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| CS19.3 Residential Building Consent Application and Processing Checksheet  | logo |

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| **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)*](https://www.building.govt.nz/assets/Uploads/projects-and-consents/guide-to-applying-for-a-building-consent.pdf)*.*’
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](http://www.qldc.govt.nz/planning/building-consents/apply-online/)
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|  |
| **Council Use Only** |
| **Consent Number**  | Click here to enter text. |
| **Processing start date**  | Click here to enter text. |
| **Building Category** | [ ]  **Res1**   | [ ]  **Res2**   | [ ]  **Res3** | [ ]  **Com1** | [ ]  **Com2** | [ ]  **Com3** |
| **Processor’s name**  | Click here to enter text. |
|  |
| Property Information |
| **Applicant to Complete** |
| **Address:** | Click here to enter text. |
| **Description of work:** | Click here to enter text. |
| **E2 Risk Matrix Score:** | Click to enter text. | Note: Highest score of all faces must be provided, even for internal alterations |
| **Wind Region:***Figure 5.1 NZS 3604* | [x]  A | ☐ Lee Zone - Note: This applies to upper Lake Hawea area only |
| **Snow Zone:***Figure 15.1 NZS 3604* | [x]  N5 | **B2 Exposure zone:***Figure 4.2 NZS 3604* | [x]  B |
| **Earthquake zone:***Figure 5.4 NZS 3604* | [ ]  2 | [ ]  3 | [ ]  4 |
|  **Altitude:** | [ ]  <400 m | [ ]  SED (>400 m)  | Specify altitude (metres): Click here to enter text. |
| **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 website for further information* |
| Form 2: Application for Project Information Memorandum and/or Building Consent  |

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| **Applicant to Complete** | **Council Use Only** |
| **Yes** | **N/A** | **Description** | **Yes** | **N/A** | **RFI** | **Reasons for Decisions / Comments** |
| [ ]  |  | All sections of [Form 2](https://www.qldc.govt.nz/planning/building-consents/application-forms/residentia/) 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)  | [ ]  | [ ]  | [ ]  | Click here to enter text. |
| [ ]  |  | [Building Consent Fee Calculator](https://www.qldc.govt.nz/planning/building-consents/application-forms/residentia/) provided (completed by the applicant) and accurate estimate for value of work | [ ]  | [ ]  | [ ]  | Click here to enter text. |
| [ ]  |  | 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](https://www.lbp.govt.nz/assets/documents/memorandum-certificate-of-design-work.pdf)) provided with LBP /NZRAB number | [ ]  | [ ]  | [ ]  | Click here to enter text. |
| [ ]  | [ ]  | Engineer(s): Memorandum (CODW) provided with CPEng number  | [ ]  | [ ]  | [ ]  | Click here to enter text. |
| [ ]  | [ ]  | Owner exemption: Statutory declaration [Form 2B](https://www.building.govt.nz/projects-and-consents/planning-a-successful-build/scope-and-design/choosing-the-right-people-for-your-type-of-building-work/owner-builder-obligations/) provided (for design and/or build)  | [ ]  | [ ]  | [ ]  | Click here to enter text. |
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| Product Certification |

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| --- | --- |
| **Applicant to Complete** | **Council Use Only** |
| **Yes** | **N/A** | **Description** | **Yes** | **N/A** | **RFI** | **Reasons for Decisions / Comments** |
| [ ]  | [ ]  | [BRANZ / BEAL appraisals](https://www.branz.co.nz/cms_display.php?sn=328&st=1&pg=19308)If Yes, please list applicable products:Click here to enter text. | [ ]  | [ ]  | [ ]  | Click here to enter text. |
| [ ]  | [ ]  | [Codemark Certificates:](https://www.building.govt.nz/building-code-compliance/product-assurance-and-multiproof/codemark/product-certificate-register/)If Yes, please list applicable products Click here to enter text. | [ ]  | [ ]  | [ ]  | Click here to enter text. |
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| General |
| **Applicant to complete** | **Council Use Only** |
| **Doc Ref or Page No.** | **Yes** | **N/A** | **Description** | **Yes** | **N/A** | **RFI** | **Reasons for Decisions/ Comments** |
| Click to enter text | [ ]  | [ ]  | Siting dimensions on site plan (minimum 3 dimensions) | [ ]  | [ ]  | [ ]  | Click here to enter text. |
| Click to enter text | [ ]  | [ ]  | 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)* | [ ]  | [ ]  | [ ]  | Click here to enter text. |
| Click to enter text | [ ]  | [ ]  | Datum / contours shown demonstrating site drainage requirements can be met | [ ]  | [ ]  | [ ]  | Click here to enter text. |
| Click to enter text | [ ]  | [ ]  | All building works shown on site plan ([Schedule 1](http://www.legislation.govt.nz/act/public/2004/0072/latest/DLM5770963.html#DLM5770963) works **not** included on documentation) | [ ]  | [ ]  | [ ]  | Click here to enter text. |
| Click to enter text | [ ]  | [ ]  | Main access to building shown on plans *(required for Code Clause D1)* | [ ]  | [ ]  | [ ]  | Click here to enter text. |
| Click to enter text | [ ]  | [ ]  | Public and/or private sewer and stormwater drainage shown on site plan: location, connections, cess pits *(required for Code Clauses E1 & G13)* | [ ]  | [ ]  | [ ]  | Click here to enter text. |

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| 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** |
| Click to enter text | [ ]  | [ ]  | 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** | [ ]  | [ ]  | [ ]  | Click here to enter text. |
| [ ]  | [ ]  | Construction details provided: footings, wall construction, height*(refer Appendix A NZS 4229:2013 or SED)* | [ ]  | [ ]  | [ ]  | Click here to enter text. |
