



**APPLICATION FOR PROJECT INFORMATION  
MEMORANDUM BUILDING CONSENT AND/OR  
AMENDMENT TO A BUILDING CONSENT**  
(Section 33 or Section 45 of the Building Act 2004)

**BA Form 2**  
Version 15  
April 2012

Send or deliver your application to: Building Services, Timaru District Council, 2 King George Place, PO Box 522, Timaru 7940	Telephone: (03) 687 7200 Fax: (03) 687 7209 Email: <a href="mailto:enquiry@timdc.govt.nz">enquiry@timdc.govt.nz</a> Web: <a href="http://www.timaru.govt.nz">www.timaru.govt.nz</a>	<b>Application No:</b>  
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<b>A THE BUILDING</b>	Application Fee: <i>PIM Only</i> = \$260 <input type="checkbox"/> <i>Amended plans</i> = \$145 <input type="checkbox"/> Value < \$20,000 = \$145 <input type="checkbox"/> Value \$20,001-\$100,000 = \$275 <input type="checkbox"/> Value \$100,001-\$500,000 = \$550 <input type="checkbox"/> Value > \$500,000 = \$770 <input type="checkbox"/> Date: _____ Receipt No: _____
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<b>A THE BUILDING</b>	<b>Street or road address of building (project location):</b> ..... ..... ..... .....	<b>Legal description of land where building is located:</b> (state legal description as at the date of application and, if the land is proposed to be subdivided, include details of relevant lot numbers and subdivision consent)  <b>Valuation number:</b> ..... <b>Zone:</b> ..... <b>Lot:</b> ..... <b>DP:</b> ..... <b>Section:</b> .....
	<b>Building name:</b> ..... (if applicable)	<b>Location of building within site:</b> ..... (include nearest street access)
	<b>Number of levels:</b> ..... (include ground level and any levels below ground)	<b>Level/Unit Number:</b> ..... (if applicable)
	<b>Area:</b> Floor Area (if new): ..... Existing Floor Area: ..... Area of Addition: .....	<b>Intended Use (if new) or Current, lawfully established, Use (if existing):</b> ..... (include number of occupants per level and per use if more than 1 level)

<b>Year first constructed:</b> ..... (insert year, approximate date is acceptable eg 1920s or 1960-1970)	<b>Date Stamp - Office Use</b>
.....	

<b>B THE OWNER</b>	<b>Name of owner:</b> ..... (include preferred form of title, eg, Mr, Miss, Dr, if an individual)	
	Contact person (if the applicant is not an individual): .....	
	<b>Mailing address:</b> ..... ..... .....	<b>Street address/Registered office:</b> ..... ..... .....
	<b>Contact details:</b> Landline number: ..... Mobile number: ..... Daytime number: ..... After hours number: ..... Facsimile number: ..... Email address: ..... Please attach one of the following as evidence of ownership to this application: <input type="checkbox"/> copy of certificate of title (required for all new buildings & additions), <input type="checkbox"/> lease, <input type="checkbox"/> agreement for sale and purchase, <input type="checkbox"/> or other document showing full name of legal owner(s) of the building.	

**APPLICATIONS WILL NOT BE ACCEPTED WITH INCOMPLETE DOCUMENTATION**

**C AGENT**

(only required if application is being made on behalf of the owner, delete if not applicable)

<b>C AGENT</b>	<b>Name of agent:</b> ..... .....	<b>Contact person:</b> ..... .....
	<b>Mailing address:</b> ..... ..... .....	<b>Street address/Registered office:</b> ..... ..... .....
	<b>Contact details:</b>	
	Landline number: .....	Mobile number: .....
	Daytime number: .....	After hours number: .....
Facsimile number: .....		Email address: .....
<b>Relationship to owner:</b> (state details of the authorisation from the owner to make the application on the owner's behalf) ..... .....		
<b>First point of contact:</b> (state full name, mailing address, phone numbers and email address)		
Name of contact: .....		
Mailing address: .....		
Landline number: .....		
Daytime number: .....		
Facsimile number: .....		
Mobile number: .....		
After hours number: .....		
Email address: .....		

**D THE APPLICATION**

Invoice to:  Owner  Agent

<b>D THE APPLICATION</b>	I request that you issue:	
	<input type="checkbox"/>	Both Building Consent & Project Information Memorandum
	<input type="checkbox"/>	Project Information Memorandum (PIM) only
	<input type="checkbox"/>	Building Consent only (provide copy of existing PIM if applicable)
		<input type="checkbox"/> Amendment to building consent
<b>Signed by the owner, OR</b>		<b>Signed by the agent</b> (I confirm that I have been authorised by the owner to act on their behalf)
Signature: .....		Signature: .....
Name: .....		Name: .....
Date: .....		Date: .....

**E THE PROJECT**

<b>E THE PROJECT</b>	<b>Description of the building work:</b> (provide sufficient description of building work to enable scope of work to be fully understood) ..... ..... .....	
	<b>Will the building work result in a change of use of the building:</b> <input type="checkbox"/> Yes <input type="checkbox"/> No	<b>Intended life of the building if less than 50 years:</b> (No of years) ..... .....
	<b>If yes, provide details of the new use:</b> ..... .....	<b>List building consents previously issued for this project (if any):</b> (list who issued the consent, the date of issue and the consent number) ..... .....
	<b>Estimated value of the building work on which the building levy will be calculated (including GST):</b> (state estimated value as defined in section 7 of the Building Act 2004) \$ .....	

