

Demolition or relocation check sheet

The following check sheet is to be used by applicants to ensure that applications in relation to demolishing or relocating buildings contain all relevant information to enable an assessment under the New Zealand Building Act 2004 to be made by Council and once satisfied on reasonable grounds the application to be granted and issued under the appropriate section of the act.

For further guidance please see Council's building compliance information booklet found here;

<https://southlanddc.govt.nz/assets/Building-Services/Building-Compliance-Information-Booklet.pdf>

Applications are to be lodged electronically via the Simpli portal, guidance for this can be found here;

<https://www.southlanddc.govt.nz/my-property/building-consent/lodge-a-building-consent-online/>

Or alternatively, if you cannot lodge your application via the above electronic method, please contact Council's building department to discuss other methods, such as providing a hard copy of the application to either Council's main or an area office.

GENERAL REQUIRED ITEMS					
Applicant use		Heading	Description	Vetting officer	
Yes	No			ACC	Notes
<input type="checkbox"/>	<input type="checkbox"/>	Plans	A full construction plan set is to be provided within your application.	<input type="checkbox"/>	
<input type="checkbox"/>	<input type="checkbox"/>	Specifications	A job specific specification is to be provided within your application.	<input type="checkbox"/>	
<input type="checkbox"/>	<input type="checkbox"/>	Scope of work	This needs to identify all work that is to be covered by the application.	<input type="checkbox"/>	
<input type="checkbox"/>	<input type="checkbox"/>	Compliance with NZBC	The utilised compliance path is to be nominated for each code clause effected. This could include acceptable solutions, verification methods or alternative solutions.	<input type="checkbox"/>	
<input type="checkbox"/>	<input type="checkbox"/>	Certificate of title	This is required for all exterior building footprint or drainage work. Note: the designer will require this to ensure all easements or other title conditions are considered during the design process.	<input type="checkbox"/>	
<input type="checkbox"/>	<input type="checkbox"/>	Proof of ownership	This could be a certificate of title, sale and purchase agreement or a rates notice.	<input type="checkbox"/>	
<input type="checkbox"/>	<input type="checkbox"/>	Building over boundaries	If the building works involves building over boundaries/ parcel boundaries/ allotments provide property descriptions for the lots affected and confirm that you agree to a section 75(2) condition being place on the property titles.	<input type="checkbox"/>	

GENERAL REQUIRED ITEMS					
<input type="checkbox"/>	<input type="checkbox"/>	Site plan	Showing the location of the building to be demolished/ relocated.	<input type="checkbox"/>	
<input type="checkbox"/>	<input type="checkbox"/>	Road reserve	Repair/ reinstatement of damage to the road reserve or the road. Please contact the Strategic Transport Department at TeamRoading@southlanddc.govt.nz	<input type="checkbox"/>	
<input type="checkbox"/>	<input type="checkbox"/>	Capping off of services	Please complete the following form: Capping of Services for Demolition or Relocation Form	<input type="checkbox"/>	

FOR OFFICIAL USE ONLY			
Simpli #		Consent #	

APPLICATION REVIEW						
Building category	<input type="checkbox"/> R1	<input type="checkbox"/> R2	<input type="checkbox"/> R3	<input type="checkbox"/> C1	<input type="checkbox"/> C2	<input type="checkbox"/> C3
Restricted building work(s)					<input type="checkbox"/> No	<input type="checkbox"/> Yes
Owner/ builder declaration					<input type="checkbox"/> No	<input type="checkbox"/> Yes
National multi use application					<input type="checkbox"/> No	<input type="checkbox"/> Yes
Staged or amended					<input type="checkbox"/> No	<input type="checkbox"/> Yes

ALLOCATION OF DEPARTMENTS					
Building department	<input type="checkbox"/> No	<input type="checkbox"/> Yes	Property team/ NAR	<input type="checkbox"/> No	<input type="checkbox"/> Yes
Resource planning	<input type="checkbox"/> No	<input type="checkbox"/> Yes	Environmental health	<input type="checkbox"/> No	<input type="checkbox"/> Yes
Water and waste	<input type="checkbox"/> No	<input type="checkbox"/> Yes	FENZ review	<input type="checkbox"/> No	<input type="checkbox"/> Yes
Community engineers	<input type="checkbox"/> No	<input type="checkbox"/> Yes	STANTEC review	<input type="checkbox"/> No	<input type="checkbox"/> Yes

DECISION	
Application reviewed and a request for further information was made to the applicant.	<input type="checkbox"/> Yes
Information provided satisfactory for lodgement – Application accepted for lodgement.	<input type="checkbox"/> Yes
Information provided does not meet criteria for lodgement – Application declined for lodgement. (Reasons for declining were supplied to the owner and where applicable to the agent).	<input type="checkbox"/> Yes

SIGNATURE	
Reviewer's signature	