

CHECKSHEET: MINOR WORKS

Freestanding/Inbuilt fires, and minor plumbing and drainage works.



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

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 each relevant box in the Customer Use column as you attach the information. Complete only the sections that are applicable 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.

Customer Use	1	GENERAL Complete for <u>all Applications</u>	For Office Use Only
<input type="checkbox"/>	a	Application form Completed and signed by the owner or by an agent on behalf of the owner.	<input type="checkbox"/>
<input type="checkbox"/>	b	Proof of ownership The Council can usually satisfy itself as to ownership through its rating information if you have owned the property for more than a few months. Otherwise attach: One recent copy of current Record/s of Title (not older than 3 months) AND where applicable purchase agreement OR relevant portions of current lease.	<input type="checkbox"/>
<input type="checkbox"/>	c	Location plan (1:100) showing Physical location of the site in relation to streets or landmarks, north point and lot and DP number. Location of the building within the site and location of work within the building.	<input type="checkbox"/>
<input type="checkbox"/>	d	Application fee 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"/>

Customer Use	2	FREESTANDING / INBUILT FIRES Complete only where the proposal is for the installation of a fire appliance into an existing building	For Office Use Only
<input type="checkbox"/>	a	Floor plan (not less than 1:100) showing: <ul style="list-style-type: none"> Location of the solid fuel appliance in the dwelling, including proximity to any windows and/or doors. Please provide a separate plan for the room in which the appliance is to be installed, with measurements showing distances from combustible materials and indicating size of hearth where applicable. Provide a full floor plan of each level in the dwelling, showing location of smoke detectors. If flue passes through second storey please indicate location of the flue on floor plan. 	<input type="checkbox"/>
<input type="checkbox"/>	b	Manufacturer's specifications <ul style="list-style-type: none"> Must relate to the specific make and model being installed. Where specifications provide for more than one model or type of installation, please indicate the appropriate option for this installation. Please provide the full installation instruction manual and manufacturer's warranty. 	<input type="checkbox"/>
<input type="checkbox"/>	c	Flue details <ul style="list-style-type: none"> Please provide flue details specific to this installation. Where flue penetrates a second storey, provide details of how the flue is to be protected in this area, where applicable. Provide a cross section showing flue penetration through the roof – indicate how much flue extends above the roofline and the bracing being installed. 	<input type="checkbox"/>
<input type="checkbox"/>	d	Weatherproofing details Flashing details for the flue penetrations.	<input type="checkbox"/>

<input type="checkbox"/>	e	Secondhand appliances must have an acceptable Producer Statement Producer Statements must be from an expert source, be on firms letterhead, state the residual durability of both the appliance and/or the flue, and be signed and dated.	<input type="checkbox"/>
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3 MINOR PLUMBING AND/OR DRAINAGE Complete only for plumbing/drainage projects that do not have associated building works (where the proposal includes plumbing and building work use the Single Residential Dwelling and Accessory Building Checksheet)			
<input type="checkbox"/>	a	Existing floor plan (1:100) showing <ul style="list-style-type: none"> • Location of fixtures, fittings and/or drainage. • Location and type of smoke detectors. 	<input type="checkbox"/>
<input type="checkbox"/>	b	Proposed floor plan (1:100) showing <ul style="list-style-type: none"> • Fixtures, fittings and hot water systems. • If the building is more than one storey high with sanitary fixtures on the upper floors, provide an isometric layout showing wastes, pipes and falls. • Ventilation of sanitary rooms. • Location and type of smoke detectors. 	<input type="checkbox"/>
<input type="checkbox"/>	c	Drainage plan (1:500) showing <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"> • Drainage layout with inspection bends and junctions indicated for both sewer and stormwater. • Any other drainage on site, including retaining wall field drains. 	<input type="checkbox"/>

Attached

The following documents are attached to the application:

- Plans and specifications
- Memoranda from Licensed Building Practitioners who carried out or supervised any design work that is restricted building work
- Project information memorandum
- Certificate attached to project information memorandum
- Proof of ownership
- Waivers and/or modifications supporting documentation

NOTES:

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

Please check with your local territorial authority for other approvals required which may include the need for road opening notices.