

## Project information memorandum check sheet

The following check sheet is to be used by applicants to ensure that applications in relation Project Information Memorandum (PIM) contain all relevant information to enable an assessment under the New Zealand Building Act 2004 to ensure that Council provides the most relevant information within the PIM.

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 can not 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"/> | 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"/> | Description of building work | Provide a clear description of the building work.   | <input type="checkbox"/> |       |
| <input type="checkbox"/> | <input type="checkbox"/> | Intended use                 | Provide details of the intended use for the building.   | <input type="checkbox"/> |       |
| <input type="checkbox"/> | <input type="checkbox"/> | Change of use                | If the work involves a change of use, provide all details required as per section 115 of the Building Act.  | <input type="checkbox"/> |       |
| <input type="checkbox"/> | <input type="checkbox"/> | Subdivision details          | Provide any subdivision details/ proposed details if applicable.  | <input type="checkbox"/> |       |
| <input type="checkbox"/> | <input type="checkbox"/> | Vehicle assess and drainage  | Provide details of provisions to be made for vehicle access in buildings, over or adjacent to any road or public place and for disposing of stormwater and waste water. | <input type="checkbox"/> |       |
| <input type="checkbox"/> | <input type="checkbox"/> | Site plan                    | This shall show the location of the proposed building, dimensions to all relevant boundaries and any other specific   | <input type="checkbox"/> |       |

| GENERAL REQUIRED ITEMS   |                          |                            |   |                          |  |
|--------------------------|--------------------------|----------------------------|---|--------------------------|--|
|                          |                          |                            | site elements, such as other buildings, water tanks, effluent fields.   |                          |  |
| <input type="checkbox"/> | <input type="checkbox"/> | Ground bearing assessment  | If already undertaken - A ground bearing assessment is to be provided outlining that the ground is in accordance with the chosen compliance path. See NZS 3604:2011 section 3 for guidance. Note: If the ground conditions are outside NZS 3604, then an assessment by a suitably qualified CPEng engineer shall be provided. | <input type="checkbox"/> |  |
| <input type="checkbox"/> | <input type="checkbox"/> | Floor plan                 | Floor plans shall be provided to a recognised scale. If the works are in relation to an existing building, an existing floor plan shall be provided.  | <input type="checkbox"/> |  |
| <input type="checkbox"/> | <input type="checkbox"/> | Elevations                 | Elevations shall be provided to a recognised scale, shall show all cladding systems, construction and floor height above ground level. If the works are in relation to an existing building, an existing elevation shall be provided.   | <input type="checkbox"/> |  |
| <input type="checkbox"/> | <input type="checkbox"/> | Connection to nuo services | If you propose to connect to any NUO services please supply details that outlines the proposed connection point   | <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 app      |                             |                             |                             |                             | <input type="checkbox"/> No | <input type="checkbox"/> Yes |
| Staged or amended           |                             |                             |                             |                             | <input type="checkbox"/> ST | <input type="checkbox"/> AMD |

| 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 |

| ALLOCATION OF DEPARTMENTS |                             |                              |                |                             |                              |
|---------------------------|-----------------------------|------------------------------|----------------|-----------------------------|------------------------------|
| 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 – <b>Application accepted for lodgement.</b>   | <input type="checkbox"/> Yes |
| Information provided does not meet criteria for lodgement – <b>Application declined for lodgement.</b> (Reasons for declining were supplied to the owner and where applicable to the agent). | <input type="checkbox"/> Yes |

| SIGNATURE            |  |
|----------------------|--|
| Reviewer's signature |  |