| [ ]  | [ ]  | Surcharge correctly factored into design*(refer Appendix A, Figure A2 NZS 4229:2013 or SED)* | [ ]  | [ ]  | [ ]  | Click here to enter text. |
| [ ]  | [ ]  | Drainage medium, tanking and protection specified *(refer Appendix A NZS 4229:2013 or SED)* | [ ]  | [ ]  | [ ]  | Click here to enter text. |
| Click to enter text | [ ]  | [ ]  | Barrier specified and details provided*(required for Code Clause F4 safety from falling)* | [ ]  | [ ]  | [ ]  | Click here to enter text. |
| Click to enter text | [ ]  | [ ]  | Excavations potentially affecting neighbouring properties mitigated *(refer Figure 3.1 NZS 3604)* | [ ]  | [ ]  | [ ]  | Click here to enter text. |
|  |  |
| 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** |
| Click to enter text | [ ]  | [ ]  | [ ]  Slab-on-grade [ ]  Raft [ ]  Suspended Floor *(refer Section 7.5 NZS3604:2011, CodeMark or SED)*[ ]  **CS7.2 form- PS details provided** | [ ]  | [ ]  | [ ]  | Click here to enter text. |
| [ ]  | [ ]  | 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)* | [ ]  | [ ]  | [ ]  | Click here to enter text. |
| [ ]  | [ ]  | 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**  | [ ]  | [ ]  | [ ]  | Click here to enter text. |
| [ ]  | [ ]  | Slab thickness and reinforcing cover*(refer para. 7.5.8.2 / Figure 7.17 NZS 3604)* | [ ]  | [ ]  | [ ]  | Click here to enter text. |
| [ ]  | [ ]  | Mesh type (i.e. 500 E) and size (i.e. SE62) *(refer para. 2.5 & 7.5.8.3 NZS 3604)* | [ ]  | [ ]  | [ ]  | Click here to enter text. |
| [ ]  | [ ]  | 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)* | [ ]  | [ ]  | [ ]  | Click here to enter text. |
| [ ]  | [ ]  | Point loads pads / slab thickenings shown on foundation plans*(refer para. 7.5.11 NZS 3604 & check truss plan/SED)* | [ ]  | [ ]  | [ ]  | Click here to enter text. |
| Click to enter text | [ ]  | [ ]  | Column/post: foundations/footings *(refer Section 9 Table 9.1 NZS 3604)* | [ ]  | [ ]  | [ ]  | Click here to enter text. |
| Click to enter text | [ ]  | [ ]  | Additions to existing slab: connection to existing slab (joint preparation & starters) *(refer BRANZ* [*At the Junction*](https://www.buildmagazine.org.nz/articles/show/at-the-junction) *for guidance)*  | [ ]  | [ ]  | [ ]  | Click here to enter text. |
|  |  |
| 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** |
| Click to enter text | [ ]  | [ ]  | 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** | [ ]  | [ ]  | [ ]  | Click here to enter text. |
| [ ]  | [ ]  | Wall height: minimum, maximum *(refer Section 6.11 NZS 3604 or Section 8 & Appendix A & B NZS 4229)* | [ ]  | [ ]  | [ ]  | Click here to enter text. |
| [ ]  | [ ]  | Steps in foundations (due to ground slope) *(refer Figure 6.12 NZS 3604 / Figure 6.7 NZS 4229)*  | [ ]  | [ ]  | [ ]  | Click here to enter text. |
| [ ]  | [ ]  | Vertical and horizontal reinforcing / starters Size, centres *(refer Figures 6.13, 6.14, 6.15 & 6.15 (a) NZS 3604)* | [ ]  | [ ]  | [ ]  | Click here to enter text. |
| [ ]  | [ ]  | Subfloor ventilation *(refer 6.14/Figure 6.11 NZS 3604:2011)*  | [ ]  | [ ]  | [ ]  | Click here to enter text. |
| [ ]  | [ ]  | Split level drainage, tanking, strapped, lined*(refer Appendix A NZS4229)* | [ ]  | [ ]  | [ ]  | Click here to enter text. |
|  |  |
| 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** |
| Click to enter text | [ ]  | [ ]  | Pile foundation plan: depth, size, centres, treatment, heights, point loads *(refer Section 6.4 NZS 3604)* | [ ]  | [ ]  | [ ]  | Click here to enter text. |
| Click to enter text | [ ]  | [ ]  | Ordinary piles: size, depth, pile height, treatment connections *(refer Section 6.5 NZS 3604)* | [ ]  | [ ]  | [ ]  | Click here to enter text. |
| [ ]  | [ ]  | Driven Piles (SED) *(refer Section 6.6 & 6.7 NZS 3604)* [ ] **CS7.2 form- PS details provided** | [ ]  | [ ]  | [ ]  | Click here to enter text. |
| [ ]  | [ ]  | Braced / Anchor piles: footing size, pile height, connections *(refer Section 6.8 - 6.9)* | [ ]  | [ ]  | [ ]  | Click here to enter text. |
| Click to enter text | [ ]  | [ ]  | Subfloor bracing calculations: zone, demand, capacity *(refer Section 5.5 NZS 3604)* | [ ]  | [ ]  | [ ]  | Click here to enter text. |
| [ ]  | [ ]  | Subfloor bracing plan: type, location, length, 5.0m centres max, 4 bracing elements minimum, evenly distributed *(refer para. 5.5.2.1 NZS 3604)* | [ ]  | [ ]  | [ ]  | Click here to enter text. |
| [ ]  | [ ]  | 2-storey (height versus width)*(refer para. 5.5.3.2 NZS3604)* | [ ]  | [ ]  | [ ]  | Click here to enter text. |
| Click to enter text | [ ]  | [ ]  | Diaphragms >100 BUs, location, limitations *(refer para. 5.6.1 & 7.3 NZS 3604)* | [ ]  | [ ]  | [ ]  | Click here to enter text. |
| Click to enter text | [ ]  | [ ]  | Bearers: size, centres, treatment, span, point loads, cantilever, loading, fixing to foundation walls *(refer para. 6.12 NZS 3604)* | [ ]  | [ ]  | [ ]  | Click here to enter text. |
| Click to enter text | [ ]  | [ ]  | Joists: size, centres, span, point loads, cantilever, loading, penetrations *(refer para. 7.1 NZS 3604)* | [ ]  | [ ]  | [ ]  | Click here to enter text. |
| [ ]  | [ ]  | Lateral support mid-span, blocking, bracing lines *(refer para. 7.1.2 NZS 3604)* | [ ]  | [ ]  | [ ]  | Click here to enter text. |
| [ ]  | [ ]  | Cantilever joist (2.4m maximum wall height), support for load bearing walls *(refer para. 7.1.5 NZS 3604)* | [ ]  | [ ]  | [ ]  | Click here to enter text. |
| Click to enter text | [ ]  | [ ]  | Flooring thickness, clearances, type *(refer para. 7.2 NZS 3604)* | [ ]  | [ ]  | [ ]  | Click here to enter text. |
| Click to enter text | [ ]  | [ ]  | Base cladding: type, support, access, ventilation, crawlspace (450 mm minimum), vermin proofing, obstructions, large area, limited cross flow *(refer para. 6.14 NZS 3604)*  | [ ]  | [ ]  | [ ]  | Click here to enter text. |
