

RESIDENTIAL APPLICATION FOR A BUILDING CONSENT

and/or Project Information Memorandum [Form 2, Building (Forms) Regulations 2004]



Building Act 2004, section 33 or section 45
Send or deliver this form to: Kapiti Coast District Council,
175 Rimu Road, Paraparaumu 5032
Private Bag 60601, Paraparaumu 5254
For enquiries, phone 04 296 4700

Council use only:
Application #
Property ID

Please provide one copy of all attachments, unless otherwise specified in checklist

PART 1 – APPLICATION *(select type appropriately)*

If you have an existing application number relating to this building please note the number beside the application type	
<input type="checkbox"/> Project Information Memorandum Number:	<input type="checkbox"/> Building Consent Number:
<input type="checkbox"/> Staged Consent Number:	<input type="checkbox"/> Amendment Number:
<input type="checkbox"/> National Multi-use Approval <i>(If yes provide copies of MultiProof certificate, plans and specifications)</i>	
Please indicate desired Building Consent format to be provided: <small>(Note: Project Information Memoranda are provided by email. A hard copy of the Building Consent is to be made available on site during inspections)</small>	
<input type="checkbox"/> electronic copy emailed <input type="checkbox"/> additional hard copy mailed <input type="checkbox"/> additional hard copy collected	

Restricted Building Work	Yes	No
Does the application involve restricted building work? <i>If yes, show Licensed Building Practitioner(s) details on page 3 and provide certificate(s) of design work (If LBP details are unknown at the time of application they must be supplied before building work begins)</i>	<input type="checkbox"/>	<input type="checkbox"/>
Financial Assistance Package (FAP)	Yes	No
Is application subject to a claim under the (FAP) scheme? If yes, FAP claim number:	<input type="checkbox"/>	<input type="checkbox"/>
Cultural or Heritage Significance	Yes	No
Does the building or site have any cultural or heritage significance, or is it a marae?	<input type="checkbox"/>	<input type="checkbox"/>
Is the site subject to natural or created hazards such as erosion, subsidence, flooding, slips, cut and fill or contamination?	<input type="checkbox"/>	<input type="checkbox"/>
If yes provide details:		

EARTHQUAKE RELATED WORK

	Yes	No
Is this application earthquake related?	<input type="checkbox"/>	<input type="checkbox"/>
If yes, is it coordinated by an insurance company via a Project Management Organisation (PMO), e.g. Construction company?	<input type="checkbox"/>	<input type="checkbox"/>
If yes, name of PMO:		

THE BUILDING *(project location)*

Building name <i>(if applicable)</i> :
Building street address:
Location of building within the site <i>(include nearest street access)</i> :

Legal description of land where the building is located. If a subdivision of the land is proposed provide the lot numbers and consent number.		
Lot(s):	Subdivision lot No:	
DP(s):	Subdivision consent No:	
Number of levels <i>(include below ground, ground and above ground)</i> :		
Level/unit number <i>(if applicable)</i> :		
Area (in square metres)		
Existing floor area:	Proposed new floor area:	Resulting total floor area:
Current, lawfully established use of all parts of the building <i>(include number of occupants per level and per use if more than one level)</i> .		
Year first constructed <i>(insert year, an approximate date is acceptable such as 1920's or 1960-1970)</i> :		

THE OWNER *(must be completed for all applications and all details must be the owner's)*

Owner's name. If the owner is a company or other organisation provide the company or organisation name and a contact person's name.		
Owner's mailing address:		
Street address/registered office:		
Owner's contact details		
Landline:	Mobile:	After hours:
Fax:	Email:	Website:
Proof of ownership – Attach the following as evidence		
<input type="checkbox"/> Copy of the land title <i>(Computer register, Record of Title, RT or property title)</i> – no more than three months old AND where applicable <input type="checkbox"/> Lease or <input type="checkbox"/> Agreement for sale and purchase		

AGENT *(only required if application is being made on behalf of the owner)*

Name of agent. If application is for a company, trust or other organisation provide a contact person's name.		
Agent's mailing address:		
Street address/registered office:		
Agent's contact details		
Landline:	Mobile:	After hours:
Fax:	Email:	Website:
Relationship to owner (state the details of the owner's authorisation if making this application on the owner's behalf).		

