

# CHECKSHEET: SINGLE RESIDENTIAL DWELLING AND ACCESSORY BUILDING

Including single stand-alone dwellings, dwelling additions and/or alterations, re-piling, garages, decks, gazebos, sheds, retaining walls etc.

Kapiti Coast District Council,  
175 Rimu Road, Paraparaumu 5032  
Private Bag 60601, Paraparaumu 5254  
For enquiries, phone 04 296 4700 or 0800 486 486

**Address of Project:** \_\_\_\_\_

This checklist shows you the information that has to be supplied with your building consent application. Please attach **1 copy** of the following information with your completed Building Consent Application Form.

Please tick relevant box in the Customer Use column as you attach the information. If the box is not relevant to your application, write N/A across the box. Please check each section carefully and complete those sections that are relevant to your project.

Once you have attached all the required information, please check for completeness as an incomplete application or lack of any supporting information **will mean that your application cannot be accepted for processing**.

**An Application Form is attached to this checklist — Please include this checklist with your application.**

Customer Use	1	GENERAL Complete this section <u>for all applications</u>	For Office Use Only
<input type="checkbox"/>	a	<b>Building Consent Application Form</b> Completed and signed by the owner or by an agent on behalf of the owner	<input type="checkbox"/>
<input type="checkbox"/>	b	<b>Proof of Ownership</b> One recent copy of current Record/s of Title (not older than 3 months) <b>AND</b> where applicable one copy of purchase agreement (if recently purchased) or one copy of relevant portions of current lease.	<input type="checkbox"/>
<input type="checkbox"/>	c	<b>Locality Plan (1:500) showing:</b> Physical location of the subject building in relation to streets or landmarks, north point, name of building and lot and DP number.	<input type="checkbox"/>
<input type="checkbox"/>	d	<b>Restricted Building Work</b> Does the application involved restricted building work? <input type="checkbox"/> Yes <input type="checkbox"/> No If Yes, provide certificate(s) of design work and advise Council of your Licensed Building Practitioner(s)	<input type="checkbox"/>
<input type="checkbox"/>	e	<b>Inspections and Monitoring</b> Details of proposed inspection regime including monitoring by council officers and other professionals e.g. architects, engineers, surveyors and certification to be supplied on completion.	<input type="checkbox"/>
<input type="checkbox"/>	f	<b>Site Plan (1:100) showing:</b> Dimensions of all boundaries, north point, finished floor levels (NZVD 2016), site area, street name and number, lot and DP number, outline of building, distance to boundaries and the position of swimming or spa pools, ground contours (extended to boundaries) and/or levels and designated wind zone of the site (e.g. specific design, very high, high, medium or low). In addition, if a site is identified as being subject to flooding, ponding, on an overflow path, river or stream corridor, or other natural hazards, indicate on plans proposed design will mitigate natural or created hazards. Additional information is available on these sites by request from Kapiti Coast District Council. <b>GIS is checked</b>	<input type="checkbox"/>
<input type="checkbox"/>	g	<b>Application Fee</b> Applications will not be accepted without payment of the appropriate fees. Fees payable are set out in the published fee schedule of the council that has jurisdiction over the project site.	<input type="checkbox"/>

