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| |  |  | | --- | --- | | CS19OB Outbuilding (Non-habitable) Building Consent Application and Processing Checksheet | logo | | | | | | |
| **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/) | | | | | |
|  | | | | | |
| **Council Use Only** | | | | | |
| **Consent Number** | Click here to enter text. | | | | |
| **Processing start date** | Click here to enter text. | | | | |
| **Building Category** | **Res1**   **Com1** | | | | |
| **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. | | | | |
| **Building meets the definition of an outbuilding as per NZBC A1 Classified Uses?** | Yes  Outbuilding - Applies to a building or use which may be included within each classified use but are not intended for human habitation, and are accessory to the principal use of associated buildings. Examples: a carport, farm building, garage, greenhouse, machinery room, private swimming pool, public toilet, or shed. | | | | |
| **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): Click here to enter text. | | |
| **Wind Zone:**  *Table 5.1 / 5.4 NZS3604* | Low | Medium | High | Very High | Extra High |
| 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), 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 | | | | |
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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 showing distances to boundaries and existing buildings  (minimum 3 dimensions) |  |  |  | Click here to enter text. |
| Click to enter text |  |  | Finished Ground (FGL) and Floor levels (FFL) shown on site plan/details |  |  |  | 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 |  |  | Public and/or private sewer and stormwater drainage shown on site plan and aligns with QLDC GIS maps, Section 75 / easements details provided where applicable |  |  |  | Click here to enter text. |

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| 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 thickness, mesh type & size, foundation edge detail(s) with dimensions, reinforcing size and grade and concrete strength  *(refer para. 7.5.2 / Figures 7.13 – 7.17 NZS 3604)* |  |  |  | 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. |
|  |  | 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)* |  |  |  | Click here to enter text. |
|  |  | Shrinkage control joints, supplementary reinforcing bars. *(refer para. 7.5.8.6 / 7.5.1 NZS 3604 & para. 2.1.1 B1/AS1)* |  |  |  | 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** |
|  | |  |  | Wall height: minimum, maximum, vertical and horizontal reinforcing / starters Size, centres  *(refer Section 6.11, Figure 6.13 – 6.15 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. |
|  |  | 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, footing, size, pile height, centres, treatment, point loads, connections *(refer Section 6.4 – 6.9 NZS 3604)* |  |  |  | Click here to enter text. |
| Click to enter text | |  |  | Subfloor bracing calculations and plan provided: zone, demand, capacity, type, location, length *(refer Section 5.5 NZS 3604)* |  |  |  | Click here to enter text. |
| Click to enter text | |  |  | Bearers and joists: size, centres, treatment, span, point loads, cantilever, loading, fixings *(refer para. 6.12 and 7.1 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: 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 | |  |  | Studs, top plate, bottom plate: size, treatment, height, centres, fixing  *(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  *(refer para 8.6.1.1, Table 8.9, Figure 8.7 NZS 3604 and/or prenail manufacturer documentation)* |  |  |  | Click here to enter text. |
|  |  | | | | | | | |
| B1 Structure: Wall 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 | |  |  | 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. |
|  | |  |  |  |  |  |  |  |
| 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 | |  |  | Trussed roof: Roof pitch, design Statement, software statement, truss layout |  |  |  | Click here to enter text. |
| Click to enter text | |  |  | Rafters / ridge beam(s): Roof pitch, size, span, support, treatment, fixings  *(refer Section 10 & 15 NZS 3604)* |  |  |  | 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 battens: size, span, centres, fixings, ceiling lining *(refer para. 13.2 NZS 3604)* |  |  |  | Click here to enter text. |
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| 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. | | | | | | | | |

