CS19.3 Residential Building Consent Application and Processing Checksheet

QUEENSTOWN LAKES DISTRICT COUNCIL

IMPORTANT INFORMATION FOR THE APPLICANT

1. This checklist is designed to assist the owner, agent and designer with the documentation and level of design information that must be provided with your Building Consent application. The checklist will help ensure that drawings, specifications and other relevant design documents are complete, accurate and are compliant with the New Zealand Building Code.
2. When completing this form please ensure that all sections titled "Applicant to Complete" (orange sections) are filled out in full with the relevant plan or specification page number(s) identified.
3. If any section or specific question is not applicable this can be indicated by selecting the '**N/A**' box.
4. A suitable quality of documentation is required before QLDC will accept an application for processing and granting of a building consent. For further information please refer to the MBIE guidance document: '*Guide to applying for a building consent (residential building).*'
5. The time invested in the preparation of application documentation, including the completion of this checklist, will reduce the likelihood of unnecessary delays and requests for significant amounts of further information.
6. **Failure to provide complete documentation may result in the Building Consent Application being delayed due to RFI requests or refused outright.**
7. The reference (*in italics*) that have been provided relate to the subject of the item to be checked, and may or may not be the specific means of compliance for your project. These references are to paragraphs in the Acceptable Solutions unless specified otherwise.
8. Once completed this checklist should be uploaded along with all other required Building Consent Application files using the QLDC website Sharefile File Transfer Portal

Council Use Only

Consent Number						
Processing start date						
Building Category	☐ **Res1**	☐ **Res2**	☐ **Res3**	☐ **Com1**	☐ **Com2**	☐ **Com3**
Processor's name						

Property Information

Applicant to Complete

Address:					
Description of work:					
E2 Risk Matrix Score:		Note: Highest score of all faces must be provided, even for internal alterations			
Wind Region: *Figure 5.1 NZS 3604*	☒ A	☐ Lee Zone - Note: This applies to upper Lake Hawea area only			
Snow Zone: *Figure 15.1 NZS 3604*	☒ N5		**B2 Exposure zone:** *Figure 4.2 NZS 3604*	☒ B	
Earthquake zone: *Figure 5.4 NZS 3604*	☐ 2	☐ 3	☐ 4		
Altitude:	☐ <400 m	☐ SED (>400 m)	Specify altitude (metres):		
Wind Zone: *Table 5.1 / 5.4 NZS3604*	☐ Low	☐ Medium	☐ High	☐ Very High	☐ Extra High
New Subdivisions:	Do you have Certificate of Title for your new section?			☐ Yes ☐ No	
	If No, it is strongly recommended that you wait until the subdivision certification process is completed before finalising design details and constructing the dwelling. Prior to the subdivision sign-off (224c) individual site requirements may be subject to change. Critical design factors such as site servicing locations, finished floor levels, foundation requirements and building levels may be subject to change when the Consent Notices for your title are confirmed. Please see our "Before you Build" webpage for further information				

Form 2: Application for Project Information Memorandum and/or Building Consent

Applicant to Complete			Council Use Only			
Yes	**N/A**	**Description**	**Yes**	**N/A**	**RFI**	**Reasons for Decisions / Comments**
☐		All sections of Form 2 completed including form signed (Section 2), accurate description of building work (Section 3), Contact details (Sections 4, 5 & 11), Restricted Building Work (RBW) details (Section 6), Means of compliance (Section 8)	☐	☐	☐	
☐		Building Consent Fee Calculator provided (completed by the applicant) with accurate estimate for value of work	☐	☐	☐	
☐		Proof of ownership provided (Certificate of Title (CT), Rates Account, Sale and Purchase Agreement or Lease)				
☐	☐	Letter or email from the owner appointing agent, where an agent has completed the application				

Restricted Building Work (RBW):

Applicant to Complete			Council Use Only			
Yes	**N/A**	**Description**	**Yes**	**N/A**	**RFI**	**Reasons for Decisions / Comments**
☐	☐	Designer/Architect: Memorandum (CODW) provided with LBP /NZRAB number	☐	☐	☐	
☐	☐	Engineer(s): Memorandum (CODW) provided with CPEng number	☐	☐	☐	
☐	☐	Owner exemption: Statutory declaration Form 2B provided (for design and/or build)	☐	☐	☐	

Product Certification

Applicant to Complete			Council Use Only			
Yes	**N/A**	**Description**	**Yes**	**N/A**	**RFI**	**Reasons for Decisions / Comments**
☐	☐	BRANZ / BEAL appraisals If Yes, please list applicable products:	☐	☐	☐	
☐	☐	Codemark Certificates: If Yes, please list applicable products:	☐	☐	☐	

General

Applicant to complete				Council Use Only			
Doc Ref or Page No.	**Yes**	**N/A**	**Description**	**Yes**	**N/A**	**RFI**	**Reasons for Decisions/ Comments**
	☐	☐	Siting dimensions on site plan (minimum 3 dimensions)	☐	☐	☐	
	☐	☐	Finished Ground (FGL) and Floor levels (FFL) shown on site plan/details as per relevant Consent Notice *(refer Figure 7.11 NZS 3604 or Figure 65/Table 18 E2/AS1)*	☐	☐	☐	
	☐	☐	Datum / contours shown demonstrating site drainage requirements can be met	☐	☐	☐	
	☐	☐	All building works shown on site plan (Schedule 1 works **not** included on documentation)	☐	☐	☐	
	☐	☐	Main access to building shown on plans *(required for Code Clause D1)*	☐	☐	☐	

	☐	☐	Public and/or private sewer and stormwater drainage shown on site plan: location, connections, cess pits *(required for Code Clauses E1 & G13)*	☐	☐	☐	

