

FIREPLACE INSTALLATION APPLICATION AND CHECKLIST

It is extremely important that you read the advisory information attached and complete your own checklist!

You may find that you will need to consult the fireplace manufacturer, retailer and installer to enable you to complete the application form, but it must be completed correctly or the application will not be accepted!

Where ever possible we will give advice on the form and what you require to do, however we cannot fill any of the design compliance details for you!

Please telephone **(06) 8577731** to make a pre-lodgment appointment with Building Control Officer where your application will be checked.

If the checklist and application form are not completed correctly your application will be declined.

If it has been completed correctly your application will be lodged and processing of this will begin.

***POSTAL AND ELECTRONIC APPLICATIONS**

When it is impractical for you to visit the council offices e.g. you live well outside the CHB area, then postal and electronic applications will be the most practical way for you to apply for a Building Consent.

When they arrive they will be pre-checked by a Building Control Officer.

Exactly the same criteria will have to be met for the application to be accepted.

After following the guidance advice supplied with the application in conjunction with completing the checklist should ensure the quality and content of your application.

You should also include the Building Consent Deposit or have *electronically banked this prior to posting the application in. If your application meets the required minimum standards it will be accepted.

If it does not then it will be returned to you with a list of things to attend to along with your cheque. When you have attended to the missing information you may re-submit the application.

*Electronic payments will be credited back to your bank account when you supply your account details (fees may apply)
You can pay directly at an ANZ branch or through Internet banking

When making the minimum deposit payment, please use the following account details:

CHBDC bank for you reference is ANZ (Waipukurau branch)

Account number: 01-0777-0038665-00

Your reference: BC Deposit.

WHAT HAPPENS NEXT?

Once accepted the Building Consent Authority has 20 working days to process your application (Statutory timeframe). The Building Consent Application will be checked by each relevant council department against their required information. You may receive letters, e-mails, phone calls or a combination of these from departments other than the BCA requesting further information. The request from other departments does not stop the statutory clock. The BCA will check your plans and specifications for compliance with the New Zealand Building Code. If it feels that further information is deemed necessary in order to establish compliance with the Building Code it may request this information from you or your authorized agent. At this point the application and statutory clock are suspended until that information is supplied. It is possible to receive more than one further information request from the BCA depending on the quality and content of the information that has been subsequently supplied. Once compliance has been established your consent will be granted. You will be informed in writing of this and you may then have it posted out (fees may apply), or pick it up from the council offices at which stage the consent will have been 'issued'. If compliance cannot be established for any reason your consent may be refused. It will then be returned to you with the reasons for the refusal to grant the consent.

AFTER YOUR CONSENT HAS BEEN ISSUED...

Together with your application you were required to submit at least two sets of drawings and specifications. One set will be sent back to you with your consent. Stamped & approved plans will be supplied to you and they **MUST** be on site at all times and available for the Building Control Officer to check. These drawings will be stamped 'Job Copy'.



The inspector will definitely not complete any inspections without this documentation.

Work must begin within 12 months from the date the consent was granted or the consent will lapse.

If you cannot start work within this time frame but still intend to do so you may contact the BCA and request a time extension.

If you do not start within this new time frame your consent may lapse!

INSPECTIONS

The consent issued by the council, who are the CHB Building Consent Authority (BCA), will contain a list of the inspections that the BCA that have deemed to be required in order for the BCA to be assured that once they have inspected the project under this regime, that compliance with the Building Code and consented drawings will have been achieved.

The inspections made during construction provide the Council with the evidence required for them to issue a Code Compliance Certificate at the end of the building project.

The inspections are listed in the anticipated construction order that they will be required.

When an inspection is done the inspector will check that the work has been completed in accordance with your consented drawings.

If the work does comply with the consented drawings then your inspection sheet will note the passed inspection, the date and the BCO's name or initials.

If the inspection fails you will be given the reasons why and a site instruction or Notice to Fix, and either of these may result in another inspection being required and additional costs.

You will continue with the inspection regime until all of the inspection have been completed and passed.

Please give as much notice as possible for the inspection as it is not always possible to be there with less than 48 hours notice.

Your inspection will be booked in as far as is possible to meet your needs, however we may not be able to meet that need during times of heavy workloads..

When booking the inspection please tell us:- Building Consent Number, type of inspection Site address, name of person making booking, contact phone number.

This is all on the site inspection sheet issued with your building consent.

If you require further information regarding inspections, and to make bookings please contact this office on 06 8577731

YEARS FROM THE DATE OF GRANTING YOUR BUILDING CONSENT!

You should complete the work and apply for a 'Code Compliance Certificate' within 2 years from the date that the Building Consent was granted.

If a Code Compliance Certificate has not been issued or applied for within this 2 year time frame you will receive a reminder letter from us asking you why this is, and requesting information on the status of the project.

You must tell us if completing the work within the 2 years might not be possible.

You may apply to council for an extension of time on you Building Consent, but must do so within the given 2 year time frame.

