



**COMMERCIAL & INDUSTRIAL BUILDING CONSENT
INFORMATION / PROCESSING SHEET**
*(Includes Minor Commercial Work, eg: Fire Alarms, Fire
Protection & Alterations / Additions)*
(In conjunction with BA Form 2)

VERSION: 1
DATE: December 2007
CODE: PS-04.1B

OWNER	
PROJECT LOCATION	
DESCRIPTION OF WORK	

APPLICATION FORM/CHECKLIST		
Applicant	Item	Council
<input type="checkbox"/>	Building Consent Application (BA Form 2) Completed in Full	<input type="checkbox"/>
<input type="checkbox"/>	Ownership, Verify Owner Details and Proof of Ownership (The owner details must be those of the landowner, unless under purchase)	<input type="checkbox"/>
<input type="checkbox"/>	Description of Building Work Completed	<input type="checkbox"/>
<input type="checkbox"/>	Estimated Value of Building Work	<input type="checkbox"/>
<input type="checkbox"/>	Application Named and Signed	<input type="checkbox"/>

GENERAL INFORMATION
USE THIS INFORMATION/PROCESSING SHEET TO ASSIST YOU IN LODGING AN APPLICATION FOR BUILDING CONSENT, THE LIST IS NOT EXHAUSTIVE BUT WILL HELP AVOID DELAYS IN PROCESSING.
THIS INFORMATION/PROCESSING SHEET MUST BE INCLUDED WITH YOUR APPLICATION FOR BUILDING CONSENT.
PROVIDE TWO COPIES OF THE FOLLOWING INFORMATION WITH YOUR COMPLETED BUILDING CONSENT APPLICATION (BA FORM 2) AND THIS COMPLETED INFORMATION/PROCESSING SHEET (PS-04.1B)

SITE PLANS		
TWO SETS OF WORKING DRAWINGS WITH SECTION HEADINGS ARE REQUIRED (PREFERABLY ON A3). PLANS ARE TO BE CLEAR, IN INK AND BLACK LINEWORK ON A WHITE BACKGROUND, WITH A SCALE OF 1:100 (OR 1:200 FOR SECTIONS LARGER THAN 1500m ²). PROVIDE ACCURATE DIMENSIONS.		
Applicant	Item	Council
<input type="checkbox"/>	Title, Scale and North Point	<input type="checkbox"/>
<input type="checkbox"/>	All New and Existing Buildings etc...	<input type="checkbox"/>
<input type="checkbox"/>	All Hard-Standing Areas with Proposed Drainage	<input type="checkbox"/>
<input type="checkbox"/>	Road Name	<input type="checkbox"/>
<input type="checkbox"/>	Building Siting	<input type="checkbox"/>
<input type="checkbox"/>	Legal Description	<input type="checkbox"/>
<input type="checkbox"/>	Legal Boundaries (Existing and Proposed); Easements	<input type="checkbox"/>
<input type="checkbox"/>	Dimensions	<input type="checkbox"/>
Land Detail		
<input type="checkbox"/>	Contours Show lines at 0.5m intervals both existing and proposed using spot heights to show the following: <ul style="list-style-type: none"> ▪ Height in Relation to Boundary ▪ Maximum Height of Building 	<input type="checkbox"/>
<input type="checkbox"/>	Excavation Show all excavation details, gradients and calculations including retaining wall positions and dimensions in relation to the boundaries.	<input type="checkbox"/>
<input type="checkbox"/>	Retaining Walls Details of all retaining walls, driveways and parking spaces on this property and adjacent properties.	<input type="checkbox"/>
Development		
<input type="checkbox"/>	Vehicle Access/Manoeuvring & Parking Provisions Show vehicle access (from the street) manoeuvring and parking provisions including gradients if slope is steeper than 1:5.	<input type="checkbox"/>

Tick (✓) Information Included/Attached	Strike Out When Not Applicable ☐ (Strike out can be in any direction)	Cross (x) Council Requires Further Information
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WORKING DRAWINGS AND SPECIFICATIONS

TWO SETS OF WORKING DRAWINGS WITH SECTION HEADINGS ARE REQUIRED (PREFERABLY ON A3). PLANS ARE TO BE CLEAR, IN INK AND BLACK LINEWORK ON A WHITE BACKGROUND, WITH A SCALE OF 1:100 OR 1:50. PROVIDE ACCURATE DIMENSIONS.