B1 Structure: Landscape Retaining Walls

☐N/A			APPLICANT TO COMPLETE	☐ N/A			COUNCIL USE ONLY
Doc Ref or Page No.	**Yes**	**N/A**	**Description**	**Yes**	**N/A**	**RFI**	**Reasons for Decisions/ Comments**
	☐	☐	Masonry types: ☐ Type B: PS1 & PS3/4 ☐ Type C: ☐ Other (NZS 4229) *(refer to engineer's design guidance statement)* ☐ **CS7.2 form- PS details provided**	☐	☐	☐	
	☐	☐	Construction details provided: footings, wall construction, height *(refer Appendix A NZS 4229:2013 or SED)*	☐	☐	☐	
	☐	☐	Surcharge correctly factored into design *(refer Appendix A, Figure A2 NZS 4229:2013 or SED)*	☐	☐	☐	
	☐	☐	Drainage medium, tanking and protection specified *(refer Appendix A NZS 4229:2013 or SED)*	☐	☐	☐	
	☐	☐	Barrier specified and details provided *(required for Code Clause F4 safety from falling)*	☐	☐	☐	
	☐	☐	Excavations potentially affecting neighbouring properties mitigated *(refer Figure 3.1 NZS 3604)*	☐	☐	☐	

B1 Structure: Slab

☐N/A			APPLICANT TO COMPLETE	☐ N/A			COUNCIL USE ONLY
Doc Ref or Page No.	**Yes**	**N/A**	**Description**	**Yes**	**N/A**	**RFI**	**Reasons for Decisions/ Comments**
	☐	☐	☐ Slab-on-grade ☐ Raft ☐ Suspended Floor *(refer Section 7.5 NZS3604:2011, CodeMark or SED)* ☐ **CS7.2 form- PS details provided**	☐	☐	☐	
	☐	☐	Foundation edge detail(s) with dimensions, reinforcing size and grade and concrete strength *(refer para. 7.5.2 / Figures 7.13 – 7.16 NZS 3604)*	☐	☐	☐	
	☐	☐	Base preparation: sand, hard-fill 75mm min to 600mm max (SED required if >600mm). *(refer para. 7.5.3 NZS 3604).* Damp Proof Membranes (DPM) *(refer para. 7.5.4 – 7.5.7 NZS 3604)* ☐ **CS7.2 form- PS details provided**	☐	☐	☐	
	☐	☐	Slab thickness and reinforcing cover *(refer para. 7.5.8.2 / Figure 7.17 NZS 3604)*	☐	☐	☐	
	☐	☐	Mesh type (i.e. 500 E) and size (i.e. SE62) *(refer para. 2.5 & 7.5.8.3 NZS 3604)*	☐	☐	☐	
	☐	☐	Shrinkage control joints, supplementary reinforcing bars, free joints (max dimension of slab 24 m either way without free joints). *(refer para. 7.5.8.6 / 7.5.1 NZS 3604 & para. 2.1.1 B1/AS1)*	☐	☐	☐	

	☐	☐	Point loads pads / slab thickenings shown on foundation plans *(refer para. 7.5.11 NZS 3604 & check truss plan/SED)*	☐	☐	☐	
	☐	☐	Column/post: foundations/footings *(refer Section 9 Table 9.1 NZS 3604)*	☐	☐	☐	
	☐	☐	Additions to existing slab: connection to existing slab (joint preparation & starters) *(refer BRANZ At the Junction for guidance)*	☐	☐	☐	

B1 Structure: Foundation Wall – Concrete/Masonry

☐N/A			APPLICANT TO COMPLETE	☐ N/A			COUNCIL USE ONLY
Doc Ref or Page No.	**Yes**	**N/A**	**Description**	**Yes**	**N/A**	**RFI**	**Reasons for Decisions/ Comments**
	☐	☐	Masonry types: ☐ Type B: PS1 & PS3/4 ☐ Type C: ☐ Other (NZS 4229) *(refer to engineer's design guidance statement)* ☐ **CS7.2 form- PS details provided**	☐	☐	☐	
	☐	☐	Wall height: minimum, maximum *(refer Section 6.11 NZS 3604 or Section 8 & Appendix A & B NZS 4229)*	☐	☐	☐	
	☐	☐	Steps in foundations (due to ground slope) *(refer Figure 6.12 NZS 3604 / Figure 6.7 NZS 4229)*	☐	☐	☐	
	☐	☐	Vertical and horizontal reinforcing / starters Size, centres *(refer Figures 6.13, 6.14, 6.15 & 6.15 (a) NZS 3604)*	☐	☐	☐	
	☐	☐	Subfloor ventilation *(refer 6.14/Figure 6.11 NZS 3604:2011)*	☐	☐	☐	
	☐	☐	Split level drainage, tanking, strapped, lined *(refer Appendix A NZS4229)*	☐	☐	☐	

B1 Structure: Subfloor Foundation Framing and Bracing

☐N/A			APPLICANT TO COMPLETE	☐ N/A			COUNCIL USE ONLY
Doc Ref or Page No.	**Yes**	**N/A**	**Description**	**Yes**	**N/A**	**RFI**	**Reasons for Decisions/ Comments**
	☐	☐	Pile foundation plan: depth, size, centres, treatment, heights, point loads *(refer Section 6.4 NZS 3604)*	☐	☐	☐	
	☐	☐	Ordinary piles: size, depth, pile height, treatment connections *(refer Section 6.5 NZS 3604)*	☐	☐	☐	
	☐	☐	Driven Piles (SED) *(refer Section 6.6 & 6.7 NZS 3604)* ☐ **CS7.2 form- PS details provided**	☐	☐	☐	
	☐	☐	Braced / Anchor piles: footing size, pile height, connections *(refer Section 6.8 - 6.9)*	☐	☐	☐	
	☐	☐	Subfloor bracing calculations: zone, demand, capacity *(refer Section 5.5 NZS 3604)*	☐	☐	☐	
	☐	☐	Subfloor bracing plan: type, location, length, 5.0m centres max, 4 bracing elements minimum, evenly distributed *(refer para. 5.5.2.1 NZS 3604)*	☐	☐	☐	

	☐	☐	2-storey (height versus width) *(refer para. 5.5.3.2 NZS3604)*	☐	☐	☐	
	☐	☐	Diaphragms >100 BUs, location, limitations *(refer para. 5.6.1 & 7.3 NZS 3604)*	☐	☐	☐	
	☐	☐	Bearers: size, centres, treatment, span, point loads, cantilever, loading, fixing to foundation walls *(refer para. 6.12 NZS 3604)*	☐	☐	☐	
	☐	☐	Joists: size, centres, span, point loads, cantilever, loading, penetrations *(refer para. 7.1 NZS 3604)*	☐	☐	☐	
	☐	☐	Lateral support mid-span, blocking, bracing lines *(refer para. 7.1.2 NZS 3604)*	☐	☐	☐	
	☐	☐	Cantilever joist (2.4m maximum wall height), support for load bearing walls *(refer para. 7.1.5 NZS 3604)*	☐	☐	☐	
	☐	☐	Flooring thickness, clearances, type *(refer para. 7.2 NZS 3604)*	☐	☐	☐	
	☐	☐	Base cladding: type, support, access, ventilation, crawlspace (450 mm minimum), vermin proofing, obstructions, large area, limited cross flow *(refer para. 6.14 NZS 3604)*	☐	☐	☐	

