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| **APPLICANT INFORMATION** |
| This checklist is designed to assist with the documentation and information that needs to be provided with your application. The comments provided *in italics* are references to paragraphs of the Acceptable Solutions unless specified otherwise. These are for guidance only and may not be the specific means of compliance for your project. **Please complete all orange sections (left side of form) or select N/A where relevant**This checklist is suitable for new buildings, additions to existing buildings and alterations (more than minor) for the following: * Residential multi-unit buildings outside scope of C/AS1
* Communal Residential, Communal Non-Residential, Commercial, Industrial buildings
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| CS19C Commercial Building Consent Application and Processing Checksheet | logo |

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| PROPERTY INFORMATION  |
| **APPLICANT TO COMPLETE** | **COUNCIL USE ONLY** |
| **Yes** | **RFI** | **Reasons for Decisions/Comments** |
| [**Clause A1 - Classified Uses**](https://www.building.govt.nz/building-code-compliance/a-general-provisions/a1-classified-uses) | Choose an item. | [ ]  | [ ]  | **BC NUMBER**: Click to enter text.Check project information provided by applicant. |
| [**Use of Building**](http://www.legislation.govt.nz/regulation/public/2005/0032/latest/whole.html#DLM313979) | Choose an item. |
| [**Building Importance Level**](https://www.legislation.govt.nz/regulation/public/1992/0150/latest/link.aspx?id=DLM4417717#DLM4417717) | Choose an item. |
| **E2 Risk Matrix Score** | Click to enter text. *(Highest of all faces)* |
| **Earthquake Zone** | Choose an item.  |
| **Wind Zone**  | Choose an item.  |

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| **Select** | **Form 2: Application for Building Consent** | **COUNCIL USE ONLY** |
| **Yes** | **N/A** | **RFI** | **Reasons for Decisions / Comments** |
| [ ]  | **All sections of** [**Form 2**](https://www.qldc.govt.nz/media/y1gpcr3s/form-2-building-consent-application.pdf) **completed** | [ ]  | [ ]  | [ ]  |  |

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| **Building Act 2004** | **COUNCIL USE ONLY** |
| **Yes** | **N/A** | **RFI** | **Reasons for Decisions / Comments** |
| [**Section 53**](http://www.legislation.govt.nz/act/public/2004/0072/latest/DLM306390.html) Building Levy *(accurate value of work for project)* | [ ]  | [ ]  | [ ]  |  |
| [**Section 31 – 39**](http://www.legislation.govt.nz/act/public/2004/0072/latest/DLM306362.html) Project Information Memoranda (PIM/PIC)*(review/note Liquefaction category, minimum floor heights achieved if applicable, contamination, services)* | [ ]  | [ ]  | [ ]  |  |
| [**Section 71 – 74**](http://www.legislation.govt.nz/act/public/2004/0072/latest/DLM306818.html)  Natural Hazards associated with this consent (see PIM information).**Applicant to select as applicable:**[ ] Erosion (i.e. bank erosion and sheet erosion)[ ] Falling debris (i.e. rock, snow and ice)[ ] Subsidence[ ] Inundation (i.e. flooding, surge and ponding)[ ] SlippageComplete [CS 12.1 Natural Hazards Checksheet](https://au.promapp.com/qldc/Documents/Minimode/Permalink?crypto=EgeegQVG2pJOeBhgCcUGzX) | [ ]  | [ ]  | [ ]  |  |
| [**Section 75 – 83**](http://www.legislation.govt.nz/act/public/2004/0072/latest/DLM306823.html)Construction of building on 2 or more allotmentsComplete [AF 13.1 Section 75 Certificate Building over 2 or more allotments](https://www.qldc.govt.nz/media/wnvmsq3a/cs-13-1-construction-of-building-on-2-or-more-allotments-checksheet-rev-2.pdf) | [ ]  | [ ]  | [ ]  |  |
| [**Section 112**](http://www.legislation.govt.nz/act/public/2004/0072/latest/DLM306875.html) Alterations to existing buildings | [ ]  | [ ]  | [ ]  |  |
| [**Section 115**](http://www.legislation.govt.nz/act/public/2004/0072/latest/DLM306880.html) Change of use | [ ]  | [ ]  | [ ]  |  |
| [**Section 113**](http://www.legislation.govt.nz/act/public/2004/0072/latest/DLM306877.html) Buildings with specified intended lives | [ ]  | [ ]  | [ ]  |  |
| [**Section 67**](http://www.legislation.govt.nz/act/public/2004/0072/latest/DLM306812.html) Waivers or ModificationsComplete[AF WM Application for Waiver or Modification](https://www.qldc.govt.nz/services/building-services/application-forms-checksheets-and-guidance#application-forms-qldc) | [ ]  | [ ]  | [ ]  |  |
| [**Section 26**](https://www.legislation.govt.nz/act/public/2004/0072/latest/DLM306354.html?search=sw_096be8ed81c9110f_26_25_se&p=1&sr=2) Warnings or Bans | [ ]  | [ ]  | [ ]  |  |
| **Yes** | **N/A** | **Producer Statements** | **COUNCIL USE ONLY** |
| **Yes** | **N/A** | **RFI** | **Reasons for Decisions / Comments** |
| [ ]  | [ ]  | **Producer Statements** **Check:*** *Building address*
* *scope of work/ building code clauses covered*
* *drawings referenced*
* *verification of design assumptions*
* *construction monitoring and inspection schedule*
* *authors qualification and registration (check on EngNZ register)*
* *signed and dated*
* *supporting documentation (calculations/test report)*
 | [ ]  | [ ]  | [ ]  |  |
| **PS2 Requirements**: In some higher risk applications, the BCA may require the design to be validated by a PS2 for some structure, fire and façade design.Further information can be found [here](https://www.qldc.govt.nz/services/building-services/building-consents/#commercial)  |
| **Yes** | **N/A** | **Other Applications** | [ ]  **N/A** | **COUNCIL USE ONLY** |
| **Yes** | **N/A** | **RFI** | **Reasons for Decisions / Comments** |
| [ ]  | [ ]  | **Connection to Council services** application provided/required *(for new drainage connections or driveways)*[ ]  [**Connecting to Council Services Form**](https://www.qldc.govt.nz/services/water-services/connection-to-services/) | [ ]  | [ ]  | [ ]  |  |
| [ ]  | [ ]  | **Building over or near a council pipe or drain:** within council easement or within influence zone of council pipe/drain, engineering approval provided/required[ ]  [**Building Over Services Application form**](https://www.qldc.govt.nz/services/water-services/) | [ ]  | [ ]  | [ ]  |  |
| **Yes** | **N/A** | **Site Plan** | **COUNCIL USE ONLY** |
| **Yes** | **N/A** | **RFI** | **Reasons for Decisions / Comments** |
| [ ]  | [ ]  | * **Siting dimensions on site plan (minimum 3 dimensions)**
* **Boundaries align with Title plan**
* **Datum/contours provided**
 | [ ]  | [ ]  | [ ]  |  |

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| **Alterations to an existing building(s) or Change of Use**  |
| **[MBIE Building Score Methodology](https://www.building.govt.nz/building-code-compliance/c-protection-from-fire/c-clauses-c1-c6/means-of-escape/our-recommended-approach/)** used to establish the level of information that needs to be provided to review relevant Code Clause requirements**Is this an alteration to an existing building?** [ ] Yes (*does not apply to first fit outs as this is new work and will be assessed under* [*Section 17*](http://legislation.govt.nz/act/public/2004/0072/141.0/DLM306338.html)) |
| [***Section 112***](https://www.legislation.govt.nz/act/public/2004/0072/latest/link.aspx?id=DLM306875) *applies – Means of escape from fire and Access and Facilities for persons with disabilities* **Is a change of use proposed?** [ ] Yes *(see* [***Building Regulations 2005***](http://www.legislation.govt.nz/regulation/public/2005/0032/latest/whole.html#DLM313979) *to establish if change of use proposed)* [***Section 115***](https://www.legislation.govt.nz/act/public/2004/0072/latest/link.aspx?id=DLM306875) *applies – Means of escape from fire, protection of other property, sanitary facilities, structural performance and fire-rating performance* |
| **Current use:** Choose an item. | **Proposed use:** Choose an item. |
| **If yes to either of the above, complete table below to establish the Building Score and provide applicable level of assessment for the whole building.** For unit titles or alterations to tenancies within an existing building, the whole building must be assessed. |