Applicant	Item	Council
<input type="checkbox"/>	Specifications Include only relevant information.	<input type="checkbox"/>
<input type="checkbox"/>	Floor Plans Provide floor plans of existing and proposed for each level.	<input type="checkbox"/>
<input type="checkbox"/>	Elevations Show elevations of all exterior walls and windows. Also the ground level, existing and proposed, including height in relation to boundary.	<input type="checkbox"/>
<input type="checkbox"/>	Foundation Plans Detail each element used and show bracing. (Foundations over 1 metre in height require specific design.)	<input type="checkbox"/>
<input type="checkbox"/>	Slab Detail each element used. Provide construction detail, design certificate confirming compliance and calculations (if applicable).	<input type="checkbox"/>
<input type="checkbox"/>	Timber Floors Show joist layout, spans, supports and trimmers and flooring type.	<input type="checkbox"/>
<input type="checkbox"/>	Roof Plan Show layout with members and bracing (and truss certificate).	<input type="checkbox"/>
<input type="checkbox"/>	Window Schedule Provide detailed window schedule (including glazing details).	<input type="checkbox"/>
<input type="checkbox"/>	Cross Sections Provide crossways through length and width of proposed and existing structures. Show finished ground levels and insulation (R value and type). Timber treatment. Building envelope construction.	<input type="checkbox"/>
<input type="checkbox"/>	Door Schedule Provide detailed door schedule.	<input type="checkbox"/>
<input type="checkbox"/>	Construction Detail Provide construction detail.	<input type="checkbox"/>
<input type="checkbox"/>	Electrical Layout Provide detailed electrical layout.	<input type="checkbox"/>
<input type="checkbox"/>	Bracing Calculations Element clearly shown on the floor plan.	<input type="checkbox"/>
<input type="checkbox"/>	Exterior Cladding and Specifications Show flashing details & include risk assessment matrix as per NZBC E2 / AS1.	<input type="checkbox"/>
<input type="checkbox"/>	Ventilation (natural and mechanical) Show all ventilation provided.	<input type="checkbox"/>
<input type="checkbox"/>	Flood Assessment Report Is required from <u>ECAN</u> if the proposed site is in a known floodable area.	<input type="checkbox"/>
<input type="checkbox"/>	Specific Engineering Design Building work outside the scope of NZS 3604 and NZS 4229 will require specific engineering design	<input type="checkbox"/>

PLUMBING AND DRAINAGE

Applicant	Item	Council
<input type="checkbox"/>	Plumbing Layout Including sizing and gradient	<input type="checkbox"/>
<input type="checkbox"/>	Sewer and Stormwater Drains Show layout of drains, connection points, discharge, inspection junctions, bends, sumps, size and gradient of drains. Indicate materials and design that installation is to comply with.	<input type="checkbox"/>
<input type="checkbox"/>	Surface Water Control (Sumps & Grated Channels) Show collections from paved and sealed areas. Novaflow drainage from battered banks and retaining walls discharged to sump.	<input type="checkbox"/>
<input type="checkbox"/>	Wastewater Treatment System Provide Engineer's Design for septic tank and disposal system with Producer Statements. Provide Specific Design for treatment plant and disposal field by suitably qualified consultant.	<input type="checkbox"/>
<input type="checkbox"/>	Resource Consent Provide approval from Environment Canterbury for any discharge to land (Effluent & Stormwater).	<input type="checkbox"/>
<input type="checkbox"/>	Public Drain in Close Proximity Provide an Engineer's Design.	<input type="checkbox"/>
<input type="checkbox"/>	Water Connection Type of Connection: New Connection, Relocated Connection or No Connection (is existing).	<input type="checkbox"/>

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FIRE SAFETY		
Applicant	Item	Council
<input type="checkbox"/>	Fire Engineer Design. Provide TWO copies of fire safety summary, include all calculations, fire & computer modelling.	<input type="checkbox"/>
<input type="checkbox"/>	Location of Fire Cells / Fire Walls Show cross section detail.	<input type="checkbox"/>
<input type="checkbox"/>	Means of Escape Provide full details, include plan with location of final exits.	<input type="checkbox"/>
<input type="checkbox"/>	Fire Protection Layout Location of panels, valve groups, MCP's, fire service approvals.	<input type="checkbox"/>
<input type="checkbox"/>	Is an Alternative Solution Sought If so additional set of fire design drawings, specifications & calculations is required.	<input type="checkbox"/>

