

BUILDING CONSENT/AMENDMENT INFORMATION/PROCESSING/VETTING SHEET

VERSION: 2
 DATE: April 2012
 CODE: PS-04.1A

(In conjunction with BA Form 2)

| | |
|---|--------------------------------|
| This project involves restricted building work: Yes / No | Design Class: 1 / 2 / 3 |
| Owner/Building Exemption: Yes / No | |

| | | | | |
|--|-----|--------------------|---|-----------------|
| Owner: | | Accepted by TDC | | Office use only |
| Project Location: | | | | Reviewed by: |
| Description of Work: | | | | Category: |
| Description of Amendment: | | | | |
| | | | Notes | Comments |
| APPLICANT TO COMPLETE | | | | |
| Street address | Yes | N/A | | |
| Area of building work | Yes | | | |
| Legal description | Yes | | Lot, DP & Valuation numbers | |
| Lawful use of building as exists or for new | Yes | N/A | For change of use upgrade may be required | |
| Proof of ownership | Yes | | CT and Title for all new buildings and additions. Other forms of proof acceptable for all other work. | |
| Owners contact details | Yes | | | |
| Signature | Yes | | | |
| Agents contact details | Yes | N/A | | |
| Clear description of work | Yes | | | |
| Intended life | Yes | | Only filled in if life is intended <50 year | |
| Planning approval | Yes | N/A | Record Resource Consent Number | |
| Extent of proposed earthworks | Yes | N/A | | |
| Value of work | Yes | | Build value must include design, engineering, earthworks, materials, labour. Must be at market values. | |
| Means of Compliance with Building Code Clauses | Yes | | State whether Acceptable Solution or other means used to show compliance with NZBC (Refer to BA Form 2) | |
| Application fee paid | Yes | | | |

| | | | | | |
|--|-----|-----|------------|------------|---|
| PLANS & SPECIFICATIONS | | | | | |
| | | | Plan Pge # | Spec Pge # | |
| 2 sets for all applications | Yes | | | | Plans to scale |
| Referenced manufacturer's instructions included | Yes | N/A | | | Show make, type, grade, dimensions and fixing instructions of all materials and systems used in the project relevant to this application. |
| SITE PLAN | | | | | |
| Street/Road name | Yes | N/A | | | |
| Legal description | Yes | N/A | | | |
| Easements, water courses, flood hazards, fill onsite, drains, identified, private and public | Yes | N/A | | | No building over restricted areas such as drains or easements. Needs to be checked against title plan. |
| Distance to all relevant boundaries and existing buildings | Yes | N/A | | | Include dimensions of all boundaries |

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| | | | | | Notes | | Comments |
| | | | Plan Pge # | Spec Pge # | | | |
| SITE PLAN (Continued) | | | | | | | |
| Existing and proposed buildings | Yes | N/A | | | | | |
| North point | Yes | N/A | | | | | |
| Contours/or levels, datum | Yes | N/A | | | | | |
| Finished floor level | Yes | N/A | | | | | |
| Retaining walls | Yes | N/A | | | | | |
| Extent of cut and fill | Yes | N/A | | | | | |
| STRUCTURAL ENGINEER | | | | | | | |
| Structural drawings | Yes | N/A | | | Should be specific to this application and include B2 or a specified design life. | | |
| Producer statement PS1 | Yes | N/A | | | | | |
| Proposed inspection regime | Yes | N/A | | | | | |
| FLOOR PLAN | | | | | | | |
| Dimensions/all floors | Yes | N/A | | | | | |
| Location of smoke detectors | Yes | N/A | | | | | |
| Room use denoted | Yes | N/A | | | | | |
| Window and door position | Yes | N/A | | | | | |
| Fixtures and fittings locations | Yes | N/A | | | | | |
| Heating appliances and fuel storage locations | Yes | N/A | | | Fuel storage may be on site plan | | |
| HWC/Hot water supply and location | Yes | N/A | | | | | |
| Existing and proposed if any alterations | Yes | N/A | | | | | |
| Lintel sizes & fixings | Yes | N/A | | | May be part of Truss Design Certificate. Design Certificate will be needed for engineered lintels. | | |
| ELEVATIONS | | | | | | | |
| All faces | Yes | N/A | | | | | |
| All wall claddings identified | Yes | N/A | | | | | |
| Roof cladding identified | Yes | N/A | | | | | |
| Control joints locations | Yes | N/A | | | | | |
| Sill heights, floor levels in relation to ground levels | Yes | N/A | | | Shows adequate clearance from and slope of ground. May be found in details. | | |
| Location of doors and windows | Yes | N/A | | | | | |
| Glazing requirements | Yes | N/A | | | Maybe on glazing schedule | | |
| BRACING | | | | | | | |
| Sub floor calculations | Yes | N/A | | | | | |
| Sub floor layout | Yes | N/A | | | | | |
| Wall calculations per floor | Yes | N/A | | | | | |
| Wall layout per floor | Yes | N/A | | | | | |
| Diaphragms | Yes | N/A | | | | | |
| E2 RISK MATRIX - 1 PER FACE/ELEVATION | | | | | | | |
| All faces/elevations | Yes | N/A | | | | | |