B1 Structure: Mid-Floor

☐N/A			APPLICANT TO COMPLETE	☐ N/A			COUNCIL USE ONLY
Doc Ref or Page No.	**Yes**	**N/A**	**Description**	**Yes**	**N/A**	**RFI**	**Reasons for Decisions/ Comments**
	☐	☐	Mid floor type: timber floor joist, suspended concrete slab, SED etc. *(refer para. 7.1.3 NZS 3604)*	☐	☐	☐	
	☐	☐	Floor joists: cantilever, floor load, penetrations, treatment, size, centres, span, point loads *(refer para. 7.1 NZS 3604)*	☐	☐	☐	
	☐	☐	Flooring type and diaphragm (if applicable) *(refer para. 7.2 & 7.3.1 / 7.3.4 NZS 3604)*	☐	☐	☐	

B1 Structure: Deck Construction (ground floor or external decks above ground floor)

☐N/A			APPLICANT TO COMPLETE	☐ N/A			COUNCIL USE ONLY
Doc Ref or Page No.	**Yes**	**N/A**	**Description**	**Yes**	**N/A**	**RFI**	**Reasons for Decisions/ Comments**
	☐	☐	Deck piles: layout, size, footing depth, centres, treatment, height, connections *(refer para. 6.4 NZS 3604)*	☐	☐	☐	
	☐	☐	Subfloor deck bracing (if projects >2.0m from the building) *(refer para. 7.4.2 & Table 5.8 NZS 3604)*	☐	☐	☐	
	☐	☐	Bearers: size, span, treatment, *(refer Table 6.4 (b) NZS 3604)*	☐	☐	☐	
	☐	☐	Joists: 2.0 kPa, size, span, centres, cantilever, saddle flashings *(refer Table 7.1 (b) NZS 3604)*	☐	☐	☐	
	☐	☐	Decking: material, type, fixings, treatment, finished floor level *(refer para. 7.4.3 NZS 3604)*	☐	☐	☐	
	☐	☐	Stringer: stair construction / deck stringer, size, span, fixings, air-gap (*refer para. 6.13 NZS 3604)*	☐	☐	☐	

B1 Structure: Framing – Lower of two

☐N/A			APPLICANT TO COMPLETE	☐ N/A			COUNCIL USE ONLY
Doc Ref or Page No.	Yes	N/A	Description	Yes	N/A	RFI	Reasons for Decisions/ Comments
	☐	☐	Bottom plate: fixings and centres , DPC *(refer Para 8.7.2 / 7.5.12 NZS 3604)*	☐	☐	☐	
	☐	☐	Studs and trimmers: size, treatment, height, centres, point loads *(refer para. 8.5 & 8.6.2 NZS 3604 and/or prenail manufacturer documentation)*	☐	☐	☐	
	☐	☐	Lintels / beams: point loads, fixing details, size, span, uplift, cantilever *(refer para. 8.6, Table 8.10, Figure 8.8 NZS 3604 and/or prenail manufacturer documentation)*	☐	☐	☐	
	☐	☐	Posts size, height, treatment, connection to beam and footing *(refer Section 9 NZS 3604)*	☐	☐	☐	

B1 Structure: Framing – Ground or Upper Floor

☐N/A			APPLICANT TO COMPLETE	☐ N/A			COUNCIL USE ONLY
Doc Ref or Page No.	Yes	N/A	Description	Yes	N/A	RFI	Reasons for Decisions/ Comments
	☐	☐	Top plate: size, point loads *(refer para. 8.7.1 NZS 3604)*	☐	☐	☐	
	☐	☐	Bottom plate: fixings and centres , DPC *(refer para. 8.7.2 / 7.5.12 NZS 3604)*	☐	☐	☐	
	☐	☐	Studs and trimmers: size, treatment, height, centres, point loads *(refer para 8.5 & 8.6.2 NZS 3604 and/or prenail manufacturer documentation)*	☐	☐	☐	
	☐	☐	Gable end framed for cladding *(refer Figure 8.2 & Table 8.4 NZS 3604)*	☐	☐	☐	
	☐	☐	Lintels / beams: point loads, fixing details, size, span, uplift, cantilever *(refer para 8.6.1.1, Table 8.9, Figure 8.7 NZS 3604 and/or prenail manufacturer documentation)*	☐	☐	☐	
	☐	☐	Posts: size, height, treatment, connection to beam and footing *(refer Section 9 NZS 3604)*	☐	☐	☐	

B1 Structure: Wall Bracing (all floors)

☐N/A			APPLICANT TO COMPLETE	☐ N/A			COUNCIL USE ONLY
Doc Ref or Page No.	Yes	N/A	Description	Yes	N/A	RFI	Reasons for Decisions/ Comments
	☐	☐	Wall bracing calculations: wind zone, demand, capacity *(refer 5.2 & 5.3 NZS 3604 or GIB Ezybrace Calculations/SED)*	☐	☐	☐	
	☐	☐	Wall bracing plan: type, location, length of bracing elements	☐	☐	☐	
	☐	☐	Bracing capacity external walls >100 BUs, 50% demand, 15 BUs/m *(refer para. 5.4.3 & 5.4.7 NZS 3604)*	☐	☐	☐	
	☐	☐	Bracing capacity internal walls >100 BUs, 50% total demand *(refer para. 5.4.3 & 5.4.7 NZS 3604)*	☐	☐	☐	
	☐	☐	Location of bracing elements (6.0 m centres), evenly distributed, wings, blocks, split or	☐	☐	☐	