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| **BUILDING SCORE** |
| **Type** | **Key Factors** | **Points** | **Score** *(select as applicable)* |
| **Likelihood of existing building complying**  | **Building Age** |
| Approved from 1 June 2001 onwards | **0** | [ ]  |
| Approved between 1 January 1993 and 31 May 2001 | **1** | [ ]  |
| Approved on or before 31 December 1992 | **3** | [ ]  |
| **Information held on the building by the BCA or TA (score one of these only and choose the most comprehensive assessment)** |
| For buildings approved from 1 June 2001: no consents made | **0** | [ ]  |
| Full building assessment on file dated 1 June 2001 or later | **2** | [ ]  |
| Full building assessment on file dated on or before 31 May 2001 | **4** | [ ]  |
| One or more partial building assessments on file | **6** | [ ]  |
| No assessment on file for building additions or alterations | **8** | [ ]  |
| Unable to determine history of building | **8** | [ ]  |
| **Extent of proposed work** | **Extent of the proposed work**  |
| Minor | **0** | [ ]  |
| Moderate | **3** | [ ]  |
| Significant  | **6** | [ ]  |
| **Potential consequences of not complying** | **Building Importance Level** |
| Level 1 | **0** | [ ]  |
| Level 2 | **4** | [ ]  |
| Level 3 | **8** | [ ]  |
| Level 4 and Level 5 | **12** | [ ]  |
| Additional points for building level 1, 2 or 3 with sleeping facilities | **4** | [ ]  |
| **TOTAL SCORE** | Choose an item. |
| **Assessments to be provided in relation to Building Score**  |
| **1-11** | **List of current features plus Statement of Change**  |
| **12-19**  | **Gap Assessment**  |
| **20+**  | **Full Assessment**  |
| **Further guidance on levels of assessment can be found on the MBIE website:** [**Recommended approach**](https://www.building.govt.nz/building-code-compliance/c-protection-from-fire/c-clauses-c1-c6/means-of-escape/our-recommended-approach/)  |
| **Alterations or Change of Use to existing building** | **Yes** | **N/A** | **RFI** | **COUNCIL USE ONLY** |
| Building Score sheet provided and agree with assessment level  | [ ]  | [ ]  | [ ]  |   |

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| B STABILITY |
| [ ]  **N/A** | [**B1 Structure**](https://www.building.govt.nz/building-code-compliance/b-stability/b1-structure)**: Landscape Retaining Walls** | [ ]  **N/A** | **COUNCIL USE ONLY** |
| **Yes** | **N/A** | **RFI** | **Reasons for Decisions/ Comments** |
| Reference pages  | **Construction details** provided: footings, wall construction, height, surcharge correctly factored into design**Excavations** potentially affecting neighbouring properties mitigated and **all work (including drainage) within property boundary**  | [ ]  | [ ]  | [ ]  |  |
| **Subsoil drainage**, **silt trap** or similar prior to connection to stormwater | [ ]  | [ ]  | [ ]  |  |
| **Barrier** specified and details provided | [ ]  | [ ]  | [ ]  |  |
| [ ]  **N/A** | [**B1 Structure**](https://www.building.govt.nz/building-code-compliance/b-stability/b1-structure)**: Strip Footings** | [ ]  **N/A** | **COUNCIL USE ONLY** |
| **Yes** | **N/A** | **RFI** | **Reasons for Decisions/ Comments** |
| Reference pages  | **Footing** details depth, size, steps due to ground slope, MPa, **reinforcing** (size, type, centres, grade),details provided for **steps in foundations** (due to ground slope) | [ ]  | [ ]  | [ ]  |  |
| **Columns** and **posts pads** (size, type, centres, grade) | [ ]  | [ ]  | [ ]  |  |
| **Underpinning/screw piles** | [ ]  | [ ]  | [ ]  |  |
| [ ]  **N/A** | [**B1 Structure**](https://www.building.govt.nz/building-code-compliance/b-stability/b1-structure)**: Slabs** | [ ]  **N/A** | **COUNCIL USE ONLY** |
| **Yes** | **N/A** | **RFI** | **Reasons for Decisions/ Comments** |
| Reference pages  | [ ]  Slab-on-grade [ ]  Raft [ ]  Suspended Floor *Check suitability of foundation in relation to PIM/PIC, Liquefaction category or geotechnical report* | [ ]  | [ ]  | [ ]  |  |
| **Foundation plan/slab details:*** **Foundation design conforms to site geotechnical parameters** (if applicable)
* **Slab** thickness, reinforcing cover. **Mesh** type and size
* **Shrinkage control joints**, supplementary reinforcing bars, free joints
* **Base preparation**: sand, hard-fill
* **Damp proof membrane** (DPM)
 | [ ]  | [ ]  | [ ]  |  |
| **Foundation/footing details:*** **Foundation edge/footing** detail(s) with dimensions, reinforcing size, grade and concrete strength
* **Point loads pads / slab thickenings** shown on foundation plans
* **Additions to existing slab**: connection to existing slab (joint preparation & starters)
* **Column/post**: foundations/footings
 | [ ]  | [ ]  | [ ]  |  |
| [ ]  **N/A** | [**B1 Structure**](https://www.building.govt.nz/building-code-compliance/b-stability/b1-structure)**: Foundation Wall – Concrete/Masonry** | [ ]  **N/A** | **COUNCIL USE ONLY** |
| **Yes** | **N/A** | **RFI** | **Reasons for Decisions/ Comments** |
| Reference pages  | **Construction details:** footing details (including steps in foundation), wall height,(maximum), **vertical and horizontal reinforcing / starters**, size and centres, **masonry type** and grout strength (MPa), subfloor **ventilation**.  | [ ]  | [ ]  | [ ]  |  |
| **Retaining structures:** **subsoil drainage** details **silt trap** or similar prior to connection to stormwater, **tanking and protection** specified (check tanking system details), strapped/lining details | [ ]  | [ ]  | [ ]  |  |
| **Seacant piles, soldier piles or precast piles** | [ ]  | [ ]  | [ ]  |  |

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| [ ]  **N/A** | [**B1 Structure**](https://www.building.govt.nz/building-code-compliance/b-stability/b1-structure)**: Subfloor Foundation Framing and Bracing** | [ ]  **N/A** | **COUNCIL USE ONLY** |
| **Yes** | **N/A** | **RFI** | **Reasons for Decisions/ Comments** |
| Reference pages  | **Pile foundation plan**: type specified and details provided (**ordinary, driven** (SED)**, anchor, braced**), footing details, depth, size, centres, treatment, heights, point loads | [ ]  | [ ]  | [ ]  |  |
| **Subfloor bracing details**: type, location, length, 5.0m centres max, 4 bracing elements minimum, evenly distributed **Subfloor bracing calculations**: zone, demand, capacity **Diaphragms** >100 BUs, location, limitations **2-storey** (height versus width) | [ ]  | [ ]  | [ ]  |  |
| **Bearers**: size, centres, treatment, span, point loads, cantilever, loading, fixing to foundation walls  | [ ]  | [ ]  | [ ]  |  |
| **Joists**: size, centres, span, point loads, cantilever joists (check load bearing walls), loading, penetrations **Lateral support** mid-span, blocking, bracing lines  | [ ]  | [ ]  | [ ]  |  |
| **Flooring** thickness, clearances, type  | [ ]  | [ ]  | [ ]  |  |
| **Base cladding**: type, support, access, ventilation, crawlspace (450 mm minimum), vermin proofing, obstructions, large area, limited cross flow  | [ ]  | [ ]  | [ ]  |  |
| [ ]  **N/A** | [**B1 Structure**](https://www.building.govt.nz/building-code-compliance/b-stability/b1-structure)**: Mid-floor** | [ ]  **N/A** | **COUNCIL USE ONLY** |
| **Yes** | **N/A** | **RFI** | **Reasons for Decisions/ Comments** |
| Reference pages  | **Mid floor structure**: timber floor joist, suspended concrete slab, support beams/posts, SED etc. **Floor joists details**: size, centres, span, treatment, floor beams, cantilever, floor load, point loads **Flooring** type and diaphragm (if applicable) | [ ]  | [ ]  | [ ]  |  |
| [ ]  **N/A** | [**B1 Structure**](https://www.building.govt.nz/building-code-compliance/b-stability/b1-structure)**: SED Structural Steel Frame and Concrete Structures** | [ ]  **N/A** | **COUNCIL USE ONLY** |
| **Yes** | **N/A** | **RFI** | **Reasons for Decisions/ Comments** |
| Reference pages  | **SED**: PS1, PS2, proprietary systems**PS2 provided where:*** Retaining structures over 5 m in height
* New buildings and significant alterations to buildings with Importance Levels 3, 4 and 5
* New buildings greater than 5 levels above ground
* Structures containing structural member spans greater than 20 m
* Untested alternative solutions for structural designers
* Other buildings the BCA deems of a complex nature
 | [ ]  | [ ]  | [ ]  |  |
| **Structural documentation**: all structures requiring SED, covered by design (**Design features report**)**,** all referenced details and sections provided, adequate dimensioning provided | [ ]  | [ ]  | [ ]  |  |
| **Demolition** – site monitoring of adjacent buildings, partial removal of structural elements/temporary support | [ ]  | [ ]  | [ ]  |  |
| **Seismic strengthening** included in consent application | [ ]  | [ ]  | [ ]  |  |
| Concrete **precast panel details** and fixings provided,concrete **strengths and reinforcing** cover detailed on plans | [ ]  | [ ]  | [ ]  |  |
| **Portal frames, structural steel frames, space frames, girts, etc.** | [ ]  | [ ]  | [ ]  |  |
| **Miscellaneous:** Racking systems, ground anchors etc. | [ ]  | [ ]  | [ ]  |  |
| [ ]  **N/A** | [**B1 Structure**](https://www.building.govt.nz/building-code-compliance/b-stability/b1-structure)**: Decks Construction (ground floor or external decks above ground floor)** | [ ]  **N/A** | **COUNCIL USE ONLY** |
| **Yes** | **N/A** | **RFI** | **Reasons for Decisions/ Comments** |
| Reference pages  | **Deck piles**: layout, type, size, footing depth, centres, treatment, height, connections **Subfloor deck bracing** (if projects >2.0m from the building) | [ ]  | [ ]  | [ ]  |  |
| **Bearers**: size, span, treatment | [ ]  | [ ]  | [ ]  |  |
| **Joists**: 2.0 kPa, size, span, centres, cantilever, saddle flashings  | [ ]  | [ ]  | [ ]  |  |
| **Decking**: material, type, fixings, treatment, finished floor level  | [ ]  | [ ]  | [ ]  |  |
| **Stringer**: stair construction / deck stringer, size, span, fixings, air-gap  | [ ]  | [ ]  | [ ]  |  |
| [ ]  **N/A** | [**B1 Structure**](https://www.building.govt.nz/building-code-compliance/b-stability/b1-structure)**: Walls (all levels)** | [ ]  **N/A** | **COUNCIL USE ONLY** |
| **Yes** | **N/A** | **RFI** | **Reasons for Decisions/ Comments** |
| Reference pages  | **Framing** (NZS3604, SED, Steel): treatment, grade, size | [ ]  | [ ]  | [ ]  |  |
| **Bottom and top plate:** size, point loads, bracing | [ ]  | [ ]  | [ ]  |  |
| **Stud / post**: size, height, spacing, fixings, uplift | [ ]  | [ ]  | [ ]  |  |
| **Structure / load path:** beams / posts, SED, timber, steel, flitch, LVL, fixing details provided | [ ]  | [ ]  | [ ]  |  |
| **Lintel**: size, point loads, fixings | [ ]  | [ ]  | [ ]  |  |
| [ ]  **N/A** | [**B1 Structure**](https://www.building.govt.nz/building-code-compliance/b-stability/b1-structure)**: Wall Bracing (all floors)** | [ ]  **N/A** | **COUNCIL USE ONLY** |
| **Yes** | **N/A** | **RFI** | **Reasons for Decisions/ Comments** |
| Reference pages  | **Wall bracing calculations** - zone, demand, capacity | [ ]  | [ ]  | [ ]  |  |
| **Wall bracing plan** - location of bracing elements, 6.0m centres, evenly distributed, wings, blocks, wet areas, split or discontinuous levels, type, location, length**Dragon ties** to extend brace lines to 7.5m> 100 Bus, location**Ceiling diaphragm** - >100 BUs, location, limitations, construction details | [ ]  | [ ]  | [ ]  |  |
| [ ]  **N/A** | [**B1 Structure**](https://www.building.govt.nz/building-code-compliance/b-stability/b1-structure)**: Roof and Ceiling Framing** | [ ]  **N/A** | **COUNCIL USE ONLY** |
| **Yes** | **N/A** | **RFI** | **Reasons for Decisions/ Comments** |
| Reference pages  | **Trusses** - Design Statement, software statement, truss layout, pitch specified | [ ]  | [ ]  | [ ]  |  |
| **Rafter / ridge beam / beams / roof purlins**Size, span, support, fixings, treatment | [ ]  | [ ]  | [ ]  |  |
| **Roof bracing** | [ ]  | [ ]  | [ ]  |  |
| **Purlin**, tile batten, size, span, centres, fixings, treatment  | [ ]  | [ ]  | [ ]  |  |
| **Ceiling /Rondo battens** Size, span, centres, fixings, ceiling lining | [ ]  | [ ]  | [ ]  |  |
| **Suspended ceilings** (seismic restraint and PS1) and **ceiling lining** - type, thickness, fixing  | [ ]  | [ ]  | [ ]  |  |
| **B2 Durability** |
| **B2 Durability must always be considered when demonstrating compliance with each of the clauses of the Building Code.**  In other words, it ensures that a building will continue to satisfy the performance of the Building Code throughout its specified intended life. Under the clause, building materials, components and construction methods are required to be sufficiently durable.  They must ensure that the building, without reconstruction or major renovation, continues to satisfy the other functional requirements of the Building Code throughout its life. B2 specifies minimum durability periods building elements must meet with only normal maintenance, being not less than 50, 15 or 5 years. |