If an application for Code Compliance Certificate has not been received before two years after the Building Consent was granted, the Council is obliged to undertake an inspection and decide whether or not to issue a Code Compliance Certificate.

If you apply for an extension of time to complete your building project an officer may grant an extension after reviewing the file, however after the reviewed and agreed time frame has been established and granted you should complete the work by that due date!

AMENDMENTS TO YOUR BUILDING CONSENT

APPLICATION FOR AN AMENDMENT TO A BUILDING CONSENT

SECTION 45 BUILDING ACT 2004

An application for an amendment to a building consent

Must be made on Form 2 attached —

(a) In the case of a minor variation, be made in accordance with section 45A; and

(b) In all other cases, be made as if it were an application for a building consent, and this section, and sections 48 to 51 apply with any necessary modifications.

45A MINOR VARIATIONS TO BUILDING CONSENTS

- (1) An application for a minor variation to a building consent—
 - (a) is not required to be made in the prescribed form; but
 - (b) Must comply with all other applicable requirements of section 45.
- (2) Sections 48 to 50 apply, with all necessary modifications, to an application for a minor variation.
- (3) A building consent authority that grants a minor variation—
 - (a) must record the minor variation in writing; but
 - (b) is not required to issue an amended building consent.

Section 45A: inserted, on 1 February 2010, by section 16 of the Building Amendment Act 2009 (2009 No 25).

Guidance on amendments to a Building Consent is available as a publication on www.dbh.govt.nz and also on www.chbdc.govt.nz in PDF format

We can print this off for you.

Please contact the BCA and discuss your proposed amendment before beginning the work in order to confirm what sort of amendment it is, and whether it will be approved or not!

This could save you time and money.

CODE COMPLIANCE CERTIFICATES

When all of the work has been completed please arrange for a final inspection and the supply of your completed application for a Code Compliance Certificate.

The form for this is attached to your building consent, and when completed should be either posted back to the Council as part of booking a final inspection, or may be handed to the Building Control Officer on the day of the inspection.

Please ensure that the owner or owner's agent has signed the application, and that all of the required documentation has been complied to go with it.

This information is listed in advisory notes as part of your Building Consent pack.

If your final inspection is failed for some reason you will be issued with a Notice to Fix (NTF).

This form will list the items that require attention in order to establish compliance with the Building Code, and also the mutually agreed timeframe for this work to be completed in.

At this point if you have applied for your CCC the application will be suspended until the work has been completed.

When you have completed the remedial work you may require an additional inspection in order to have your Code Compliance Certificate (CCC) issued.

The Council then has a total maximum time of 20 working days in which to make the decision on whether to issue the Code Compliance Certificate or not.

Whenever the request is refused (as with the failed final inspection, or any other reason) you will be given the reasons in writing and the opportunity to appeal the decision or carry out any remedial work under an NTF.

Another inspection of the work may then be carried out to ensure it complies with the consented documents and, if so, a code compliance certificate will be issued.

If compliance with the Building Code cannot be adequately established the BCA may refuse to issue the CCC.

Any cost incurred by the BCA additional to that paid at the time of issue of the building consent is payable prior to the issue of the Code Compliance Certificate.

RESTRICTED BUILDING WORK (RBW)

From 1st March 2012 only LBP's may carry out or supervise certain types of building work – known as “restricted building work” – on homes and small to medium sized apartments. Restricted building work is work that is deemed to be critical to the integrity of the building, namely:

- Design and construction that relates to the structure (load-bearing walls; foundations, etc)
- Design and construction that relates to moisture penetration (roofs, cladding, etc)
- Design of fire safety systems for small to medium sized apartments.

The scheme has seven licence classes:

- Designers
- Carpenters
- External plasterers
- Bricklayers and block-layers
- Foundation specialists
- Roofers
- Site (i.e. - on-site supervisors or managers)

From March 2012 it is an offence for an unlicensed person to carry out or supervise any restricted building work and it is an offence to knowingly engage an unlicensed person to carry out or supervise restricted building work unless they have obtained an **'owner builder exemption'** from the Building Control Authority (BCA).

If during the course of the work you decide that you wish to carry on some of the RBW yourself under an **'owner builder exemption'** but did not fill out a FORM 2b with the initial application, then you will need to fill out a Form 2c, available from the council offices and on the CHBDC web-site www.chbdc.govt.nz/get a consent .

Licensed Building Practitioners (LBPs), these are listed on the Department of Building & Housings website. www.dbh.govt.nz (*search find an LBP*).

Owner Builder Exemption Applications:

Restricted Building Work may also be done by a non-licensed person when the applicant is the owner and has applied for an **'owner builder exemption'** under Section 45 (5) of The Building Act 2004.

This type of application must be accompanied by a statutory declaration on the prescribed form as to the owner builder status with regards to the building work and / or design work.

This statutory declaration form is attached to the rear of the standard Building Consent application form.

In order for your application under this status to be accepted you must comply with all of the criteria to be classified as an owner builder.