ACCESSIBILITY		
Applicant	Item	Council
<input type="checkbox"/>	Accessible Route Provide plan showing accessible route.	<input type="checkbox"/>
<input type="checkbox"/>	Ramps Provide plan showing all ramps, gradients, landings etc...	<input type="checkbox"/>
<input type="checkbox"/>	Counters Provide plan showing all counters, heights etc...	<input type="checkbox"/>
<input type="checkbox"/>	Toilets Provide location plan showing calculations, dimensions etc...	<input type="checkbox"/>
<input type="checkbox"/>	Showers Provide location plan showing calculations, dimensions etc...	<input type="checkbox"/>
<input type="checkbox"/>	Signage Provide location plan showing all signage.	<input type="checkbox"/>
<input type="checkbox"/>	Parking Provide location and size of space.	<input type="checkbox"/>

HAZARDOUS SUBSTANCES / DANGEROUS GOODS		
Applicant	Item	Council
<input type="checkbox"/>	List Provide list of all Hazardous Substances / Dangerous Goods.	<input type="checkbox"/>
<input type="checkbox"/>	Test Certifiers Report Provide interim location report.	<input type="checkbox"/>
<input type="checkbox"/>	Stationary Container Provide report.	<input type="checkbox"/>
<input type="checkbox"/>	Resource Consent Has Resource Consent been obtained?	<input type="checkbox"/>

OTHER REQUIREMENTS		
Applicant	Item	Council
<input type="checkbox"/>	Consents and Permits Have all prior Building Consents and Building Permits had a final inspection and a Code Compliance Certificate issued? (if applicable)	<input type="checkbox"/>
<input type="checkbox"/>	Certificate for Public Use Application attached? (BA Form 15)	<input type="checkbox"/>

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-04.1B		
Applicant (Form Attached)	Item	Council
<input type="checkbox"/>	PS-04.1C Garages / Carports / Non-Habitable Accessory Buildings	<input type="checkbox"/> Form Under Development
<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"/>
<input type="checkbox"/>	PS-04.1I Swimming / Spa Pools	<input type="checkbox"/> Form Under Development
<input type="checkbox"/>	PS-04.1J Relocation of Dwellings / Buildings	<input type="checkbox"/> Form Under Development
<input type="checkbox"/>	PS-04.1K Dairy Sheds	<input type="checkbox"/> Form Under Development
<input type="checkbox"/>	PS-04.1L Change of Use	<input type="checkbox"/> Form Under Development
<input type="checkbox"/>	PS-04.1M Exemption from Building Consent	<input type="checkbox"/> Form Under Development

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CONTACTS

Designer/Architect:	
Business:	
Name:	
Contact Number(s):	
Contact Fax/Email:	
Registration/Qualification:	

Structural Engineer:	
Business:	
Name:	
Contact Number(s):	
Contact Fax/Email:	
Registration/Qualification:	

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

Plumber:	
Business:	
Name:	
Contact Number(s):	
Contact Fax/Email:	
Registration/Qualification:	

Builder:	
Business:	
Name:	
Contact Number(s):	
Contact Fax/Email:	
Registration/Qualification:	

Drainlayer:	
Business:	
Name:	
Contact Number(s):	
Contact Fax/Email:	
Registration/Qualification:	

Head Contractor/Site Manager:	
Business:	
Name:	
Contact Number(s):	
Contact Fax/Email:	
Registration/Qualification:	

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

Test Certifier:	
Business:	
Name:	
Contact Number(s):	
Contact Fax/Email:	
Registration/Qualification:	

Fire Engineer:	
Business:	
Name:	
Contact Number(s):	
Contact Fax/Email:	
Registration/Qualification:	

Fire Safety Contractor:	
Business:	
Name:	
Contact Number(s):	
Contact Fax/Email:	
Registration/Qualification:	

HVAC Contractor:	
Business:	
Name:	
Contact Number(s):	
Contact Fax/Email:	
Registration/Qualification:	

Other:	
Business:	
Name:	
Contact Number(s):	
Contact Fax/Email:	
Registration/Qualification:	

Other:	
Business:	
Name:	
Contact Number(s):	
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