First Point of Contact - mark boxes as appropriate and provide details of any other points of contact
 (Contact details must be in New Zealand) A copy of all requests for further information will be sent to owners.

Further Information Agent Owner Other – details: Email Post

Correspondence Agent Owner Other – details: Email Post

Invoicing Agent Owner Other - details: Email Post

CONTACTS (provide all details including licensed building practitioner information where relevant)

Designer or Architect Business/name:

Address:

Email: Mobile: Landline:

LBP or registration number/qualification: Licensing class:

Structural Engineer Business/name:

Address:

Email: Mobile: Landline:

LBP or registration number/qualification: Licensing class:

Fire Safety Designer Business/name:

Address:

Email: Mobile: Landline:

LBP or registration number/qualification: Licensing class:

Head Contractor / Site Manager Business/name:

Address:

Email: Mobile: Landline:

LBP or registration number/qualification: Licensing class:

Builder Business/name

Address:

Email: Mobile: Landline:

LBP or registration number/qualification: Licensing class:

Plumber Business/name:

Address:

Email: Mobile: Landline:

LBP/Certifying Plumber/qualification: Licensing class:

Drainlayer Business/name

Address:

Email: Mobile: Landline:

LBP/Certifying Drainlayer/qualification: Licensing class:

Other (<i>Attach additional page if required</i>)		
Role:	Business/name:	
Address:		
Email:	Mobile:	Landline:
LBP or registration number/qualification:		Licensing class:

APPLICATION

I request that you issue (*tick relevant boxes*) **Building Consent** and/or **Project Information Memorandum** for the building work described in this application.

Signed by the owner	OR	Signed by the agent (<i>on behalf of, and with the authority of, the owner</i>)
Signature:		Signature:
Name:		Name:
Date:		Date:

PRIVACY INFORMATION

The information you have provided on this form is required so that your building consent application can be processed under the Building Act 2004. The Council collates statistics relating to issued building consents and has a statutory obligation to forward these regularly to Statistics New Zealand. The Council stores the information on a public register, which must be supplied (as previously determined by the Ombudsman) to whoever requests the information.
Under the Privacy Act 1993 you have the right to see and correct personal information the Council holds about you.

PART 2 – PROJECT

GENERAL INFORMATION

Description of the building work (*provide sufficient description to enable full understanding of the scope of the work*).

	Yes	No
Are you applying for an owner-builder exemption?	<input type="checkbox"/>	<input type="checkbox"/>
Has a pre-application meeting been attended? If yes, number:	<input type="checkbox"/>	<input type="checkbox"/>
Will the building work result in a change of use of any part of the building?	<input type="checkbox"/>	<input type="checkbox"/>
If yes, provide details of the new use:		
Intended life of the building stated in years, only if intended to be less than 50 years old:		
List building consents previously issued for the project (<i>if any</i>). List who issued the consent, the date of issue and the consent number.		
Estimated value of the building work on which the building levy will be calculated (<i>including goods and services tax</i>) [state estimated value as defined in section 7 of the Building Act 2004].		
\$		

PART 3 – SITE ISSUES AND PROJECT INFORMATION

Site Issues	Applicant to complete	Reference on drawings, specifications and/or comments	Council use only
Are the finished floor, finished ground, street and associated datum levels shown on plans?			<input type="checkbox"/> Notes
Are the distances to boundaries shown on plans?			
Does the proposed work cover two or more allotments?			
What is the wind zone?			
What is the exposure zone?			
Are there public drains on the site?			
Is the site subject to natural or created hazards such as (tick one): <div style="display: flex; justify-content: space-between; font-size: small;"> yes no </div> Erosion <input type="checkbox"/> <input type="checkbox"/> Subsidence <input type="checkbox"/> <input type="checkbox"/> Flooding <input type="checkbox"/> <input type="checkbox"/> Ponding <input type="checkbox"/> <input type="checkbox"/> Slips <input type="checkbox"/> <input type="checkbox"/> River/Stream corridor <input type="checkbox"/> <input type="checkbox"/> Overflow Path <input type="checkbox"/> <input type="checkbox"/> Cut and fill or contamination <input type="checkbox"/> <input type="checkbox"/> If yes, provide details.	If any ticked, ensure design shows how this issue is to be mitigated. Further information on such sites is available on request form Council	State which drawings show how the proposed design will mitigate natural or created hazards.	
Are the ground conditions specified?			