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| C1- C6 PROTECTION FROM FIRE  |
| **Part 1:** [**General**](https://www.building.govt.nz/building-code-compliance?url=/compliance-documents#code-c-content) | [ ]  **N/A** | **COUNCIL USE ONLY** |
| **Yes** | **N/A** | **RFI** | **Reasons for Decisions / Comments** |
| Reference pages  | **Alteration to an existing building or Change of use assessment provided** | [ ]  | [ ]  | [ ]  |  |
| Scope of **risk group** and **Primary risk group** *(if more than one)* | [ ]  | [ ]  | [ ]  |  |
| **Occupant densities** and **occupant load**  | [ ]  | [ ]  | [ ]  |  |
| **Fire Engineering Brief (FEB)** provided where C/VM2 or Alternative Solution used for means of compliance with stakeholder sign off | [ ]  | [ ]  | [ ]  |  |
| **PS2 provided when:*** C/VM2 is used as means of compliance or;
* Alternative solutions provided to buildings listed in Section 75(1) Fire and Emergency New Zealand Act
 | [ ]  | [ ]  | [ ]  |  |
| **Part 2:** [**Firecells, Fire Safety Systems & FRR**](https://www.building.govt.nz/building-code-compliance/c-protection-from-fire/c4-movement-to-a-place-of-safety) | [ ]  **N/A** | **COUNCIL USE ONLY** |
| **Yes** | **N/A** | **RFI** | **Reasons for Decisions / Comments** |
| Reference pages  | **Firecell floor area limit**  | [ ]  | [ ]  | [ ]  |  |
| **Fire safety systems** **Type 9, 15, 18 system** required?**Manual and automatic fire alarm systems** – type specified (Type 2, 3, 4, 5, 6, 7). **Location** shown on plan (heat/smoke detectors, manual call points, fire alarm panel, hold open device for doors, smoke extract) | [ ]  | [ ]  | [ ]  |  |
| Is **direct connection** between the alarm system and **FENZ** needed and specified? | [ ]  | [ ]  | [ ]  |  |
| **Fire resistance ratings** (life rating/property rating) | [ ]  | [ ]  | [ ]  |  |
| **Part 3:** [**Means of escape**](https://www.building.govt.nz/building-code-compliance/c-protection-from-fire/c4-movement-to-a-place-of-safety) | [ ]  **N/A** | **COUNCIL USE ONLY** |
| **Yes** | **N/A** | **RFI** | **Reasons for Decisions / Comments** |
| Reference pages  | **Escape routes**: number*,* height and width, length | [ ]  | [ ]  | [ ]  |  |
| **Escape from basements**  | [ ]  | [ ]  | [ ]  |  |
| **Open paths** / **Special cases of open paths** | [ ]  | [ ]  | [ ]  |  |
| **Dead ends**  | [ ]  | [ ]  | [ ]  |  |
| **Exitways** / **Control of exitway activities**  | [ ]  | [ ]  | [ ]  |  |
| **External escape routes**  | [ ]  | [ ]  | [ ]  |  |
| **Final exits** (CA, WB, VP) | [ ]  | [ ]  | [ ]  |  |
| **Single escape routes**  | [ ]  | [ ]  | [ ]  |  |
| **Special conditions for safe paths** (SM) | [ ]  | [ ]  | [ ]  |  |
| **Doors subdividing escape routes** (door features, fixings, direction, vision panel, hold open devices)**Panic fastenings** (CA)  | [ ]  | [ ]  | [ ]  |  |
| **Part 4:** [**Control of Internal Fire & Smoke Spread**](https://www.building.govt.nz/building-code-compliance/c-protection-from-fire/c3-fire-affecting-areas-beyond-the-source) | [ ]  **N/A** | **COUNCIL USE ONLY** |
| **Yes** | **N/A** | **RFI** | **Reasons for Decisions / Comments** |
| Reference pages  | **Firecells**  | [ ]  | [ ]  | [ ]  |  |
| **Glazing** in fire and smoke separations  | [ ]  | [ ]  | [ ]  |  |
| **Structural stability during fire** (Structural engineer) | [ ]  | [ ]  | [ ]  |  |
| **Fire stopping / firecell construction**  | [ ]  | [ ]  | [ ]  |  |
| **Special requirements for sleeping areas** (SM, SI)  | [ ]  | [ ]  | [ ]  |  |
| **Specific requirements for theatres, exhibitions and retail areas** (CA, WB, WS)**Tiered seating** (CA) | [ ]  | [ ]  | [ ]  |  |
| **Exitways** (CA, WB, WS, VP) | [ ]  | [ ]  | [ ]  |  |
| **Intermittent activities**  | [ ]  | [ ]  | [ ]  |  |
| **Protected shafts**  | [ ]  | [ ]  | [ ]  |  |
| **Long corridor subdivision**  | [ ]  | [ ]  | [ ]  |  |
| **Floors**: intermediate, **subfloor spaces** and **concealed spaces** (floors/walls/roof/ceiling space) | [ ]  | [ ]  | [ ]  |  |
| **Closures in fire and smoke separations**  | [ ]  | [ ]  | [ ]  |  |
| **Interior surface finishes**, floor covering and suspended flexible fabrics  | [ ]  | [ ]  | [ ]  |  |
| **Building services plant** (Type 9) | [ ]  | [ ]  | [ ]  |  |
| [ ]  **N/A** | **Part 5:** [**External Fire Spread**](https://www.building.govt.nz/building-code-compliance/c-protection-from-fire/c3-fire-affecting-areas-beyond-the-source) | [ ]  **N/A** | **COUNCIL USE ONLY** |
| **Yes** | **N/A** | **RFI** | **Reasons for Decisions / Comments** |
| Reference pages  | **Relevant boundary** (actual or notional) **distance** measured from cladding not foundation | [ ]  | [ ]  | [ ]  |  |
| **Fire separation** for building with more than on title (subdivided)  | [ ]  | [ ]  | [ ]  |  |
| **External walls**: Horizontal fire spread, fire resistance rating, small openings and fire resisting glazing and table method for external walls | [ ]  | [ ]  | [ ]  |  |
| **Horizontal fire spread** from roofs and open sided buildings  | [ ]  | [ ]  | [ ]  |  |
| **Vertical fire spread**  | [ ]  | [ ]  | [ ]  |  |
| **Exterior cladding systems**  | [ ]  | [ ]  | [ ]  |  |
| [ ]  **N/A** | **Part 6:** [**Firefighting**](https://www.building.govt.nz/building-code-compliance/c-protection-from-fire/c5-access-and-safety-for-firefighting-operations) | [ ]  **N/A** | **COUNCIL USE ONLY** |
| **Yes** | **N/A** | **RFI** | **Reasons for Decisions / Comments** |
| Reference pages  | **Fire and Emergency vehicular access**  | [ ]  | [ ]  | [ ]  |  |
| **Information for firefighters** Control panel location approval from FENZ provided with application *(only required where multiple zones and multiple entrances)* | [ ]  | [ ]  | [ ]  |  |
| **Firefighting facilities**  | [ ]  | [ ]  | [ ]  |  |
| [ ]  **N/A** | **Part 7:** [**Prevention of Fire Occurring**](https://www.building.govt.nz/building-code-compliance/c-protection-from-fire/c2-prevention-of-fire-occurring) | [ ]  **N/A** | **COUNCIL USE ONLY** |
| **Yes** | **N/A** | **RFI** | **Reasons for Decisions / Comments** |
| Reference pages  | **Fireplaces**: Solid fuel, Gas burner, Oil fire, Open fire | [ ]  | [ ]  | [ ]  |  |

