatment	Yes	No	N/A		
Yes	N/A		Product specifications for the shower system including substrate, tanking and its appraisal certificates and all impervious finishes	Yes	No	N/A		
Yes	N/A		Size and gradient of waste pipes and any additional ventilation to same	Yes	No	N/A		

Comments – Council use only

		Doc ref./ page #	Solar Heating	Council Use			
Yes	N/A		Specifications and installation details	Yes	No	N/A	
Yes	N/A		Location of solar panels/ tubes/roof tank on roof plan (orientation)	Yes	No	N/A	
Yes	N/A		Flashing and installation details for pipe penetrations through walls/roof details	Yes	No	N/A	
Yes	N/A		Demonstrate roof structure is designed for additional load (weight)	Yes	No	N/A	
Yes	N/A		Water pipe type and insulation requirements	Yes	No	N/A	
Yes	N/A		Location and distance of all smoke alarms	Yes	No	N/A	

Section NA		Demolition/Removal	Section Accepted			
Yes	N/A	Have building/s to be removed been identified on a site plan?	Yes	No	N/A	
Yes	N/A	Confirmation received that any services are to be capped off	Yes	No	N/A	
Yes	N/A	Have any hazardous building materials been identified, such as asbestos?	Yes	No	N/A	
Yes	N/A	Consideration of impact on adjoining/adjacent buildings i.e. specified systems, weather tightness, structure, site management	Yes	No	N/A	

Section NA		Swimming Pool/Spa Pool	Section Accepted				
Yes	N/A	Site plan (refer site plan section of checklist)	Yes	No	N/A		
Yes	N/A	A Plan of all floors describing the function of each room including all doors and windows and location and distance of all smoke alarms					
Yes	N/A	Fences/Gates with dimensions	Yes	No	N/A		
Yes	N/A	N/A Show access restrictions and locking device details for doors and windows to pool area from all doors and windows		No	N/A		
Yes	N/A	Have immediate pool area hazards been identified	Yes	No	N/A		
Yes	N/A	Pool manufacturer's specifications	Yes	No	N/A		
Yes	N/A	Elevations/Cross section showing all construction details	Yes	No	N/A		
Yes	N/A	Location of backwash indicating connection to approved outfall	Yes	No	N/A		
Yes	N/A	Backflow preventer shown – type and location	Yes	No	N/A		

Section NA			Rotorua Lakes Council	Section Accepted			
Yes	N/A		oil investigation that has a conclusion readily identifiable in accordance with hapter 3 RCEIS	Yes	No	N/A	
Yes	N/A	Ar (S	Yes	No	N/A		
Yes	N/A	Βι	uildings built prior to 2000 undergoing alt. or add. – Asbestos Declaration	Yes	No	N/A	
Section NA		Ka	Cawerau District Council	Section Accepted			
Yes	N/A	Ge	eotechnical report for new and relocatable buildings	Yes	No	N/A	
Yes	N/A	Re	elocatable/transportable Buildings – Please provide re-site report	Yes	No	N/A	

ADDITIONAL FEES

Please be aware that additional fees may be applied after lodgment deposit is paid, for inspections, processing, certificates, government levies and the like.

Person comple	ting checklist
Name of person signing:	Date:
Signature:	Agent Downer Other:
Name to be on invoice:	
Payment Details:	

COUNCIL USE ONLY														
Outco	Outcome of decisions – Council Use Only								Of	ficer	1	Date	т	ime
	• This application was not accepted for lodgement because documentation was incomplete													
O Th	• This application needs to be re-vetted													
O Do	cumenta	ition	is now c	omplete ar	nd the app	lication is ac	cepted for	lodgement						
Ο Αρ	plication	will	now proc	ceed for co	mpliance	checking								
Proje	Project Type													
RBW	Yes		No 🗆	Туре	PIM 🗆	PIM/BC □	BC 🗆	Category	R1 🗆	R2 □	R3 🗆	C1 🗆	C2 □	C3 🗆
Comments – Council use only														