<b>2</b>		<b>CHANGE OF USE</b>	
Complete for all existing buildings where the proposal involves forming a household unit where one did not exist before Example: the conversion of a garage or shed into a residential unit			
<input type="checkbox"/>	a	<b>Assessment of the Building for Compliance with the Building Code</b> Section 115(a) of the Building Act 2004 requires that the building, in its new use, complies fully with all clauses of the Building Code.	<input type="checkbox"/>
<input type="checkbox"/>	b	<b>Reasonably Practicable</b> The above assessment must relate to all building code clauses. If the proposal is for the project to meet anything less than full compliance with any clauses, your application must clearly state your reasoning, with supporting documentation, and show how you will meet the highest level of compliance that can be considered reasonably practicable.	<input type="checkbox"/>
<b>3</b>		<b>FOUNDATIONS / FLOOR</b>	
Complete for all new buildings, for existing buildings where the footprint of the building will change or where an additional storey is being added			
<input type="checkbox"/>	a	<b>Foundation Plan (1:100 / 1:50) showing:</b> <ul style="list-style-type: none"> <li>• Dimensions of all new foundations</li> <li>• Sub-floor, including bracing</li> <li>• Footing details</li> <li>• If a concrete slab, show basic details including reinforcing and contractions joints</li> <li>• Piles and footing</li> <li>• If the addition is an upper storey show details on upgrading existing foundations, joints, piles etc</li> <li>• Indicate ventilation to sub floor spaces</li> </ul>	<input type="checkbox"/>
<input type="checkbox"/>	b	<b>Subfloor Bracing</b> Provide subfloor bracing plan and calculations for all piled structures. Where the structure is specifically engineered, this should be included with the structural calculations. Subfloor bracing plan and calculations are required where an additional storey is to be added	<input type="checkbox"/>
<b>4</b>		<b>CONSTRUCTION</b>	
Complete for all new structures or alterations to existing structures			
<input type="checkbox"/>	a	<b>Existing Floor Plan (1:100 / 1:50) showing:</b> (For additions and alterations only) <ul style="list-style-type: none"> <li>• Complete layout of all levels of building</li> <li>• All designated spaces</li> <li>• All removals</li> <li>• Sanitary fixtures</li> <li>• Smoke detectors</li> </ul>	<input type="checkbox"/>
<input type="checkbox"/>	b	<b>Proposed Floor Plans (1:100 / 1:50) showing:</b> <ul style="list-style-type: none"> <li>• Complete layout of all levels of building</li> <li>• Room dimensions</li> <li>• Location of partitions</li> <li>• All designated spaces</li> <li>• All floors (new or altered)</li> <li>• Location of sanitary fixtures</li> <li>• Stairs, barriers, handrails, floor joists and beams</li> <li>• Floor joist layout for each level with timber floors</li> <li>• Smoke detectors</li> <li>• Note where wall will form part of the swimming pool fence</li> </ul>	<input type="checkbox"/>
<input type="checkbox"/>	c	<b>Pre-nail Truss and Frames</b> <ul style="list-style-type: none"> <li>• Specific design wall framing requires clarification</li> <li>• Truss layout must be supported by design certification and design of fixing details, including consideration of load paths to ground</li> <li>• Lintels carrying point loads, such as from girder trusses, require specific engineering design</li> </ul>	<input type="checkbox"/>