|  |  |
| 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** |
| Click to enter text | [ ]  | [ ]  | Mid floor type: timber floor joist, suspended concrete slab, SED etc. *(refer para. 7.1.3 NZS 3604)* | [ ]  | [ ]  | [ ]  | Click here to enter text. |
| [ ]  | [ ]  | Floor joists: cantilever, floor load, penetrations, treatment, size, centres, span, point loads *(refer para. 7.1 NZS 3604)* | [ ]  | [ ]  | [ ]  | Click here to enter text. |
| [ ]  | [ ]  | Flooring type and diaphragm (if applicable)*(refer para. 7.2 & 7.3.1 / 7.3.4 NZS 3604)* | [ ]  | [ ]  | [ ]  | Click here to enter text. |
|  |  |
| 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** |
| Click to enter text | [ ]  | [ ]  | Deck piles: layout, size, footing depth, centres, treatment, height, connections *(refer para. 6.4 NZS 3604)*  | [ ]  | [ ]  | [ ]  | Click here to enter text. |
| [ ]  | [ ]  | Subfloor deck bracing (if projects >2.0m from the building) *(refer para. 7.4.2 & Table 5.8 NZS 3604)* | [ ]  | [ ]  | [ ]  | Click here to enter text. |
| [ ]  | [ ]  | Bearers: size, span, treatment, *(refer Table 6.4 (b) NZS 3604)*  | [ ]  | [ ]  | [ ]  | Click here to enter text. |
| [ ]  | [ ]  | Joists: 2.0 kPa, size, span, centres, cantilever, saddle flashings *(refer Table 7.1 (b) NZS 3604)*  | [ ]  | [ ]  | [ ]  | Click here to enter text. |
| [ ]  | [ ]  | Decking: material, type, fixings, treatment, finished floor level *(refer para. 7.4.3 NZS 3604)* | [ ]  | [ ]  | [ ]  | Click here to enter text. |
| [ ]  | [ ]  | Stringer: stair construction / deck stringer, size, span, fixings, air-gap (r*efer para. 6.13 NZS 3604)*  | [ ]  | [ ]  | [ ]  | Click here to enter text. |
|  |  |
| 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** |
| Click to enter text | [ ]  | [ ]  | Bottom plate: fixings and centres , DPC *(refer Para 8.7.2 / 7.5.12 NZS 3604)* | [ ]  | [ ]  | [ ]  | Click here to enter text. |
| Click to enter text | [ ]  | [ ]  | Studs and trimmers: size, treatment, height, centres, point loads *(refer para. 8.5 & 8.6.2 NZS 3604 and/or prenail manufacturer documentation)* | [ ]  | [ ]  | [ ]  | Click here to enter text. |
| Click to enter text | [ ]  | [ ]  | 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)* | [ ]  | [ ]  | [ ]  | Click here to enter text. |
| Click to enter text | [ ]  | [ ]  | Posts size, height, treatment, connection to beam and footing *(refer Section 9 NZS 3604)*  | [ ]  | [ ]  | [ ]  | Click here to enter text. |
|  |  |
| 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** |
| Click to enter text | [ ]  | [ ]  | Top plate: size, point loads *(refer para. 8.7.1 NZS 3604)* | [ ]  | [ ]  | [ ]  | Click here to enter text. |
| Click to enter text | [ ]  | [ ]  | Bottom plate: fixings and centres , DPC *(refer para. 8.7.2 / 7.5.12 NZS 3604)* | [ ]  | [ ]  | [ ]  | Click here to enter text. |
| Click to enter text | [ ]  | [ ]  | Studs and trimmers: size, treatment, height, centres, point loads *(refer para 8.5 & 8.6.2 NZS 3604 and/or prenail manufacturer documentation)*  | [ ]  | [ ]  | [ ]  | Click here to enter text. |
| Click to enter text | [ ]  | [ ]  | Gable end framed for cladding *(refer Figure 8.2 & Table 8.4 NZS 3604)* | [ ]  | [ ]  | [ ]  | Click here to enter text. |
| Click to enter text | [ ]  | [ ]  | 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)*  | [ ]  | [ ]  | [ ]  | Click here to enter text. |
| Click to enter text | [ ]  | [ ]  | Posts: size, height, treatment, connection to beam and footing *(refer Section 9 NZS 3604)*  | [ ]  | [ ]  | [ ]  | Click here to enter text. |
|  |  |
| 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** |
| Click to enter text | [ ]  | [ ]  | Wall bracing calculations: wind zone, demand, capacity. *(refer 5.2 & 5.3 NZS 3604 or GIB Ezybrace Calculations/SED)* | [ ]  | [ ]  | [ ]  | Click here to enter text. |
| Click to enter text | [ ]  | [ ]  | Wall bracing plan: type, location, length of bracing elements | [ ]  | [ ]  | [ ]  | Click here to enter text. |
| Click to enter text | [ ]  | [ ]  | Bracing capacity external walls >100 BUs, 50% demand, 15 BUs/m *(refer para. 5.4.3 & 5.4.7 NZS 3604)* | [ ]  | [ ]  | [ ]  | Click here to enter text. |
| [ ]  | [ ]  | Bracing capacity internal walls >100 BUs, 50% total demand *(refer para. 5.4.3 & 5.4.7 NZS 3604)* | [ ]  | [ ]  | [ ]  | Click here to enter text. |
| Click to enter text | [ ]  | [ ]  | 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)* | [ ]  | [ ]  | [ ]  | Click here to enter text. |
| Click to enter text | [ ]  | [ ]  | Dragon ties: to extend bracing lines to 7.5 m, >100 BUs, location *(refer para. 8.3.3 & Figure 8.1 NZS 3604)* | [ ]  | [ ]  | [ ]  | Click here to enter text. |
| Click to enter text | [ ]  | [ ]  | Ceiling diaphragm: to extend bracing lines to 12 m, >100 BUs, location, limitations, penetrations*(refer para. 5.6 & 13.5 NZS 3604)* | [ ]  | [ ]  | [ ]  | Click here to enter text. |
|  |  |
| 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** |
| Click to enter text | [ ]  | [ ]  | Roof: pitched, trussed and pitch (degrees) | [ ]  | [ ]  | [ ]  | Click here to enter text. |
| Click to enter text | [ ]  | [ ]  | Trusses: Design Statement, software statement, truss layout[ ]  **CS7.2 form- PS1 details provided**  | [ ]  | [ ]  | [ ]  | Click here to enter text. |
| Click to enter text | [ ]  | [ ]  | Rafters / ridge beam(s): size, span, support, treatment, fixings *(refer Section 10 & 15 NZS 3604)* | [ ]  | [ ]  | [ ]  | Click here to enter text. |
| Click to enter text | [ ]  | [ ]  | Membrane roof framing (rafters) size, span, centres, fixings, fall *(refer Section 10 NZS3604 & 8.5 E2/AS1)* | [ ]  | [ ]  | [ ]  | Click here to enter text. |
