



# Lodgement Checklist

Please attach this checklist with your application  
Use this [Guide](#) to complete BUILDING CONSENT (Form 2)

## SITE ADDRESS

Property address:

### Customer use

Yes No N/A

### GENERAL REQUIREMENTS

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Application form completed where applicable and signed
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Project description is accurate and describes all work involved in the project
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Building within 2m of or over a public drain requires Network Utility Operator approval
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Have you provided bridging design details to build over the drain
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Certificate of title (no older than 90 days) including all consent notices, gazette notices and building line restrictions listed on the title; sale and purchase agreement or lease agreement
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	I would like Council to obtain the Certificate of Title and any relevant interests and charge me accordingly

### Customer use

Yes No N/A

### MEMORANDUM FROM LICENSED BUILDING PRACTITIONER: CERTIFICATE OF DESIGN WORK (Form 2A)

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	The designer has provided a memorandum of design for restricted building work
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	The engineer has provided a memorandum of design for restricted building work
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	The memorandum of design is completed in full and personally signed by licensed building practitioner

### Customer use

Yes No N/A

### PLANNING INFORMATION

Entire section N/A

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Location, dimensions of car parking/ maneuvering/ vehicle crossing shown on the plan
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	All areas and volumes of proposed disturbed earth (e.g. excavation, fill, retaining) indicated on site plan
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	All areas of impermeable coverage, building and landscaping shown and calculations provided
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	All streams and overland flow path to be shown on the plan
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Height in relation to boundary controls shown at the critical points and with the maximum height control shown including relevant ground and floor levels (elevations/cross sections)

### Customer use

Yes No N/A

### SITE PLAN

Entire section N/A

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Legal description; Lot, DP and street address indicated
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	North point indicated on the site plan
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Wind zone identified on the site plan consistent with calculation
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Land contours, or spot levels shown at maximum 1m increments; datum identified with levels indicated.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Site boundaries including location of boundaries / exclusive area boundaries for cross lease properties, common land areas clearly shown.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	All existing and proposed buildings clearly defined with dimensions from boundaries and other buildings (including notional boundaries if appropriate)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Site contamination; report / plans for HAIL sites
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	All existing and proposed sanitary/storm water drainage (including on-site treatment systems) indicated with distances to boundaries

Customer use			DEMOLITION / REMOVAL / RELOCATION	Entire section N/A <input type="checkbox"/>
Yes	No	N/A		
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Details provided for capping and sealing of services	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	All existing buildings and buildings to be demolished / removed shown	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Safety plan / report detailing safe handling and disposal of hazardous materials provided	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Details provided for fencing the site to prevent public access	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Suitably qualified agency report attached to confirm relocatable building is "fit for purpose"	
Customer use			FOUNDATION PLAN	Entire section N/A <input type="checkbox"/>
Yes	No	N/A		
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Confirmation of good ground as described by NZS 3604	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Soil and ground stability; geotechnical report / plans	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Slab construction: concrete, steel reinforcing, slab thickening and control joints specified, detailed and dimensioned. If SED (e.g. rib-raft) provide engineers design (Refer specific engineered design section)	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Cross section of footing details including height in relation to ground levels shown	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Suspended timber floor construction: pile type, treatment, size, embedment depth and layout specified, detailed and dimensioned.	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Subfloor framing details, including size, centres, fixings, timber treatment and grading details for all subfloor and deck framing	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Joist layout plan for all levels including joist size, centres, timber treatment and grading details for all floors and timber decks.	
Customer use			FLOOR PLAN	Entire section N/A <input type="checkbox"/>
Yes	No	N/A		
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Existing building floor area and proposed new floor area and use of floor area	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Internal stairs, handrails and decking shown	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Finished floor levels shown	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Location of smoke alarms in approved areas	
Customer use			ELEVATIONS	Entire section N/A
Yes	No	N/A		
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Elevations for each external wall provided	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Existing and finished ground levels/floor levels indicated	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	External stairs, handrails and decking shown	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Sub floor ventilation indicated	
Customer use			CROSS-SECTIONS	Entire section N/A <input type="checkbox"/>
Yes	No	N/A		
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	A minimum of two cross sections through the length and width of the building	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Retaining wall details (cut, fill, height of retained ground, waterproof membrane and drainage) including details of barrier to top of wall if required	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Floor, wall and roof construction shown (size, height, timber treatment, grading, insulation, lining and cladding)	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	3D detailing of complex roof and deck edge / perimeter wall junctions	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Finished ground levels and floor levels	
Customer use			ROOF PLAN + ROOF FRAMING PLAN	Entire section N/A <input type="checkbox"/>
Yes	No	N/A		
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Roof bracing plan	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	M/F producer statement for computer software, fabricator design statement and truss layout plan supplied	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Roof plan for all rafters, roof beams, ridge beams, veranda beams, centres and treatment	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Location and size of rainwater heads, scuppers, internal gutters, spouting and downpipes indicated	