	☐	☐	discontinuous levels, wet areas (not behind showers and baths) *(refer para. 5.1.5 & 5.4.3 - 5.4.7 NZS 3604)*	☐	☐	☐	
	☐	☐	Dragon ties: to extend bracing lines to 7.5 m, >100 BUs, location *(refer para. 8.3.3 & Figure 8.1 NZS 3604)*	☐	☐	☐	
	☐	☐	Ceiling diaphragm: to extend bracing lines to 12 m, >100 BUs, location, limitations, penetrations *(refer para. 5.6 & 13.5 NZS 3604)*	☐	☐	☐	

B1 Structure: Roof and Ceiling Framing

☐N/A			APPLICANT TO COMPLETE	☐ N/A			COUNCIL USE ONLY
Doc Ref or Page No.	**Yes**	**N/A**	**Description**	**Yes**	**N/A**	**RFI**	**Reasons for Decisions/ Comments**
	☐	☐	Roof: pitched, trussed and pitch (degrees)	☐	☐	☐	
	☐	☐	Trusses: Design Statement, software statement, truss layout ☐ **CS7.2 form- PS1 details provided**	☐	☐	☐	
	☐	☐	Rafters / ridge beam(s): size, span, support, treatment, fixings *(refer Section 10 & 15 NZS 3604)*	☐	☐	☐	
	☐	☐	Membrane roof framing (rafters) size, span, centres, fixings, fall *(refer Section 10 NZS3604 & 8.5 E2/AS1)*	☐	☐	☐	
	☐	☐	Roof bracing *(refer para. 10.3 & 10.4 NZS 3604)*	☐	☐	☐	
	☐	☐	Purlins or tile battens, size, span, treatment, centres, fixings *(refer Table 15.9 & 15.10 NZS 3604)*	☐	☐	☐	
	☐	☐	Ceiling joists: size, span and spacing *(refer Table 10.3 NZS3604)*	☐	☐	☐	
	☐	☐	Ceiling battens: size, span, centres, fixings, ceiling lining *(refer para. 13.2 NZS 3604)*	☐	☐	☐	

B2 Durability

B2 Durability must always be considered when demonstrating compliance with each of the clauses of the Building Code. In other words, it ensures that a building will continue to satisfy the performance of the Building Code throughout its specified intended life.

Under the clause, building materials, components and construction methods are required to be sufficiently durable. They must ensure that the building, without reconstruction or major renovation, continues to satisfy the other functional requirements of the Building Code throughout its life. B2 specifies minimum durability periods building elements must meet with only normal maintenance, being not less than 50, 15 or 5 years.

C1- C6 Protection from Fire

☐N/A			APPLICANT TO COMPLETE	☐ N/A			COUNCIL USE ONLY
Part 1: General							
Doc Ref or Page No.	**Yes**	**N/A**	**Description**	**Yes**	**N/A**	**RFI**	**Reasons for Decisions/ Comments**
	☐	☐	Risk group & scope *(refer Table 1.1 & para. 1.1.1)*	☐	☐	☐	

	☐	☐	Alterations & Change of use *(refer para 1.3 & Section 112 & 115 Building Act)*	☐	☐	☐	
Part 2: Firecells, Fire Safety Systems & FRR							
Doc Ref or Page No.	**Yes**	**N/A**	**Description**	**Yes**	**N/A**	**RFI**	**Reasons for Decisions/ Comments**
	☐	☐	Number of firecells *(refer para. 2.1)*	☐	☐	☐	
	☐	☐	Fire safety system specified *(refer para. 2.2 & Table 2.1)*	☐	☐	☐	
	☐	☐	Fire Resistance Rating (FRR) values stated *(refer para. 2.3) 30/30/30 min*	☐	☐	☐	
Part 3: Means of Escape							
	☐	☐	Dead end open path (DEOP) & Total open path (TOP) *(refer para. 3.4 & Table 3.2)*	☐	☐	☐	
Part 4: Control of Internal Fire & Smoke spread							
	☐	☐	Fire separations between household units *(refer para. 4.1, min FRR 30/30/30)*	☐	☐	☐	
	☐	☐	FRR construction details provided (i.e. roof to walls, fire rating to eaves)	☐	☐	☐	
	☐	☐	Penetration details provided (i.e. flush boxes, downlights where in a fire rated ceiling)	☐	☐	☐	
	☐	☐	Structural stability, pre & post fire established for any upper level separate dwelling *(refer C6 – Structural Stability)*	☐	☐	☐	
	☐	☐	Surface finishes: foamed plastics or combustible materials, Group # ≤3 *(refer para. 4.2 & 4.3)*	☐	☐	☐	
Part 5: External Fire Spread							
	☐	☐	External fire rated walls needed (FRR 30/30/30 min) or sprinkler system installed *(<1 m to boundary, multi-unit dwelling one above the other ≤ 5 m to boundary, <2 m between two firecells containing sleeping groups - distance measured from cladding) (refer para. 5.1)*	☐	☐	☐	
	☐	☐	Roof Projections (where <650 mm to boundary) *(refer para. 5.2)*	☐	☐	☐	
	☐	☐	Protection from a lower roof in multi-unit dwellings (5/9 rule – 5 m roof or 9 m wall fire rate or sprinklered) *(refer para. 5.3)*	☐	☐	☐	
	☐	☐	Exterior surface finishes (<1 m - boundary and any height or >1m - boundary height >10 m or sprinklered) *(refer para. 5.4 & Table 5.1)*	☐	☐	☐	
	☐	☐	Carport and similar construction *(refer para. 5.5)*	☐	☐	☐	
Part 6: Firefighting. Fire Service Access							
	☐	☐	Multi-unit dwellings where >2 units	☐	☐	☐	
Part 7: Prevention of Fire Occurring							
	☐	☐	Solid fuel appliances *(refer 7.1 C/AS1 or C1/VM1)* *Refer to SBCG 19SF form for guidance*	☐	☐	☐	

	☐	☐	Gas burner *(refer para. 7.2)*	☐	☐	☐	
	☐	☐	Oil fire *(refer para. 7.3)* *Refer to SBCG 19LF form for guidance*	☐	☐	☐	
	☐	☐	Downlights *(refer para. 7.4)*	☐	☐	☐	
	☐	☐	Open fire *(refer para. 7.5)*	☐	☐	☐	

D1 Access Routes (Internal and External)