| Click to enter text | [ ]  | [ ]  | Roof bracing *(refer para. 10.3 & 10.4 NZS 3604)* | [ ]  | [ ]  | [ ]  | Click here to enter text. |
| [ ]  | [ ]  | Purlins or tile battens, size, span, treatment, centres, fixings *(refer Table 15.9 & 15.10 NZS 3604)* | [ ]  | [ ]  | [ ]  | Click here to enter text. |
| Click to enter text | [ ]  | [ ]  | Ceiling joists: size, span and spacing *(refer Table 10.3 NZS3604)* | [ ]  | [ ]  | [ ]  | Click here to enter text. |
| Click to enter text | [ ]  | [ ]  | Ceiling battens: size, span, centres, fixings, ceiling lining *(refer para. 13.2 NZS 3604)* | [ ]  | [ ]  | [ ]  | Click here to enter text. |
|  |  |
| 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** |
| Click to enter text | [ ]  | [ ]  | Risk group & scope *(refer Table 1.1 & para. 1.1.1)* | [ ]  | [ ]  | [ ]  |  Click here to enter text. |
| Click to enter text | [ ]  | [ ]  | Alterations & Change of use *(refer para 1.3 & Section 112 & 115 Building Act)* | [ ]  | [ ]  | [ ]  | Click here to enter text. |
| **Part 2: Firecells, Fire Safety Systems & FRR**  |
| **Doc Ref or Page No.** | **Yes** | **N/A** | **Description** | **Yes** | **N/A** | **RFI** | **Reasons for Decisions/ Comments** |
| Click to enter text | [ ]  | [ ]  | Number of firecells *(refer para. 2.1)* | [ ]  | [ ]  | [ ]  | Click here to enter text. |
| Click to enter text | [ ]  | [ ]  | Fire safety system specified *(refer para. 2.2 & Table 2.1)* | [ ]  | [ ]  | [ ]  | Click here to enter text. |
| Click to enter text | [ ]  | [ ]  | Fire Resistance Rating (FRR) values stated *(refer para. 2.3) 30/30/30 min* | [ ]  | [ ]  | [ ]  | Click here to enter text. |
| **Part 3: Means of Escape** |
| Click to enter text | [ ]  | [ ]  | Dead end open path (DEOP) & Total open path (TOP) *(refer para. 3.4 & Table 3.2)* | [ ]  | [ ]  | [ ]  | Click here to enter text. |
| **Part 4: Control of Internal Fire & Smoke spread** |
| Click to enter text | [ ]  | [ ]  | Fire separations between household units *(refer para. 4.1, min FRR 30/30/30)* | [ ]  | [ ]  | [ ]  | Click here to enter text. |
| [ ]  | [ ]  | FRR construction details provided (i.e. roof to walls, fire rating to eaves)  | [ ]  | [ ]  | [ ]  | Click here to enter text. |
| [ ]  | [ ]  | Penetration details provided (i.e. flush boxes, downlights where in a fire rated ceiling) | [ ]  | [ ]  | [ ]  | Click here to enter text. |
| [ ]  | [ ]  | Structural stability, pre & post fire established for any upper level separate dwelling*(refer C6 – Structural Stability)* | [ ]  | [ ]  | [ ]  | Click here to enter text. |
| [ ]  | [ ]  | Surface finishes: foamed plastics or combustible materials, Group # <3 *(refer para. 4.2 & 4.3)* | [ ]  | [ ]  | [ ]  | Click here to enter text. |
| **Part 5: External Fire Spread**  |
| Click to enter text | [ ]  | [ ]  | 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)*  | [ ]  | [ ]  | [ ]  | Click here to enter text. |
| Click to enter text | [ ]  | [ ]  | Roof Projections (where <650 mm to boundary) *(refer para. 5.2)*  | [ ]  | [ ]  | [ ]  | Click here to enter text. |
| Click to enter text | [ ]  | [ ]  | 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)*  | [ ]  | [ ]  | [ ]  | Click here to enter text. |
| Click to enter text | [ ]  | [ ]  | Exterior surface finishes (<1 m - boundary and any height or >1m - boundary height >10 m or sprinklered) *(refer para. 5.4 & Table 5.1)*  | [ ]  | [ ]  | [ ]  | Click here to enter text. |
| Click to enter text | [ ]  | [ ]  | Carport and similar construction *(refer para. 5.5)* | [ ]  | [ ]  | [ ]  | Click here to enter text. |
| **Part 6: Firefighting. Fire Service Access** |
| Click to enter text | [ ]  | [ ]  | Multi-unit dwellings where >2 units | [ ]  | [ ]  | [ ]  | Click here to enter text. |
| **Part 7: Prevention of Fire Occurring** |
| Click to enter text | [ ]  | [ ]  | Solid fuel appliances *(refer 7.1 C/AS1 or C1/VM1)**Refer to* [*SBCG 19SF*](https://www.qldc.govt.nz/planning/building-consents/application-forms/solid-fuel-heaters/) *form for guidance*  | [ ]  | [ ]  | [ ]  | Click here to enter text. |
| Click to enter text | [ ]  | [ ]  | Gas burner *(refer para. 7.2)* | [ ]  | [ ]  | [ ]  | Click here to enter text. |
| Click to enter text | [ ]  | [ ]  | Oil fire *(refer para. 7.3)**Refer to* [*SBCG 19LF*](https://www.qldc.govt.nz/planning/building-consents/application-forms/solid-fuel-heaters/) *form for guidance* | [ ]  | [ ]  | [ ]  | Click here to enter text. |
| Click to enter text | [ ]  | [ ]  | Downlights *(refer para. 7.4)* | [ ]  | [ ]  | [ ]  | Click here to enter text. |
| Click to enter text | [ ]  | [ ]  | Open fire ­ *(refer para. 7.5)*  | [ ]  | [ ]  | [ ]  | Click here to enter text. |
|  |
| 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** |
| Click to enter text | [ ]  | [ ]  | Stairs/steps: slip resistance, tread, pitch, riser, surface *(refer Sections 2.0 & 4.0)* | [ ]  | [ ]  | [ ]  | Click here to enter text. |
| [ ]  | [ ]  | Landings: top, middle and bottom of stairs and ramps *(refer para. 3.3 & 4.3)* | [ ]  | [ ]  | [ ]  | Click here to enter text. |
| [ ]  | [ ]  | Handrails: provided to stairs > 3 risers, profile height *(refer para. 6.0)* | [ ]  | [ ]  | [ ]  | Click here to enter text. |
| **Internal Access** |
| Click to enter text | [ ]  | [ ]  | Stairwell: height, width *(refer para. 1.4.1 & Section. 4.2)* | [ ]  | [ ]  | [ ]  | Click here to enter text. |
| [ ]  | [ ]  | Internal stairs/steps: tread, pitch, riser, slip resistance *(refer Sections 2.0 & 4.0)* | [ ]  | [ ]  | [ ]  | Click here to enter text. |
| [ ]  | [ ]  | Landings: top, middle and bottom of stairs and ramps *(refer para. 3.3 & 4.3)* | [ ]  | [ ]  | [ ]  | Click here to enter text. |