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| C1- C6 Protection from Fire | | | | | | | |
| **N/A** | | **APPLICANT TO COMPLETE** | | **N/A** | | | **COUNCIL USE ONLY** |
| **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 - 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 |  |  | Exterior surface finishes (<1 m - boundary and any height |  |  |  | Click here to enter text. |
| Click to enter text |  |  | Carport and similar construction *(refer para. 5.5)* |  |  |  | Click here to enter text. |
| **Part 7: Prevention of Fire Occurring** | | | | | | | |
| Click to enter text |  |  | Solid fuel appliances, oil fire *(refer 7.1 C/AS1 or C1/VM1)*  *Refer to* [*CS 19SFLH*](https://www.qldc.govt.nz/assets/Building-Services/2019/CS-19SFLH-Solid-Fuel-or-Liquid-Heater-Application-Processing-Checksheet.pdf) *form for guidance* |  |  |  | Click here to enter text. |
| Click to enter text |  |  | Gas burner *(refer para. 7.2)* |  |  |  | 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 |  |  | 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 |  |  | Stormwater drainage size and gradient, access for maintenance (rodding points/inspection points etc.) *(refer 3.2 & 3.4 & 3.7 E1/AS1)* |  |  |  | Click here to enter text. |
|  |  | Downpipes, gutter size  *(refer Sections 4.0 & 5.0 E1/AS1)* |  |  |  | Click here to enter text. |
| Click 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. |
|  | | | | | | | |
| 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 Claddings** | | | | | | | |
| Click to enter text |  |  | Roof underlay and cladding specified,  roof pitch, compatibility of materials *(refer para. 8.2 – 8.5 depending on roof cladding)* |  |  |  | Click here to enter text. |
| Click to enter text |  |  | Roof flashings: eaves, barge, valley gutters, apron, penetrations  (refer *Section 4.0 & 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 *(refer 9.1.3 & 9.2 – 9.9 depending on cladding type)* |  |  |  | Click here to enter text. |
| Click to enter text |  |  | Wall cladding and underlay specified: type, compatibility, strapping. Drained cavity, battens, treatment. *(refer Sec 9.0)* |  |  |  | Click here to enter text. |
|  |  |  | Wall junction details: external/internal corners, change of cladding junction, soffit to wall junction  *(refer para. 9.2 – 9.9 as applicable)* |  |  |  | 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 |  |  | Watersplash (wet areas - bathrooms/WC) surface finishes (wall, floor, bath and shower enclosures). Tiled showers: waterproofing membrane specifications. *(refer para. 3.3.1, 3.3.5 & Figure 5)* |  |  |  | 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 (i.e. shown on elevations)  *(refer para 1.0 F2/AS1 - Table 1, 7, 8 & Figure A4 NZS4223.3)* |  |  |  | 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. |
|  | | | | | | | |
| 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, minimum room size *(refer para. 3.1.1 and 3.3.1)* |  |  |  | Click here to enter text. |
|  | | | | | | | |
| **G4 Ventilation** | | | | | | | |
| **Doc Ref** | **Yes** | **N/A** | **Description** | **Yes** | **N/A** | **RFI** | **Reasons for Decisions/ Comments** |
| Click to enter text |  |  | Natural ventilation 5% of floor area  *(refer para. 1.2)* |  |  |  | Click here to enter text. |
|  |  | WC, bathroom – natural or mechanical *(refer G4.3.3)* |  |  |  | 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)* |  |  |  | **Electrical Certification to be provided at CCC** |
|  |  |  |  |  |  |  |  |
| **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 |  |  | Supply type (town, rainwater, bore), hot water supply system.  Electric: size, schematic, seismic restraint  Gas: specs, cylinder and flue location |  |  |  | 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 |  |  | 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. |
| **Part 2: Subsoil Drainage** | | | | | | | |
| **Doc Ref or Page No.** | **Yes** | **N/A** | **Description** | **Yes** | **N/A** | **RFI** | **Reasons for Decisions/ Comments** |
| 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** |  |  |  | Click here to enter text. |
| Click to enter text |  |  | Drainage main drain & branches, size and gradient, access points *(refer Section 3 - 3.3.2, 4.7 NZS3500.2 or Table 2 G13/AS2, para 5.7)* |  |  |  | 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. |
|  |  | 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. |
|  |  |  |  |  |  |  |  |
| 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 (*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. |  |  |  | **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. |

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| --- | --- | --- | --- |
| 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. | | | |