☐N/A			APPLICANT TO COMPLETE	☐ N/A			COUNCIL USE ONLY
External Access							
Doc Ref or Page No.	**Yes**	**N/A**	**Description**	**Yes**	**N/A**	**RFI**	**Reasons for Decisions/ Comments**
	☐	☐	Stairs/steps: slip resistance, tread, pitch, riser, surface *(refer Sections 2.0 & 4.0)*	☐	☐	☐	
	☐	☐	Landings: top, middle and bottom of stairs and ramps *(refer para. 3.3 & 4.3)*	☐	☐	☐	
	☐	☐	Handrails: provided to stairs > 3 risers, profile height *(refer para. 6.0)*	☐	☐	☐	
Internal Access							
	☐	☐	Stairwell: height, width *(refer para. 1.4.1 & Section. 4.2)*	☐	☐	☐	
	☐	☐	Internal stairs/steps: tread, pitch, riser, slip resistance *(refer Sections 2.0 & 4.0)*	☐	☐	☐	
	☐	☐	Landings: top, middle and bottom of stairs and ramps *(refer para. 3.3 & 4.3)*	☐	☐	☐	
	☐	☐	Fixed ladders: access to infrequently used spaces *(refer Section 5.0)*	☐	☐	☐	
	☐	☐	Handrails provided to stairs > 3 risers, profile, height *(refer para 6.0)*	☐	☐	☐	

D2 Mechanical installations for access (Lifts or Cable Cars)

☐N/A			APPLICANT TO COMPLETE	☐ N/A			COUNCIL USE ONLY
Doc Ref or Page No.	**Yes**	**N/A**	**Description**	**Yes**	**N/A**	**RFI**	**Reasons for Decisions/ Comments**
	☐	☐	Design calculations and specifications ☐ **CS7.2 form- PS details updated**	☐	☐	☐	

E1 Surface Water

☐N/A			APPLICANT TO COMPLETE	☐ N/A			COUNCIL USE ONLY
Doc Ref or Page No.	**Yes**	**N/A**	**Description**	**Yes**	**N/A**	**RFI**	**Reasons for Decisions/ Comments**
	☐	☐	Sediment/erosion control plan provided where appropriate *(steeply sloping sites, small disturbed areas or low slope angles where affecting other property QLDC Guidance Document Earthworks)*	☐	☐	☐	

	☐	☐	Stormwater type: Council reticulation, private reticulation, soak pit etc.	☐	☐	☐	
	☐	☐	Soak pit design (if applicable): onsite testing results, calculations, type and size of soak pit *(refer 9.0 E1/VM1 or SED)*	☐	☐	☐	
	☐	☐	Finished floor level of suspended floors or slabs checked in relation to surrounding land and road crown *(refer to 2.0 E1/AS1)*	☐	☐	☐	
	☐	☐	Provision for surface water runoff sloping sites *(refer para. 3.6, 6.14.3, 6.14.5, Figure 6.21 & 7.5.2.2 NZS 3604)*	☐	☐	☐	
	☐	☐	Stormwater drainage size and gradient *(refer 3.2 & 3.4 E1/AS1)*	☐	☐	☐	
	☐	☐	Stormwater run-off - paved areas >10 m² where run off will affect other property i.e. roadway/neighbours *(refer 3.6 E1/AS1)*	☐	☐	☐	
	☐	☐	Access for maintenance (rodding points/inspection points etc.) *(refer 3.7 E1/AS1)*	☐	☐	☐	
	☐	☐	Downpipes, external & internal gutter size, distribution, spreaders (to lower roof) *(refer Sections 4.0 & 5.0 E1/AS1)*	☐	☐	☐	
	☐	☐	Strip drain/channel drain: connection into stormwater with silt trap or similar prior *(refer 3.2 E1/AS1)*	☐	☐	☐	
	☐	☐	Public drains affected / approval, easement created or required *(refer to Certificate of Title & GIS Mapping)*	☐	☐	☐	

E2 External Moisture							
☐N/A		**APPLICANT TO COMPLETE**		**☐ N/A**			**COUNCIL USE ONLY**
Doc Ref or Page No.	**Yes**	**N/A**	**Description**	**Yes**	**N/A**	**RFI**	**Reasons for Decisions/ Comments**
Roof/Wall Junctions							
	☐	☐	Soffit to wall junction *(refer para. 5.3)*	☐	☐	☐	
Parapets							
	☐	☐	Parapets / enclosed barriers: framing, cap, drainage, junctions, slope *(refer Section 6.0)*	☐	☐	☐	
Decks and Pergolas							
	☐	☐	Thresholds for decks *(refer para. 7.1)*	☐	☐	☐	
	☐	☐	Attachments to building structure (deck/pergola) *(refer para. 7.2)*	☐	☐	☐	
	☐	☐	Level thresholds *(refer para. 7.3)*	☐	☐	☐	
	☐	☐	Enclosed balustrades *(refer para. 7.4)*	☐	☐	☐	
	☐	☐	Membrane deck: thickness, fall, substrate, support, drainage, junction to wall and rainwater head and scupper *(refer para. 8.5)* ☐ **CS7.2 form- PS details provided**	☐	☐	☐	
Roof Claddings							
	☐	☐	Roof underlay type with product specification provided/CodeMark certificate/BRANZ appraisal *(refer para. 8.15)*	☐	☐	☐	

	☐	☐	Roof cladding type(s), roof pitch, compatibility of materials *(refer para. 8.2 – 8.5 depending on roof cladding, Table 21/22 Material Tables)* ☐ E2/AS1 ☐ E2/AS2 ☐ E2/AS3 ☐ Alternative Solution ☐ CodeMark	☐	☐	☐	
	☐	☐	Membrane roof: thickness, substrate, support and rainwater head and scupper *(refer para. 8.5)* ☐ **CS7.2 form- PS details provided**	☐	☐	☐	
	☐	☐	Roof flashings: change in pitch, eaves/verge (membrane roof), roof/wall ridge, barge, fascia, apron flashings (transverse & parallel), gutter/wall junction *(refer Section 4.0 & para. 8.2 – 8.5)*	☐	☐	☐	
	☐	☐	Gutters: internal gutters, valley gutters and hidden gutters *(refer para. 8.16 & para. 8.2 – 8.5)*	☐	☐	☐	
	☐	☐	Roof penetrations: small pipes (terminal vent/roof ventilation), soaker flashings (flue or similar) other penetrations skylights/chimney (*refer para. 8.1.7 & para. 8.2 - 8.5)*	☐	☐	☐	

