|  |  |
| --- | --- |
| CS19SP Residential Swimming Pool Application and Processing Checksheet  | logo |

|  |
| --- |
| **IMPORTANT INFORMATION FOR THE APPLICANT** |
| 1. This checklist is designed to assist the applicant with the level information that must be provided with your Building Consent application.
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.
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**  [ ]  **Res2**  [ ]  **Res3** |
| **Processor’s name**  | Click here to enter text. |

|  |
| --- |
| **General information**  |
| **Applicant to Complete** |
| **Address:** | Click here to enter text. |
| **Description of work:** | Click here to enter text. |
| **Application type:** | [ ]  Barrier to restrict access to residential pool only [ ]  Alteration to an existing barrier to restrict access to residential pool [ ]  Barrier to restrict access to residential pool and the associated builidng work in constructing the pool**Note: The construction of the pool may meet the criteria for Schedule 1 work but a consent is always required for the barriers to restrict access. See link for guidance** [**Schedule 1 Exempt Work**](https://www.building.govt.nz/projects-and-consents/planning-a-successful-build/scope-and-design/check-if-you-need-consents/building-consent-exemptions-for-low-risk-work/schedule-1-guidance/part-1-exempted-building-work/23-tanks-pools/)  |

|  |
| --- |
| **Form 2: Application for Building Consent**  |

|  |  |
| --- | --- |
| **Applicant to Complete** | **Council Use Only** |
| **Yes** | **N/A** | **Description** | **Yes** | **N/A** | **RFI** | **Reasons for Decisions / Comments** |
| [ ]  |  | All sections of [Form 2](https://www.qldc.govt.nz/planning/building-consents/application-forms/residentia/) completed  | [ ]  | [ ]  | [ ]  | 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 |

|  |
| --- |
| **General: Site Plan**  |
| **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 to boundaries and existing buildings on site plan  | [ ]  | [ ]  | [ ]  | Click here to enter text. |
| Click to enter text | [ ]  | [ ]  | Location of proposed fencing including any gates shown. Gates to show direction of opening. | [ ]  | [ ]  | [ ]  | Click here to enter text. |
| Click to enter text | [ ]  | [ ]  | Finished Ground (FGL) and datum / contours shown | [ ]  | [ ]  | [ ]  | 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 drainage shown on site plan: location, connections, cess pits  | [ ]  | [ ]  | [ ]  | Click here to enter text. |

|  |
| --- |
| **Pool Construction** |
| [ ]  **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 | [ ]  | [ ]  | Plans and details for pool construction provided **Proprietary system -** manufacturers specification and producer statement provided **Engineered design -** engineering calculations and producer statement provided | [ ]  | [ ]  | [ ]  | Click here to enter text. |
| Click to enter text | [ ]  | [ ]  | Location of water source, and type of backflow prevention device shown  | [ ]  | [ ]  | [ ]  | Click here to enter text. |
| [ ]  | [ ]  | Location of discharge point for pool water and filter backwash shown (usually to a gully trap)  | [ ]  | [ ]  | [ ]  | 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 | [ ]  | [ ]  | Cross section of pool barrier provided detailing construction materials and dimensions.  | [ ]  | [ ]  | [ ]  | Click here to enter text. |
| Click to enter text | [ ]  | [ ]  | Producer statement provided for any proprietary barrier system.  | [ ]  | [ ]  | [ ]  | Click here to enter text. |
| 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. |

|  |
| --- |
| **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. |