Further information can be obtained from the following web sites:-

Department of Building and Housing
www.dbh.govt.nz

Consumer Build
www.consumerbuild.org.nz

Department of internal Affairs
www.legislation.govt.nz

PLEASE COMPLETE THIS CHECKLIST AS PART OF YOUR APPLICATION

Please supply 2 copies of the manufacturers specifications for the fireplace, including installation and emissions test results? These **must** full instructions to install the free standing or inbuilt fire box, not just indicative clearance distances, and **MUST** include details of how the heater and hearth are secured to the floor of the property!!

Please supply 2 copies of the flue manufacturer's installation specifications and not just the type! (These are often different to indicative pictures shown in glossy brochures, please ensure they are manufacturer specific!!)

Please supply 2 copies of the roof penetration flashing and any framing details. (Please indicate what type of roof cladding you have and the approximate roof pitch in degrees)

Have you supplied wet back installation details if applicable, and details of how you will 'temper' the hot water temperature?

Have you supplied 2 accurate house floor plans showing the position of the new heater and the positions and types of smoke alarms required by the building code? Please indicate whether these alarms are on or going on to flat ceilings or sloping?

Have you obtained a current Certificate of Title (CT) with diagram, less than 3 months old as proof of ownership of the property?
Your building plan must be drawn on a site plan that matches you CT diagram (map) (an aerial photograph of your property and building may be acceptable, and CHBDC has an electronic link to our GIS mapping tool :- <http://www.intramaps.co.nz/centralhawkesbay/>)

An agreement for Sale and Purchase is acceptable when CT is not available!

If your property has multiple dwellings on the title map have you indicated these on an accurate site plan of the property? This must match the CT diagram and is required to accurately identify which dwelling will have the fireplace installed.

Have you completed ALL of the application form? All parts must be completed correctly! You must have clearly indicated how you intend to comply with the Building Code Clauses listed. You may have to consult you retailer, designer and / or installer to correctly complete this section?

This is required regardless of what type of fuel burning heater you wish to install.

MINIMUM DRAWING STANDARDS

Drawings must be made on a minimum of size of A4 white paper, be ruled clear and legible, preferably in black ink, showing room layout as existing and as proposed, including the position of the smoke alarms to comply with the Building Code, and also the fireplace position.

Drawings to scale are preferred but as long as the basic dimensions of the dwelling are shown this is acceptable for residential single household units.

Commercial applications may require more detail and you should refer to the standard Building Consent application form and checklist.

Further advice is available by consulting one of the Building Control Officers on **(06) 857-8060**.

ADVICE AND FAQ's

CHBDC policy and advice on fireplace installation:

New fireplaces being installed must comply with the emissions standards at present allowed by the Hawke's Bay Regional Council (HBRC) and published by the Ministry for the Environment (MFE).

Below are some of the FAQ's to the MFE about fireplaces, and also any comments about HBRC and CHBDC requirements.

What is the wood burner design standard?

- All new wood burners installed after 1 September 2005 must have a particle emission of less than 1.5 grams per kilogram of dry wood burnt.
- They must also have a thermal efficiency of greater than 65%.
- The requirements exclude open fires, multi-fuel heaters, pellet heaters, and cooking stoves.
- Note: some council's may have more stringent rules.

CHBDC does NOT have different standards from those above, and are not affected by any HBRC Rules

Where does the wood burner standard apply?

Everywhere in New Zealand on properties of less than 2 Ha.

Can you consider wood burners on a case-by-case basis, to allow for exemptions in certain circumstances?

No. The air quality standards are national **regulations**, so it would be illegal to use a non-compliant wood burner if it was installed on a property less than 2 Ha in size after September 2005.

Why do certain regional councils have more stringent rules than the national standard?

The air quality standards also require regional councils to meet limits for air pollution by 2013. In the more polluted areas of New Zealand, regional councils may impose more stringent rules on burners to ensure they meet the standards by 2013.

The more stringent requirements listed in the HBRC Regional Rules at this stage only apply to the Hastings and Napier air shed regions.

What is the authorised list of wood burners?

- The Ministry provides a national list of authorised wood burners. This list contains burners that comply with the wood burner standard. All burners on this list have been authorised by either Environment Canterbury or Nelson City Council.
- The list is provided purely for informative purposes, to assist purchasers and building consent officers find compliant wood burner models.

Some fires may not be listed on this information web-site that are allowed to be used in CHB.

This is because these 2 other Regional Councils have higher air quality requirements with most fires having to meet less than 1.0gram per kilogram emissions. It is essential that you check when considering the purchase of your new fireplace that if you are installing a wet back with it that the fireplace has been tested for its emissions with this in place!

If the fireplace has not been tested with the wet back or it exceeds the 1.5 gram emission standards, you will not be allowed to install it on a property in CHB with a land size of less than 2Ha.

Please see FAQ 1 for CHB requirements.

What does authorised mean?