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| | | | | | Notes | | Comments |
| | | | Plan Pge # | Spec Pge # | | | |
| FOUNDATION/FLOOR | | | | | | | |
| Timber floor | Yes | N/A | | | | | |
| Pile size, centres, treatment | Yes | N/A | | | | | |
| Footing size | Yes | N/A | | | | | |
| Bracing layout, type and position | Yes | N/A | | | | | |
| Joists and bearers | Yes | N/A | | | Including treatments and fixings | | |
| Joist layout | Yes | N/A | | | Show the layout of all services (plumbing, ventilation, heating, electrical, gas, etc that pass through them) and wall layout. | | |
| Sub floor ventilation and insulation | Yes | N/A | | | | | |
| Concrete floor | Yes | N/A | | | | | |
| Dimensions, bays, mesh type, plumbing fixtures, point load pads, slab thickenings, control joints, etc | Yes | N/A | | | | | |
| Footing size and depth, steel | Yes | N/A | | | | | |
| Foundation walls and steel | Yes | N/A | | | | | |
| Specific design | Yes | N/A | | | Included on PS1 | | |
| Post/Columns | Yes | N/A | | | | | |
| Pads dimensions, fixings top and bottom | Yes | N/A | | | Uplift calculations maybe required | | |
| DECK CONSTRUCTION | | | | | | | |
| Foundation plan | Yes | N/A | | | | | |
| Pile size, centres, treatment | Yes | N/A | | | | | |
| Bearer size, span, treatment | Yes | N/A | | | | | |
| Joist size, centres, treatment | Yes | N/A | | | | | |
| Detail at junction of house | Yes | N/A | | | | | |
| Bracing | Yes | N/A | | | | | |
| Barriers | Yes | N/A | | | | | |
| ROOF FRAMING | | | | | | | |
| Pitch roof | Yes | N/A | | | | | |
| Truss roof | Yes | N/A | | | | | |
| Treatment | Yes | N/A | | | | | |
| Bracing | Yes | N/A | | | | | |
| Fixings | Yes | N/A | | | | | |
| Building paper/underlay | Yes | N/A | | | | | |
| Purlins and fixings | Yes | N/A | | | | | |
| Ridge beam/rafters/fixings | Yes | N/A | | | | | |
| Pergola | Yes | N/A | | | | | |
| Truss type/design statement | Yes | N/A | | | | | |
| Point loads | Yes | N/A | | | | | |
| CROSS SECTIONS 1:50 | | | | | | | |
| Minimum of one along the length | Yes | N/A | | | Should adequately show construction methods. | | |
| Minimum of one across the width | Yes | N/A | | | | | |
| Wall framing: sizes, centres, treatment, height, lintels | Yes | N/A | | | | | |
| Fixings of bottom and top plates | Yes | N/A | | | | | |

