



# Building Consent Application Submission Guidance

**VERSION:** 2

**DATE:** August 2021

**CODE:** PS-182

## Arranging Your Consent Application for Submission

This is guidance for applicants to use when compiling their documentation together before submitting an application. This is to be read in conjunction with the Simpli website help center info [https://simpli.govt.nz/bca-help-centre-article/article\\_version-c6930f00-ba5c-4754-41e5-4ed311ec2f84](https://simpli.govt.nz/bca-help-centre-article/article_version-c6930f00-ba5c-4754-41e5-4ed311ec2f84)

## Responsibilities of designer

### Building Act 2004 sec 14D

- (1) *In subsection (2), **designer** means a person who prepares plans and specifications for building work or who gives advice on the compliance of building work with the [building code](#).*
- (2) *A designer is responsible for ensuring that the plans and specifications or the advice in question are sufficient to result in the building work complying with the [building code](#), if the building work were properly completed in accordance with those plans and specifications or that advice.*

## Moving forward together

From October 2021, the building team will be checking all applications to ensure the files and documents are submitted in accordance with this guidance. The purpose for this is to reduce the amount of technical time being spent sorting through the files within each application to ensure this is kept to a minimum, thus reducing the cost of the consent.

Only applications complying with this guidance will be accepted, so please take the time to ensure you have all your documentation attached to the applicable document type (refer to table below).

Each document type must include a schedule of its contents. As these documents may include a significant and varied amount of information, having a quick reference to its contents will significantly assist the technical checking process, again reducing time and cost.

Document Type	Application Type		
	Residential	Multi Residential	Commercial
Proof of ownership	✓	✓	✓
Architectural plans	✓	✓	✓
Architectural specifications	✓	✓	✓
Structural plans	✓	✓	✓
Structural specifications	✓	✓	✓
Fire reports	×	✓	✓
Accessibility reports	×	×	✓
MEP plans	×	×	✓
MEP specifications	×	×	✓

## Document Types:

### # Proof of ownership

#### Schedule of contents

- Certificate of title – for all new work
- Rates invoice – internal work only
- The ‘proof of ownership’ must be current - less than **three months** old
- Council does not provide this service for the applicant.

### Architectural Plans

#### Schedule of contents

- These are the plans or drawings that accompany an application.
- The drawings should be professionally drawn using the appropriate scales and dimensions.
- All drawings should contain an appropriate drawing number following a logical sequence, contain a drawing title with the designer’s and owner’s name, the project address, and be dated for version control. Elevations, Sections, Details are to be labelled and cross-referenced
- The drawings should be clear, unambiguous and not contradict each other or any other supporting documentation.

#### **A standard scale is to be used for different drawing types:**

- Location Plan 1:500
- Site plan 1:100
- Floor plan 1:100 or 1:50
- Foundation plans 1:100 or 1:50
- Bracing plans: subfloor, deck, wall and ceiling/roof 1:100 or 1:50
- Plumbing and drainage 1:100

- Fire protection plan 1:100 or 1:50
- Elevations 1:100 or 1:50
- Sections 1:100 or 1:50
- Details 1:5

## **Architectural Specification**

### **Schedule of contents**

- A specification is a detailed description complementing the dimensions, construction, materials and products to be used.
- A specification shall be site specific, clear and not a range of generic options or statements.
- It should be easy to follow and in a logical sequence, free from repetition or irrelevant information.

### **The specification should include**, but not limited to:

- The extent of work to be carried out
- Quality of the materials and how they are to be placed and fixed
- Acceptable standards for each trade or aspect of the construction
- Licenced Building Practitioner (LBP) design memoranda
- Truss Supplier Information
- Manufacturers Installation details
- Appraisals / Codemark Certificates
- Specified / proprietary product info and certificates (eg):
- Balustrade
- Structural members and calculations (LVL, I-Beams, etc)
- H1 Calculations
- Bracing Schedules
- Water Heater Details
- Storm Water Detention System
- Alternative Solution Justification
- External moisture risk matrix
- Weathertightness Reports / QA documents
- Change of use Report/s
- Other supporting document/s

## **Structural Plans**

### **Schedule of contents**

- Structural plans or drawings are to complement the architectural plans and include any specific engineering design (SED).
- The drawings should be professionally drawn using the appropriate scales and dimensions.
- All drawings should be numbered and follow a logical sequence, contain a drawing title with the designer's and owner's name, the project address, and be dated for version control.
- All Elevations, Sections and Details are to be labelled and cross-referenced with any other plans where appropriate.
- The drawings should be clear, unambiguous and not contradict any other supporting documentation.