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<b>Restricted Building Work</b>		
Will the building work include any restricted building work? Yes / No		
If Yes, provide the following details of all licensed building practitioners who will be involved in carrying out or supervising the restricted building work: <i>[if these details are unknown at the time of the application, they must be supplied before the work begins]</i>		
<b>Name</b>	<b>Licensing Class</b>	<b>Licensed Building Practitioner Number</b> (or registration number if treated as being licensed under section 291 of the Building Act 2004)

**F PROJECT INFORMATION MEMORANDUM** *(must be completed unless a Project Information Memorandum has already been obtained, except if PIM not requested)*

**The following matters are involved in the project:** *(tick boxes applicable)*

**F PIM**

- Subdivision
- Alterations to land contours
- New or altered connections to public utilities
- New or altered locations and/or external dimensions of buildings
- New or altered access for vehicles, including parking
- Building work over or adjacent to any road or public place
- Disposal of stormwater and wastewater
- Building work over any existing drains or sewers or in close proximity to wells or water mains
- Other matters known to the applicant that may require authorisations from the territorial authority  
..... *(specify)*

**G BUILDING CONSENT** *(delete this section if this is an application for a project information memorandum only)*

**The following plans and specifications are attached to this application:** *(tick boxes applicable)*

specifications       plans       calculations       producer statements

other *(specify)* .....

Refer to, complete and submit the following applicable to this application.

- PS-04.1A for all Building Work (Information/Processing/Vetting Sheet).**
- Memoranda (Certificates of Design Work) from licensed building practitioners who carried out or supervised any design work that is Restricted Building Work (RBW).
- Statutory Declaration - Owner Builder Status (Form 2B).

Refer to PS-04.1A for any additional sheets that may also be required.

(All plans and specifications must meet the minimum requirements set out in the regulations or required by the building consent authority.)

**The building work will comply with the Building Code as follows:**      *Tick relevant boxes*

<b>Clause</b> <i>(which of the following clauses will be involved in the proposed work?)</i>	<b>Means of compliance</b> <i>(refer to the relevant compliance document(s) or detail of alternative solution in the plans and specifications)</i>	<b>Waiver/modification required</b> <i>(state nature of waiver or modification of building code required, if not applicable put NA)</i>
<input type="checkbox"/> B1 Structure	<input type="checkbox"/> NZS1900 11.2 <input type="checkbox"/> NZS3604 <input type="checkbox"/> NZS1170 <input type="checkbox"/> NZS4229 <input type="checkbox"/> Other ..... <i>(specify)</i>	
<input type="checkbox"/> B2 Durability	<input type="checkbox"/> B2/AS1 <input type="checkbox"/> NZS3101 <input type="checkbox"/> NZS3602 <input type="checkbox"/> NZS3604 <input type="checkbox"/> Other ..... <i>(specify)</i>	
<input type="checkbox"/> C1 Outbreak of fire	<input type="checkbox"/> C/AS1 <input type="checkbox"/> Other ..... <i>(specify)</i>	
<input type="checkbox"/> C2 Means of escape	<input type="checkbox"/> C/AS1 <input type="checkbox"/> Other ..... <i>(specify)</i>	
<input type="checkbox"/> C3 Spread of fire	<input type="checkbox"/> C/AS1 <input type="checkbox"/> Other ..... <i>(specify)</i>	
<input type="checkbox"/> C4 Structural stability during fire	<input type="checkbox"/> C/AS1 <input type="checkbox"/> Other ..... <i>(specify)</i>	
<input type="checkbox"/> D1 Access routes	<input type="checkbox"/> D1/AS1 <input type="checkbox"/> NZS4121 <input type="checkbox"/> Other ..... <i>(specify)</i>	
<input type="checkbox"/> D2 Mechanical installations for access	<input type="checkbox"/> D2/AS1 <input type="checkbox"/> NZS4332 <input type="checkbox"/> EN81 <input type="checkbox"/> EN115 <input type="checkbox"/> Other ..... <i>(specify)</i>	
<input type="checkbox"/> E1 Surface water	<input type="checkbox"/> E1/AS1 <input type="checkbox"/> AS/NZS3500.3 <input type="checkbox"/> Other ..... <i>(specify)</i>	
<input type="checkbox"/> E2 External moisture	<input type="checkbox"/> E2/AS1	