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| | | | | | Notes | | Comments |
| | | | Plan Pge # | Spec Pge # | | | |
| WEATHER TIGHTNESS - FLASHING DETAILS | | | | | | | |
| Masonry tanking and type | Yes | N/A | | | | | |
| Head (for all claddings) | Yes | N/A | | | | | |
| Jamb (for all claddings) | Yes | N/A | | | | | |
| Windows - sill (for all claddings) | Yes | N/A | | | | | |
| Door - sill (for all situations) | Yes | N/A | | | | | |
| Cavity/battens | Yes | N/A | | | | | |
| Roof and wall junctions | Yes | N/A | | | | | |
| Internal/external corners | Yes | N/A | | | | | |
| Other penetrations | Yes | N/A | | | Includes flues/chimney, meterbox, skylight, pipe, etc | | |
| Balconies/decks not at ground level | Yes | N/A | | | | | |
| Membrane/substrait | Yes | N/A | | | Manufacturer specifications | | |
| Parapets | Yes | N/A | | | | | |
| OTHER DETAILS REQUIRED (many maybe included in cross sections) | | | | | | | |
| Insulation type & calculation | Yes | N/A | | | Energy efficiency-calculation schedule/modelling/ALF | | |
| Building wrap | Yes | N/A | | | Demonstrate fit for purpose | | |
| Stairs - hand rail details including fixing | Yes | N/A | | | | | |
| Stairs - treat, rise, pitch, height | Yes | N/A | | | Include construction detail | | |
| Barrier including fixing detail | Yes | N/A | | | Require Producer Statement | | |
| Linings and surface finishes | Yes | N/A | | | | | |
| Wet areas - waterproofing, linings, construction | Yes | N/A | | | Includes system specification | | |
| Ventilation of habitable rooms | Yes | N/A | | | | | |
| Fire rated systems | Yes | N/A | | | | | |
| HEATING | | | | | | | |
| Does fire comply with Canterbury Regional Council emission standards? | Yes | N/A | | | Refer to Ecan web site | | |
| Manufacturer installation instructions | Yes | N/A | | | Refer to and complete PS04.1F form | | |
| Flue specifications | Yes | N/A | | | Show clearances, flashings, ventilation | | |
| Energy source: storage, capacity | Yes | N/A | | | Gas - must include number of bottles. Diesel - must include tank specification and bunding detail and location of fuel storage. | | |

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| | | | | | Notes | | Comments |
| | | | Plan Page # | Spec Page # | | | |
| PLUMBING AND DRAINAGE | | | | | | | |
| Water Supply | | | | | | | |
| Detail potable water supply and backflow prevention if required | Yes | N/A | | | Specify type of back flow prevention and show location of device on plans | | |
| Hot Water System | | | | | | | |
| Hot water cylinder type & size | Yes | N/A | | | For hot water systems show location and type including full details of any solar systems | | |
| Gas systems - show location of califont and gas bottles | Yes | N/A | | | | | |
| Solar system including fixings and valve train | Yes | N/A | | | | | |
| Wet back/boiler system including valve train | Yes | N/A | | | | | |
| Sanitary Plumbing | | | | | | | |
| Fixtures and fittings | Yes | N/A | | | Show location on plans | | |
| Waste pipe layout, including sizes, gradients | Yes | N/A | | | | | |
| Correctly vented | Yes | N/A | | | Venting may include trap vents (eg air admittance valve) | | |
| Provide schematic layout of waste and soil stacks to any fittings on upper floors | Yes | N/A | | | | | |
| Sanitary Drainage | | | | | | | |
| Drainage layout with pipe sizes - gradients location of gully traps etc | Yes | N/A | | | | | |
| Correctly vented | Yes | N/A | | | Venting may include terminal vents, stack vents, branch vents, etc (must include size) | | |
| Connection point to approved outlet | Yes | N/A | | | Correct position of utility network sewer or septic tank must be shown on plans | | |
| Any other drainage on site | Yes | N/A | | | eg Council mains | | |
| Effluent disposal system - provide design and location of disposal bed | Yes | N/A | | | Include producer's statement, specifications and site evaluation and Ecan approval | | |
| Stormwater Drainage | | | | | | | |
| Sizing and position of down pipes, rainheads and overflow | Yes | N/A | | | Calculations may be needed | | |
| Drainage layout with gradients, pipe sizes, etc | Yes | N/A | | | Calculations may be required for large commercial installations | | |
| Sumps | Yes | N/A | | | Required for all paved and hard formed areas | | |
| Soak pit including design | Yes | N/A | | | | | |
| Additional details for commercial and industrial installations. Grease traps - oil and grit interceptors etc. | Yes | N/A | | | Include full details of type and capacity | | |

