

# CHECKSHEET: MULTI RESIDENTIAL, INDUSTRIAL OR COMMERCIAL BUILDINGS

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.

Where the project falls within the prescribed parameters for referral to the Fire and Emergency New Zealand for comment, a third copy of the plans and the fire report may be required.

Please tick each relevant box in the Customer Use column as you attach the information. If the box is not relevant to your application, write **NA** 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.**

Customer Use	1	<b>GENERAL</b> 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 <u>current</u> Record/s of Title (not older than 3 months) <b>AND</b> purchase agreement where applicable <b>OR</b> relevant portions of current lease.	<input type="checkbox"/> <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>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"/>	e	<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"/>
<input type="checkbox"/>	f	<b>Site Plan (1:100) showing:</b> Dimensions of all boundaries, north point, finished floor levels, 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.	<input type="checkbox"/>
	<b>2</b>	<b>EXISTING BUILDING</b> Complete for all existing buildings	
<input type="checkbox"/>	a	<b>Existing floor plan (1:100/1:50) showing:</b> <ul style="list-style-type: none"> <li>• dimensions of internal floor plate</li> <li>• location exits</li> <li>• location and dimension of lift and lift car</li> <li>• location and dimensions of exit stairs</li> <li>• exit door sizes</li> <li>• location and dimension of toilets and cleaners sink</li> </ul>	<input type="checkbox"/>

<input type="checkbox"/>	b	<b>Existing fire protection plan (1:100/1:50) showing:</b> All specified systems.	<input type="checkbox"/>
<input type="checkbox"/>	c	<b>Means of Escape From Fire</b> Assessment of means of escape for the whole building including floor plans showing egress routes to safe place. The assessment must incorporate a statement that the assessor is suitably experienced / qualified and has carried out a site inspection as part of the assessment.	<input type="checkbox"/>
<input type="checkbox"/>	d	<b>Accessibility (for buildings/uses listed in Schedule 2 of the Building Act 2004)</b> Assessment of access and facilities for people with disabilities for the whole building. The assessment must incorporate a statement that the assessor is suitably experienced / qualified and has carried out a site visit inspection as part of the assessment.	<input type="checkbox"/>
<input type="checkbox"/>	e	<b>Application for Discretion re Upgrades (pursuant to section 112(2) of the Building Act 2004) including</b> <ul style="list-style-type: none"> <li>Supporting information as to why the project would not proceed if the building was required to comply.</li> <li>Description of improvements proposed related to means of escape from fire and access and facilities for people with disabilities.</li> </ul>	<input type="checkbox"/>
<b>3 CHANGE OF USE</b>			
Complete for existing buildings where the proposal will change the established use of all or part of the building			
<input type="checkbox"/>	a	<b>Fire assessment</b> In addition to the assessment of means of escape, documentation must also include assessment of the whole building for structural stability in fire and protection afforded to other sleeping areas and other property.	<input type="checkbox"/>
<input type="checkbox"/>	b	<b>Structural assessment</b> Assessment against non-specific codes (NZS 3604 and NZS 4229) or engineering assessment included as part of the structural specific design.	<input type="checkbox"/>
<input type="checkbox"/>	c	<b>Sanitary facilities</b> Assessment of existing facilities within the building comparative to current code and levels of amenity provided by the Acceptable Solutions.	<input type="checkbox"/>
<input type="checkbox"/>	d	<b>Additional household units</b> An assessment of the building is required with respect to all Building Code clauses. If the proposal is for the project to meet anything less than full compliance with any clauses of the building code, 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>4 ACCESSIBILITY</b>			
Complete for all buildings with uses listed in Schedule 2 of the Building Act 2004			
<input type="checkbox"/>	a	<b>Access and facilities for the disabled (1:100/1:50) for the whole building showing:</b> <ul style="list-style-type: none"> <li>access routes</li> <li>accessible toilet compartment</li> <li>location and height of fittings (toilet pan, basin, urinal, shower) handrails on both sides</li> <li>width of access routes</li> <li>dimensions of toilet compartment</li> <li>lift car controls</li> <li>accessible stairs</li> <li>accessible low height counters (including reception)</li> <li>accessible car parks (for new buildings)</li> </ul>	<input type="checkbox"/>
<input type="checkbox"/>	b	<b>Reasonably practicable</b> Your proposal is required to fully comply with the Building Code. Where upgrading to fully comply with the Building Code for the above is not proposed you are required to supply supporting documentation making the case as to why it is not reasonably practicable to do so.	<input type="checkbox"/>
<b>5 FOUNDATIONS / FLOOR</b>			
Complete for all buildings or existing buildings with new foundations or altered footprint			
<input type="checkbox"/>	a	<b>Site Plan (1:100) showing</b> Dimensions of all boundaries, north point, finished floor levels, ground contours (extended to boundaries) and/or levels, site area, street name and number, lot and DP number, outline of building and distances to boundaries. Include on the site plan the designated wind zone of the site (e.g. specific design, very high, high, medium or low).	<input type="checkbox"/>