Project information

Select box if the matter is part of the project		Comments
Subdivision	<input type="checkbox"/>	
Alterations to land contours	<input type="checkbox"/>	
New or altered connection to public utilities	<input type="checkbox"/>	
New or altered locations and/or external dimensions of building(s)	<input type="checkbox"/>	
New or altered access for vehicles	<input type="checkbox"/>	
Building work over or adjacent to any road or public place	<input type="checkbox"/>	
Disposal of stormwater and wastewater	<input type="checkbox"/>	
Building work over any existing drains or sewers or in close proximity to wells or water mains	<input type="checkbox"/>	
Other matters known to the applicant that may require authorisation from the appropriate territorial authority <i>[specify]</i>	<input type="checkbox"/>	

PART 4 – COMPLIANCE

Do not fill in this section if this application is only for a Project Information Memorandum

All documentation, including plans, specifications, calculations and producer statements, used to show building consent compliance must be formally listed as attachments in the relevant checksheet (Form 333, Form 332 or Form 334) and attached to this application.

The building work will comply with the building code as follows

Please ensure that any details of the listed compliance elements are shown on drawings and/or specifications.

B1: Structure

Elements	Means of compliance	Reference on drawings, specifications and/or comments	For Council use only
B1: Foundations	<input type="checkbox"/> Not applicable <input type="checkbox"/> Applicable		Notes:
foundation size	<input type="checkbox"/> Specific engineering design <input type="checkbox"/> NZS 3604 <input type="checkbox"/> NZS 4229		
reinforcing			
foundation/footings for retaining walls			
B1: Slab	<input type="checkbox"/> Not applicable <input type="checkbox"/> Applicable		
layout dimensions	<input type="checkbox"/> Specific engineering design <input type="checkbox"/> NZS 3604 <input type="checkbox"/> NZS 4229		
thickness			
reinforcing			
slab thickening/point loads			
fixing/connections			
B1: Timber Sub-floor and Floor	<input type="checkbox"/> Not applicable <input type="checkbox"/> Applicable		
pile details including bracing	<input type="checkbox"/> Specific engineering design <input type="checkbox"/> NZS 3604		
bearers and joist details including support/blocking details			
flooring material and floor height above ground			
fixing/connection			
B1: Walls	<input type="checkbox"/> Not applicable <input type="checkbox"/> Applicable		
wall type, height, centres, member sizes and bracing	<input type="checkbox"/> Specific engineering design <input type="checkbox"/> NZS 3604 <input type="checkbox"/> NZS 4210 <input type="checkbox"/> NZS 4229 <input type="checkbox"/> NZS 4230		
window and door framing details including lintels			
fixing/connection			
B1: Roof	<input type="checkbox"/> Not applicable <input type="checkbox"/> Applicable		
layout/trusses including member centres sizes and bracing	<input type="checkbox"/> Specific engineering design <input type="checkbox"/> NZS 3604		
purlin/batten centres and sizes			
beams centres and sizes			
fixing/connection			
B1: Barrier Fixings	<input type="checkbox"/> Not applicable <input type="checkbox"/> Applicable		

B1: Structure			
Elements	Means of compliance	Reference on drawings, specifications and/or comments	For Council use only
rail, fence, baluster fixings	<input type="checkbox"/> Specific engineering design		

B2: Durability			
Elements	Means of compliance	Reference on drawings, specifications and/or comments	For Council use only
B2: Durability	<input type="checkbox"/> Not applicable	<input type="checkbox"/> Applicable	Notes:
concrete/masonry	<input type="checkbox"/> B2/AS1 <input type="checkbox"/> NZS 3101 <input type="checkbox"/> NZS 3404 <input type="checkbox"/> NZS 3602 <input type="checkbox"/> NZS 3604 <input type="checkbox"/> NZS 4229 <input type="checkbox"/> NZS 4230 <input type="checkbox"/> Other [specify]		
timber treatment			
metal			
subfloor and roof/skillion ventilation			
plumbing materials			