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| D ACCESS |
| [ ]  **N/A** | [**D1 Access Routes**](https://www.building.govt.nz/building-code-compliance/d-access/d1-access-routes) **(Internal and External)** | [ ]  **N/A** | **COUNCIL USE ONLY** |
| **Yes** | **N/A** | **RFI** | **Reasons for Decisions / Comments** |
| Reference pages  | **Alteration to an existing building or Change of use assessment provided** (where [Section 118](http://legislation.govt.nz/act/public/2004/0072/141.0/DLM306890.html) applies) | [ ]  | [ ]  | [ ]  |  |
| **Accessible route(s)**: principal entrance, location, slope, change in levels, height clearances, obstructions  | [ ]  | [ ]  | [ ]  |  |
| **Access Routes**: slip resistance, width and protection from falling  | [ ]  | [ ]  | [ ]  |  |
| **Lift required?** *(D1.3.4(c) or NZS4121)*Occupancy based on *para.* *1.4 or para. 3.1 C/VM2*(Also determinations: [1995/008](https://www.building.govt.nz/assets/Uploads/resolving-problems/determinations/1995/1995-008.pdf); [2003/05](https://www.building.govt.nz/assets/Uploads/resolving-problems/determinations/2003/2003-05.pdf); [2005/49](https://www.building.govt.nz/assets/Uploads/resolving-problems/determinations/2005/2005-49.pdf); [2006/73](https://www.building.govt.nz/assets/Uploads/resolving-problems/determinations/2006/2006-73.pdf), [2017/084](https://www.building.govt.nz/assets/Uploads/2017-084.pdf)) | [ ]  | [ ]  | [ ]  |  |
| **Ramps**: slope, slip resistance, width, landings, kerb ramps, handrails details  | [ ]  | [ ]  | [ ]  |  |
| **Stairways**: Pitch, risers and treads, width, landings, curved and spiral stairways, stair winders and visibility of stair treads, handrail details | [ ]  | [ ]  | [ ]  |  |
| **Fixed ladders**: general, step-type ladders, rung-type ladders and individual run-type ladders  | [ ]  | [ ]  | [ ]  |  |
| **Door** and **Openings**  | [ ]  | [ ]  | [ ]  |  |
| **Places of assembly**  | [ ]  | [ ]  | [ ]  |  |
| **Accessible accommodation units of communal residential buildings**: number of units and facilities to be provided  | [ ]  | [ ]  | [ ]  |  |
| **Movement of vehicles** carparking areas and circulation routes (including assessment of accessible carparks) | [ ]  | [ ]  | [ ]  |  |
| **Other Acceptable Solutions**: AS1657 - stairs, ladders, platforms and walkways for services and maintenance personnel  | [ ]  | [ ]  | [ ]  |  |
| [ ]  **N/A** | [**D2 Mechanical Installations for access**](https://www.building.govt.nz/building-code-compliance/d-access/d2-mechanical-installations-for-access) | [ ]  **N/A** | **COUNCIL USE ONLY** |
| **Yes** | **N/A** | **RFI** | **Reasons for Decisions / Comments** |
| Reference pages  | **Alteration to an existing building or Change of use assessment provided** (where [Section 118](http://legislation.govt.nz/act/public/2004/0072/141.0/DLM306890.html) applies) | [ ]  | [ ]  | [ ]  |  |
| **Design calculations, specifications, plans, PS1/CodeMark certificate** provided*D2/AS1 (NZS4332 or EN81-20), D2/AS2 (NZS4334), D2/AS3 (EN115)* **Accessible features detailed for lift**: controls panel, lift indicators, car size, door size, handrails and space in front. *NZS4212 (Section 9), Appendix C NZS4121 (Design for access and mobility – Alterations to Buildings) or NZS4334* | [ ]  | [ ]  | [ ]  |  |

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| E MOISTURE |
| [ ]  **N/A** | [**E1 Surface Water**](https://www.building.govt.nz/building-code-compliance/e-moisture/e1-surface-water) | [ ]  **N/A** | **COUNCIL USE ONLY** |
| **Yes** | **N/A** | **RFI** | **Reasons for Decisions/ Comments** |
| Reference pages  | **Stormwater type**: Council reticulation, private reticulation, soak pit etc. **Stormwater layout plan:** size and gradient, access (rodding/inspection points) **Access for maintenance** (rodding points/inspection points etc.) **Strip drain/channel drain**: connection into stormwater with silt trap or similar prior  | [ ]  | [ ]  | [ ]  |  |
| **Stormwater run-off** (sumps, catchment area, soakage, pump, pump capacity) **Finished floor level** of suspended floors or slabs checked in relation to surrounding land and road crown  | [ ]  | [ ]  | [ ]  |  |
| **Downpipes**, **external & internal gutter size**, **distribution, spreaders** (to lower roof) | [ ]  | [ ]  | [ ]  |  |
| [ ]  **N/A** | [**E2 External Moisture**](https://www.building.govt.nz/building-code-compliance/e-moisture/e2-external-moisture)**: Roof Cladding** | [ ]  **N/A** | **COUNCIL USE ONLY** |
| **Yes** | **N/A** | **RFI** | **Reasons for Decisions/ Comments** |
| Reference pages  | **Roof cladding** type(s), roof pitch, compatibility of materials *(refer E2/AS1 Table 7 and para. 8.2 – 8.5)* | [ ]  | [ ]  | [ ]  |  |
| **Metal roof flashings**: change in pitch, roof/wall ridge, barge, fascia, apron flashings (transverse & parallel), gutter/wall junction, valley, hidden and external gutters  | [ ]  | [ ]  | [ ]  |  |
| **Metal roof penetrations**: small pipes (terminal vent/roof ventilation), soaker flashings (flue or similar), skylights, chimneys (cricket/apron flashings)  | [ ]  | [ ]  | [ ]  |  |
| **Membrane roof**: thickness, substrate, support, rainwater head/scupper/overflow, details: eaves/verge, internal gutters, apron, penetrations/ventilation **Membrane deck**: thickness, fall, substrate, support, drainage, junction to wall, verge/eave and rainwater head/scupper/overflow, penetrations/ventilation  | [ ]  | [ ]  | [ ]  |  |
| **Parapets / enclosed barriers**: slope, framing, capping material, drainage, junctions with wall or roof cladding  | [ ]  | [ ]  | [ ]  |  |
| [ ]  **N/A** | [**E2 External Moisture**](https://www.building.govt.nz/building-code-compliance/e-moisture/e2-external-moisture)**: Wall Claddings** | [ ]  **N/A** | **COUNCIL USE ONLY** |
| **Yes** | **N/A** | **RFI** | **Reasons for Decisions/ Comments** |
| Reference pages  | **Façade PS2 provided where:** * E2/VM1 or E2/VM2 and;
* Greater than 10 m in height and;
* Contains more than 10 household/accommodation units
 | [ ]  | [ ]  | [ ]  |  |
| **Wall cladding type(s)**: suitable for risk score, compatibility of materials, product specifications provided, stud & dwang spacing matches cladding system requirements **Drained cavity**: batten size, horizontal/vertical battens, treatment, vermin proof, closed off to roof, fire rated cavity battens  | [ ]  | [ ]  | [ ]  |  |
| **Masonry or schist slip/veneer**: walls ties and lintels (schist veneer ties and lintels SED), stud & dwang spacing matches cladding system requirements (schist slip) **Concrete or concrete masonry block**: concrete strength/finish/coating, control joints (E2/AS3 – Concrete NZ CoP) | [ ]  | [ ]  | [ ]  |  |
| **Bottom of cladding**: detail and clearances to ground, deck threshold, deck to cladding, enclosed balustrade cladding clearance to deck | [ ]  | [ ]  | [ ]  |  |
| **Wall junction details**: external/internal corners, change of cladding junction, control joints, soffit to wall junction | [ ]  | [ ]  | [ ]  |  |
| **Window/door construction** specified and detailed in window/door details (timber, aluminium, other) | [ ]  | [ ]  | [ ]  |  |
| **Window /door details**: head, sill and jamb, rebate  | [ ]  | [ ]  | [ ]  |  |
| **Penetrations**: structures attached to dwelling (pergola), pipes/services, meterbox/gas califont and inter storey junctions  | [ ]  | [ ]  | [ ]  |  |
| [ ]  **N/A** | [**E3 Internal Moisture**](https://www.building.govt.nz/building-code-compliance/e-moisture/e3-internal-moisture) | [ ]  **N/A** | **COUNCIL USE ONLY** |
| **Yes** | **N/A** | **RFI** | **Reasons for Decisions/ Comments** |
| Reference pages  | **Thermal resistance** walls / ceiling; **thermal break** for steel framing*Applies to Communal residential only*  | [ ]  | [ ]  | [ ]  |  |
| **Condensation control** *Applies to Communal residential only (single glazed windows)* | [ ]  | [ ]  | [ ]  |  |
| **Waterproofing** (type): overflow/ containment provision (other property), floor wastes | [ ]  | [ ]  | [ ]  |  |
| **Watersplash:** Showers, urinals, baths – impervious surfaces walls and floors and junction details provided  | [ ]  | [ ]  | [ ]  |  |
| **Vapour barrier to roof / wall cavity spaces** in high humidity rooms such as indoor pools or saunas | [ ]  | [ ]  | [ ]  |  |

