



# Application for Building Consent / Project Information Memorandum


SECTION 33 OR SECTION 45, BUILDING ACT 2004



## Apply Online: Preferred Option

 ashburtondc.govt.nz  
 building@adc.govt.nz

## Drop off or Post to:

 2 Baring Square East  
Ashburton 7700

**Version:** 16

**Date:** Sept 2024

**Code:** BAM 002 PIMBC

**Form:** 2

## The Building

### Site address:

*(Street / Road / Township)*

### Legal description of the land where the building is located:

Lot:

DP:

Valuation number:

### Building name:

*(if applicable)*

### Number of levels:

*(include ground level & any below ground)*

Level/unit number:

Area: *(floor total in m<sup>2</sup>)*

### Current lawfully established use:

*(e.g. Dwelling)*

### Year building first constructed:

*(Only applicable to existing buildings, approximate date is acceptable, e.g. 1920's)*

### Location of project:

*(site access description to provide directions for inspections etc.)*

## The Owner

### Name of owner:

### Contact Person:

*(If different from owner)*

### Mailing address:

### Street address / registered office:

Contact details:

Landline:

Mobile:

Daytime no:

After hours no:

Fax:

Website:

### Email address:

The following evidence of ownership is attached to this application: *(current within 6 months of issued date)*

Copy of Certificate of Title *(including deposited plan)*

**OR**

Council to provide *(additional cost)*

Signed copy of Sale and Purchase Agreement

Copy of Lease Agreement & Owner's Written Permission

Other document showing full name of legal owner(s) of building *(e.g. current Rates Invoice)*



## The Project Information Memorandum

(Please complete this section only if you have applied for a PIM)

Subdivision

Alteration to land contours

New or altered connection to public utilities

New or altered locations and/or external dimensions of buildings

New or altered access for vehicles

Building work over or adjacent to any road or public place

Disposal of stormwater and wastewater

Building work over any existing drains or sewers or in close proximity to wells or water mains

Rapid Numbers

Other matters known to the applicant that may require authorisation from the Territorial Authority:

## The Compliance Schedule

There are no specified systems in the building

Are there any specified systems being altered, added to or removed in the course of the building work:

Yes

No

SS Code	Specified Systems <i>Note - A Specified System Template must be completed for each Specified System. This form can be found on our website</i>	Applicable Systems	Specified System Information Template Completed?
1	Automatic Systems for Fire Suppression		
2	Automatic Emergency Warning System for Fire and Other Dangers		
3	Electromagnetic or Automatic Doors or Windows		
4	Emergency Lighting Systems		
5	Escape Route Pressurisation Systems		
6	Riser Mains for use by Fire Services		
7	Automatic Backflow Preventers Connected to a Potable Water Supply		
8	Lifts, Escalators, Travellators, or other systems for moving people or goods within buildings		
9	Mechanical Ventilation or Air Conditioning Systems		
10	Building Maintenance Units Providing Access to Exterior and Interior walls of Buildings		



<b>SS Code</b>	<b>Specified Systems</b> <i>Note - A Specified System Template must be completed for each Specified System. This form can be found on our website</i>	<b>Applicable Systems</b>	<b>Specified System Information Template Completed?</b>
11	Laboratory Fumes Cupboards		
12	Audio Loops or Other Assistive Listening Systems		
13	Smoke Control Systems		
14	Emergency Power Systems for, or Signs relating to, a system of a feature specified in any clauses of 1-13		
15a	Systems for Communicating Spoken Information Intended to Facilitate Evacuation; and		
15b	Final Exits (as defined by clause A2 of the building code) and;		
15c	Fire Separation (as so defined) and;		
15d	Signs for Communicating Information Intended to Facilitate Evacuation; and		
15e	Smoke Separations (as so defined)		
16	Cable Cars		
Purpose Groups:		Fire Hazard Category:	Maximum Occupant Load:

## Restricted Building Work

Does this building work include any restricted building work:      Yes                  No

If yes, provide the following details of ALL Licensed Building Practitioners who will be involved in carrying out (or supervising) the restricted building work. If these details are unknown at the time of application, they must be supplied before work begins:

*(Please note, a memoranda/certificate of design work must be submitted for each LBP involved in the design work)*

<b>Licence Class:</b>	<b>LBP Number:</b>	<b>Name AND Mailing Address:</b>	<b>Phone Number:</b>	<b>Work Carried out or Supervised:</b>



# Building Code Compliance

The building work will comply with the building code as follows:

*(All plans and specifications must meet minimum requirements set out in the regulations or required by the Building Consent Authority)*