<input type="checkbox"/>	b	<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 including reinforcing and connections</li> <li>• if a concrete slab, show basic details including reinforcing and contraction joints</li> <li>• piles and footings including reinforcing and connections</li> <li>• indicate ventilation to sub floor spaces</li> <li>• if the addition is an upper storey, show detail on upgrading existing foundations, piles, etc</li> </ul>	<input type="checkbox"/>
<input type="checkbox"/>	c	<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.	<input type="checkbox"/>
<input type="checkbox"/>	d	<b>Foundation details</b> Sections and details including reinforcing and connections.	<input type="checkbox"/>
<b>6 CONSTRUCTION</b>			
Complete for all new buildings and for projects with existing walls removed or new walls added			
<input type="checkbox"/>	a	<b>Proposed floor plans (1:100/1:50) showing:</b> <ul style="list-style-type: none"> <li>• location of partitions</li> <li>• room dimensions</li> <li>• all designated spaces</li> <li>• plan of complete floor showing where work is to take place</li> </ul>	<input type="checkbox"/>
<input type="checkbox"/>	b	<b>Bracing plan (1:100/1:50) showing:</b> <ul style="list-style-type: none"> <li>• bracing details and calculations for wall bracing</li> <li>• location, type and number of bracing elements</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"/>	c	<b>Sections and details (1:50/1:20/1:10) showing:</b> <ul style="list-style-type: none"> <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 design required where detail does not comply with NZBCB1/AS2.</li> <li>• details of fire rated partitions from floor to underside of floor above (if more than one fire cell)</li> <li>• details of sound rated partitions and floor/ceiling construction</li> <li>• framing sizes, beams, lintels, trusses including fixing and other structural items. Lintels carrying point loads require specific design</li> <li>• roof cladding, eaves, fascias, gutters, flashings to openings</li> <li>• fire rated systems on all walls in relation to boundary distance (calculations required)</li> <li>• stud heights of rooms and total height from lowest ground floor level to top of ridge</li> <li>• truss layout supported by design certificate and design of fixing details and load path to ground</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"/>
<b>7 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 2 copies of the calculations with this application along with structural drawings. 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>Producer statements</b> If this application for consent relies on any 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"/>

8		EXTERNAL	
Complete for all new buildings and for existing buildings where there are alterations 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, 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</i> ) Consider exposure, design and detailing to support appropriate selection of cladding.	<input type="checkbox"/>
<input type="checkbox"/>	c	<b>Cladding details</b> Provide details around all penetrations/joinery and other junctions at a level appropriate to the level of risk.	<input type="checkbox"/>
<input type="checkbox"/>	d	<b>Product 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 independent test results (full 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"/>
9		SERVICES	
Complete for all projects with new installation or alteration of plumbing or drainage services. Include all private drainage and water supply reticulation (services not to be vested in Council)			
<input type="checkbox"/>	a	<b>Plumbing and Drainage plan (1:100) 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>• fixtures and fittings, hotwater system(s)</li> <li>• nominate plumbing/drainage design to be installed</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>• HVAC drawings</li> <li>• trade waste pre-treatment system</li> <li>• location and details of back flow prevention devices</li> </ul>	<input type="checkbox"/>
10		FIRE	
To be completed for all applications.			
<input type="checkbox"/>	a	<b>Proposed fire protection plan (1:100/1:50) showing:</b> <i>(if applicable)</i> <ul style="list-style-type: none"> <li>• smoke alarm</li> <li>• sprinkler system</li> <li>• emergency lights</li> <li>• fire alarm sounders</li> <li>• any 'protected' path</li> <li>• thermal (heat) detectors</li> <li>• fire hose reels</li> <li>• fire alarms call points</li> <li>• 'open path' travel to exits</li> <li>• method or systems for fire rating penetrations through or between fire cells</li> </ul>	<input type="checkbox"/>
<input type="checkbox"/>	b	<b>Fire report</b> Discussing the philosophy behind the proposal and demonstrating compliance with the Building Code.	<input type="checkbox"/>
<input type="checkbox"/>	c	<b>Alternative solutions</b> Where the proposal is to meet the requirements of the Building Code by any means other than those covered in the Compliance Documents provide a supporting, current, signed design report including independent test results, calculations and/or computer modelling (indicating the validity of assumptions and applicability to project) consideration of various scenarios (indicating that they cover worst case scenarios) and comparison with the levels of safety offered by compliance with Acceptable Solutions. The designer must have established experience/qualifications. For alternative	<input type="checkbox"/>