C1-C6: Protection From Fire			
Elements	Means of compliance	Reference on drawings, specifications and/or comments	For Council use only
C1-C6: Protection from fire	<input type="checkbox"/> Not applicable	<input type="checkbox"/> Applicable	Notes:
C1: Objectives of clauses C1 to C6 (Protection from fire)	<input type="checkbox"/> C/VM2 <input type="checkbox"/> C/VM1 and C/AS1 <input type="checkbox"/> C/AS2 <input type="checkbox"/> C/AS3 <input type="checkbox"/> C/AS4 <input type="checkbox"/> C/AS5 <input type="checkbox"/> C/AS6 <input type="checkbox"/> C/AS7 <input type="checkbox"/> Other [specify]		
C2: Prevention of fire occurring			
C3: Fire affecting areas beyond the fire source			
C4: Movement to place of safety			
C5: Access and safety for fire fighting operations			
C6: Structural stability			

D1-D2: Access			
Elements	Means of compliance	Reference on drawings, specifications and/or comments	For Council use only
D1: Access Routes	<input type="checkbox"/> Not applicable	<input type="checkbox"/> Applicable	Notes:
slip resistance	<input type="checkbox"/> D1/AS1 <input type="checkbox"/> AS/2890.1 <input type="checkbox"/> Other [specify]		
landing size			
handrail			
stair dimension including tread and riser			
ramps			
head height clearance			
vehicle access: parking, loading spaces and driveway			
D2: Mechanical Installations for Access	<input type="checkbox"/> Not applicable	<input type="checkbox"/> Applicable	

D1-D2: Access

Elements	Means of compliance	Reference on drawings, specifications and/or comments	For Council use only
lift	<input type="checkbox"/> D2/AS1 <input type="checkbox"/> D2/AS2		
external platform/chairlift	<input type="checkbox"/> NZS 5279		
cable car	<input type="checkbox"/> Other [specify]		

E1-E3: Moisture

Elements	Means of compliance	Reference on drawings, specifications and/or comments	For Council use only
E1: Site Drainage (surface water)	<input type="checkbox"/> Not applicable	<input type="checkbox"/> Applicable	Notes:
secondary flow path			
stormwater disposal method: gravity controlled, storage-pumped systems to Council main, soak pit or street kerb with channel	<input type="checkbox"/> E1/AS1 <input type="checkbox"/> E1/VM1 <input type="checkbox"/> AS/NZS 3500.3 <input type="checkbox"/> AS/NZS 3500.5 <input type="checkbox"/> Other [specify]		
surface water and field drains to silt sumps			
E1: Roof Water Dispersal (surface water)	<input type="checkbox"/> Not applicable	<input type="checkbox"/> Applicable	
internal/external gutter including rainwater head, scupper opening details	<input type="checkbox"/> E1/AS1 <input type="checkbox"/> E1/VM1 <input type="checkbox"/> AS/NZS 3500.3 <input type="checkbox"/> AS/NZS 3500.5 <input type="checkbox"/> Other [specify]		
roof and deck catchment area, pitch (roof and/or deck) including downpipe size and number			
E2: Floor (external moisture)	<input type="checkbox"/> Not applicable	<input type="checkbox"/> Applicable	
floor height above ground			
damp-proof membrane	<input type="checkbox"/> E2/AS1 <input type="checkbox"/> Other [specify]		
deck threshold with door details			
E2: Decks and Balconies (external moisture)	<input type="checkbox"/> Not applicable	<input type="checkbox"/> Applicable	
waterproof membrane details including eaves, barges, junction with walls, barrier fixings, outlets and overflows	<input type="checkbox"/> E2/AS1 <input type="checkbox"/> Other [specify]		
balustrade detail of flashing, capping, junctions and penetration			
E2: Walls (external moisture)	<input type="checkbox"/> Not applicable	<input type="checkbox"/> Applicable	
building wrap			
head, jamb and sill flashing details	<input type="checkbox"/> E2/AS1 <input type="checkbox"/> Other [specify]		

