

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 information please go to our website <https://www.southlanddc.govt.nz/home-and-property/building-services/before-you-start/pim/>.

Applications are to be **lodged** electronically via the Simpli portal. To register to make your application click on this link: <https://simpli.govt.nz/register>.

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 site elements, such as other buildings, water tanks, effluent fields.	<input type="checkbox"/>	

GENERAL REQUIRED ITEMS					
<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					<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	