<b>Clause</b> <i>(Tick relevant clause numbers of Building Code)</i>	<b>Means of Compliance</b> <i>(Refer to the relevant compliance documents(s) or detail of alternative solution in the plans and specifications; if not applicable, put n/a)</i>	<b>Waiver / Modification Required</b> <i>(State nature of waiver or modification of building code required)</i>
B1 - Structure		
B2 - Durability		
C1-C6 - Protection from fire		
D1 - Access routes		
D2 - Mechanical installations for access		
E1 - Surface water		
E2 - External Moisture		
E3 - Internal Moisture		
F1 - Hazardous Agents on Site		
F2 - Hazardous Building Materials		
F3 - Hazardous Substances and Processes		
F4 - Safety from Falling		
F5 - Construction and Demolition Hazards		
F6 - Visibility is Escape Routes		
F7 - Warning Systems		
F8 - Signs		
F9 - Means of restricting access to residential pools		
G1 - Personal Hygiene		
G2 - Laundering		
G3 - Food Preparation and Prevention of Contamination		
G4 - Ventilation		
G5 - Interior Environment		
G6 - Airborne and impact sound		
G7 - Natural Light		
G8 - Artificial Light		
G9 - Electricity		
G10 - Piped Services		
G11 - Gas as an Energy Source		
G12 - Water Supplies		
G13 - Foul Water		
G14 - Industrial Liquid Waste		
G15 - Solid Waste		
H1 - Energy Efficiency Provisions		



## Declaration

If acting “for and on behalf”, I hereby declare that I am authorised to act as Agent of the Owner.

Signed:

Date:

Name:

I am the Owner:

Agent:

**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 regularly forward these to Statistics NZ. The Council stores the information on a public register which must be supplied (as previously determined by the Ombudsman) to whosoever requests the information. Under the Privacy Act 2020 you have the right to see and correct personal information the Council holds about you.*

## The Documents

*(Electronic PDF's preferred – a scanning fee may be charged if hard copy's provided)*

**Site Plan** - Should include: *(All plans are to be dimensioned, scaled and accurate; A3 Preferred)*

- Overview of site showing legal boundaries as per current title
- Showing existing and proposed structures
- Distances to boundaries
- Proposed and existing site levels
- Utility infrastructure (sewer, water pipes, septic tank etc) where applicable
- Water races, drains etc

**Floor Plan** - Should include: *(All plans are to be dimensioned, scaled and accurate; A3 Preferred)*

- Name of ALL rooms incl amenity area *(Laundry etc)*
- Layout for all floors. Alterations/additions are to show new and existing
- Door and window positions and sizes
- Location of heating unit *(if SFH being installed)*
- Location of smoke alarms
- Gas cylinder location *(if using gas)*
- Hot water cylinder location *(if HWC being installed)*
- Roof Space access
- Lintel sizes
- Main structural beams that are not shown elsewhere

**Drainage Layout** – Should Include:

- Foulwater – showing waste pipes, sizes, grades, venting
- Foulwater to discharge point
- Stormwater – pipe sizes, grade, downpipe locations
- Stormwater drain to discharge point

**Foundation Layout** – Should Include:

- Full foundation layout plan
- For timber floors, show all pile layout, pile types and bracing location
- Slab thickenings, shrinkage control joints and reinforcing rebates

**Exterior Elevations** – Should include:

- Elevations of all external walls showing claddings
- Doors and windows showing opening sections
- Location of solar panels *(if applicable)*
- Accurate ground levels *(existing and proposed)*
- Roof bracing *(if not shown elsewhere)*

**Design Documents** – Should include:

- Weather tightness risk matrix
- Truss design layout and producer statement
- Bracing calculations/plan
- H1 Energy efficiency calculations



**Design Basis** – Should include:

- Wind Zone
- Earthquake Zone
- Snow Zone/Altitude
- Corrosion Zone *(if applicable)*

**Cross Section and Construction Details** – Should Include:

- Sealing to wet area fixtures and water splash prevention
- Roof lines, overhangs, floor levels, ground levels
- Major vertical dimensions
- Foundation, wall and roof structure materials
- Upper level decks/balconies over lower level room must be fully detailed including the stormwater disposal and overflow precautions
- Stairs, handrails and balustrades showing pitch and head clearances
- Structural connections, posts to footings, beams to posts, trusses or beams to walls
- Component fixing information is to be provided for all structural and framing components
- Foundation and footing details and reinforcing. Show height from finished floor to ground level
- Pile details for timber floors
  - Floor bracing details
  - Timber grades and treatments
  - Damp proof membranes, building papers and insulation materials or systems
  - Flashing details and documents
  - Roof penetrations
  - All other building components that are not otherwise detailed or are unusual in any way