E1-E3: Moisture

Elements	Means of compliance	Reference on drawings, specifications and/or comments	For Council use only
cavity or direct fix cladding system including: flashing details for external and internal corners, junctions with other materials, vertical and horizontal control joints			
cladding clearances between floor level, ground level and/or membrane deck level			
tanking/damp proof membrane to retaining wall			
E2: Roof (external moisture)	<input type="checkbox"/> Not applicable <input type="checkbox"/> Applicable		
building wrap	<input type="checkbox"/> E2/AS1 <input type="checkbox"/> Other [specify]		
type of roof: profiled metal roof, concrete, clay tile roof etc			
membrane roof			
flashing of penetrations			
flashings of junctions: eave, ridge, valley, apron and upstands			
Flashing of parapets: junctions and penetration			
skylight details and flashings			
roof spouting, downpipe, solar panel fixings			
E3: Internal Moisture	<input type="checkbox"/> Not applicable <input type="checkbox"/> Applicable		
wall and floor impervious lining	<input type="checkbox"/> E3/AS1 <input type="checkbox"/> AS/NZS 3500.2 <input type="checkbox"/> Other [specify]		
wet area membrane			
bath or shower junction details			
floor overflow control for sanitary rooms such as bathroom, toilet, kitchen – only required for more than one unit			

F1-F9: Safety of Users

Elements	Means of compliance	Reference on drawings, specifications and/or comments	For Council use only
F1: Hazardous Agents Onsite	<input type="checkbox"/> Not applicable	<input type="checkbox"/> Applicable	Notes:
contaminated site	<input type="checkbox"/> F1/VM1 <input type="checkbox"/> Other [specify]		
F2: Hazardous Building Materials	<input type="checkbox"/> Not applicable	<input type="checkbox"/> Applicable	
glass barriers, windows, doors, screens, mould, asbestos etc	<input type="checkbox"/> F2/VM1 <input type="checkbox"/> NZS 4223.3 <input type="checkbox"/> Other [specify]		
bathroom windows			
F4: Safety from Falling	<input type="checkbox"/> Not applicable	<input type="checkbox"/> Applicable	
minimum height for internal and external barriers and barrier opening sizes (ie no toe holds)	<input type="checkbox"/> F4/AS1 <input type="checkbox"/> FSP Act <input type="checkbox"/> Other [specify]		
minimum window sill height and window restrictors required if there is potential for fall hazard			
F5: Site Safety	<input type="checkbox"/> Not applicable	<input type="checkbox"/> Applicable	
fencing/hoarding/overhead protection	<input type="checkbox"/> F5/AS1 <input type="checkbox"/> Other [specify]		
traffic plan			
encroachment/Council approval			
F7: Warning Systems	<input type="checkbox"/> Not applicable	<input type="checkbox"/> Applicable	
smoke detectors	<input type="checkbox"/> F7/AS1 <input type="checkbox"/> Other [specify]		
other warning systems specified			
F8 Signs	<input type="checkbox"/> Not applicable	<input type="checkbox"/> Applicable	
signs	<input type="checkbox"/> F8/VM1 <input type="checkbox"/> F8/AS1 <input type="checkbox"/> Other [specify]		
F9 Residential Pools	<input type="checkbox"/> Not applicable	<input type="checkbox"/> Applicable	
pools	<input type="checkbox"/> F9/AS1 <input type="checkbox"/> F9/AS2 <input type="checkbox"/> Other [specify]		

G1-G15: Services and Facilities

Elements	Means of compliance	Reference on drawings, specifications and/or comments	For Council use only
G1-G3: Bathroom, Laundry and Kitchen	<input type="checkbox"/> Not applicable	<input type="checkbox"/> Applicable	Notes:
G1: Bathroom Fixtures and Layout	<input type="checkbox"/> G1/AS1 <input type="checkbox"/> Other [specify]		
G2: Laundry Fixtures and Layout	<input type="checkbox"/> G2/AS1 <input type="checkbox"/> Other [specify]		
G3: Kitchen Fixtures and Layout	<input type="checkbox"/> G3/AS1 <input type="checkbox"/> Other [specify]		
G4: Ventilation	<input type="checkbox"/> Not applicable	<input type="checkbox"/> Applicable	
natural ventilation	<input type="checkbox"/> G4/AS1		
mechanical ventilation	<input type="checkbox"/> G4/VM1		
conditioned areas (living area) ventilation	<input type="checkbox"/> NZS 4303 <input type="checkbox"/> AS 1668.2		
ventilation of gas-fired appliances	<input type="checkbox"/> Other [specify]		