| [ ]  | [ ]  | Fixed ladders: access to infrequently used spaces*(refer Section 5.0)* | [ ]  | [ ]  | [ ]  | Click here to enter text. |
| [ ]  | [ ]  | Handrails provided to stairs > 3 risers, profile, height *(refer para 6.0)* | [ ]  | [ ]  | [ ]  | Click here to enter text. |
|  |
| 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** |
| Click to enter text | [ ]  | [ ]  | Design calculations and specifications[ ]  **CS7.2 form- PS details updated** | [ ]  | [ ]  | [ ]  | Click here to enter text. |
|  |
| 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** |
| Click to enter text | [ ]  | [ ]  | 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*](https://www.qldc.govt.nz/planning/resource-consents/practice-notes/)*)*  | [ ]  | [ ]  | [ ]  | Click here to enter text. |
| Click to enter text | [ ]  | [ ]  | Stormwater type: Council reticulation, private reticulation, soak pit etc.  | [ ]  | [ ]  | [ ]  | Click here to enter text. |
| [ ]  | [ ]  | Soak pit design (if applicable): onsite testing results, calculations, type and size of soak pit *(refer 9.0 E1/VM1 or SED)* | [ ]  | [ ]  | [ ]  | Click here to enter text. |
| Click to enter text | [ ]  | [ ]  | Finished floor level of suspended floors or slabs checked in relation to surrounding land and road crown *(refer to 2.0 E1/AS1)* | [ ]  | [ ]  | [ ]  | Click here to enter text. |
| Click to enter text | [ ]  | [ ]  | 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)*  | [ ]  | [ ]  | [ ]  | Click here to enter text. |
| Click to enter text | [ ]  | [ ]  | Stormwater drainage size and gradient *(refer 3.2 & 3.4 E1/AS1)* | [ ]  | [ ]  | [ ]  | Click here to enter text. |
| [ ]  | [ ]  | Stormwater run-off - paved areas >10 m² where run off will affect other property i.e. roadway/neighbours *(refer 3.6 E1/AS1)* | [ ]  | [ ]  | [ ]  | Click here to enter text. |
| [ ]  | [ ]  | Access for maintenance (rodding points/inspection points etc.) *(refer 3.7 E1/AS1)*  | [ ]  | [ ]  | [ ]  | Click here to enter text. |
| Click to enter text | [ ]  | [ ]  | Downpipes, external & internal gutter size, distribution, spreaders (to lower roof)*(refer Sections 4.0 & 5.0 E1/AS1)* | [ ]  | [ ]  | [ ]  | Click here to enter text. |
| Click to enter text | [ ]  | [ ]  | Strip drain/channel drain: connection into stormwater with silt trap or similar prior*(refer 3.2 E1/AS1)*  | [ ]  | [ ]  | [ ]  | Click here to enter text. |
| Click to enter text | [ ]  | [ ]  | Public drains affected / approval, easement created or required*(refer to Certificate of Title &* [*GIS Mapping*](https://www.qldc.govt.nz/council-online/maps/gis-mapping/)*)*  | [ ]  | [ ]  | [ ]  | Click here to enter text. |
|  |
| 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** |
| Click to enter text | [ ]  | [ ]  | Soffit to wall junction *(refer para. 5.3)* | [ ]  | [ ]  | [ ]  | Click here to enter text. |
| **Parapets** |
| Click to enter text | [ ]  | [ ]  | Parapets / enclosed barriers: framing, cap, drainage, junctions, slope *(refer Section 6.0)*  | [ ]  | [ ]  | [ ]  | Click here to enter text. |
| **Decks and Pergolas** |
| Click to enter text | [ ]  | [ ]  | Thresholds for decks *(refer para. 7.1)* | [ ]  | [ ]  | [ ]  | Click here to enter text. |
| [ ]  | [ ]  | Attachments to building structure (deck/pergola) *(refer para. 7.2)*  | [ ]  | [ ]  | [ ]  | Click here to enter text. |
| [ ]  | [ ]  | Level thresholds *(refer para. 7.3)* | [ ]  | [ ]  | [ ]  | Click here to enter text. |
| [ ]  | [ ]  | Enclosed balustrades *(refer para. 7.4)*  | [ ]  | [ ]  | [ ]  | Click here to enter text. |
| Click to enter text | [ ]  | [ ]  | 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** | [ ]  | [ ]  | [ ]  | Click here to enter text. |
| **Roof Claddings** |
| Click to enter text | [ ]  | [ ]  | Roof underlay type with product specification provided/CodeMark certificate/BRANZ appraisal *(refer para. 8.15)* | [ ]  | [ ]  | [ ]  | Click here to enter text. |
| Click to enter text | [ ]  | [ ]  | 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  | [ ]  | [ ]  | [ ]  | Click here to enter text. |
| Click to enter text | [ ]  | [ ]  | Membrane roof: thickness, substrate, support and rainwater head and scupper *(refer para. 8.5)*[ ]  **CS7.2 form- PS details provided** | [ ]  | [ ]  | [ ]  | Click here to enter text. |
| Click to enter text | [ ]  | [ ]  | 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)* | [ ]  | [ ]  | [ ]  | Click here to enter text. |
| [ ]  | [ ]  | Gutters: internal gutters, valley gutters and hidden gutters *(refer para. 8.16 & para. 8.2 – 8.5)* | [ ]  | [ ]  | [ ]  | Click here to enter text. |
| [ ]  | [ ]  | 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)* | [ ]  | [ ]  | [ ]  | Click here to enter text. |
| **Wall Claddings** |
| **Doc Ref or Page No.** | **Yes** | **N/A** | **Description** | **Yes** | **N/A** | **RFI** | **Reasons for Decisions/ Comments** |
| Click to enter text | [ ]  | [ ]  | Bottom of cladding: detail and clearances to ground, deck, roof *(refer 9.1.3 & 9.2 – 9.9 depending on cladding type)* | [ ]  | [ ]  | [ ]  | Click here to enter text. |
| Click to enter text | [ ]  | [ ]  | Cladding underlay/air barrier: type, compatibility, strapping *(refer para. 9.1.4 & 9.1.7)* | [ ]  | [ ]  | [ ]  | Click here to enter text. |
| Click to enter text | [ ]  | [ ]  | Drained cavity: batten size, horizontal/vertical battens, treatment, vermin proof *(refer para. 9.1.8)*  | [ ]  | [ ]  | [ ]  | Click here to enter text. |
| Click to enter text | [ ]  | [ ]  | 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  | [ ]  | [ ]  | [ ]  | Click here to enter text. |
| [ ]  | [ ]  | Masonry veneer: walls ties and lintels*(refer para. 9.27 & 9.2.9)* | [ ]  | [ ]  | [ ]  | Click here to enter text. |