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| F Safety of Users |
| [ ]  **N/A** | [**F1 Hazardous agent on site**](https://www.building.govt.nz/building-code-compliance/f-safety-of-users/f1-hazardous-agents-on-site) | [ ]  **N/A** | **COUNCIL USE ONLY** |
| **Yes** | **N/A** | **RFI** | **Reasons for Decisions/ Comments** |
| Reference pages  | **Contamination** PIM/PIC information reviewed. Check whether remediated through subdivision consent. | [ ]  | [ ]  | [ ]  |  |
| **Site investigation report and assessment** F1/VM1 and **remedial actions** provided (detailed)**Hazard to building elements** (preventative measures detailed) | [ ]  | [ ]  | [ ]  |  |
| [ ]  **N/A** | [**F2 Hazardous building materials**](https://www.building.govt.nz/building-code-compliance/f-safety-of-users/f2-hazardous-building-materials) | [ ]  **N/A** | **COUNCIL USE ONLY** |
| **Yes** | **N/A** | **RFI** | **Reasons for Decisions/ Comments** |
| Reference pages  | **Glazing specifications** provided for windows/doors and barriers (i.e. shown on elevations or window/door schedule provided) | [ ]  | [ ]  | [ ]  |  |
| **Manifestation** to full height glazing - unimpeded path of travel  | [ ]  | [ ]  | [ ]  |  |
| **Asbestos** New building materials can be expected to be free of asbestos but many buildings constructed before the 1990s do include materials that contain asbestos. Therefore, for alterations to older buildings, Clause F1 ‘Hazardous Agents on Site’ may be relevant because an existing building can be considered as part of a site. The handling of asbestos-containing materials is covered by the Health and Safety at Work (Asbestos) Regulations 2016. These Regulations require the Licensing of asbestos removalists and asbestos assessors.Refer to the WorkSafe New Zealand website <https://www.worksafe.govt.nz/topic-and-industry/asbestos/>  |
| [ ]  **N/A** | [**F3 Hazardous Substances and processes**](https://www.building.govt.nz/building-code-compliance/f-safety-of-users/f3-hazardous-substances-and-processes) | [ ]  **N/A** | **COUNCIL USE ONLY** |
| **Yes** | **N/A** | **RFI** | **Reasons for Decisions/ Comments** |
| Reference pages  | **Location test certificate or exempt laboratory** with PS1 provided | [ ]  | [ ]  | [ ]  |  |
| **X-ray, radioactive equipment** | [ ]  | [ ]  | [ ]  |  |
| ***Note: Hazardous Substances regulated and enforced by WORKSAFE*** |
| [ ]  **N/A** | [**F4 Safety from falling**](https://www.building.govt.nz/building-code-compliance/f-safety-of-users/f4-safety-from-falling) | [ ]  **N/A** | **COUNCIL USE ONLY** |
| **Yes** | **N/A** | **RFI** | **Reasons for Decisions/ Comments** |
| Reference pages  | Barrier located in spaces **frequented by children under 6 years old** or Barrier located in spaces **NOT frequented by children under 6 years old** | [ ]  | [ ]  | [ ]  |  |
| **Barriers** **to stairs, ramps and other location** (height, top / bottom rails, spacing and openings) (areas) *(para. 1.2 & Table 1)* | [ ]  | [ ]  | [ ]  |  |
| **Fixed seating** to decks *(para. 1.2.4)*  | [ ]  | [ ]  | [ ]  |  |
| **Barriers or restrictors to window openings** *(para. 2.0)* | [ ]  | [ ]  | [ ]  |  |
| **Roofs** area with permanent access to have barriers  | [ ]  | [ ]  | [ ]  |  |
| [ ]  **N/A** | [**F5 Construction and Demolition Hazards**](https://www.building.govt.nz/building-code-compliance/f-safety-of-users/f5-construction-and-demolition-hazards) | [ ]  **N/A** | **COUNCIL USE ONLY** |
| **Yes** | **N/A** | **RFI** | **Reasons for Decisions/ Comments** |
| Reference pages  | **Work site barriers** (site fences and hoardings) *(para. 1.0 & 1.1)*, **water hazards fences** *(para. 1.2) or* **gantries** and **toeboards** *(para. 1.4)* | [ ]  | [ ]  | [ ]  |  |
| [ ]  **N/A** | [**F6 Visibility in Escape Routes**](https://www.building.govt.nz/building-code-compliance/f-safety-of-users/f6-visibility-in-escape-routes) | [ ]  **N/A** | **COUNCIL USE ONLY** |
| **Yes** | **N/A** | **RFI** | **Reasons for Decisions/ Comments** |
| Reference pages  | **Alteration to an existing building or Change of use assessment provided**  | [ ]  | [ ]  | [ ]  |  |
| **Emergency lighting** plan provided: location, illuminance, duration and **PS1** provided in relation to emergency lighting design | [ ]  | [ ]  | [ ]  |  |
| [ ]  **N/A** | [**F8 Signs**](https://www.building.govt.nz/building-code-compliance/f-safety-of-users/f8-signs) | [ ]  **N/A** | **COUNCIL USE ONLY** |
| **Yes** | **N/A** | **RFI** | **Reasons for Decisions/ Comments** |
| Reference pages  | **Alteration to an existing building or Change of use assessment provided** (where [Section 118](http://legislation.govt.nz/act/public/2004/0072/141.0/DLM306890.html) applies) | [ ]  | [ ]  | [ ]  |  |
| **Exit and Fire Signage**: Exit signs, call points, fire and smoke doors. Visible at all times - illumination (type) | [ ]  | [ ]  | [ ]  |  |
| **Accessibility Signage:** for accessible route and facilities (car parks, entrance, route, services), assistive listening system | [ ]  | [ ]  | [ ]  |  |
| **Hazard Signage:** hazardous substances and processes (HSNO CoP2.1 09-04) electrical, lifts, machine rooms, escalators/moving walks, water supplies | [ ]  | [ ]  | [ ]  |  |
| [ ] **N/A** | [**F9 Restricting access to residential pools**](https://www.building.govt.nz/building-code-compliance/f-safety-of-users/pool-safety) **/**[**F4 Safety from falling**](https://www.building.govt.nz/building-code-compliance/f-safety-of-users/f4-safety-from-falling) | [ ]  **N/A** | **COUNCIL USE ONLY** |
| **Yes** | **N/A** | **RFI** | **Reasons for Decisions / Comments** |
|  Reference pages  | **Residential** = hotel, motel, hostel, boarding house, nursing home/hospice, retirement village/rest home, campground or similar**Pool barriers**: surrounding pool, on property boundary, balconies projecting into immediate pool area, pool wall, strength *(refer para. 2.0)*Pool wall where **fall** **greater than 1m** – F4 to be considered([see Determinations for guidance](https://www.building.govt.nz/resolving-problems/resolution-options/determinations/determinations-issued?keyword=&bcc%5B%5D=f4-safety-from-falling&topic=pool-safety&action_doSearch=Search#results))**Gates in pool barriers** *(refer para. 3.0)***Building wall forming the pool barrier***(refer para. 4.0)*  | [ ]  | [ ]  | [ ]  |  |