Customer use			PLUMBING AND DRAINAGE PLAN	Entire section N/A <input type="checkbox"/>
Yes	No	N/A		
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Existing and proposed fixtures and fittings	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Details of storm water/sewer disposal systems provided e.g. detention tanks, pumps and effluent disposal including location, size, volume and depth of excavations (if applicable)	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	On-site waste water disposal and TP58 report	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Soakage report provided and details shown on plans	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Locate wastes, pipes and outlets, including sizes and gradients, shown in relation to mid-floor framing or slab construction. Schematic for more than one level.	
Customer use			BUILDING ENVELOPE	Entire section N/A <input type="checkbox"/>
Yes	No	N/A		
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	E2/AS1 risk matrix provided for each elevation	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Cross sections / details of all roof and wall junctions, eaves, balustrade, parapets, penetrations, meter boxes, control joints and sill/head/jamb flashings	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Current manufacturer's technical specifications/installation instructions and maintenance requirements for all cladding systems	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Quality assurance program (if recladding existing wall)	
Customer use			BRACING PLAN	Entire section N/A <input type="checkbox"/>
Yes	No	N/A		
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Bracing calculations, specifications and layout (wall, subfloor and deck)	
Customer use			SPECIFIC ENGINEERED DESIGN	Entire section N/A <input type="checkbox"/>
Yes	No	N/A		
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Engineering calculations and drawings	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Producer statements completed in full and signed (where provided)	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Plans signed and dated by engineer or structural drawings provided	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Agreement from design engineer or representative to provide construction monitoring and PS4	
Customer use			SWIMMING / SPA POOL AND POOL FENCING	Entire section N/A <input type="checkbox"/>
Yes	No	N/A		
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Swimming pool	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Spa pool	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Pool specifications i.e. type, brand, installation, etc	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Engineering calculations / producer statements provided for structural design elements (refer to SED section)	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Site plan with location of proposed pool and pool fencing including any gates; gates to show opening direction (refer also to site plan section) and any changes in ground levels	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Immediate pool area is specified	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Manufacturer's specification for fencing	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Plans to show details of fencing, i.e. materials, height, gate mechanisms (closing and latching devices) and latch heights specified	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Is the building used as part of fencing?	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Floor plan indicating location and opening projection of all doors opening into pool area	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Construction details and type of self-closing / latching devices for all doors leading into pool area	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Elevations indicating any windows opening into pool area and details of locking mechanisms i.e. restrictors	

Customer use			SOLID FUEL HEATER APPLIANCE	Entire section N/A <input type="checkbox"/>
Yes	No	N/A		
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Location of solid fuel heating appliance shown on floor plan	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Location of all windows and doors in close proximity to appliance shown	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Location of hot water cylinder (if wetback) provided	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Wetback details; details of valves and water supply pipes	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Type and capacity of hot water cylinder – Note: HWC must be open vented low pressure system if wetback installed	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Manufacturer's specifications, indicating make and model, installation instructions, clearances, flue details, flashing details, hearth insulating method etc.	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	National Environmental Standard: details of emission and thermal efficiency ratings for model installed	
Customer use			OTHER DOCUMENTATION (specification / reports / calculations)	Entire section N/A <input type="checkbox"/>
Yes	No	N/A		
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Project-specific specifications and design reports provided	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Calculation to determine wind zone specified (NZS 3604, BRANZ, SED)	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Waterproofing details and floor / wall linings and finishes specified for wet areas (i.e. bathroom and laundry)	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Flooding and surface water report / plans – refer to NRC flood maps for affected properties	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Energy efficiency (H1) report and calculations	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Acoustic design report	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Fire design report / construction details if building within 1m of boundary, > 3 stories, or household units are attached (Residential)	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Fire report (commercial)	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Control of external fire spread - external wall cladding systems fire test documentation	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Relevant provisions of the Building Code for a change of use (s.115) have been addressed	
<b>Commercial Builds only need to complete the following sections:</b>				
Customer use			SPECIFIED SYSTEMS	Entire section N/A <input type="checkbox"/>
Yes	No	N/A		
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Are there any specified systems in this building new / existing	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	If existing building, has a copy of the existing compliance schedule been supplied	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	If any specified systems, is there a description of each new or altered system and a list of the inspection, maintenance and reporting procedures for each specified system	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Indicative sprinkler system design provided	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Fire alarm type specified	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Specifications for electromagnetic or automatic doors	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Emergency lighting design, layout and manufacturer's specifications	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Pressurisation system specifications	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Hydraulic design/specifications for riser mains	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Automatic backflow prevention device specifications	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Lift specifications and PS1	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Mechanical ventilation design, layout and specifications	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Laboratory fume cupboard specifications	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Audio loop design and specifications	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Construction details for all smoke and fire separations	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Specifications, installation details and independent test data for all passive fire penetration seals	

Customer use			PUBLIC SAFETY DURING CONSTRUCTION	Entire section N/A <input type="checkbox"/>
Yes	No	N/A		
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Details and measures provided for public safety during construction	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Site / traffic management plan provided addressing public access, delivery access and storage areas, as well as dust and noise controls	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Will a certificate for public use application be required for proposed work within the existing building	
Customer use			FIRE PROTECTION	Entire section N/A <input type="checkbox"/>
Yes	No	N/A		
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Assessment of ex. Buildings MOE from fire analysis of s.112 existing building compliance	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Design documentation is in accordance with IPENZ Practice Note 22	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Documents provide justification that design complies with NZBC	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Acceptable Solutions C/AS1 or C/AS2	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Verification method (VM2) or SED	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Fire engineering brief	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Inspection procedures	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Agreement with engineer to carry out inspections	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Compliance schedule requirements (includes inspection and maintenance)	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Details of all surface finishes	
Customer use			ACCESSIBILITY	Entire section N/A
Yes	No	N/A		
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Access and facilities for disabled persons provided in accordance with Building Act / Building Code requirements and shown on plans	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Accessible route, building entrances, car-parking and signage	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Accessible stairs, ramps and lifts	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Accessible toilets, showers, laundering, kitchens and public counters	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Assessment of as near as is reasonably practicable for existing buildings s.112	