| Click to enter text | [ ]  | [ ]  | Penetrations: pipes/services, meterbox/gas califont and inter storey junctions *(refer para. 9.1.9)*  | [ ]  | [ ]  | [ ]  | Click here to enter text. |
| [ ]  | [ ]  | Wall junction details: external/internal corners, change of cladding junction, control joints*(refer para. 9.2 – 9.9 as applicable)* | [ ]  | [ ]  | [ ]  | Click here to enter text. |
| [ ]  | [ ]  | Window construction specified (timber, aluminium, other)[ ]  NZS4211-E2/AS1 [ ]  Alternative Solution  | [ ]  | [ ]  | [ ]  | Click here to enter text. |
| [ ]  | [ ]  | Window /door and garage door details: head, sill and jamb *(refer para. 9.2 – 9.9 as applicable)* | [ ]  | [ ]  | [ ]  | Click here to enter text. |
|  |
| 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** |
| Click to enter text | [ ]  | [ ]  | Thermal resistance: R-values for wall, roof and ceilings for specified construction and thermal break for steel framing *(refer para 1.1)* | [ ]  | [ ]  | [ ]  | Click here to enter text. |
| Click to enter text | [ ]  | [ ]  | Overflow (preventing damage to adjoining household unit) *(refer para. 2.0)*  | [ ]  | [ ]  | [ ]  | Click here to enter text. |
| Click to enter text | [ ]  | [ ]  | 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)* | [ ]  | [ ]  | [ ]  | Click here to enter text. |
| Click to enter text | [ ]  | [ ]  | 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** | [ ]  | [ ]  | [ ]  | Click here to enter text. |
| Click to enter text | [ ]  | [ ]  | Skillion roof ventilation details: path, proprietary system details, min 25 mm gap between insulation and underlay (refer [BRANZ guidance](https://www.buildmagazine.org.nz/articles/ArticleSearchForm?q=roof%20ventilation&order-by=recent)) | [ ]  | [ ]  | [ ]  | Click here to enter text. |
|  |
| F1 Hazardous Agents on Site |
| **Doc Ref or Page No.** | **Yes** | **N/A** | **Description** | **Yes** | **N/A** | **RFI** | **Reasons for Decisions/ Comments** |
| Click to enter text | [ ]  | [ ]  | Contamination indicated on PIM/PIC *(refer F1/VM1,* [*Health and Safety at Work (Hazardous Substances) Regulations*](https://worksafe.govt.nz/topic-and-industry/hazardous-substances/)*)* | [ ]  | [ ]  | [ ]  | Click here to enter text. |
|  |
| F2 Hazardous Building Materials |
| **Doc Ref or Page No.** | **Yes** | **N/A** | **Description** | **Yes** | **N/A** | **RFI** | **Reasons for Decisions/ Comments** |
| Click to enter text | [ ]  | [ ]  | 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)* | [ ]  | [ ]  | [ ]  | Click here to enter text. |
| Click to enter text | [ ]  | [ ]  | Asbestos products especially in additions / alterations pre 1990 on PIM/PIC *(refer para. 2.0)* | [ ]  | [ ]  | [ ]  | Click here to enter text. |
|  |
| 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** |
| Click to enter text | [ ]  | [ ]  | Barrier construction, SED (i.e. glazing/proprietary system covered by PS1), materials, fixings, durability, openings, height (stairs, floors, balconies, decks) *(refer para. 1.0)*  | [ ]  | [ ]  | [ ]  | Click here to enter text. |
| Click to enter text | [ ]  | [ ]  | Barrier design: [MBIE Guidance on Barrier Design](https://www.building.govt.nz/building-code-compliance/b-stability/b1-structure/guidance-on-barrier-design/)[ ]  SED [ ]  Other [ ]  **CS7.2 form- PS details provided**  | [ ]  | [ ]  | [ ]  | Click here to enter text. |
| Click to enter text | [ ]  | [ ]  | 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)* | [ ]  | [ ]  | [ ]  | Click here to enter text. |
|  |
| F5 Construction & Demolition Hazards |
| **Doc Ref or Page No.** | **Yes** | **N/A** | **Description** | **Yes** | **N/A** | **RFI** | **Reasons for Decisions/ Comments** |
| Click to enter text | [ ]  | [ ]  | Work-site barriers *(refer para. 1.0 & Table 1)* | [ ]  | [ ]  | [ ]  | Click here to enter text. |
|  |
| F7 Warning Systems |
| **Doc Ref**  | **Yes** | **N/A** | **Description** | **Yes** | **N/A** | **RFI** | **Reasons for Decisions/ Comments** |
| Click to enter text | [ ]  | [ ]  | Smoke alarms or other systems shown on plan: type, location.*(refer para. 1.1 & 3.0)* | [ ]  | [ ]  | [ ]  | Click here to enter text. |
|  |
| **F8 Signs** |
| **Doc Ref**  | **Yes** | **N/A** | **Description** | **Yes** | **N/A** | **RFI** | **Reasons for Decisions/ Comments** |
| Click to enter text | [ ]  | [ ]  | Only required for multi-unit dwelling with shared means of escape *(refer F8.2)* | [ ]  | [ ]  | [ ]  | Click here to enter text. |
|  |
| F9 Restricting Access to Residential Pools |
| **Doc Ref**  | **Yes** | **N/A** | **Description** | **Yes** | **N/A** | **RFI** | **Reasons for Decisions/ Comments** |
| Click to enter text | [ ]  | [ ]  | Pool barriers: surrounding pool, on property boundary, balconies projecting into immediate pool area, pool wall, strength *(refer para. 2.0)* | [ ]  | [ ]  | [ ]  | Click here to enter text. |
| [ ]  | [ ]  | Gates in pool barriers *(refer para. 3.0)* | [ ]  | [ ]  | [ ]  | Click here to enter text. |
| [ ]  | [ ]  | Building wall forming the pool barrier*(refer para. 4.0)*  | [ ]  | [ ]  | [ ]  | Click here to enter text. |
|  |
| G1 Personal Hygiene |
| **Doc Ref**  | **Yes** | **N/A** | **Description** | **Yes** | **N/A** | **RFI** | **Reasons for Decisions/ Comments** |
| Click to enter text | [ ]  | [ ]  | Basins provided within the WC space or in an adjacent space *(refer para. 3.3.1)* | [ ]  | [ ]  | [ ]  | Click here to enter text. |
| [ ]  | [ ]  | Minimum room size (WC) *(refer para. 3.1.1 & Figure 4)* | [ ]  | [ ]  | [ ]  | Click here to enter text. |
|  |
| G2 Laundering |
| **Doc Ref**  | **Yes** | **N/A** | **Description** | **Yes** | **N/A** | **RFI** | **Reasons for Decisions/ Comments** |
| Click to enter text  | [ ]  | [ ]  | Laundering facilities provided*(refer para. 1.3 & 1.0)* | [ ]  | [ ]  | [ ]  | Click here to enter text. |