There are two steps for a burner to be authorised:

- The emissions and efficiency are tested by a laboratory. The laboratory issues a test report to state whether it meets the emissions and efficiency standards.
- An alternative authorisation scheme was introduced (June 2011) for wood burners that are excluded from being tested using the prescribed AS/NZS testing protocol. These wood burners can now demonstrate compliance with the National Environmental Standards for Air Quality using a functionally equivalent method. The burner is then physically checked against the test report by an independent body (this is done by Environment Canterbury or Nelson City Council).

Can I install a burner that is not on your 'authorised' list, but advertised as meeting the standards?

- **We advise caution.** Yes, if the burner has been tested in accordance with AS/NZ4012:1999 and AS/NZ4013:1999 to demonstrate it meets the standards or was authorised using a functionally equivalent method.
- However, the district and city councils have been advised to give building consents only to those wood burners present on the latest authorised list. This is because wood burners advertised on the authorised list have been through a rigorous checking process to assess compliance. A national review of performance of wood burners in 2006 revealed poor compliance overall. If a wood burner has not been through the authorisation process, there is less certainty that it is compliant with the standards
- We strongly urge people to only purchase burners on the authorised list for their own protection.

It is CHBDC policy to only allow fireplaces on the approved list!

- **Can I install a second hand burner?**
- You can still install a second hand wood burner as long as it meets the standards or if you live on a property of 2Ha or greater.
- It should be noted that older second-hand burners are less likely to meet these standards.

It is this Building Consent Authority policy that if you wish to apply to install a second hand fireplace that it is no older than 2 years old!

*It must also only be installed in the area for which had been tested and approved for i.e. you cannot install a fireplace intended for a section greater than 2 Ha onto a smaller section, but the other way around is possible.

*Second hand flues purchased with a fireplace are not allowed!

*(It may be possible to install second hand components outside these requirements, however you will have to demonstrate that the components meet all of the requirements of the building code through what would have been the original testing standards for each item, without exception!)

Can I install a multi-fuel or coal burner?

- Multi-fuel and coal burners are outside our regulations.
- Some council's regulate multi-fuel and or coal burners through their regional rules. You will need to find out from the HAWKE'S BAY REGIONAL COUNCIL whether it is legal to install these burners in your region.

CHBDC allows the use of multi-fuel burners on any section size, however they must comply fully with the definition of that type of appliance as shown below.

- **What is a multi-fuel burner?**

A domestic heating appliance designed to burn more than one type of solid fuel. The New Zealand Home Heating Association definition of a multi-fuel burner is as follows:

A multi-fuel appliance is a domestic solid fuel burning space heater which can be a fireplace insert, a built-in fireplace or free standing stove, and is designed to burn wood and/or coal. Required design features:

- over fuel and under fuel combustion air supplies with separate controls
- grate in the base of the firebox
- ash pan under the grate.

Can I install a cooking stove?

- As long as it is designed and used for cooking and is heated by burning wood, you can install a cooking stove.
- A good indication of a cooking stove is one that contains an oven.
- A hot plate on top of a freestanding wood burner is not a cooking stove

Are wetbacks still allowed?

- Wetbacks have not been banned. They simply have to meet the minimum efficiency standard of 65%.
- There are a number of wetback burner options on our list of authorised wood burners

CHBDC imitates exactly the definitions above, and as long as the requirements are met you are permitted to install this type of appliance on any section size.

Please check before purchasing your appliance that it has been tested with the wet back installed, and that it meets the emission requirements!

- **Why are the shops still selling burners that do not meet the standard?**

You can still install burners that do not meet the standard on a property of 2 Ha or greater

- **Why is there the 2 Ha rule?**
- Most built up areas in New Zealand suffer from air pollution during winter. Our focus is on improving air quality in those areas.
- As there is no nationally consistent definition for an urban environment, a property size of less than 2 Ha was used.
- New Zealand also has to honour the Trans Tasman Mutual Recognition Agreement (TTMRA) with Australia which says they can sell their products here and vice versa. The Australian wood burners are made to an emission limit of 4.0 g/kg with no efficiency requirement, so they do not always meet our standard. The 2 Ha rule means that Australian burners may still be legally sold in New Zealand
- **Can I install an open fire?**
- Open fires are outside the national environmental standards. However, a number of regional councils have rules about open fires in their regional plan.

CHBDC has no limitations at present on the installation of open fires, and has no restrictions imposed within this region by HBRC

- **Can I still use my existing wood burner even though it does not meet the standard?**

The wood burner standard is not retrospective, so existing wood burners will not be affected.

NOTE:

If the installation of your heater involves either structural changes and alterations to the framing of the dwelling, alterations to the water supply and plumbing or a penetration through the wall or roof cladding larger than 300mm it will become Restricted Building Work (RBW).

This means that the parts of this of the heater installation that are RBW will have to be completed or supervised by a Licensed Building Practitioner (LBP) or the consent will have been applied for under the 'Owner Builder Exemption' available under the Building Act 2004.

It is an offence to permit RBW to take place on your property without following these obligations.

Owner Builder Exemption forms are available on the council web-site www.chbdc.govt.nz in 'Building' section after clicking 'Get a Consent'.

We can also supply you one at the offices free of charge.