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| G SERVICES AND FACILITIES |
| [ ]  **N/A** | [**G1 Personal Hygiene**](https://www.building.govt.nz/building-code-compliance/g-services-and-facilities/g1-personal-hygiene) | [ ]  **N/A** | **COUNCIL USE ONLY** |
| **Yes** | **N/A** | **RFI** | **Reasons for Decisions/ Comments** |
| Reference pages  | **Alteration to an existing building or Change of use assessment provided** (where [Section 118](http://legislation.govt.nz/act/public/2004/0072/141.0/DLM306890.html) applies) | [ ]  | [ ]  | [ ]  |  |
| **Number** of WC pans, basins, urinals, baths and showers (single sex/unisex)*Refer to fire report occupancy number of occupancy number in relation to facilities required or Table 4.* | [ ]  | [ ]  | [ ]  |  |
| **All bathroom facilities:** locationlayout, space, unisex, basins, showers, line of sight, cubicles, lobbies**Accessible facilities**: access/location, number, layout | [ ]  | [ ]  | [ ]  |  |
| **Location of sanitary fixtures**: space, access to food prep area work, basin communal | [ ]  | [ ]  | [ ]  |  |
| [ ]  **N/A** | [**G2 Laundering**](https://www.building.govt.nz/building-code-compliance/g-services-and-facilities/g2-laundering) | [ ]  **N/A** | **COUNCIL USE ONLY** |
| **Yes** | **N/A** | **RFI** | **Reasons for Decisions/ Comments** |
| Reference pages  | **Alteration to an existing building or Change of use assessment provided** (where [Section 118](http://legislation.govt.nz/act/public/2004/0072/141.0/DLM306890.html) applies) | [ ]  | [ ]  | [ ]  |  |
| **Laundering facilities**: service connections, minimum space, number of facilities, accessible facilities *(campgrounds)* | [ ]  | [ ]  | [ ]  |  |
| [ ]  **N/A** | [**G3 Food preparation and prevention of contamination**](https://www.building.govt.nz/building-code-compliance/g-services-and-facilities/g3-food-preparation-and-prevention-of-contamination) | [ ]  **N/A** | **COUNCIL USE ONLY** |
| **Yes** | **N/A** | **RFI** | **Reasons for Decisions/ Comments** |
| Reference pages  | **Alteration to an existing building or Change of use assessment provided** (where [Section 118](http://legislation.govt.nz/act/public/2004/0072/141.0/DLM306890.html) applies) | [ ]  | [ ]  | [ ]  |  |
| **Domestic Appliances and Facilities:** sink, cooker, food storage, energy source, space and wall linings (*housing, work camps, old people’s homes and early childhood centres)* | [ ]  | [ ]  | [ ]  |  |
| **Accessible preparation area** provided where required *(campgrounds and accessible accommodation units in communal residential buildings)* | [ ]  | [ ]  | [ ]  |  |
| **Commercial and Industrial facilities**: interior linings for food processing and other areas, wash down areas | [ ]  | [ ]  | [ ]  |  |
| [ ]  **N/A** | [**G4 Ventilation**](https://www.building.govt.nz/building-code-compliance/g-services-and-facilities/g4-ventilation) | [ ]  **N/A** | **COUNCIL USE ONLY** |
| **Yes** | **N/A** | **RFI** | **Reasons for Decisions/ Comments** |
| Reference pages  | **Natural ventilation:** accommodation unitsand carparks (apartments, hotels, motels) | [ ]  | [ ]  | [ ]  |  |
| **Combined** natural ventilation and mechanical ventilation (accommodation units)  | [ ]  | [ ]  | [ ]  |  |
| **Mechanical ventilation:** outdoor air supply, air-handling systems, extract ventilation etc. car park ventilation, PS1 provided for design | [ ]  | [ ]  | [ ]  |  |
| Ventilation of spaces containing **gas fuel appliances:** natural/mechanical ventilation, flue construction | [ ]  | [ ]  | [ ]  |  |
| [ ]  **N/A** | [**G5 Interior Environment**](https://www.building.govt.nz/building-code-compliance/g-services-and-facilities/g5-interior-environment) | [ ]  **N/A** | **COUNCIL USE ONLY** |
| **Yes** | **N/A** | **RFI** | **Reasons for Decisions/ Comments** |
| Reference pages  | **Alteration to an existing building or Change of use assessment provided** (where [Section 118](http://legislation.govt.nz/act/public/2004/0072/141.0/DLM306890.html) applies) | [ ]  | [ ]  | [ ]  |  |
| **Accessible reception counters or desks** (G5.3.4 – communal residential, communal non-residential and commercial buildings) | [ ]  | [ ]  | [ ]  |  |
| **Temperature control details**: habitable spaces, bathrooms and recreation rooms applies to early childhood centres and old people’s homes | [ ]  | [ ]  | [ ]  |  |
| **Space**: Living, dining and sleeping areas in old people’s home | [ ]  | [ ]  | [ ]  |  |
| **Listening systems** and hearing loops in cinemas, theatres, public halls and communal non-residential with **>250 people,** assembly spaces inold people’s homes with **>20 people** | [ ]  | [ ]  | [ ]  |  |
| [ ]  **N/A** | [**G6 Airborne and impact sound**](https://www.building.govt.nz/building-code-compliance/g-services-and-facilities/g6-airborne-and-impact-sound) | [ ]  **N/A** | **COUNCIL USE ONLY** |
| **Yes** | **N/A** | **RFI** | **Reasons for Decisions/ Comments** |
| Reference pages  | **STC and IIC ratings** for building elements which are common between occupancies or common spaces to the habitable spaces of the household units**Construction details** and/or system specifications. | [ ]  | [ ]  | [ ]  |  |
| [ ]  **N/A** | [**G7 Natural light**](https://www.building.govt.nz/building-code-compliance/g-services-and-facilities/g7-natural-light) | [ ]  **N/A** | **COUNCIL USE ONLY** |
| **Yes** | **N/A** | **RFI** | **Reasons for Decisions/ Comments** |
| Reference pages  | **General:** scope (AS1, AS2, VM1) *(applies to housing, old people’s homes and early childhood centres)* | [ ]  | [ ]  | [ ]  |  |
| **Illuminance** **Awareness of the Outside Environment** | [ ]  | [ ]  | [ ]  |  |
| [ ]  **N/A** | [**G8 Artificial Light**](https://www.building.govt.nz/building-code-compliance/g-services-and-facilities/g8-artificial-light) | [ ]  **N/A** | **COUNCIL USE ONLY** |
| **Yes** | **N/A** | **RFI** | **Reasons for Decisions/ Comments** |
| Reference pages  | **Artificial lighting locations**: all exitways, access routes and common spaces (see G8.2 for limitations) **Illuminance**: minimum 20 lux min at floor level or NZS 6703 Section 11 | [ ]  | [ ]  | [ ]  |  |
| [ ]  **N/A** | [**G9 Electricity**](https://www.building.govt.nz/building-code-compliance/g-services-and-facilities/g9-electricity) | [ ]  **N/A** | **COUNCIL USE ONLY** |
| **Yes** | **N/A** | **RFI** | **Reasons for Decisions/ Comments** |
| Reference pages  | **Alteration to an existing building or Change of use assessment provided** (where [Section 118](http://legislation.govt.nz/act/public/2004/0072/141.0/DLM306890.html) applies) | [ ]  | [ ]  | [ ]  |  |
| **Accessible light switches and plug sockets**: details and locations provided for buildings intended for **use by persons with disabilities** and **accessible** **accommodation** | [ ]  | [ ]  | [ ]  |  |
| **Emergency Power systems**: details provided where required for an essential service, listed on Compliance Schedule application  | [ ]  | [ ]  | [ ]  |  |
| [ ]  **N/A** | [**G10**](https://www.building.govt.nz/building-code-compliance/g-services-and-facilities/g10-piped-services) **–** [**G11**](https://www.building.govt.nz/building-code-compliance/g-services-and-facilities/g11-gas-as-an-energy-source) **Piped Services & Gas as an Energy Source** | [ ]  **N/A** | **COUNCIL USE ONLY** |
| **Yes** | **N/A** | **RFI** | **Reasons for Decisions/ Comments** |
| Reference pages  | **Specifications provided**: pipework construction, installation etc.**Flues**: location, materials, safety devices, fire dampers, **Automatic Extinguishers, Protection of Supply** and **Gas Meter location** | [ ]  | [ ]  | [ ]  |  |
| [ ]  **N/A** | [**G12 Water supplies**](https://www.building.govt.nz/building-code-compliance/g-services-and-facilities/g12-water-supplies) | [ ]  **N/A** | **COUNCIL USE ONLY** |
| **Yes** | **N/A** | **RFI** | **Reasons for Decisions/ Comments** |
| Reference pages  | **Alteration to an existing building or Change of use assessment provided** (where [Section 118](http://legislation.govt.nz/act/public/2004/0072/141.0/DLM306890.html) applies) | [ ]  | [ ]  | [ ]  |  |
| **Supply type**: town, rainwater, bore, other water supply (potable or non-potable) If private supply, documentation provided to show: * Description of water source, scheme and operation
* Copy of any ORC consents/test results
* Testing, maintenance and operational requirements
* Treatment systems
 | [ ]  | [ ]  | [ ]  |  |
| **Protection of Potable Water:** hazard and backflow protection information, listed on Compliance Schedule application | [ ]  | [ ]  | [ ]  |  |
| **Non-potable Supply:** protection, outlet and pipeline identification | [ ]  | [ ]  | [ ]  |  |
| **Water supply**: access, support, overflow, HWC / header if tank in roof space  | [ ]  | [ ]  | [ ]  |  |
| **Hot water supply system**: type (electric, gas, solar), size, schematic, seismic restraint, safe tray, wetback**Safe water temperature**: early childhood centres, schools, old people’s homes, institutions for people with psychiatric or physical disabilities, hospitals (*45 degrees*). All other buildings (*50 degrees*) | [ ]  | [ ]  | [ ]  |  |
| [ ]  **N/A** | [**G13 Foul Water**](https://www.building.govt.nz/building-code-compliance/g-services-and-facilities/g13-foul-water)**: Plumbing** | [ ]  **N/A** | **COUNCIL USE ONLY** |
| **Yes** | **N/A** | **RFI** | **Reasons for Decisions/ Comments** |
| Reference pages  | **Waste length to floor waste gully** **Floor waste gullies** are charged by fixture in same room or tundish | [ ]  | [ ]  | [ ]  |  |
| **Waste pipe** diameter, length, material and gradients  | [ ]  | [ ]  | [ ]  |  |
| [ ]  **N/A** | [**G13 Foul Water**](https://www.building.govt.nz/building-code-compliance/g-services-and-facilities/g13-foul-water)**: Stack System** | [ ]  **N/A** | **COUNCIL USE ONLY** |
| **Yes** | **N/A** | **RFI** | **Reasons for Decisions/ Comments** |
| Reference pages  | **Schematic** provided for any stack system  | [ ]  | [ ]  | [ ]  |  |
| **Stacks, vents & branches**: size, gradients, lengths provided, exclusion zones shown | [ ]  | [ ]  | [ ]  |  |
| **Mid floor joists/beam** layout allow passage of stack/branches | [ ]  | [ ]  | [ ]  |  |
| [ ]  **N/A** | [**G13 Foul Water**](https://www.building.govt.nz/building-code-compliance/g-services-and-facilities/g13-foul-water)**: Suspended and subsoil drainage** | [ ]  **N/A** | **COUNCIL USE ONLY** |
| **Yes** | **N/A** | **RFI** | **Reasons for Decisions/ Comments** |
| Reference pages  | **Foul water type:** Council reticulation, private reticulation, onsite disposal etc**Reticulated services**: connection to public sewer shown on plans and aligns with QLDC mapping or as-built plans *(refer* [*GIS mapping*](http://qldc.maps.arcgis.com/apps/webappviewer/index.html?id=a421fcd415994785b1614390aa8d34e6)*)***Onsite waste water system**: application complete, report, design and calculations provided [Onsite Wastewater Disposal Guidance](https://www.qldc.govt.nz/services/building-services/application-forms-checksheets-and-guidance#information-sheets-78422) ☐[**AF OSW Application Form**](https://www.qldc.govt.nz/services/building-services/application-forms-checksheets-and-guidance#application-forms-qldc) **completed** | [ ]  | [ ]  | [ ]  |  |
| **Drainage** **plan** showing: main drain, branches, gradients & lengths provided**Venting** details (terminal vent and unvented branch drains) **Access points** (i.e. inspection points, rodding points etc.) **Overflow relief** gullies (ORG)/Gully traps: location and charged | [ ]  | [ ]  | [ ]  |  |
| **Grease traps:** details and size | [ ]  | [ ]  | [ ]  |  |
| **Angle of influence**, depth and proximity of drain to building  | [ ]  | [ ]  | [ ]  |  |
| **Plumbing pipes** not running through **point load pad or slab thickenings** *(cross-check against truss plan or engineering’s drawings)* | [ ]  | [ ]  | [ ]  |  |
| [ ]  **N/A** | [**G14 Industrial Liquid Waste**](https://www.building.govt.nz/building-code-compliance/g-services-and-facilities/g14-industrial-liquid-waste) | [ ]  **N/A** | **COUNCIL USE ONLY** |
| **Yes** | **N/A** | **RFI** | **Reasons for Decisions/ Comments** |
| Reference pages  | **Security** details provided  | [ ]  | [ ]  | [ ]  |  |
| **Treatment and disposal**: NUO requirements, discharge with or without pre-treatment to comply with G13/AS2 or G14/VM1  | [ ]  | [ ]  | [ ]  |  |
| [ ]  **N/A** | [**G15 Solid Waste**](https://www.building.govt.nz/building-code-compliance/g-services-and-facilities/g15-solid-waste) | [ ]  **N/A** | **COUNCIL USE ONLY** |
| **Yes** | **N/A** | **RFI** | **Reasons for Decisions/ Comments** |
| Reference pages  | **Capacity of Containers and Storage areas**: 80 litres per dwelling (multi-unit and group dwellings), space, ventilation provided | [ ]  | [ ]  | [ ]  |  |
| **Carrying distance**: multi-unit and group dwellings, 30 m from chute or storage area  | [ ]  | [ ]  | [ ]  |  |
| **Solid Waste Storage Areas**: opening windows, water supply, ventilation, mechanical ventilation, access, another acceptable solution NZS 4303 | [ ]  | [ ]  | [ ]  |  |
| **Solid Waste Chutes:** details provided | [ ]  | [ ]  | [ ]  |  |