| [ ]  | [ ]  | Minimum space *(refer para. 1.2.1)* | [ ]  | [ ]  | [ ]  | Click here to enter text. |
|  |
| G3 Food Preparation and Prevention of Contamination |
| **Doc Ref**  | **Yes** | **N/A** | **Description** | **Yes** | **N/A** | **RFI** | **Reasons for Decisions/ Comments** |
| Click to enter text | [ ]  | [ ]  | Domestic appliances and facilities: kitchen – sink, cooker, food storage *(refer para. 1.1-1.3)*  | [ ]  | [ ]  | [ ]  | Click here to enter text. |
| [ ]  | [ ]  | Minimum space *(refer para. 1.5)*  | [ ]  | [ ]  | [ ]  | Click here to enter text. |
|  |
| **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** |
| Click to enter text  | [ ]  | [ ]  | Laundry, WC, ensuite, bathroom, kitchen – natural or mechanical *(refer G4.3.3)*  | [ ]  | [ ]  | [ ]  | Click here to enter text. |
| [ ]  | [ ]  | Natural ventilation 5% of floor area *(refer para. 1.2)* | [ ]  | [ ]  | [ ]  | Click here to enter text. |
| [ ]  | [ ]  | Mechanical ventilation – ventilation path and termination point shown. Ensure no mixing of groups (e.g. bathroom and kitchen) *(refer para. 1.5 or SED)* | [ ]  | [ ]  | [ ]  | Click here to enter text. |
| [ ]  | [ ]  | Ventilation for gas appliances: hob, califont *(refer para. 2.0 and 3.0)* | [ ]  | [ ]  | [ ]  | Click here to enter text. |
|  |
| G6 Airborne and Impact Sound |
| **Doc Ref or Page No.** | **Yes** | **N/A** | **Description** | **Yes** | **N/A** | **RFI** | **Reasons for Decisions/ Comments** |
| Click to enter text | [ ]  | [ ]  | STC/IIC 55 between household units: type, system, construction details *(refer G6.3.1 (STC) / G6.3.2 (IIC) and para. 1.0)* | [ ]  | [ ]  | [ ]  | Click here to enter text. |
|  |
| G7 Natural light |
| **Doc Ref or Page No.** | **Yes** | **N/A** | **Description** | **Yes** | **N/A** | **RFI** | **Reasons for Decisions/ Comments** |
| Click to enter text | [ ]  | [ ]  | Vertical openings (windows/doors) in external walls (10% of floor area) *(refer para. 1.0)* | [ ]  | [ ]  | [ ]  | Click here to enter text. |
| [ ]  | [ ]  | Restricted natural light *(refer para 1.0.2 – 1.0.4)* | [ ]  | [ ]  | [ ]  | Click here to enter text. |
| [ ]  | [ ]  | Awareness of the outside environment*(refer para. 2.0)* | [ ]  | [ ]  | [ ]  | Click here to enter text. |
|  |
| G8 Artificial light |
| **Doc Ref or Page No.** | **Yes** | **N/A** | **Description** | **Yes** | **N/A** | **RFI** | **Reasons for Decisions/ Comments** |
| Click to enter text | [ ]  | [ ]  | Artificial lighting provided in dwelling access route(s) in the absence of natural light – electrical plan or notes provided *(refer G8.2 & G8.3)* | [ ]  | [ ]  | [ ]  | Click here to enter text. |
| Click to enter text | [ ]  | [ ]  | Common spaces & exit ways in multi-unit dwellings *(refer G8.2)* | [ ]  | [ ]  | [ ]  | Click here to enter text. |
|  |
| G9 Electricity |
| **Doc Ref or Page No.** | **Yes** | **N/A** | **Description** | **Yes** | **N/A** | **RFI** | **Reasons for Decisions/ Comments** |
| Click to enter text | [ ]  | [ ]  | 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** |
| Click to enter text | [ ]  | [ ]  | Gas appliances specifications e.g. fireplace, water heater [ ]  **CS7.2 form- PS details provided** | [ ]  | [ ]  | [ ]  | Click here to enter text. |
| Click to enter text | [ ]  | [ ]  | Flue terminal location *(refer Figure 6.2 AS/NZS5601.1)* | [ ]  | [ ]  | [ ]  | Click here to enter text. |
| Click to enter text | [ ]  | [ ]  | Size and location of gas cylinders in relation to windows, doors, drains and other openings *(refer Figure J3 & J4 AS/NZS 5601.1)* | [ ]  | [ ]  | [ ]  | Click here to enter text. |
|  |
| **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** |
| Click to enter text | [ ]  | [ ]  | Hot and cold water supply (potable)[ ] G12/AS1 [ ] G12/AS2 [ ] G12/VM1 | [ ]  | [ ]  | [ ]  | Click here to enter text. |
| [ ]  | [ ]  | Supply type: town, rainwater, bore, other water supply (potable)  | [ ]  | [ ]  | [ ]  | Click here to enter text. |
| [ ]  | [ ]  | Water supply: access, support, overflow, HWC / header if tank in roof space *(refer para. 5.0)* | [ ]  | [ ]  | [ ]  | Click here to enter text. |
| Click to enter text | [ ]  | [ ]  | Hot water supply system: type (electric, gas, solar), size, schematic, safe tray *(refer para. 6.0 & Figures 7-10 & 12)* | [ ]  | [ ]  | [ ]  | Click here to enter text. |
| [ ]  | [ ]  | Seismic restraint of storage water heaters (HWC)*(refer para. 6.11.4 / Figure 14)* | [ ]  | [ ]  | [ ]  | Click here to enter text. |
| [ ]  | [ ]  | Wetback pipework & tempering valve installation *(refer para. 6.13 / Figure 15 & 16)* | [ ]  | [ ]  | [ ]  | Click here to enter text. |
|  |
| 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** |
| Click to enter text | [ ]  | [ ]  | Plumbing system identified [ ]  G13/AS1 [ ]  G13/AS3 [ ]  Other | [ ]  | [ ]  | [ ]  | Click here to enter text. |
| [ ]  | [ ]  | 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)* | [ ]  | [ ]  | [ ]  | Click here to enter text. |
| [ ]  | [ ]  | 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)* | [ ]  | [ ]  | [ ]  | Click here to enter text. |
| **Stack System** |
| **Doc Ref or Page No.** | **Yes** | **N/A** | **Description** | **Yes** | **N/A** | **RFI** | **Reasons for Decisions/ Comments** |
| Click to enter text | [ ]  | [ ]  | Schematic provided for any stack system  | [ ]  | [ ]  | [ ]  | Click here to enter text. |
| [ ]  | [ ]  | [ ]  Fully vented /modified[ ]  Single stack plumbing /modified[ ]  Suspended drainage principles  | [ ]  | [ ]  | [ ]  | Click here to enter text. |
| [ ]  | [ ]  | Stacks, vents & branches: size, gradients & lengths provided *(refer Sections 8 & 9 AS/NZS 3500.2 or 4.7 & 5.0 G13/AS1)* | [ ]  | [ ]  | [ ]  | Click here to enter text. |