**Further information is available from CHBDC on these matters on 06 8577731 and also by telephoning the Department of Building and Housing:
or via their web-site contacts:**

For building controls and Building Act information

Call 0800 242 243

(Language Line assistance available)

From overseas: +64 4 238 6362

Hours of operation: 8.30 am to 5.00 pm NZT Monday - Friday

Email: info@dbh.govt.nz / <http://www.dbh.govt.nz/building-index>

BUILDING CONSENT INSPECTION REGIME

BUILDING CONSENT INSPECTIONS REQUIRED?

Section 7 of the Building Act 2004 defines plans and specifications as follows:

Plans and specifications—

(a) Means the drawings, specifications, and other documents according to which a building is proposed to be constructed, altered, demolished, or removed; **and**

(b) **Includes the proposed procedures for inspection** during the construction, alteration, demolition, or removal of a building; and

(Excerpt from section 7 of the Building Act 2004)

	YES	NO	N/A
Have you supplied an inspection regime for your project?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Would you like the Building Consent Authority to provide a list of the inspections that they feel are required, to be satisfied on reasonable grounds that when completed and passed, should result with the issue of a Code of Compliance Certificate?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Applicant Name: _____

Signature: _____

Date: _____

Application for PIM and/or Building Consent

Section 33 or 45 Building Act 2004 Form 2

Section 1

The Building [Project Location]	
<p>Street address/rapid number of building: [for structures that do not have a street address, state the nearest street intersection and the distance and direction from that intersection]</p> <p>_____</p> <p>_____</p>	<p>Legal description of land where building is located: [state legal description as at the date of application and, if subdivision is proposed include details of relevant lot numbers and subdivision consent]</p> <p>Lot: _____ DP: _____ Sec No: _____</p> <p>Blk No: _____ Val No: _____</p> <p>ML No: _____ Blk name & No: _____</p>
<p>Building name: [if applicable]</p> <p>_____</p>	<p>Location of building within site: [include nearest street access]</p> <p>_____</p>
<p>Number of levels: [include ground level and any levels below ground]</p> <p>_____</p>	<p>Level/Unit number: [if applicable]</p> <p>_____</p>
<p>Area:</p> <p>Existing floor area: _____</p> <p>New floor area: _____</p> <p>Total floor area: _____</p>	<p>Current, lawfully established, use: [include number of occupants per level and per use if more than one level]</p> <p>_____</p>
<p>Year first constructed: [approximate date is acceptable e.g.: c1920's or 1960-1970]</p> <p>_____</p>	

Section 2

Owner [must be completed for all applications and all details must be the owners]	
<p>Name of owner: [include preferred form of title, e.g. Mr, Miss, Dr if an individual and the contact persons name if a company, trust of similar]</p> <p>_____</p>	
<p>Owner's mailing address:</p> <p>_____</p> <p>_____</p>	<p>Street address/Registered office:</p> <p>_____</p> <p>_____</p>
<p>Owner's contact details:</p> <p>Landline: _____ Mobile: _____</p> <p>After hours: _____ Facsimile Number: _____</p> <p>Email: _____ Website: _____</p>	
<p>Evidence of ownership: [please attach one of the following, as appropriate to the circumstances, showing full name of legal owner(s) of the building/land]</p> <p> <input type="checkbox"/> Copy of historical certificate of title, no more than 3 months old <input type="checkbox"/> Agreement for sale and purchase <input type="checkbox"/> Lease <input type="checkbox"/> Other _____ </p> <p><input type="checkbox"/> Council to obtain historical certificate of title (cost as per Council fee schedule)</p> <p>If supplying a sale & purchase agreement, a current certificate of title must be supplied, even if it has the previous owners name on it.</p>	

<p>For office use:</p>	<p>BC No: _____</p> <p>Valuation No: _____</p> <p>UPI No: _____</p>
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Agent [only required if application is being made on behalf of the owner]

Owners authorisation to act as agent: [complete section below, or alternatively: authorisation letter attached

I, _____ as owner of the above property, authorise _____
to act as my agent.

Signature: [of building owner(s)] _____ Date: _____

Name of agent: [include the contact persons name if a company, trust of similar] _____

Agent's mailing address:

Street address/Registered office:

Agent's contact details:

Landline: _____ Mobile: _____

After hours: _____ Facsimile Number: _____

Email: _____ Website: _____

Relationship to owner: [state details and provide written authorisation from the owner to make the application on the owner's behalf]

First Point of Contact for communications with Council/building consent Authority: (this must be a New Zealand Address)

Full Name: _____ Email: _____
Postal Address: _____ Phone: _____
_____ Fax: _____

TYPE OF APPLICATION: I request that you issue a:

- Building Consent
- PIM (Project Information Memorandum) only
- Building Consent and PIM (Project Information Memorandum)
- Building Consent Only in accordance with existing PIM (Project Information Memorandum) [please complete details below]
Project Information Memorandum was applied for on ___/___/___ [if applicable] was issued on ___/___/___

General

Debtor: [the person responsible for the account]

Owner Agent Other: Address: _____ Phone: _____

First point of contact: [for communications with Council]

Owner Agent Other: Address: _____ Phone: _____

Signed by the owner:

Signature: _____

Name: _____

Date: _____

OR Signed by the agent: [on behalf of, and with authority from the owner]

Signature: _____

Name: _____

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 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 1993 you have the right to see and correct personal information the Council holds about you.

