

Residential check sheet

New or altered residential buildings

The following check sheet is to be used by applicants to ensure that applications in relation to 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; [Building Compliance Information Booklet](#)

Applications are to be lodged electronically via the [SIMPLI](#) portal.

GENERAL REQUIRED ITEMS					
APPLICANT USE		HEADING	DESCRIPTION	VETTING OFFICER	
<input checked="" type="checkbox"/> YES	<input checked="" type="checkbox"/> N/A			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 utilized 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"/>	

DETAILS REQUIRED					
APPLICANT USE		HEADING	DESCRIPTION	VETTING OFFICER	
<input checked="" type="checkbox"/> YES	<input checked="" type="checkbox"/> N/A			ACC.	NOTES
<input type="checkbox"/>	<input type="checkbox"/>	MUTLI-PROOF DWELLINGS	<p>Multiproof is a statement by the Ministry of Business, Innovation and Employment (MBIE) that a set of plans and specifications for a building complies with the Building Code.</p> <p>Multiproof speeds up the consenting process. It does not give the right to carry out building work that requires a building consent. You still need to apply for consent each time you want to build.</p>	<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"/>	
<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 recognized 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, 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"/>	
<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"/>	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"/>	
<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 from 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"/>	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"/>	
RESTRICTED BUILDING WORK					
APPLICANT USE		HEADING	DESCRIPTION	VETTING OFFICER	
<input checked="" type="checkbox"/> YES	<input checked="" type="checkbox"/> N/A			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 here; Owner Builder Obligations	<input type="checkbox"/>	

<i>FOR OFFICE USE ONLY</i>						
SIMPLI #		CONSENT #				
APPLICATION REVIEW						
Building category	R 1 <input type="checkbox"/>	R 2 <input type="checkbox"/>	R 3 <input type="checkbox"/>	C 1 <input type="checkbox"/>	C 2 <input type="checkbox"/>	C 3 <input type="checkbox"/>
Restricted building work(s)				Yes <input type="checkbox"/>	No <input type="checkbox"/>	
Owner/builder declaration				Yes <input type="checkbox"/>	No <input type="checkbox"/>	
National multi use app				Yes <input type="checkbox"/>	No <input type="checkbox"/>	
Staged consent				Yes <input type="checkbox"/>	No <input type="checkbox"/>	
Amendment				Yes <input type="checkbox"/>	No <input type="checkbox"/>	
ALLOCATION TO DEPARTMENTS						
Building department	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Property team / NAR	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
Resource planning	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Environmental Health	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
Water and waste	Yes <input type="checkbox"/>	No <input type="checkbox"/>	FENZ review	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
Community engineers	Yes <input type="checkbox"/>	No <input type="checkbox"/>	STANTEC review	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
DECISION (TICK ONE ONLY)						
Application reviewed and a request for further information as made to the applicant					Yes <input type="checkbox"/>	
Information provided satisfactory for lodgement – Application accepted for lodgement					Yes <input type="checkbox"/>	
Information provided does not met criteria for lodgement - Application declined for lodgement <i>Reasons for declining were supplied to the owner and where applicable to the agent.</i>					Yes <input type="checkbox"/>	
REVIEWER'S NAME						
REVIEWER'S SIGNATURE						