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| CS19RW Retaining Wall Building Consent Application & Processing Checksheet  | logo |

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| **IMPORTANT INFORMATION FOR THE APPLICANT** |
| * This checklist is designed to assist the owner, agent and designer with the documentation content 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.
* 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.
* If any section or specific question is not applicable this can be indicated by selecting the ‘N/A’ box.
* A suitable quality of documentation is required before QLDC will accept an application for processing and granting of a building consent. For further information on the quality of the documentation required, please refer to the MBIE (Ministry for Building Innovation and Employment) 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)*.*’
* 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.
* **Failure to provide complete documentation may result in the Building Consent Application being delayed due to RFI requests or refused outright.**
* Once completed this checklist should be uploaded along with all other required Building Consent Application files using the [QLDC website File Transfer Portal](http://www.qldc.govt.nz/planning/building-consents/apply-online/) (Sharefile).
* 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.
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| **Council Use Only** |
| **Consent Number (AM/BC)** | 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. |

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| 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 | [ ]  | [ ]  | Dimensions to all relevant boundaries and existing buildings provided on site plan  | [ ]  | [ ]  | [ ]  | Click here to enter text. |
| Click to enter text | [ ]  | [ ]  | Finished Ground (FGL) 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 | [ ]  | [ ]  | 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 | [ ]  | [ ]  | Public and/or private stormwater drainage shown on site plan: location, connections, cess pits  | [ ]  | [ ]  | [ ]  | 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. |
| [ ]  | [ ]  | Timber treatment specified if relevant *(refer B2/AS1 Sec 3.2)* | [ ]  | [ ]  | [ ]  | 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 | [ ]  | [ ]  | Excavations potentially affecting neighbouring properties mitigated or approval from neighbours provided *(refer Figure 3.1 NZS 3604)* | [ ]  | [ ]  | [ ]  | Click here to enter text. |

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| 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. |
| [ ]  | [ ]  | Stormwater drainage size and gradient, sump type and location *(refer 3.2 & 3.4 & 3.6 E1/AS1)* | [ ]  | [ ]  | [ ]  | Click here to enter text. |
| Click 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 | [ ]  | [ ]  | 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. |

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| 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. |

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| 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, materials, fixings, durability, openings, height  *(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. |

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| 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. |

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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. |
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| **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. |

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| **Supervision Sign Off (if required)** |
| **Supervisor Sign-off:**  | **Date**: Click here to enter text. |
| **Comments**Click here to enter text. |