		solutions that deviate significantly from acceptable solutions, independent peer review may be required.	
<input type="checkbox"/>	d	<b>Reasonably practicable</b> The proposal is required to meet full compliance with the Building Code. Where upgrading to fully comply with the fire clauses of the Building Code is not proposed you are required to supply supporting documentation, making the case as to why full compliance is not reasonably practicable.	<input type="checkbox"/>
<b>11 SPECIFICATION</b> Complete <u>for all applications</u>			
<input type="checkbox"/>	a	<b>Specification</b> <i>Note: the specifications must be specific to the project and cover all aspects of the proposed work.</i> <ul style="list-style-type: none"> <li>• elements of structure (size, spacing, timber treatment)</li> <li>• plumbing and drainage materials and design that installation is to comply with</li> <li>• wet area surfaces</li> <li>• HVAC systems</li> <li>• flooring slip resistance</li> <li>• glazing</li> <li>• Quality Assurance programmes</li> </ul>	<input type="checkbox"/>
<input type="checkbox"/>	b	<b>External claddings</b> <b>For each of the following claddings provide details of the product name, manufacturer, maintenance requirements and warranties offered</b> <ul style="list-style-type: none"> <li>• building wraps</li> <li>• wall claddings</li> <li>• roof claddings</li> <li>• membranes (roofs and decks)</li> <li>• tanking</li> <li>• joinery</li> </ul>	<input type="checkbox"/>
<b>12 COMPLIANCE SPECIFICATION</b> Complete for all buildings that contain systems or features that require a compliance schedule			
<input type="checkbox"/>	a	<b>Existing compliance schedule</b> Provide a copy of the existing compliance schedule and details of proposed changes. Confirmation that the building has a current warrant of fitness (1 copy of the current BWOFF or confirmation from Council records).	<input type="checkbox"/>
<input type="checkbox"/>	b	<b>Specified systems</b> For each specified system to be installed or altered provide details of the system and the proposed maintenance and testing regime for inclusion in the compliance schedule.	<input type="checkbox"/>
<b>13 SITE MANAGEMENT AND PROTECTION OF PUBLIC</b> Complete <u>for all buildings</u>			
<input type="checkbox"/>	a	<b>Gantries and hoardings</b> Provide details of barriers for the protection of public and for restricting public access to site, details of gantries, scaffolding and hoardings.	<input type="checkbox"/>
<input type="checkbox"/>	b	<b>Site management plan covering</b> Delivery and storage of materials, management to control silt run off, noise and dust, traffic management and parking.	<input type="checkbox"/>
<input type="checkbox"/>	c	<b>Hazardous building materials</b> Provide safety plan detailing the safe handling and disposal of hazardous materials.	<input type="checkbox"/>
<b>14 HAZARDOUS SUBSTANCES AND PROCESSES</b> Complete for all projects where the building use involves the storage, or use of or processing with hazardous substances. <i>Hazardous substances include explosive, radioactive, toxic or flammable materials and compressed gasses</i>			
<input type="checkbox"/>	a	<b>Details</b> Provide details of the materials used or stored, their hazardous substance classification (HSNO), individual container size and aggregate volume.	<input type="checkbox"/>
<input type="checkbox"/>	b	<b>Plans and specifications describing</b> <ul style="list-style-type: none"> <li>• Spaces where hazardous substances are stored and used and the method of disposal of waste.</li> <li>• Consideration of containment, pressure relief, electrical hazardous area zoning and ventilation.</li> </ul>	<input type="checkbox"/>
<input type="checkbox"/>	c	<b>Fire report</b> Include specific consideration of these activities.	<input type="checkbox"/>

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**FOOD PREMISES**

Complete for all projects with an intended use including the manufacture, storage, preparation or sale of food products.

<input type="checkbox"/>	a	<b>Details</b> <ul style="list-style-type: none"> <li>• indication of type of business, including general food types to be prepared and beverages to be served</li> <li>• water supply and sewage disposal connecting to town supply. Full details will be required if private system proposed.</li> <li>• number of staff</li> <li>• number of patrons (seated and standing)</li> <li>• full details of surface finishes in food preparation, cooking, servery, storage and dishwash areas</li> <li>• full details of location of all appliances and fixtures in food preparation, cooking, servery, storage and dishwash areas including fridges, freezers, joinery, plumbing fittings and extract hood.</li> <li>• designation of proposed use for each area</li> </ul>	<input type="checkbox"/>
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**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 regarding the requirement for other approvals required and fees payable. These may include:

- Consents under the Resource Management Act
- Vehicle Access
- Road openings
- Health licensing
- Liquor licensing
- Trade Waste licensing

A guidance document is available to help complete the section in the application form on 'means of compliance' for each Building Code clause.

**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
- Development contribution notice
- Certificate attached to project information memorandum
- Proof of ownership
- Waivers and/or modifications supporting documentation