<input type="checkbox"/>	d	<b>Wall Bracing Plan (1:100 / 1:50) showing:</b> <ul style="list-style-type: none"> <li>Bracing details and calculations for wall bracing (also required for existing lower storeys where an additional storey is being added)</li> <li>Sub-floor bracing for decks projecting more than 2m from the house</li> <li>Location, type and number of bracing elements to indicate compliance with NZS 3604:2011 (include calculations)</li> <li>If the bracing was specifically designed by a structural engineer, provide calculations (required for specific design wind zones and lateral distribution of upper floor loads where lower storey bracing is provided in walls beyond the upper storey footprint)</li> </ul>	<input type="checkbox"/>
<input type="checkbox"/>	e	<b>Sections and Details (1:50 / 1:20 / 1:10) showing:</b> <ul style="list-style-type: none"> <li>Foundation details involving reinforcing and connections</li> <li>Stairs, handrails, decks and decking</li> <li>Insulation systems and materials to floors, walls and roof</li> <li>Barriers providing safety from falling. Specific engineering design required where detail does not comply with NZBC B1/AS2</li> <li>Framing sizes, beams, lintels</li> <li>Roof cladding, eaves, fascias, gutters</li> <li>Flashings to openings</li> <li>Fire rated systems on all walls – closer than 1 metre to boundary</li> <li>Stud heights of rooms and total height from lowest ground floor level to top of ridge</li> <li>Window and door installation details</li> <li>Retaining wall details e.g. type, height of retained ground, relationship to boundary, waterproof membrane and proposed drainage</li> </ul>	<input type="checkbox"/>
<input type="checkbox"/>	f	<b>Fire Report</b> For domestic dwellings of 4 storeys or more, or buildings providing more than one household unit	<input type="checkbox"/>
	<b>5</b>	<b>EXTERNAL</b> Complete for new buildings or existing buildings with alternations to the external shell	
<input type="checkbox"/>	a	<b>Elevations (1:100 / 1:50) showing:</b> Accurate lines from boundary to boundary on each elevation, relevant District Plan daylight control lines, the maximum height on each elevation, location of door and window openings, fixed and opening sashes, sill heights, finished floor levels (NZVD 2016), floor levels in relation to ground levels, exterior cladding nominated to all elevations, down pipes and spouting, ventilators to sub-floor area (suspended floors only)	<input type="checkbox"/>
<input type="checkbox"/>	b	<b>Risk Assessment</b> ( <i>Risk matrix in E2/AS1 may be used for buildings within scope</i> ) Consider exposure, design and detailing to support appropriate selection of cladding	<input type="checkbox"/>
<input type="checkbox"/>	c	<b>Cladding Details (1:50 / 1:20 / 1:10)</b> Provide details around all penetrations, joinery and other junctions at a level appropriate to the level of risk e.g. roof/wall, balcony/wall, junction of different types of cladding, back flashing details for cavity systems	<input type="checkbox"/>
<input type="checkbox"/>	d	<b>Production Certification</b> Supply copies of product certificates relied on as compliance documents	<input type="checkbox"/>
<input type="checkbox"/>	e	<b>Alternative Solutions</b> If the proposal uses products or systems that are not covered in the Acceptable Solutions of clause E2 of the Building Code provide supporting current information including test results (fully signed reports), case studies, expert opinion (including evidence of experience/qualification, basis for forming opinion and statement of independence) etc to demonstrate compliance	<input type="checkbox"/>
	<b>6</b>	<b>SERVICES</b> Complete for all projects with new installations or alteration of plumbing or drainage services	
<input type="checkbox"/>	a	<b>Plumbing and Drainage Plan 1:100 / 1:50) showing:</b> <i>Note: if you have supplied drainage details for surface water disposal on the site plan, no drainage plan is required.</i> <ul style="list-style-type: none"> <li>Sizes of pipe work and drains</li> <li>Fixtures and fittings, hot water system(s)</li> <li>If the building is more than one storey with sanitary fittings on upper floors, provide an isometric layout showing wastes, pipes and falls</li> <li>Drainage layout with inspection bends and junctions indicated for both sewer and stormwater</li> <li>Any other drainage on site including council mains and retaining wall field drains</li> <li>Ventilation of sanitary rooms</li> <li>Calculations for sizing of down pipes</li> </ul>	<input type="checkbox"/>