Section 3

Section 4

Section 5

The Project

Description of the building work: [provide sufficient description of building work to enable scope of work to be fully understood]

Will the building work result in a change of use of the building?

Yes

No

If yes, provide details of the new use

Intended life of the building if less than 50 years:

List building consents previously issued for this project (if any): [list who issued the consent, the date of issue and the consent number]

Estimated value of the building work on which the levy will be calculated (including goods and services tax):

[state estimated value as defined in section 7 of the Building Act 2004]

\$ _____

Restricted Building Work

Will the building work include any restricted building work? Yes *[enter personnel below] 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 the application, they must be supplied before the work begins]

With the exception of a Design Memorandum, it MUST be supplied at the time of application

Name	Licensing class	Licensed building practitioner number [or registration number if treated as being licensed under section 291 of the Building Act 2004]
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Note: continue below if necessary

_____	_____	_____
_____	_____	_____
_____	_____	_____

Details for other personnel who will carry out the work [In addition to any listed above]

Designer:
Business/Name: _____
Address: _____
Landline: _____ Mobile: _____
Fax: _____ Registration: _____

Builder:
Business/Name: _____
Address: _____
Landline: _____ Mobile: _____
Fax: _____ Registration: _____

Cladding Installer:
Business/Name: _____
Address: _____
Landline: _____ Mobile: _____
Fax: _____ Registration: _____

Roofer:
Business/Name: _____
Address: _____
Landline: _____ Mobile: _____
Fax: _____ Registration: _____

Electrician:
Business/Name: _____
Address: _____
Landline: _____ Mobile: _____
Fax: _____ Registration: _____

Gasfitter:
Business/Name: _____
Address: _____
Landline: _____ Mobile: _____
Fax: _____ Registration: _____

Plumber:
Business/Name: _____
Address: _____
Landline: _____ Mobile: _____
Fax: _____ Registration: _____

Drainlayer:
Business/Name: _____
Address: _____
Landline: _____ Mobile: _____
Fax: _____ Registration: _____

Fireplace Installer:
Business/Name: _____
Address: _____
Landline: _____ Mobile: _____
Fax: _____ Registration: _____

Other [specify]::
Business/Name: _____
Address: _____
Landline: _____ Mobile: _____
Fax: _____ Registration: _____

Other [specify]:
Business/Name: _____
Address: _____
Landline: _____ Mobile: _____
Fax: _____ Registration: _____

Other [specify]::
Business/Name: _____
Address: _____
Landline: _____ Mobile: _____
Fax: _____ Registration: _____

Project Information Memorandum

The following matters are involved in the project:

- | | |
|---|---|
| <input type="checkbox"/> Subdivision | <input type="checkbox"/> Alterations to land contours |
| <input type="checkbox"/> New or altered connections to public utilities | <input type="checkbox"/> Disposal of storm water and wastewater |
| <input type="checkbox"/> New or altered locations and/or external dimensions of buildings | <input type="checkbox"/> Building work over any existing drains or sewers or in close proximity to wells or water mains |
| <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"/> Other matters known to the applicant that may require authorisations from the territorial authority [specify]: | |

Building Consent

The Following Plans & Specifications are attached to this application:

Section 0

Building Code Compliance

Please supply a design summary with your application or list all of the appropriate design Standards used to demonstrate compliance with the Building Code Clauses below.

Please also identify any alternative solutions as part of the application, and where required any waivers or modifications to the Building Code Clauses)

**PLEASE NOTE: INCORRECT OR INCOMPLETE MEANS OF COMPLIANCE, WITHOUT HAVING IDENTIFIED WAIVERS OR MODIFICATIONS OR ALTERNATIVE SOLUTIONS IS SUFFICIENT REASON TO REFUSE THIS APPLICATION!
 PLEASE FILL OUT ALL OF THE APPROPRIATE BOXES HERE OR IN YOUR SEPARATE DESIGN SUMMARY.**

The building work will comply with the building code as follows: [must be completed in full by the designer]

Clause Identify which clauses will be involved in the building work	Means of compliance Tick N/A if not applicable. If <input checked="" type="checkbox"/> Other " please specify. – Continue on a separate page if required.
---	---