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| | | | Plan Pge # | Spec Pge # | | |
| FIRE SAFETY | | | | | | |
| Does the fire design include fire engineering design or verification method. | Yes | N/A | | | | |
| Is an alternative solution proposed. | Yes | N/A | | | Electronic copy of plans and specification required. | |
| Is fire safety summary provided - name of fire designer and contact details. | Yes | N/A | | | | |
| Fire safety plans provided: | Yes | N/a | | | | |
| - Location of fire cells | Yes | N/A | | | | |
| - Location of final exists and escape route | Yes | N/A | | | | |
| - Fire protection layout | Yes | N/A | | | | |
| - Specified system layout | Yes | N/A | | | | |
| If specified systems provide PS-04.1D | Yes | N/A | | | | |
| HAZARDOUS SUBSTANCES / DANGEROUS GOODS | | | | | | |
| List | | | | | | |
| Provide list of all hazardous substances / dangerous goods | Yes | N/A | | | | |
| Test Certifiers Report | | | | | | |
| Provide interim location report | Yes | N/A | | | | |
| Stationary Contain | | | | | | |
| Provide report | Yes | N/A | | | | |
| Resource Consent | | | | | | |
| Has resource consent been obtained? | Yes | N/A | | | | |
| ACCESSIBILITY | | | | | | |
| Accessible Route | | | | | | |
| Provide plan showing accessible route | Yes | N/A | | | | |
| Ramps | | | | | | |
| Provide plan showing all ramps, gradients, landings etc | Yes | N/A | | | | |
| Counters | | | | | | |
| Provide plan showing all counters, heights etc | Yes | N/A | | | | |
| Toilets | | | | | | |
| Provide location plan showing calculations, dimensions etc | Yes | N/A | | | | |
| Showers | | | | | | |
| Provide location plan showing calculations, dimensions etc | Yes | N/A | | | | |
| Signage | | | | | | |
| Provide location plan showing all signage | Yes | N/A | | | | |
| Parking | | | | | | |
| Provide location and size of space | Yes | N/A | | | | |

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|--|-----|-----|------------|------------|--------------------|-----------------|
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| | | | | | | Notes |
| | | | Plan Pge # | Spec Pge # | | |
| OTHER REQUIREMENTS | | | | | | |
| Certificate for Public Use | | | | | | |
| Application attached BA Form 15 | Yes | N/A | | | | |

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|--------------------------------|--|----------------------|--|
| Council Officer's Name: | | Date Checked: | |
|--------------------------------|--|----------------------|--|

| OTHER DOCUMENTS IN THIS SERIES | | |
|--|---|--------------------------|
| IF YOUR PROJECT INVOLVES ANY OF THE BUILDING WORK LISTED BELOW PLEASE COMPLETE THE APPROPRIATE INFORMATION/PROCESSING SHEET ALONG WITH THIS PS-04.1A | | |
| Applicant (Form Attached) | Item | Council |
| <input type="checkbox"/> | PS-04.1D Specified Systems | <input type="checkbox"/> |
| <input type="checkbox"/> | PS-04.1E Weathertightness Risk Matrix (PS-04.1E or Own) | <input type="checkbox"/> |
| <input type="checkbox"/> | PS-04.1F Solid/Liquid Fuel Heating Appliance | <input type="checkbox"/> |
| <input type="checkbox"/> | PS-04.1H Demolition | <input type="checkbox"/> |

CONTACTS & LICENCES

| | |
|----------------------------|--|
| Designer/Architect: | |
| Name: | |
| Contact Number(s): | |
| Contact Fax/Email: | |
| Licence Number: | |
| Category: | |

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|-----------------------------|--|
| Structural Engineer: | |
| Name: | |
| Contact Numbers(s): | |
| Contact Fax/Email: | |
| Registration Number: | |

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| Gasfitter: | |
| Name: | |
| Contact Number(s): | |
| Contact Fax/Email: | |
| Registration/Qualification: | |

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|-----------------------|--|
| Plumber: | |
| Name: | |
| Contact Number(s): | |
| Contact Fax/Email: | |
| Certification Number: | |

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|--------------------|--|
| Carpenter: | |
| Name: | |
| Contact Number(s): | |
| Contact Fax/Email: | |
| Licence Number: | |
| Category: | |

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|-----------------------|--|
| Drainlayer: | |
| Name: | |
| Contact Number(s): | |
| Contact Fax/Email: | |
| Certification Number: | |

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|--------------------------------------|--|
| Head Contractor/Site Manager: | |
| Name: | |
| Contact Number(s): | |
| Contact Fax/Email: | |
| Licence Number: | |
| Category: | |

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|-----------------------------|--|
| Electrical: | |
| Name: | |
| Contact Number(s): | |
| Contact Fax/Email: | |
| Registration/Qualification: | |

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|--------------------|--|
| Roofer: | |
| Name: | |
| Contact Number(s): | |
| Contact Fax/Email: | |
| Licence Number: | |
| Category: | |

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|----------------------------|--|
| External Plasterer: | |
| Name: | |
| Contact Number(s): | |
| Contact Fax/Email: | |
| Licence Number: | |
| Licence Class: | |

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|--------------------------|--|
| Brick/Blocklayer: | |
| Name: | |
| Contact Number(s): | |
| Contact Fax/Email: | |
| Licence Number: | |
| Category: | |

| | |
|-----------------------------|--|
| Fire Design: | |
| Name: | |
| Contact Number(s): | |
| Contact Fax/Email: | |
| Registration/Qualification: | |