

# Residential bathroom alteration check sheet

## Wet area/ wet floor shower/ bathroom alterations

The following check sheet is to be used by applicants to ensure that applications in relation residential bathroom alterations 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://www.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 councils 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"/>	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"/>	Drainage plan	This shall detail the foul sewer and storm water drain locations, including pipe sizes, gradients, invert levels, access points, venting requirements, downpipes, soak pits along with all relevant calculations required during the design to determine compliance.	<input type="checkbox"/>	
<input type="checkbox"/>	<input type="checkbox"/>	Floor plan	“As Existing” (if relevant) and “Proposed” floor plans shall be provided that detail the fixture layouts, location of openings and all other relevant layout items. Note: Floor plans shall be provided to a recognized scale	<input type="checkbox"/>	

GENERAL REQUIRED ITEMS					
<input type="checkbox"/>	<input type="checkbox"/>	Timber details	Provide details of the type, grade, treatment, size, spacing and all other relevant information of the timber(s) being used. Consider bottom plates, studs, dwangs/ noggs, top plates, purlins.	<input type="checkbox"/>	
<input type="checkbox"/>	<input type="checkbox"/>	Structural fixings	All structural fixings shall be specified. Consider bottom plate fixing type and spacings, lintel fixings, top plate fixings.	<input type="checkbox"/>	
<input type="checkbox"/>	<input type="checkbox"/>	Plumbing layout	Provide a plumbing layout plan and specification for all new or affected plumbing systems. Consider schematic/ elevation of soil stacks for all floors above the ground floor.	<input type="checkbox"/>	
<input type="checkbox"/>	<input type="checkbox"/>	Plumbing specification	Provide a plumbing specification for all new or affected plumbing systems. Consider, pipework material, lagging systems, testing procedures, etc.	<input type="checkbox"/>	
<input type="checkbox"/>	<input type="checkbox"/>	Wet areas	Provide details of impervious wall and floor finishes to be installed in accordance with NZBC E3.	<input type="checkbox"/>	
<input type="checkbox"/>	<input type="checkbox"/>	Shower details	Provide construction details for shower systems and show how water splash is contained. Note: if the shower is to be a wet area construction, detail how this is to be formed, consider the detailing around the floor structure.	<input type="checkbox"/>	
<input type="checkbox"/>	<input type="checkbox"/>	Wet area shower	If the proposed alteration includes a wet area shower, ensure to provide all manufacturers literature and appraisals of the water proof membranes proposed to be installed.	<input type="checkbox"/>	
<input type="checkbox"/>	<input type="checkbox"/>	Ventilation	Provide details on how ventilation will be provided to the area (opening and mechanical) where mechanical ventilation is required, ensure that the flow rate is specified and appropriate.	<input type="checkbox"/>	
<input type="checkbox"/>	<input type="checkbox"/>	Safety glazing	Provide details of safety glazing locations (consider windows, showers and mirrors).	<input type="checkbox"/>	
<input type="checkbox"/>	<input type="checkbox"/>	Hot water system details	This could be electric, gas, etc. Provide details of the type of system to be installed, location of installation and all other relevant details for the system. Such as, venting, valve systems, tempering, and seismic restraints.	<input type="checkbox"/>	
<input type="checkbox"/>	<input type="checkbox"/>	Flashing details	If the alterations include works in relation to openings within the exterior of the building. Provide construction details of all relevant	<input type="checkbox"/>	

GENERAL REQUIRED ITEMS					
			flashings for the project, such as roof, openings and penetration flashings		
<input type="checkbox"/>	<input type="checkbox"/>	Smoke alarms	Confirm the supply and installation of emergency warning devices in accordance with NZBC F7.	<input type="checkbox"/>	

RESTRICTED BUILDING WORK					
Applicant use		Heading	Description	Vetting officer	
Yes	No			ACC	Notes
<input type="checkbox"/>	<input type="checkbox"/>	Restricted building work	Restricted building work – Is work that effects the structure and/ or external cladding systems of the building. If the work you want to carry out is RBW you will need a licenced designer with an LBP number to draw or supervise the drawing of the plans for consent and a licenced builder with an LBP number to carry out or supervise the work.	<input type="checkbox"/>	
<input type="checkbox"/>	<input type="checkbox"/>	CODW	Certificate of design work – From a designer with a design LBP number covering all RBW.	<input type="checkbox"/>	
<input type="checkbox"/>	<input type="checkbox"/>	Owner exemption	If the project contains RBW and you wish to carry out the work as the owner, please see the MBIE website for guidance, found <a href="https://www.building.govt.nz/projects-and-consents/planning-a-successful-build/scope-and-design/choosing-the-right-people-for-your-type-of-building-work/owner-builder-obligations/">here</a> ;	<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

APPLICATION REVIEW					
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 – <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	