B1	Structure	N/A <input type="checkbox"/> VM1 <input type="checkbox"/> VM4 <input type="checkbox"/> AS1 <input type="checkbox"/> AS3 <input type="checkbox"/> other <input type="checkbox"/>
B2	Durability	N/A <input type="checkbox"/> VM1 <input type="checkbox"/> AS1 <input type="checkbox"/> other <input type="checkbox"/>
C1-6	Protection from fire	N/A <input type="checkbox"/> C/VM1 <input type="checkbox"/> C/VM2 <input type="checkbox"/> 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 <input type="checkbox"/>
D1	Access routes	N/A <input type="checkbox"/> VM1 <input type="checkbox"/> AS1 <input type="checkbox"/> other <input type="checkbox"/>
D2	Mechanical installations for access	N/A <input type="checkbox"/> AS1 <input type="checkbox"/> AS2 <input type="checkbox"/> AS3 <input type="checkbox"/> other <input type="checkbox"/>
E1	Surface water	N/A <input type="checkbox"/> VM1 <input type="checkbox"/> AS1 <input type="checkbox"/> other <input type="checkbox"/>
E2	External moisture	N/A <input type="checkbox"/> VM1 <input type="checkbox"/> AS1 <input type="checkbox"/> AS2 <input type="checkbox"/> other <input type="checkbox"/>
E3	Internal moisture	N/A <input type="checkbox"/> AS1 <input type="checkbox"/> other <input type="checkbox"/>
F1	Hazardous agents on site	N/A <input type="checkbox"/> VM1 <input type="checkbox"/> other <input type="checkbox"/>
F2	Hazardous building materials	N/A <input type="checkbox"/> AS1 <input type="checkbox"/> other <input type="checkbox"/>
F3	Hazardous substances etc	N/A <input type="checkbox"/> VM1 <input type="checkbox"/> other <input type="checkbox"/>
F4	Safety from falling	N/A <input type="checkbox"/> AS1 <input type="checkbox"/> other <input type="checkbox"/>
F5	Construction & demolition hazards	N/A <input type="checkbox"/> AS1 <input type="checkbox"/> other <input type="checkbox"/>
F6	Visibility in escape routes	N/A <input type="checkbox"/> AS1 <input type="checkbox"/> other <input type="checkbox"/>
F7	Warning systems	N/A <input type="checkbox"/> AS1 <input type="checkbox"/> other <input type="checkbox"/>
F8	Signs	N/A <input type="checkbox"/> AS1 <input type="checkbox"/> other <input type="checkbox"/>
G1	Personal hygiene	N/A <input type="checkbox"/> AS1 <input type="checkbox"/> other <input type="checkbox"/>
G2	Laundering	N/A <input type="checkbox"/> AS1 <input type="checkbox"/> other <input type="checkbox"/>
G3	Food preparation etc	N/A <input type="checkbox"/> AS1 <input type="checkbox"/> other <input type="checkbox"/>

Building Code Compliance - Continued

G4	Ventilation	N/A <input type="checkbox"/> VM1 <input type="checkbox"/> AS1 <input type="checkbox"/> other <input type="checkbox"/>
G5	Interior environment	N/A <input type="checkbox"/> AS1 <input type="checkbox"/> other <input type="checkbox"/>
G6	Airborne and impact sound	N/A <input type="checkbox"/> VM1 <input type="checkbox"/> AS1 <input type="checkbox"/> other <input type="checkbox"/>
G7	Natural light	N/A <input type="checkbox"/> VM1 <input type="checkbox"/> AS1 <input type="checkbox"/> other <input type="checkbox"/>
G8	Artificial light	N/A <input type="checkbox"/> VM1 <input type="checkbox"/> AS1 <input type="checkbox"/> other <input type="checkbox"/>
G9	Electricity	N/A <input type="checkbox"/> VM1 <input type="checkbox"/> AS1 <input type="checkbox"/> other <input type="checkbox"/>
G10	Piped services	N/A <input type="checkbox"/> VM1 <input type="checkbox"/> AS1 <input type="checkbox"/> other <input type="checkbox"/>
G11	Gas as an energy source	N/A <input type="checkbox"/> AS1 <input type="checkbox"/> other <input type="checkbox"/>
G12	Water supplies	N/A <input type="checkbox"/> VM1 <input type="checkbox"/> AS1 <input type="checkbox"/> AS2 <input type="checkbox"/> other <input type="checkbox"/>
G13	Foul water	N/A <input type="checkbox"/> VM1 <input type="checkbox"/> VM4 <input type="checkbox"/> AS1 <input type="checkbox"/> AS2 <input type="checkbox"/> AS3 <input type="checkbox"/> other <input type="checkbox"/>
G14	Industrial liquid waste	N/A <input type="checkbox"/> VM1 <input type="checkbox"/> AS1 <input type="checkbox"/> other <input type="checkbox"/>
G15	Solid waste	N/A <input type="checkbox"/> AS1 <input type="checkbox"/> other <input type="checkbox"/>
H1	Energy	N/A <input type="checkbox"/> VM1 <input type="checkbox"/> AS1 <input type="checkbox"/> other <input type="checkbox"/>
SH	Simple House	N/A <input type="checkbox"/> SHAS1 <input type="checkbox"/> other <input type="checkbox"/>

Waiver/modification/alternative solution to NZ Building Code required for following parts of code:

[State nature of waiver or modification of building code required]:

Compliance Schedule Details (Not required for PIM only applications)

Does the building have any specified systems [Specified Systems are defined in regulations; if you are not sure whether your building has specified systems, talk to the Council or your architect]?