Wall Claddings

Doc Ref or Page No.	Yes	N/A	Description	Yes	N/A	RFI	Reasons for Decisions/ Comments
	☐	☐	Bottom of cladding: detail and clearances to ground, deck, roof *(refer 9.1.3 & 9.2 – 9.9 depending on cladding type)*	☐	☐	☐	
	☐	☐	Cladding underlay/air barrier: type, compatibility, strapping *(refer para. 9.1.4 & 9.1.7)*	☐	☐	☐	
	☐	☐	Drained cavity: batten size, horizontal/vertical battens, treatment, vermin proof *(refer para. 9.1.8)*	☐	☐	☐	
	☐	☐	Wall cladding type(s), suitable for risk score, compatibility of materials, product specifications provided/CodeMark certificate/BRANZ appraisal *(refer Section 9.0, Table 21/22 Material Tables)* ☐ E2/AS1 ☐ E2/AS2 ☐ E2/AS3 ☐ Alternative Solution ☐ CodeMark	☐	☐	☐	
	☐	☐	Masonry veneer: walls ties and lintels *(refer para. 9.27 & 9.2.9)*	☐	☐	☐	
	☐	☐	Penetrations: pipes/services, meterbox/gas califont and inter storey junctions *(refer para. 9.1.9)*	☐	☐	☐	
	☐	☐	Wall junction details: external/internal corners, change of cladding junction, control joints *(refer para. 9.2 – 9.9 as applicable)*	☐	☐	☐	
	☐	☐	Window construction specified (timber, aluminium, other) ☐ NZS4211-E2/AS1 ☐ Alternative Solution	☐	☐	☐	
	☐	☐	Window /door and garage door details: head, sill and jamb *(refer para. 9.2 – 9.9 as applicable)*	☐	☐	☐	

E3 Internal Moisture

☐ N/A			APPLICANT TO COMPLETE	☐ N/A			COUNCIL USE ONLY
Doc Ref or Page No.	**Yes**	**N/A**	**Description**	**Yes**	**N/A**	**RFI**	**Reasons for Decisions/ Comments**
	☐	☐	Thermal resistance: R-values for wall, roof and ceilings for specified construction and thermal break for steel framing *(refer para 1.1)*	☐	☐	☐	

	☐	☐	Overflow (preventing damage to adjoining household unit) *(refer para. 2.0)*	☐	☐	☐	
	☐	☐	Watersplash (wet areas - kitchen, laundry, bathrooms/WC) surface finishes (wall, floor, bath and shower enclosures) and fixture to wall junction details (bath/shower) *(refer para. 3.0)*	☐	☐	☐	
	☐	☐	Tiled showers: waterproofing membrane specifications, substrate specified, junctions and fall to waste *(refer para. 3.3.1, 3.3.5 & Figure 5)* ☐ **CS7.2 form- PS details provided**	☐	☐	☐	
	☐	☐	Skillion roof ventilation details: path, proprietary system details, min 25 mm gap between insulation and underlay (refer BRANZ guidance)	☐	☐	☐	

F1 Hazardous Agents on Site

Doc Ref or Page No.	Yes	N/A	Description	Yes	N/A	RFI	Reasons for Decisions/ Comments
	☐	☐	Contamination indicated on PIM/PIC *(refer F1/VM1, Health and Safety at Work (Hazardous Substances) Regulations)*	☐	☐	☐	

F2 Hazardous Building Materials

Doc Ref or Page No.	Yes	N/A	Description	Yes	N/A	RFI	Reasons for Decisions/ Comments
	☐	☐	Glazing specifications provided for windows/doors and barriers (i.e. shown on elevations or window/door schedule provided) *(refer para 1.0 F2/AS1 - Table 1, 7, 8 & Figure A4 NZS4223.3)*	☐	☐	☐	
	☐	☐	Asbestos products especially in additions / alterations pre 1990 on PIM/PIC *(refer para. 2.0)*	☐	☐	☐	

F4 Safety from Falling

☐N/A			APPLICANT TO COMPLETE	☐ N/A			COUNCIL USE ONLY
Doc Ref or Page No.	**Yes**	**N/A**	**Description**	**Yes**	**N/A**	**RFI**	**Reasons for Decisions/ Comments**
	☐	☐	Barrier construction, SED (i.e. glazing/proprietary system covered by PS1), materials, fixings, durability, openings, height (stairs, floors, balconies, decks) *(refer para. 1.0)*	☐	☐	☐	
	☐	☐	Barrier design: MBIE Guidance on Barrier Design ☐ SED ☐ Other ☐ **CS7.2 form- PS details provided**	☐	☐	☐	
	☐	☐	Opening windows: where fall height >1.0m from inside floor level = window lower edge 760mm above floor level or restrictors if opening width <1.0m. If width >1.0 m = barrier provided as per Table 1. *(refer para. 2.1.1 & 2.1.2)*	☐	☐	☐	

F5 Construction & Demolition Hazards

Doc Ref or Page No.	Yes	N/A	Description	Yes	N/A	RFI	Reasons for Decisions/ Comments
	☐	☐	Work-site barriers *(refer para. 1.0 & Table 1)*	☐	☐	☐	

F7 Warning Systems

Doc Ref	Yes	N/A	Description	Yes	N/A	RFI	Reasons for Decisions/ Comments
	☐	☐	Smoke alarms or other systems shown on plan: type, location. *(refer para. 1.1 & 3.0)*	☐	☐	☐	

F8 Signs

Doc Ref	Yes	N/A	Description	Yes	N/A	RFI	Reasons for Decisions/ Comments
	☐	☐	Only required for multi-unit dwelling with shared means of escape *(refer F8.2)*	☐	☐	☐	

F9 Restricting Access to Residential Pools

Doc Ref	Yes	N/A	Description	Yes	N/A	RFI	Reasons for Decisions/ Comments
	☐	☐	Pool barriers: surrounding pool, on property boundary, balconies projecting into immediate pool area, pool wall, strength *(refer para. 2.0)*	☐	☐	☐	
	☐	☐	Gates in pool barriers *(refer para. 3.0)*	☐	☐	☐	
	☐	☐	Building wall forming the pool barrier *(refer para. 4.0)*	☐	☐	☐	