		<ul style="list-style-type: none"> <li>Gully traps including overflow relief gullies</li> </ul>	
	<b>7</b>	<b>STRUCTURAL</b> Complete for all projects incorporating specific structural design	
<input type="checkbox"/>	a	<b>Structural Calculations</b> If any design work required the services of a structural engineer, attach a copy of the calculations with this. The calculations must be prefaced with information explaining the design philosophy and justification of assumptions and methodologies used in analysis	<input type="checkbox"/>
<input type="checkbox"/>	b	<b>Expert Opinion (Producer Statements)</b> If this application for consent relies on any expert opinion including Producer Statements certifying compliance with the New Zealand Building Code, a copy must be attached with this application. (Note all structural Producer Statements are required to have accompanying calculations.)	<input type="checkbox"/>
	<b>8</b>	<b>SPECIFICATIONS</b> Complete for all applications	
<i>Note: the specification must be specific to the project and cover all aspects of the proposed work</i>			
<input type="checkbox"/>	a	<b>Specification: General</b> <ul style="list-style-type: none"> <li>Elements of structure (size, spacing, timber treatment)</li> <li>Finish or fixings to meet durability requirements</li> <li>Plumbing and drainage materials and design that installation is to comply with</li> <li>Wet area surfaces</li> <li>Ventilation systems</li> <li>Flooring slip resistance for access routes</li> <li>Glazing</li> <li>Type of smoke detectors (including existing smoke detectors where they will remain)</li> </ul>	<input type="checkbox"/>
<input type="checkbox"/>	b	<b>External Claddings</b> For each of the following claddings provide details of the product name, manufacturer, maintenance requirements and warranties offered <ul style="list-style-type: none"> <li>Building wraps</li> <li>Wall claddings</li> <li>Roof claddings</li> <li>Membranes (roof and decks)</li> <li>Tanking</li> <li>Joinery</li> </ul>	<input type="checkbox"/>
	<b>9</b>	<b>DEMOLITION / REMOVAL</b> Complete for all projects involving demolition of significant parts of buildings or the demolition or removal of whole buildings	
<input type="checkbox"/>	a	<b>Means of Barricading the Site</b> Provide details of temporary barriers, gates which swing inwards or other means of restricting public access to the area	<input type="checkbox"/>
<input type="checkbox"/>	b	<b>Proposed Tipping Location for Demolition Materials (address/landfill)</b>	<input type="checkbox"/>
<input type="checkbox"/>	c	<b>Hazardous Building Material</b> Provide safety plan detailing the safe handling and disposal of hazardous materials	<input type="checkbox"/>
<input type="checkbox"/>	d	<b>Site Management Plan Covering</b> Management to control silt runoff, noise and dust	<input type="checkbox"/>
<input type="checkbox"/>	e	<b>Proposed Destination for Relocate Building</b>	<input type="checkbox"/>
<input type="checkbox"/>	f	<b>Access To and From the Site (including use of kerb crossings)</b>	<input type="checkbox"/>
<input type="checkbox"/>	g	<b>Specify Termination of Existing Services</b> <ul style="list-style-type: none"> <li>Water</li> <li>Sewer</li> <li>Stormwater</li> </ul>	<input type="checkbox"/>
<input type="checkbox"/>	h	<b>Details About the Building such as:</b> Number of storeys, type of materials the building is constructed from (Photographs of the building would be useful)	<input type="checkbox"/>

		<p><b>Note:</b> You will need to contact the relevant service authorities specified below to advise them of the extent of your work:</p> <ul style="list-style-type: none"> <li>• electricity,</li> <li>• gas,</li> <li>• drainage,</li> <li>• water,</li> <li>• transport,</li> <li>• telecommunications,</li> <li>• cable television, or</li> <li>• any other services that may be affected.</li> </ul> <p><b>Transportation of Relocated Building</b> You will be required to contact and provide details to Councils Transportation and Traffic Department.</p>	
	<b>10</b>	<p align="center"><b>OTHER APPROVALS</b></p> <p align="center">Please check Territorial Authority regarding the requirement for other approvals required and fees payable</p>	
<input type="checkbox"/>  <input type="checkbox"/>  <input type="checkbox"/>		<p>These may include:</p> <ul style="list-style-type: none"> <li>• Consents under the Resource Management Act</li> <li>• Approvals under bylaws including earthworks, vehicle crossings, road openings and water connections.</li> <li>• Show the location of swimming or spa pools on the property and describe how compliance with the Building Act will be achieved.</li> </ul>	<input type="checkbox"/>  <input type="checkbox"/>  <input type="checkbox"/>

<b>Attached</b>	
The following documents are attached to the application:	
<input type="checkbox"/>	Plans and specifications
<input type="checkbox"/>	Alternative plans and specifications (if the applicant wants to obtain pre-approval for possible product substitutions)
<input type="checkbox"/>	Current product certificate(s)
<input type="checkbox"/>	Alternative current product certificate(s) (if the applicant wants to obtain pre-approval for possible product substitutions)
<input type="checkbox"/>	Current manufacturer's certificate(s) referred to in section 45(1)(bb) of the Act
<input type="checkbox"/>	Current manufacturer's certificate(s) referred to in section 45(1)(bc) of the Act
<input type="checkbox"/>	Memoranda from Licensed Building Practitioners who carried out or supervised any design work that is restricted building work
<input type="checkbox"/>	Project information memorandum
<input type="checkbox"/>	Certificate attached to project information memorandum
<input type="checkbox"/>	Proof of ownership
<input type="checkbox"/>	Waivers and/or modifications supporting documentation

**The issue of a building consent does not relieve the owner of any duty or responsibility under any other Act.**