- No, there are no specified systems in the building [go to section 8]
- Yes, please complete the following
 - The specified systems for the building are as follows: [complete column for existing in table below] and if;
 - Specified systems are being altered, added to, or removed in the course of the building work: [complete column for new/altered in table below]
 - The building includes a cable car (includes residential dwelling)

Section 7

...continued: **Compliance Schedule Details** [complete this section only if you answered yes for the previous question]

If there are specified systems, please select which of these are contained in the building:

Existing	New/Altered		Existing	New/Altered	
<input type="checkbox"/>	<input type="checkbox"/>	1 Automatic systems for fire suppression e.g. sprinklers	<input type="checkbox"/>	<input type="checkbox"/>	12 Audio loops or other assistive listening systems
<input type="checkbox"/>	<input type="checkbox"/>	2 Automatic or manual emergency warning systems for fire or other dangers	<input type="checkbox"/>	<input type="checkbox"/>	12/1 Audio Loops
<input type="checkbox"/>	<input type="checkbox"/>	3 Electromagnetic or automatic doors or windows (e.g. ones that close on fire alarm activation)	<input type="checkbox"/>	<input type="checkbox"/>	12/2 FM systems & infrared beam transmission systems
<input type="checkbox"/>	<input type="checkbox"/>	3/1 Automatic doors	<input type="checkbox"/>	<input type="checkbox"/>	13 Smoke control systems
<input type="checkbox"/>	<input type="checkbox"/>	3/2 Access controlled doors	<input type="checkbox"/>	<input type="checkbox"/>	13/1 Mechanical smoke control
<input type="checkbox"/>	<input type="checkbox"/>	3/3 Interfaced fire or smoke doors or windows	<input type="checkbox"/>	<input type="checkbox"/>	13/2 Natural smoke control
<input type="checkbox"/>	<input type="checkbox"/>	4 Emergency lighting systems	<input type="checkbox"/>	<input type="checkbox"/>	13/3 Smoke curtains
<input type="checkbox"/>	<input type="checkbox"/>	5 Escape route pressurisation systems	<input type="checkbox"/>	<input type="checkbox"/>	14 Emergency power systems for, or signs relating to a system or feature specified in clauses 1 to 13
<input type="checkbox"/>	<input type="checkbox"/>	6 Riser mains for use by fire service	<input type="checkbox"/>	<input type="checkbox"/>	14/1 Emergency power systems relating to system in clauses 1-13
<input type="checkbox"/>	<input type="checkbox"/>	7 Any automatic backflow preventer connected to a potable water supply	<input type="checkbox"/>	<input type="checkbox"/>	14/2 Signs relating to a system specified in clauses 1-13
<input type="checkbox"/>	<input type="checkbox"/>	8 Lifts, escalators, travelators or other systems for moving people or goods within buildings	<input type="checkbox"/>	<input type="checkbox"/>	15 Any of the following systems, that form part of a building's means of escape and so long as those means also contain any or all of the systems or features specified in 1-6, 9 & 13:
<input type="checkbox"/>	<input type="checkbox"/>	8/1 Passenger carrying lifts	<input type="checkbox"/>	<input type="checkbox"/>	15/1 Systems to communicate spoken info to facilitate evacuation
<input type="checkbox"/>	<input type="checkbox"/>	8/2 Service lifts	<input type="checkbox"/>	<input type="checkbox"/>	15/2 Final exits
<input type="checkbox"/>	<input type="checkbox"/>	8/3 Escalators & moving walkways	<input type="checkbox"/>	<input type="checkbox"/>	15/3 Fire separations
<input type="checkbox"/>	<input type="checkbox"/>	9 Mechanical ventilation or air conditioning systems	<input type="checkbox"/>	<input type="checkbox"/>	15/4 Signs for communicating information to facilitate evacuation
<input type="checkbox"/>	<input type="checkbox"/>	10 Building maintenance units for providing access to the exterior and interior walls of buildings	<input type="checkbox"/>	<input type="checkbox"/>	15/5 Smoke separations
<input type="checkbox"/>	<input type="checkbox"/>	11 Laboratory fume cupboards			

Attachments The following plans and specifications are attached to this application:

- | | |
|---|---|
| <input type="checkbox"/> Plans and Specifications [as listed in the attached checklist] | <input type="checkbox"/> Project Information Memorandum |
| <input type="checkbox"/> Completed Application Checklist | <input type="checkbox"/> Certificate attached to a Project Information Memorandum |
| <input type="checkbox"/> Development Contribution notice | <input type="checkbox"/> Certificate of Design |
| <input type="checkbox"/> Evidence of Ownership | |

First Point of Contact details are required to be a New Zealand Address

PLEASE ALLOW 20 WORKING DAYS FOR THE PROCESSING OF YOUR BUILDING CONSENT

Additional fees MAY be charged prior to us issuing your Building Consent