G1 Personal Hygiene

Doc Ref	Yes	N/A	Description	Yes	N/A	RFI	Reasons for Decisions/ Comments
	☐	☐	Basins provided within the WC space or in an adjacent space *(refer para. 3.3.1)*	☐	☐	☐	
	☐	☐	Minimum room size (WC) *(refer para. 3.1.1 & Figure 4)*	☐	☐	☐	

G2 Laundering

Doc Ref	Yes	N/A	Description	Yes	N/A	RFI	Reasons for Decisions/ Comments
	☐	☐	Laundering facilities provided *(refer para. 1.3 & 1.0)*	☐	☐	☐	
	☐	☐	Minimum space *(refer para. 1.2.1)*	☐	☐	☐	

G3 Food Preparation and Prevention of Contamination

Doc Ref	Yes	N/A	Description	Yes	N/A	RFI	Reasons for Decisions/ Comments
	☐	☐	Domestic appliances and facilities: kitchen – sink, cooker, food storage *(refer para. 1.1-1.3)*	☐	☐	☐	
	☐	☐	Minimum space *(refer para. 1.5)*	☐	☐	☐	

G4 Ventilation

☐ N/A		APPLICANT TO COMPLETE		☐ N/A			COUNCIL USE ONLY
Doc Ref	**Yes**	**N/A**	**Description**	**Yes**	**N/A**	**RFI**	**Reasons for Decisions/ Comments**
	☐	☐	Laundry, WC, ensuite, bathroom, kitchen – natural or mechanical *(refer G4.3.3)*	☐	☐	☐	
	☐	☐	Natural ventilation 5% of floor area *(refer para. 1.2)*	☐	☐	☐	

	☐	☐	Mechanical ventilation – ventilation path and termination point shown. Ensure no mixing of groups (e.g bathroom and kitchen) *(refer para. 1.5 or SED)*	☐	☐	☐	
	☐	☐	Ventilation for gas appliances: hob, califont *(refer para. 2.0 and 3.0)*	☐	☐	☐	

G6 Airborne and Impact Sound

Doc Ref or Page No.	Yes	N/A	Description	Yes	N/A	RFI	Reasons for Decisions/ Comments
	☐	☐	STC/IIC 55 between household units: type, system, construction details *(refer G6.3.1 (STC) / G6.3.2 (IIC) and para. 1.0)*	☐	☐	☐	

G7 Natural light

Doc Ref or Page No.	Yes	N/A	Description	Yes	N/A	RFI	Reasons for Decisions/ Comments
	☐	☐	Vertical openings (windows/doors) in external walls (10% of floor area) *(refer para. 1.0)*	☐	☐	☐	
	☐	☐	Restricted natural light *(refer para 1.0.2 – 1.0.4)*	☐	☐	☐	
	☐	☐	Awareness of the outside environment *(refer para. 2.0)*	☐	☐	☐	

G8 Artificial light

Doc Ref or Page No.	Yes	N/A	Description	Yes	N/A	RFI	Reasons for Decisions/ Comments
	☐	☐	Artificial lighting provided in dwelling access route(s) in the absence of natural light – electrical plan or notes provided *(refer G8.2 & G8.3)*	☐	☐	☐	
	☐	☐	Common spaces & exit ways in multi-unit dwellings *(refer G8.2)*	☐	☐	☐	

G9 Electricity

Doc Ref or Page No.	Yes	N/A	Description	Yes	N/A	RFI	Reasons for Decisions/ Comments
	☐	☐	Electrical installations *(refer G9/VM1, G9/AS1)* ☐ **CS7.2 form- PS details provided**	☐	☐	☐	Electrical Certification to be provided at CCC

G10 – G11 Piped Services & Gas as an Energy Source

Doc Ref or Page No.	Yes	N/A	Description	Yes	N/A	RFI	Reasons for Decisions/ Comments
	☐	☐	Gas appliances specifications e.g. fireplace, water heater ☐ **CS7.2 form- PS details provided**	☐	☐	☐	
	☐	☐	Flue terminal location *(refer Figure 6.2 AS/NZS5601.1)*	☐	☐	☐	
	☐	☐	Size and location of gas cylinders in relation to windows, doors, drains and other openings *(refer Figure J3 & J4 AS/NZS 5601.1)*	☐	☐	☐	

G12 Water supplies

☐N/A			APPLICANT TO COMPLETE	☐ N/A			COUNCIL USE ONLY
Doc Ref or Page No.	**Yes**	**N/A**	**Description**	**Yes**	**N/A**	**RFI**	**Reasons for Decisions/ Comments**
	☐	☐	Hot and cold water supply (potable) ☐ G12/AS1 ☐ G12/AS2 ☐ G12/VM1	☐	☐	☐	
	☐	☐	Supply type: town, rainwater, bore, other water supply (potable)	☐	☐	☐	
	☐	☐	Water supply: access, support, overflow, HWC / header if tank in roof space *(refer para. 5.0)*	☐	☐	☐	
	☐	☐	Hot water supply system: type (electric, gas, solar), size, schematic, safe tray *(refer para. 6.0 & Figures 7-10 & 12)*	☐	☐	☐	
	☐	☐	Seismic restraint of storage water heaters (HWC) *(refer para. 6.11.4 / Figure 14)*	☐	☐	☐	
	☐	☐	Wetback pipework & tempering valve installation *(refer para. 6.13 / Figure 15 & 16)*	☐	☐	☐	

G13 Foul Water (Sanitary Plumbing and Drainage)