**Specifications** – Should include:

- Must cover all materials used in the project; including fixings of all materials and components

**Application form filled out to the BCA's Satisfaction** – Should include:

- All owner details fully completed; *(this includes email address and postal address)*
- Form signed and dated
- Name and number of contact person *(if not the owner)*
- Project Location *(if different to the physical address)*
- Certificate of Design – If applicable *(LBP Memorandum)*

**Plans and specifications** *(list)*.

**Alternative plans and specifications**

*(if the applicant wants to obtain pre-approval for possible product substitutions).*

**Current (CodeMark) product certificate(s).**

**Alternative (CodeMark) product certificate(s)**

*(if the applicant wants to obtain pre-approval for possible product substitutions).*

**Current (BuiltReady) manufacturer's certificate(s).**

**Memoranda (Certificates of Design Work)** 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.**



## Important Information:

All the relevant information on this form is required to be provided under the Building Act 2004 and/or Resource Management Act 1991 for the Ashburton District Council to assess your application. Under these Acts this information has to be made available to members of the public if requested. The Council collates statistics relating to issued building consents and has a statutory obligation to regularly forward these to Statistics NZ. The information contained in this application may be made available to other units of the Council. Under the Privacy Act 2020, you have the right to access the personal information held about you by the Council which can be readily retrieved. You can also request that the Council correct any personal information it holds about you.

### Terms of Trade

I/We understand that:

Building Consents shall be paid for when the consent is collected or if the consent is not collected within three months after the date of consent being granted, the work done to date portion i.e. admin and processing costs of the account will be due and payable. The balance of the invoice will be payable when the consent is collected.

All other accounts shall be paid by the 20th day of the month following the month in which the invoice is issued.

I/We agree to pay according to these terms for any goods or services you supply to us. Failure to meet these Terms of Trade may result in any credit arrangement being withdrawn with any balance becoming payable within seven days. Should failure to meet the terms of trade result in debt recovery and/or legal proceedings, any costs whatsoever incurred in the collection of the debt including debt collector's fees and commissions and legal costs, charges and expenses on a solicitor and own client basis will be added to the account and will be payable by me/us.

### Building Consent (BC)

A Building Consent will be processed within a maximum allowable time of 20 working days provided all the information required has been supplied. Processing time is stopped whenever further information is required and starts again when the correct information is received.

Once the Building Consent has been granted, you will receive notification, which will include an invoice for the fees payable. Once the fees are paid in full, your Building Consent will be issued. Work must not start until the Building Consent is issued, and any Resource Consent requirements have been resolved. A Building Consent lapses and is of no effect if the building work to which it relates does not commence within 12 months after the date of issue of the Building Consent or any further period that the Building Consent Authority may allow.

### Inspections

During the process of construction, inspections will be necessary to confirm all work complies with your approved Building Consent documentation. Please phone the Council Building Unit on 03 307 7700 at least 48 hours in advance of requiring an inspection to ensure that this can be arranged. The inspections required will be set out in the Building Consent documentation issued by the Council. Failure to have a prescribed inspection carried out may put the issue of the Code Compliance Certificate at risk. All inspections including re-inspections are subjected to a separate charge, even if carried out on the same day.

### Code Compliance Certificate

A Building Consent is not completed until it has been issued with a Code Compliance Certificate. The owner is required to complete a separate application for a Code Compliance Certificate as soon as practicable after the building work is completed. In any event no later than two (2) years after the granting of the Building Consent, Council is required to decide whether or not a Code Compliance Certificate can be issued. If your project will not be completed within two years you will need to apply for a time extension\*.

*\*Fees apply*

### Agency

The owner may authorise an agent to submit an application on their behalf.

The Agent will be the first point of contact for all communications with the Council/Building Consent Authority regarding this application under Sections 33 and 45 and if authorised, the application for a Code Compliance Certificate under Section 92 of the Building Act 2004. They will receive all correspondence and must be authorised by the Owner. All amendments require new authorisation.

### Advisory Notes for Solid Fuel Heaters

- Environment Canterbury rules relating to solid fuel heaters require that only ultra-low emission wood burners or pellet fires currently listed on the Environment Canterbury website be installed on any property smaller than 2 hectares.
- Any enquiries re solid fuel heaters and their emissions should be referred to: Environment Canterbury - Free Phone 0800 32 4636 - [www.ecan.govt.nz](http://www.ecan.govt.nz)
- Wet backs connected to Hot Water Cylinders and Heat Tempering Valves MUST BE Installed by Craftsman Plumber. Council cannot assist with installation instructions.

**Disclaimer** - Advisory notes are issued on a no-liability basis. They are to assist customers to meet compliance.