A standard scale is as follows, for the different drawing types:

#### **Drawing Type Normal Scale**

- Location Plan 1:500
- Site plan 1:100
- Floor plan 1:100 or 1:50
- Foundation plans 1:100 or 1:50
- Bracing plans: subfloor, deck, wall and ceiling/roof 1:100 or 1:50
- Plumbing and drainage 1:100
- Fire protection plan 1:100 or 1:50
- Elevations plan 1:100 or 1:50

#### **Structural Specifications**

##### **Schedule of contents**

- A specification is a detailed description complementing the dimensions, construction, materials and products to be used.
- It shall include any manufacturers installation instructions and acceptable standards of workmanship applicable to the project
- A specification can be prepared by an architect, designer or engineer and shall be site specific, clear and not a range of generic options or statements.
- It should present information in an easy to follow, logical sequence, free from repetition or irrelevant information.
- Importantly, this information should be consistent and coordinated between all sections of the specification and with all accompanying drawings.

**The structural specification should include**, but not limited to:

- The extent of work to be carried out
- The quality of the materials and how materials should be placed and fixed
- Details about products required for compliance
- Acceptable standards for each trade or aspect of the construction
- Structural Engineer Producer statements (PS1 and or PS2)
- LBP design memorandum (engineer)
- Design features reports
- Structural calculations
- Initial Seismic Assessment (ISA)
- Detailed Seismic Assessment (DSA)
- Geotechnical design or reports
- Other supporting structural related document/s

#### **Fire reports**

##### **Schedule of contents**

- Fire safety design (fire report) must be properly communicated and incorporated into a building's design and documentation.
- The documentation must describe and justify the fire safety design to enable a building consent to be issued.
- Any other documents procured by the Fire safety consultant are to be provided.

These can include (but is not limited to):

- Fire Engineer Producer statements
- Fire Engineer calculations
- Fire Engineer specification/s
- Fire and emergency New Zealand (FENZ) documents
- Other documents to support the Fire safety design aspect of the proposed work.

### **Accessibility reports**

#### **Schedule of contents**

- Required for buildings undergoing an alteration and or a change of use
- An Accessibility Report outlines what accessible provisions either currently exist or are required to be incorporated into the building. Buildings providing access and facilities for people with disabilities, are listed in Schedule 2 of the Building Act 2004.
- The assessment, for the whole building, will cover access and facilities for people with disabilities and must include a statement confirming that a site visit was conducted as part of the assessment, or a justification statement if no site visit took place.

### **Mechanical, Electrical, Plumbing (MEP) Plans**

#### **Schedule of contents**

- These are the plans or drawings that accompany an application prepared by the MEP Consultants.
- The drawings should be professionally drawn using the appropriate scales and dimensions.
- All drawings should be numbered and follow a logical sequence, contain a drawing title with the designer's and owner's name, the project address, and be dated for version control.
- All Elevations, Sections and Details are to be labelled and cross-referenced with any other plans where appropriate.
- The drawings should be clear, unambiguous and not contradict any other supporting documentation.

### **Mechanical, Electrical, Plumbing (MEP) Specifications**

#### **Schedule of contents**

- MEP Specifications include 'Mechanical, Electrical and Plumbing' Specifications.
- Refer comments under 'Architectural specification' above regarding specifications.
- The MEP 'specifications' are the supporting specifications, and other documents procured by the MEP consultants.

These can include (but is not limited to):

- MEP Engineer Producer statements
- MEP calculations
- MEP specification/s
- Other documents to support the MEP aspect of the proposed work