

Commercial check sheet

New or altered commercial buildings

The following check sheet is to be used by applicants to ensure that the application in relation to commercial 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.

Applications are to be **lodged** electronically via the Simpli portal, <https://simpli.govt.nz/>.

| 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"/> | |
| <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"/> | |

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|--------------------------|--------------------------|----------------------------|---|--------------------------|--|
| <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 recognized 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/nogs, top plates and purlins. | <input type="checkbox"/> | |
| <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"/> | |

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|--------------------------|--------------------------|-----------------------------------|---|--------------------------|--|
| <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 building 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"/> | Smoke alarms | Confirm the supply and installation of emergency warning devices in accordance with NZBC F7. | <input type="checkbox"/> | |
| <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"/> | |

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| <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"/> | |
| <input type="checkbox"/> | <input type="checkbox"/> | PS2 peer review | Provide a PS2 producer statement form a CPEng engineer for works exceeding one million dollars in value and contains specifically engineered design elements under a PS1 that effect the entire buildings structure. For example, Foundations or steel portals. | <input type="checkbox"/> | |
| <input type="checkbox"/> | <input type="checkbox"/> | Fire report | Provide a detailed fire report and supporting plans showing compliance with the NZBC C1-6 – clearly identify whether the design is to an acceptable solution, verification method or alternative design. | <input type="checkbox"/> | |
| <input type="checkbox"/> | <input type="checkbox"/> | FENZ review | If the building fits the criteria of the Gazette Notice 49 (further information can be found here; https://www.fireandemergency.nz/business-and-landlords/building-consents/) then Council will be required to send the application to FENZ for comment. | <input type="checkbox"/> | |
| <input type="checkbox"/> | <input type="checkbox"/> | Accessible facilities | Detail all accessible facilities that are to be provided within the building that form part of the proposed application. Consider, accessible counters, toilet facilities, car parks and routes to/ within the building. | <input type="checkbox"/> | |
| <input type="checkbox"/> | <input type="checkbox"/> | Section 112 report | Provide a gap analysis covering the means of escape from fire and accessible facilities in the building. Note: this could be provided on Council's 112 report template. | <input type="checkbox"/> | |
| <input type="checkbox"/> | <input type="checkbox"/> | Section 115 report | Provide a gap analysis covering the means of escape from fire, protection of other property, sanitary facilities, structural performance, fire ratings and accessible facilities in the building. Note: this could be provided on Council's 115 report template. | <input type="checkbox"/> | |
| <input type="checkbox"/> | <input type="checkbox"/> | Compliance schedule information | Provide information in relation to all specified systems contained/ to be contained within the building as required by the Act. Ensure to provide the make/ model/ location, performance standard and the inspection/ maintenance/ reporting regime for each system. | <input type="checkbox"/> | |

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| <input type="checkbox"/> | <input type="checkbox"/> | Specified systems plan | Provide a floor plan showing the locations of all specified systems in the building. | <input type="checkbox"/> | |
| <input type="checkbox"/> | <input type="checkbox"/> | Certificate for public use | If the building will be occupied and/ or able to be accessed by the public while the building work is carried out a CPU will need to be applied for before the work begins. This will need to be applied for separately and cannot be issued until the building consent has been granted. | <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 |
| Staged | | | | | <input type="checkbox"/> No | <input type="checkbox"/> Yes |
| 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 |
| Transport | <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 | |