☐N/A			APPLICANT TO COMPLETE	☐ N/A			COUNCIL USE ONLY
Part 1: Plumbing							
Doc Ref or Page No.	**Yes**	**N/A**	**Description**	**Yes**	**N/A**	**RFI**	**Reasons for Decisions/ Comments**
	☐	☐	Plumbing system identified ☐ G13/AS1 ☐ G13/AS3 ☐ Other	☐	☐	☐	
	☐	☐	Waste length to floor waste gully *(refer para. 4.6.7 / Table 4.6.7.2 AS/NZS 3500.2 or 3.4 G13/AS1)*	☐	☐	☐	
	☐	☐	Waste pipe diameter, length, material and gradients *(refer Table 6.2 (A), 6.5.1 & Appendix C AS/NZS 3500.2 or Table 2 & 4 G13/AS1)*	☐	☐	☐	
Stack System							
Doc Ref or Page No.	**Yes**	**N/A**	**Description**	**Yes**	**N/A**	**RFI**	**Reasons for Decisions/ Comments**
	☐	☐	Schematic provided for any stack system	☐	☐	☐	
	☐	☐	☐ Fully vented /modified ☐ Single stack plumbing /modified ☐ Suspended drainage principles	☐	☐	☐	
	☐	☐	Stacks, vents & branches: size, gradients & lengths provided *(refer Sections 8 & 9 AS/NZS 3500.2 or 4.7 & 5.0 G13/AS1)*	☐	☐	☐	
	☐	☐	Exclusion zones at base of stacks *(refer 6.7 & Figure 6.5, 7.1 AS/NZS 3500.2 or 4.7.2 G13/AS1)*	☐	☐	☐	
	☐	☐	Mid floor joists/beam layout allow passage of stack/branches	☐	☐	☐	
Part 2: Suspended and Subsoil Drainage							
Doc Ref or Page No.	**Yes**	**N/A**	**Description**	**Yes**	**N/A**	**RFI**	**Reasons for Decisions/ Comments**
	☐	☐	Drainage system identified ☐ G13/AS2 ☐ G13/AS3 ☐ Other	☐	☐	☐	

	☐	☐	Reticulated services: connection to public sewer shown on plans and aligns with QLDC mapping or as-built plans *(refer GIS mapping)*	☐	☐	☐	
	☐	☐	Onsite waste water system: application complete, report, design and calculations provided Onsite Wastewater Disposal Guidance ☐ **AF OSW Application Form completed** ☐ **CS7.2 form – PS details provided**	☐	☐	☐	
	☐	☐	Connection to Council services application provided/required ☐ **Connection to Council Services Form**	☐	☐	☐	
	☐	☐	Council sewer under or within 2.0m of building, engineering approval provided/required ☐ **Building Over Services Application form**	☐	☐	☐	
	☐	☐	Drains entering other properties: Section 75 / easements details provided where applicable. ☐ **AF 13.1 Section 75 Form completed**	☐	☐	☐	
	☐	☐	Schematic provided for above ground suspended drainage	☐	☐	☐	
	☐	☐	Drainage main drain, branches, gradients & lengths provided *(refer Section 3 - 3.3.2, 3.3.2 NZS3500.2 or Table 2 G13/AS2)*	☐	☐	☐	
	☐	☐	Venting of drains: terminal vent and unvented branch drains *(refer para. 3.9, Table 3.9.3.1, 3.10 – 3.12 NZS3500.2 or para. 4.0 G13/AS2)*	☐	☐	☐	
	☐	☐	Overflow relief gullies (ORG)/Gully traps: location and charged *(refer para. 4.6.6 AS/NZS 3500.2 or 3.3 G13/AS2)*	☐	☐	☐	
	☐	☐	Floor waste gullies are charged by fixture in same room or tundish *(refer para. 4.6.7 & 4.6.8 AS/NZS 3500.2 or 3.4.6 G13/AS1)*	☐	☐	☐	
	☐	☐	Access points (i.e. inspection points, rodding points etc.) *(refer Section 4.7 AS/NZS 3500.2 or para 5.7 G13/AS2)*	☐	☐	☐	
	☐	☐	Angle of influence, depth and proximity of drain to building *(refer Section 5 NZS3500.2 or 5.0, Figure 7 & 8 G13/AS2)*	☐	☐	☐	
	☐	☐	Plumbing pipes not running through point load pad or slab thickenings *(cross-check against truss plan or engineering's drawings)*	☐	☐	☐	

G15 Solid Waste (Multi-unit and Group Dwellings ONLY)

Doc Ref or Page No.	Yes	N/A	Description	Yes	N/A	RFI	Reasons for Decisions/ Comments
	☐	☐	Solid waste: capacity, carry distance, storage areas and chutes *(refer para 1.0 – 4.0)*	☐	☐	☐	

H1 Energy Efficiency

Doc Ref or Page No.	Yes	N/A	Description	Yes	N/A	RFI	Reasons for Decisions/ Comments
	☐	☐	Method provided and demonstrates compliance ☐ Schedule ☐ Calculation ☐ Modelling BRANZ H1 Energy Efficiency Support guidance	☐	☐	☐	
	☐	☐	Insulation type and R-values detailed on plans for building elements including subfloor, foundation, walls, ceiling	☐	☐	☐	
	☐	☐	Double glazing specified	☐	☐	☐	

Producer Statements and/or other Certificates

Doc Ref or Page No.	Yes	N/A	Description	Yes	N/A	RFI	Reasons for Decisions/ Comments
	☐	☐	CS7.2 form fully completed with all required Producer Statement information as per above sections detailed (*ref IS25 for guidance*)	☐	☐	☐	
	☐	☐	Copies of all relevant Producer Statements (PS1s/PS2s) provided. Construction monitoring information provided specifying inspections to be carried out by third parties.	☐	☐	☐	☐ **CS7.1 completed**

Applicant Declaration

Declaration: I am satisfied that the Building Consent Application Documents submitted together with this Checklist meet the 'suitable quality' requirements defined in this checklist, and are complete and accurate as required by Section 45 of the Building Act 2004 and Queenstown Lakes District Council.

Name (Print) **Date:**

COUNCIL USE ONLY- FINAL SIGN OFF

APPROVED

☐ **I am satisfied** 'on reasonable grounds' that the Building Consent Documentation to be stamped 'Approved' demonstrates compliance with the Building Code, and the Building Consent/Amendment is approved and ready for granting, as per Section 49 of the Building Act 2004

Processing Officer Sign-off:	**Date**:

REFUSED

☐ **I am NOT satisfied** that the Building Consent Application Documentation received demonstrates compliance with the Building Code, and the Building Consent/Amendment is therefore recommended for **Refusal** under Section 50 of the Building Act 2004

Processing Officer Sign-off:	**Date**:

Supervision Sign Off (if required)

Supervisor Sign-off:	**Date**:

Comments