G1-G15: Services and Facilities

Elements	Means of compliance	Reference on drawings, specifications and/or comments	For Council use only
G6: Airborne and Impact Sound	<input type="checkbox"/> Not applicable	<input type="checkbox"/> Applicable	
sound transmission class and sound transmission insulation details (vertical and horizontal transfer) including at penetrations (pipes)	<input type="checkbox"/> G6/AS1 <input type="checkbox"/> G6/VM1 <input type="checkbox"/> Other [specify]		
G7-G8: Natural and Artificial Light	<input type="checkbox"/> Not applicable	<input type="checkbox"/> Applicable	
G7: Natural Light to Habitable Space (eg glazing greater 10 percent of floor area)	<input type="checkbox"/> G7/AS1 <input type="checkbox"/> G7/VM1 <input type="checkbox"/> NZS 6703		
G7: Outside Visual Awareness	<input type="checkbox"/> G8/AS1		
G8: Artificial Lighting Details	<input type="checkbox"/> G8/VM1 <input type="checkbox"/> Other [specify]		
G9: Electricity	<input type="checkbox"/> Not applicable	<input type="checkbox"/> Applicable	
Electricity	<input type="checkbox"/> G9/VM1 <input type="checkbox"/> G9/AS1 <input type="checkbox"/> Other [specify]		
G10-G11: Piped Services and Gas Used as an Energy Source	<input type="checkbox"/> Not applicable	<input type="checkbox"/> Applicable	
G10: Ventilation and Airflow for Gas Appliances	<input type="checkbox"/> G10/AS1		

G1-G15: Services and Facilities

Elements	Means of compliance	Reference on drawings, specifications and/or comments	For Council use only
G10: Specified Gas Appliances Types	<input type="checkbox"/> G11/AS1 <input type="checkbox"/> NZS 3500.4 <input type="checkbox"/> NZS 5261 <input type="checkbox"/> Other [specify]		
G11: Gas Supply Type			
G12-G13: Water Supply and Foul Water	<input type="checkbox"/> Not applicable <input type="checkbox"/> Applicable		
G12: Water Supplies: pipe material, type of hot water system	<input type="checkbox"/> G12/AS1 <input type="checkbox"/> G12/AS2 <input type="checkbox"/> AS/NZS 3500.1&4 <input type="checkbox"/> AS/NZS 3500.5 <input type="checkbox"/> Other [specify]		
G13: Foul Water: pipe sizing, materials, venting and overflow relief gullies	<input type="checkbox"/> G13/AS1 <input type="checkbox"/> G13/AS2 <input type="checkbox"/> G13/AS3 <input type="checkbox"/> AS/NZS 3500.2 <input type="checkbox"/> AS/NZS 3500.5 <input type="checkbox"/> Other [specify]		

H1: Energy Efficiency

Elements	Means of compliance	Reference on drawings, specifications and/or comments	For Council use only
H1: Energy Efficiency	<input type="checkbox"/> Not applicable <input type="checkbox"/> Applicable		Notes:
hot water heater and pipe insulation	<input type="checkbox"/> H1/AS1 <input type="checkbox"/> H1/VM1 <input type="checkbox"/> NZS 4218 <input type="checkbox"/> NZS 4305 <input type="checkbox"/> ALF design <input type="checkbox"/> Other [specify]		
insulation: wall, roof, floor, glazing, etc			

Waivers and/or Modifications

Provide details of any waivers and/or modifications required for any sections of the New Zealand Building Code. Specify parts of the code; supporting documentation must be attached. If not applicable, state n/a

PART 5 – COMPLIANCE SCHEDULE (*Inspection, maintenance and reporting procedures*)

Do not fill in this section if this application is only for a Project Information Memorandum

Is a cable car installed?	<input type="checkbox"/> Yes (a compliance schedule is required, continue completing this section of the form)								For Council use only
	<input type="checkbox"/> No								Notes:
The following system is existing, being altered, added to, or removed in the course of the building work	Existing	New	Altered	Added	Removed	Inspection performance standards	Maintenance performance standards	Reporting frequency	
Cable car	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				
If existing cable car, please state the Building Warrant of Fitness No.									