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| H1 ENERGY EFFICIENCY |
| [ ]  **N/A** | [**H1 Energy Efficiency**](https://www.building.govt.nz/building-code-compliance/h-energy-efficiency/h1-energy-efficiency) | [ ]  **N/A** | **COUNCIL USE ONLY** |
| **Yes** | **N/A** | **RFI** | **Reasons for Decisions/ Comments** |
| Reference pages  | **Building Thermal envelope**: **QLDC – Climate zone 6** Method demonstrates compliance and building within scope of chosen method:* Schedule method
* Calculation method
* Modelling method (VM1/VM2)

Supporting documentation provided including *construction R values* for each element (not insulation) (Part 2)[BRANZ H1 Energy Efficiency Support](https://www.branz.co.nz/H1_support) guidance | [ ]  | [ ]  | [ ]  |  |
| **Energy efficiency of HVAC systems in commercial buildings (VM3)** | [ ]  | [ ]  | [ ]  |  |
| **Artificial lighting**: commercial and communal non-residential buildings (over 300 m2) | [ ]  | [ ]  | [ ]  |  |

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| SPECIFIED SYSTEMS |
| Are the new or altered specified systems capable of performing to the performance standards |
| **Application for Compliance Schedule** | [ ]  **N/A** | **COUNCIL USE ONLY** |
| **Yes** | **N/A** | **RFI** | **Reasons for Decisions/ Comments** |
| [**Form 2 (Appendix A)**](https://au.promapp.com/qldc/Documents/Minimode/Permalink?crypto=DRSDNvFQHUwpZAf1hRZuij) Application for Compliance Schedule and specified systems consent documentation reviewed. Sufficient information to establish systems. | [ ]  | [ ]  | [ ]  |   |
| **SS** | **Specified System** | **Yes** | **RFI** | **COUNCIL USE ONLY** |
| 1 | Auto Systems for Fire Suppression | [ ]  | [ ]  | Performance StandardInspection/Maintenance Procedures |
| 2 | Auto or manual emergency warning systems for fire or other dangers | [ ]  | [ ]  | Performance StandardInspection/Maintenance Procedures |
| 3/1 | Automatic Doors | [ ]  | [ ]  | Performance StandardInspection/Maintenance Procedures |
| 3/2 | Access-Controlled Doors | [ ]  | [ ]  | Performance StandardInspection/Maintenance Procedures |
| 3/3 | Interfaced Fire or Smoke Doors or Windows | [ ]  | [ ]  | Performance StandardInspection/Maintenance Procedures |
| 4 | Emergency Lighting Systems | [ ]  | [ ]  | Performance StandardInspection/Maintenance Procedures |
| 5 | Escape Route Pressurisation Systems | [ ]  | [ ]  | Performance StandardInspection/Maintenance Procedures |
| 6 | Riser Mains | [ ]  | [ ]  | Performance StandardInspection/Maintenance Procedures |
| 7 | Automatic Back-Flow Preventers | [ ]  | [ ]  | Performance StandardInspection/Maintenance Procedures |
| 8/1 | Passenger-Carrying Lifts | [ ]  | [ ]  | Performance StandardInspection/Maintenance Procedures |
| 8/2 | Platform, Low Speed & Service Lifts | [ ]  | [ ]  | Performance StandardInspection/Maintenance Procedures |
| 8/3 | Escalators and Moving Walks | [ ]  | [ ]  | Performance StandardInspection/Maintenance Procedures |
| 9 | Mechanical Ventilation or Air Conditioning Systems | [ ]  | [ ]  | Performance StandardInspection/Maintenance Procedures |
| 10 | Building Maintenance Units | [ ]  | [ ]  | Performance StandardInspection/Maintenance Procedures |
| 11 | Laboratory Fume Cupboards | [ ]  | [ ]  | Performance StandardInspection/Maintenance Procedures |
| 12/1 | Audio Loops | [ ]  | [ ]  | Performance StandardInspection/Maintenance Procedures |
| 12/2 | FM Radio Frequency & Infrared Beam Transmission Systems | [ ]  | [ ]  | Performance StandardInspection/Maintenance Procedures |
| 13/1 | Mechanical Smoke Control | [ ]  | [ ]  | Performance StandardInspection/Maintenance Procedures |
| 13/2 | Natural Smoke Control | [ ]  | [ ]  | Performance StandardInspection/Maintenance Procedures |
| 13/3 | Smoke Curtains | [ ]  | [ ]  | Performance StandardInspection/Maintenance Procedures |
| 14/1 | Emergency Power Systems (SS1 - 13) | [ ]  | [ ]  | Performance StandardInspection/Maintenance Procedures |
| 14/2 | Signs (for SS1 – 13) | [ ]  | [ ]  | Performance StandardInspection/Maintenance Procedures |
| 15/1 | Systems for communicating spoken info to facilitate evacuation | [ ]  | [ ]  | Performance StandardInspection/Maintenance Procedures |
| 15-2 | Final Exits | [ ]  | [ ]  | Performance StandardInspection/Maintenance Procedures |
| 15/3 | Fire Separations | [ ]  | [ ]  | Performance StandardInspection/Maintenance Procedures |
| 15/4 | Signs | [ ]  | [ ]  | Performance StandardInspection/Maintenance Procedures |
| 15/5 | Smoke Separations | [ ]  | [ ]  | Performance StandardInspection/Maintenance Procedures |
| 16 | Cable Cars | [ ]  | [ ]  | Performance StandardInspection/Maintenance Procedures |
| **Draft compliance schedule** * Master document altered removing systems not associated with the building work.
* New and / or altered specified systems altered (typically red text)
* Move to issued in attachment grid
 | **Yes**[ ]  | **N/A**[ ]  |  |