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		<input type="checkbox"/> Specific design and testing	
<input type="checkbox"/> E3 Internal moisture	<input type="checkbox"/> E3/AS1	<input type="checkbox"/> Other ..... (specify)	
<input type="checkbox"/> F1 Hazardous agents on site	<input type="checkbox"/> F1/AS1	<input type="checkbox"/> Other ..... (specify)	
<input type="checkbox"/> F2 Hazardous building materials	<input type="checkbox"/> F2/AS1	<input type="checkbox"/> NZS4223 <input type="checkbox"/> Other ..... (specify)	
<input type="checkbox"/> F3 Hazardous substances and processes	<input type="checkbox"/> F3/AS1	<input type="checkbox"/> Other ..... (specify)	
<input type="checkbox"/> F4 Safety from falling	<input type="checkbox"/> F4/AS1	<input type="checkbox"/> FSP Act <input type="checkbox"/> Other ..... (specify)	
<input type="checkbox"/> F5 Construction and demolition hazards	<input type="checkbox"/> F5/AS1	<input type="checkbox"/> Other ..... (specify)	
<input type="checkbox"/> F6 Lighting for emergency	<input type="checkbox"/> F6/AS1	<input type="checkbox"/> Other ..... (specify)	
<input type="checkbox"/> F7 Warning systems	<input type="checkbox"/> F7/AS1	<input type="checkbox"/> NZS4512 <input type="checkbox"/> Other ..... (specify)	
<input type="checkbox"/> F8 Signs	<input type="checkbox"/> F8/AS1	<input type="checkbox"/> Other ..... (specify)	
<input type="checkbox"/> G1 Personal hygiene	<input type="checkbox"/> G1/AS1	<input type="checkbox"/> Other ..... (specify)	
<input type="checkbox"/> G2 Laundering	<input type="checkbox"/> G2/AS1	<input type="checkbox"/> Other ..... (specify)	
<input type="checkbox"/> G3 Food preparation and prevention of contamination	<input type="checkbox"/> G3/AS1	<input type="checkbox"/> Other ..... (specify)	
<input type="checkbox"/> G4 Ventilation	<input type="checkbox"/> G4/AS1	<input type="checkbox"/> AS1668.2 <input type="checkbox"/> Other ..... (specify)	
<input type="checkbox"/> G5 Interior environment	<input type="checkbox"/> G5/AS1	<input type="checkbox"/> Other ..... (specify)	
<input type="checkbox"/> G6 Airborne and impact sound	<input type="checkbox"/> G6/AS1	<input type="checkbox"/> Other ..... (specify)	
<input type="checkbox"/> G7 Natural light	<input type="checkbox"/> G7/AS1	<input type="checkbox"/> Other ..... (specify)	
<input type="checkbox"/> G8 Artificial light	<input type="checkbox"/> G8/AS1	<input type="checkbox"/> NZS6703 <input type="checkbox"/> Other ..... (specify)	
<input type="checkbox"/> G9 Electricity	<input type="checkbox"/> G9/AS1	<input type="checkbox"/> Other ..... (specify)	
<input type="checkbox"/> G10 Piped services	<input type="checkbox"/> G10/AS1	<input type="checkbox"/> NZS5261 <input type="checkbox"/> Other ..... (specify)	
<input type="checkbox"/> G11 Gas as an energy source	<input type="checkbox"/> G11/AS1	<input type="checkbox"/> Other ..... (specify)	
<input type="checkbox"/> G12 Water supplies	<input type="checkbox"/> G12/AS1	<input type="checkbox"/> AS/NZS3500.1 <input type="checkbox"/> AS/NZS3500.4 <input type="checkbox"/> Other ..... (specify)	
<input type="checkbox"/> G13 Foul water	<input type="checkbox"/> G13/AS1	<input type="checkbox"/> AS/NZS3500.2 <input type="checkbox"/> BS5572 <input type="checkbox"/> Other ..... (specify)	
<input type="checkbox"/> G14 Industrial liquid waste	<input type="checkbox"/> G14/AS1	<input type="checkbox"/> Other ..... (specify)	
<input type="checkbox"/> G15 Solid waste	<input type="checkbox"/> G15/AS1	<input type="checkbox"/> Other ..... (specify)	
<input type="checkbox"/> H1 Energy efficiency	<input type="checkbox"/> H1/AS1	<input type="checkbox"/> NZS4218 <input type="checkbox"/> NZS4243 <input type="checkbox"/> ALF Design Manual <input type="checkbox"/> NZS4214 <input type="checkbox"/> Other ..... (specify)	

**H COMPLIANCE SCHEDULE**

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*(delete this section if this is an application for a project information memorandum only)*

**Specified systems are defined in regulations:**

- The specified systems for the building are as follows (complete and submit PS-04.1D).
- The specified systems are being altered, added to, or removed in the course of the building work (complete and submit PS-04.1D).
- There are no specified systems in the building.

**I IMPORTANT INFORMATION**

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The information you have provided on this form is required so that your PIM/building consent application can be processed under the Building Act 2004. The Council collates statistics relating to issued building consents and has a statutory obligation to regularly forward these to Statistics NZ. The Council stores the information on a public register which must be supplied (as previously determined by the Ombudsman) to whomsoever requests the information.

Under the Privacy Act 1993 you have the right to see and correct personal information the Council holds about you.

No work shall be commenced (including site work) until the Building Consent is uplifted. Failure to observe this legal requirement may result in enforcement action.

The charges incurred by the Council in processing this application are payable whether the project proceeds or not.

Please check that the forms that you are using are current at the time of application as they may be subject to change without notice.

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