

## Garage/ carport/ shed check sheet

### New outbuildings to be used in conjunction with residential buildings

The following check sheet is to be used by applicants to ensure that applications in relation to outbuildings in conjunction with residential 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	This shall show the location of the proposed building, dimensions to all relevant boundaries and any other specific site elements, such as other buildings, water tanks, effluent fields.	<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"/>	Effluent design	The full design documentation including design calculations is required to be provided.	<input type="checkbox"/>	
<input type="checkbox"/>	<input type="checkbox"/>	Ground bearing assessment	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"/>	Foundation plan	Provide a foundation plan, detailing the type of foundation (concrete, timber, etc) location of saw cuts in slabs or pile, joist and bearer layout, size and spans.	<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"/>	Cross sections and details	Cross sections to include, foundations, floor structure, wall framing, exterior cladding and interior lining systems.	<input type="checkbox"/>	
<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"/>	

GENERAL REQUIRED ITEMS					
<input type="checkbox"/>	<input type="checkbox"/>	Lintel sizes and spans	Shall be specified for all affected openings by the proposed works, such as windows, doors, or other formed openings.	<input type="checkbox"/>	
<input type="checkbox"/>	<input type="checkbox"/>	Bracing	Provide a bracing layout plan, accompanying design calculations and bracing literature. Note: where existing bracing is being affected calculations shall demonstrate the removed vs reinstated brace units.	<input type="checkbox"/>	
<input type="checkbox"/>	<input type="checkbox"/>	Roof framing	Include a truss layout from a registered manufacturer or rafter layout stipulating sizes, spans and load points. Include elevations of all main trusses and truss manufacturers design for lintels.	<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, purlin fixings.	<input type="checkbox"/>	
<input type="checkbox"/>	<input type="checkbox"/>	Entry details	Provide details and dimensions for access into the dwelling if relevant.	<input type="checkbox"/>	
<input type="checkbox"/>	<input type="checkbox"/>	Fire ratings	If relevant, provide details for fire ratings including, ratings, structural supports, manufacturers literature and construction details.	<input type="checkbox"/>	
<input type="checkbox"/>	<input type="checkbox"/>	Risk matrix	Provide a risk matrix detailing risk scores for all affected elevations. See NZBC E2/AS1 for guidance.	<input type="checkbox"/>	
<input type="checkbox"/>	<input type="checkbox"/>	Flashing details	Provide construction details of all relevant flashings for the project, such as roof, openings and penetration flashings.	<input type="checkbox"/>	
<input type="checkbox"/>	<input type="checkbox"/>	Producer statements for design	Producer statements shall be provided for any construction elements or systems which are of a specific design. Such as foundations, structural steel or proprietary systems such as balustrades.	<input type="checkbox"/>	

HABITABLE SPACE					
Applicant use		Heading	Description (complete if a portion of the building is to be used as a habitable space)	Vetting officer	
Yes	No			ACC	Notes
<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"/>	

HABITABLE SPACE					
<input type="checkbox"/>	<input type="checkbox"/>	Energy efficiency	An assessment in relation to the energy efficiency of the building shall be provided to demonstrate compliance with NZBC H1. Consider openings and insulation requirements.	<input type="checkbox"/>	
<input type="checkbox"/>	<input type="checkbox"/>	Plumbing layout and specification	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"/>	Wet areas	Provide details of impervious wall and floor finishes, ventilation to rooms (opening and mechanical) safety glazing locations (consider windows, showers and mirrors) and provide construction details for shower systems and show how water splash is contained.	<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"/>	Heater details	Full installation details if applicable for solid fuel, liquid, or gas fires or boilers including the flue system and flashing.	<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"/>	

RESTRICTED BUILDING WORK					
<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 here;  <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/">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/</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

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	