| [ ]  | [ ]  | Exclusion zones at base of stacks *(refer 6.7 & Figure 6.5, 7.1 AS/NZS 3500.2 or 4.7.2 G13/AS1)* | [ ]  | [ ]  | [ ]  | Click here to enter text. |
| [ ]  | [ ]  | Mid floor joists/beam layout allow passage of stack/branches | [ ]  | [ ]  | [ ]  | Click here to enter text. |
| **Part 2: Suspended and Subsoil Drainage** |
| **Doc Ref or Page No.** | **Yes** | **N/A** | **Description** | **Yes** | **N/A** | **RFI** | **Reasons for Decisions/ Comments** |
| Click to enter text | [ ]  | [ ]  | Drainage system identified[ ]  G13/AS2 [ ]  G13/AS3 [ ]  Other | [ ]  | [ ]  | [ ]  | Click here to enter text. |
| Click to enter text | [ ]  | [ ]  | Reticulated services: connection to public sewer shown on plans and aligns with QLDC mapping or as-built plans *(refer* [*GIS mapping*](http://maps.qldc.govt.nz/qldcviewer/)*)* | [ ]  | [ ]  | [ ]  | Click here to enter text. |
| Click to enter text | [ ]  | [ ]  | Onsite waste water system: application complete, report, design and calculations provided [Onsite Wastewater Disposal Guidance](https://www.qldc.govt.nz/planning/building-consents/application-forms/onsite-wastewater-disposal-systems/) [ ] [**AF OSW Application Form**](https://www.qldc.govt.nz/planning/building-consents/application-forms/onsite-wastewater-disposal-systems/) **completed**[ ]  **CS7.2 form – PS details provided** | [ ]  | [ ]  | [ ]  | Click here to enter text. |
| Click to enter text | [ ]  | [ ]  | Connection to Council services application provided/required[ ]  [**Connection to Council Services**](https://www.qldc.govt.nz/planning/resource-consents/application-forms/) **Form**  | [ ]  | [ ]  | [ ]  | Click here to enter text. |
| [ ]  | [ ]  | Council sewer under or within 2.0m of building, engineering approval provided/required[ ]  [**Building Over Services Application**](https://www.qldc.govt.nz/planning/resource-consents/application-forms/) **form** | [ ]  | [ ]  | [ ]  | Click here to enter text. |
| [ ]  | [ ]  | Drains entering other properties: Section 75 / easements details provided where applicable.[ ]  [**AF 13.1 Form**](https://www.qldc.govt.nz/planning/building-consents/application-forms/residentia/) **completed** | [ ]  | [ ]  | [ ]  | Click here to enter text. |
| Click to enter text | [ ]  | [ ]  | Schematic provided for above ground suspended drainage  | [ ]  | [ ]  | [ ]  | Click here to enter text. |
| Click to enter text | [ ]  | [ ]  | Drainage main drain, branches, gradients & lengths provided *(refer Section 3 - 3.3.2, 3.3.2 NZS3500.2 or Table 2 G13/AS2)*  | [ ]  | [ ]  | [ ]  | Click here to enter text. |
| [ ]  | [ ]  | 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)*  | [ ]  | [ ]  | [ ]  | Click here to enter text. |
| [ ]  | [ ]  | Overflow relief gullies (ORG)/Gully traps: location and charged *(refer para. 4.6.6 AS/NZS 3500.2 or 3.3 G13/AS2)*  | [ ]  | [ ]  | [ ]  | Click here to enter text. |
| [ ]  | [ ]  | 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)* | [ ]  | [ ]  | [ ]  | Click here to enter text. |
| [ ]  | [ ]  | Access points (i.e. inspection points, rodding points etc.) *(refer Section 4.7* *AS/NZS 3500.2 or para 5.7 G13/AS2)* | [ ]  | [ ]  | [ ]  | Click here to enter text. |
| [ ]  | [ ]  | Angle of influence, depth and proximity of drain to building *(refer Section 5 NZS3500.2 or 5.0, Figure 7 & 8 G13/AS2)* | [ ]  | [ ]  | [ ]  | Click here to enter text. |
| Click to enter text | [ ]  | [ ]  | Plumbing pipes not running through point load pad or slab thickenings *(cross-check against truss plan or engineering’s drawings)* | [ ]  | [ ]  | [ ]  | Click here to enter text. |
|  |
| 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** |
| Click to enter text | [ ]  | [ ]  | Solid waste: capacity, carry distance, storage areas and chutes *(refer para 1.0 – 4.0)* | [ ]  | [ ]  | [ ]  | Click here to enter text. |
|  |
| H1 Energy Efficiency |
| **Doc Ref or Page No.** | **Yes** | **N/A** | **Description** | **Yes** | **N/A** | **RFI** | **Reasons for Decisions/ Comments** |
| Click to enter text | [ ]  | [ ]  | Method provided and demonstrates compliance [ ]  Schedule [ ]  Calculation [ ]  Modelling [BRANZ H1 Energy Efficiency Support](https://www.branz.co.nz/H1_support) guidance | [ ]  | [ ]  | [ ]  | Click here to enter text. |
| Click to enter text | [ ]  | [ ]  | Insulation type and R-values detailed on plans for building elements including subfloor, foundation, walls, ceiling  | [ ]  | [ ]  | [ ]  | Click here to enter text. |
| Click to enter text | [ ]  | [ ]  | Double glazing specified  | [ ]  | [ ]  | [ ]  | Click here to enter text. |
|  |
| Producer Statements and/or other Certificates  |
| **Doc Ref or Page No.** | **Yes** | **N/A** | **Description** | **Yes** | **N/A** | **RFI** | **Reasons for Decisions/ Comments** |
| Click to enter text | [ ]  | [ ]  | CS7.2 form fully completed with all required Producer Statement information as per above sections detailed (*ref* [*IS25 for guidance*](https://www.qldc.govt.nz/planning/building-consents/application-forms/residentia/))  | [ ]  | [ ]  | [ ]  | Click here to enter text. |
| [ ]  | [ ]  | 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**Click here to enter text. |
|  |

|  |
| --- |
| 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)** Click here to enter text. | **Date:** Click here to enter text. |

|  |  |
| --- | --- |
| COUNCIL USE ONLY- FINAL SIGN OFF  |  |
| **APRROVED** | [ ]  **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**: Click here to enter text. |
|  |
| **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**: Click here to enter text. |
|  |
| **Supervision Sign Off (if required)** |
| **Supervisor Sign-off:**  | **Date**: Click here to enter text. |
| **Comments**Click here to enter text. |