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| Construction Documentation & Producer Statements*See* [*IS 25 BC Conditions Construction Documentation and Advice Notes*](https://www.qldc.govt.nz/services/building-services/application-forms-checksheets-and-guidance#information-sheets-78422) *for guidance* |
| **Select as applicable** | **PS4 Producer Statement – Construction Review** | **IS 25 #** | **Yes** | **N/A** | **RFI** | **COUNCIL USE ONLY** |
| [ ]  | Fire Protection  | 37 | [ ]  | [ ]  | [ ]  |  |
| [ ]  | Structural Engineer  | 26 | [ ]  | [ ]  | [ ]  | If a PS4 is required, snip and paste a copy of the construction monitoring schedule here.  |
| [ ]  | Façade Engineer  | 10 | [ ]  | [ ]  | [ ]  |  |
| [ ]  | Mechanical Ventilation  | 57 | [ ]  | [ ]  | [ ]  |  |
| [ ]  | Other Click or tap here to enter text. |  | [ ]  | [ ]  | [ ]  | Full wording of producer statement requirements to be written exactly how it should appear on Form 5 |
| **Select as applicable** | **PS3 Producer Statement – Construction**  | **IS 25 #** | **Yes** | **N/A** | **RFI** | **COUNCIL USE ONLY** |
| [ ]  | Membrane (Shower)  | 6 | [ ]  | [ ]  | [ ]  |  |
| [ ]  | Intumescent coating  | 13 | [ ]  | [ ]  | [ ]  |  |
| [ ]  | Membrane (Retaining Wall)  | 14 | [ ]  | [ ]  | [ ]  |  |
| [ ]  | Plaster Cladding  | 15 | [ ]  | [ ]  | [ ]  |  |
| [ ]  | Membrane (Roof / Deck)  | 16 | [ ]  | [ ]  | [ ]  |  |
| [ ]  | Onsite Waste System  | 17 | [ ]  | [ ]  | [ ]  |  |
| [ ]  | Mechanical Ventilation | 18 | [ ]  | [ ]  | [ ]  |  |
| [ ]  | Fire Alarm (PS3/Installers Declaration) | 19 | [ ]  | [ ]  | [ ]  |  |
| [ ]  | Sprinkler System (PS3/Installers Declaration) | 22 | [ ]  | [ ]  | [ ]  |  |
| [ ]  | Principle Contractor | 25 | [ ]  | [ ]  | [ ]  |  |
| [ ]  | Listening System for the Hearing Impaired | 28 | [ ]  | [ ]  | [ ]  |  |
| [ ]  | Lift/People Mover  | 29 | [ ]  | [ ]  | [ ]  |  |
| [ ]  | Glass Barriers  | 30 | [ ]  | [ ]  | [ ]  |  |
| [ ]  | Emergency Lighting | 34 | [ ]  | [ ]  | [ ]  |  |
| [ ]  | Passive Fire Protection | 36 | [ ]  | [ ]  | [ ]  |  |
| [ ]  | Electromagnetic or Automatic Doors or Windows | 54 | [ ]  | [ ]  | [ ]  |  |
| [ ]  | Automatic Backflow Preventer | 56 | [ ]  | [ ]  | [ ]  |  |
| [ ]  | Smoke Control Systems | 58 | [ ]  | [ ]  | [ ]  |  |
| [ ]  | Other Click or tap here to enter text. |  | [ ]  | [ ]  | [ ]  | Full wording of producer statement requirements to be written exactly how it should appear on Form 5 |
| **Select as applicable** | **Certification** | **IS 25 #** | **Yes** | **N/A** | **RFI** | **COUNCIL USE ONLY** |
| [ ]  | Setout, Floor Level – Surveyor Certification | 4 | [ ]  | [ ]  | [ ]  |  |
| [ ]  | Compaction Certification (fill over 600 mm) | 8 | [ ]  | [ ]  | [ ]  |  |
| [ ]  | Geotechnical Certificate (Ground bearing) | 9 | [ ]  | [ ]  | [ ]  |  |
| [ ]  | Fire Alarm Certificate  | 20 | [ ]  | [ ]  | [ ]  |  |
| [ ]  | Sprinkler System Certificate | 21 | [ ]  | [ ]  | [ ]  |  |
| [ ]  | Fire Doors | 23 | [ ]  | [ ]  | [ ]  |  |
| [ ]  | Acoustic  | 27 | [ ]  | [ ]  | [ ]  |  |
| [ ]  | Setout (Siting of building) Surveyor Certification | 32 | [ ]  | [ ]  | [ ]  |  |
| [ ]  | Potable Water | 46 | [ ]  | [ ]  | [ ]  |  |
| [ ]  | Manufacturers Certificate (Design and Manufacture) | 52 | [ ]  | [ ]  | [ ]  |  |
| [ ]  | Manufacturers Certificate (Manufacture only) | 53 | [ ]  | [ ]  | [ ]  |  |
| [ ]  | Riser Mains Certificate | 55 | [ ]  | [ ]  | [ ]  |  |
| [ ]  | Other Click or tap here to enter text. |  | [ ]  | [ ]  | [ ]  | Full wording of certification requirements to be written exactly how it should appear on Form 5 |
| Truss Design/ Fabrication | 1 | [ ]  | [ ]  |  |  |
| Gasworks Certification | 2 | [ ]  | [ ]  |  |
| Electrical Certification | 39 | [ ]  | [ ]  |  |

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| **COUNCIL USE ONLY** |
| **Conditions** | **IS 25 #** | **Yes** | **N/A** | **RFI** | **COUNCIL USE ONLY** |
| Section 67 – Waiver or modification | 5 | [ ]  | [ ]  | [ ]  |  |
| Section 73 – Building on land subject to natural hazards  | 7 | [ ]  | [ ]  | [ ]  |  |
| Section 75 – Construction of building on 2 or more allotments | 42 | [ ]  | [ ]  | [ ]  |  |
| Section 113 – Buildings with specified intended lives | 35 | [ ]  | [ ]  | [ ]  |  |
| **Advice Notes** | **IS 25 #** | **Yes** | **N/A** | **RFI** | **COUNCIL USE ONLY** |
| Services Demolition | 3 | [ ]  | [ ]  | [ ]  |  |
| Future Proofing | 12 | [ ]  | [ ]  | [ ]  |  |
| Domestic Heating appliance | 33 | [ ]  | [ ]  | [ ]  |  |
| Heritage New Zealand | 38 | [ ]  | [ ]  | [ ]  |  |
| Certificate of Public Use  | 41 | [ ]  | [ ]  | [ ]  |  |
| New relocatable building | 45 | [ ]  | [ ]  | [ ]  |  |
| 3rd Party Verification | 47 | [ ]  | [ ]  | [ ]  |  |
| Staged Consent *Where building work relies on an earlier stage to achieve compliance, and CCC has not been issued for that stage.* | 49 | [ ]  | [ ]  | [ ]  | Click here to enter previous stage BC number for advice note |
| Specified System Plan | 50 | [ ]  | [ ]  | [ ]  |  |
| Other  | 51 | [ ]  | [ ]  | [ ]  | Full wording of advice note to be written exactly how it should appear on Form 5 |
| **Inspections** *See* [*IS SI Site Inspection Descriptions*](https://au.promapp.com/qldc/Documents/Minimode/Permalink?crypto=TuTkSSh9KUc0XOpgGSRPV) *for guidance* |
| [ ]  Pre Construction Meeting | [ ]  Framing and Substrates | [ ]  Tile Membrane |
| [ ]  Foundation and Slab | [ ]  Cladding | [ ]  Pool and Spa Barrier |
| [ ]  Drainage | [ ]  Half High Veneer | [ ]  Specified Systems |
| [ ]  Concrete and Blockwork | [ ]  Pre Lining | [ ]  Final |
| [ ]  Tanking | [ ]  Post Lining |  |
| **Compliance Schedule** |
| Choose an item. |
| Existing compliance schedule number: Click here to enter text. |

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| COUNCIL USE ONLY- FINAL SIGN OFF AND TECH ONE CHECK  |  |
| **BC NUMBER** Click here to enter text. |
| [**Building Category**](https://au.promapp.com/qldc/Documents/Minimode/Permalink?crypto=HVRbPct64U4VszYMlkTmz5)  | [ ] Correct. If changed, state why: Click here to enter text. |
| [**Classified Use**](https://www.building.govt.nz/building-code-compliance/a-general-provisions/a1-classified-uses) | [ ] Correct. If changed, state why: Click here to enter text. |
| **Description of Work** | [ ] Correct. If changed, state why: Click here to enter text. |

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| **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 Name**:Click here to enter text. | **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 Name**:Click here to enter text. | **Date**: Click here to enter text. |
|  |
| **Supervision Sign Off (if required)** |
| **Supervisor Name:** Click here to enter text. | **Date**: Click here to enter text. |
| **Comments**Click here to enter text. |