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| **APPLICANT INFORMATION** |
| This checksheet is designed for simple residential dwellings.**Before completing this checksheet please** **ensure the building meets the following criteria:** * Single storey detached dwelling
* Risk matrix less than 12
* Flat section with concrete slab only

**If NO to any of the above options please complete the** [**CS19R Residential Building Consent Application**](https://www.qldc.govt.nz/services/building-services/application-forms-checksheets-and-guidance#checksheets) **form instead*****Landscape retaining walls and decks not included in building consent application and to be constructed as Schedule 1 building work.***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**.  |
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| **PROPERTY INFORMATION** |
| **APPLICANT TO COMPLETE** | **COUNCIL USE ONLY** |
| [**Clause A1 - Classified Uses**](https://www.building.govt.nz/building-code-compliance/a-general-provisions/a1-classified-uses) | [x]  Detached Dwelling(s) - Sleeping Single Home  | **BC NUMBER**: Click to enter text.Check within scope of checksheet and check project information provided by applicant. |
| **E2 Risk Matrix Score** | Click to enter text. |
| **Altitude** | Click to enter text. [x]  N5 *(Figure 15.1 NZS 3604)* |
| **Earthquake Zone** | Choose an item. *(Refer Figure 5.4 NZS 3604)* |
| **Wind Zone**  | Choose an item. (*Refer* *Table 5.1 / 5.4 NZS3604)* |
| **Wind Region** | [x]  A[ ]  Lee Zone (applies to upper Lake Hawea area only) |
| **B2 Exposure Zone** | [x]  B *(Refer Figure 4.2 NZS 3604)* |

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| **Select** | **Form 2: Application for Project Information Memorandum and/or 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**  | [ ]  | [ ]  | [ ]  |  |
| **Yes** | **N/A** | **Certificates and Producer Statements** | **COUNCIL USE ONLY** |
| **Yes** | **N/A** | **RFI** | **Reasons for Decisions / Comments** |
| [ ]  | [ ]  | **Designer/Architect:** Memorandum ([CODW](https://www.lbp.govt.nz/for-lbps/restricted-building-work/design-process/)) provided with LBP /NZRAB number | [ ]  | [ ]  | [ ]  |  |
| [ ]  | [ ]  | **Engineer(s):** Memorandum (CODW) provided with CPEng number  | [ ]  | [ ]  | [ ]  |  |
| [ ]  | [ ]  | **Producer Statements (PS1s)****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)*
 | [ ]  | [ ]  | [ ]  |  |
| [ ]  | [ ]  | **Owner** **exemption**: Statutory declaration [Form 2B](https://www.building.govt.nz/projects-and-consents/planning-a-successful-build/scope-and-design/choosing-the-right-people-for-your-type-of-building-work/owner-builder-obligations/) provided (for design and/or build)  | [ ]  | [ ]  | [ ]  |  |

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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/PIC 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 allotments (including drainage)Complete [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) Warning or Bans | [ ]  | [ ]  | [ ]  |  |
| **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)*[ ]  [**Connection to Council Service Form**](https://www.qldc.govt.nz/media/vqapd1ym/connection-to-council-services-application-form-july-2024.pdf) | [ ]  | [ ]  | [ ]  |  |
| [ ]  | [ ]  | **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://webadmin.qldc.govt.nz/media/p2aphajh/qldc-building-over-services-application.pdf) | [ ]  | [ ]  | [ ]  |  |
| **Yes** | **N/A** | **Site Plan**  | [ ]  **N/A** | **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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| **B STABILITY** |
| [ ] **N/A** | [**B1 Structure**](https://www.building.govt.nz/building-code-compliance/b-stability/b1-structure)**: Slab** | [ ]  **N/A** | **COUNCIL USE ONLY** |
| **Yes** | **N/A** | **RFI** | **Reasons for Decisions / Comments** |
| Reference pages    | [ ]  Slab-on-grade [ ]  Raft [ ]  Suspended Floor *NZS3604, CodeMark or SED**Check suitability of foundation in relation to PIM/PIC, Liquefaction category or geotechnical report* | [ ]  | [ ]  | [ ]  |  |
| **Foundation plan/slab details:*** **Slab** thickness, reinforcing cover. **Mesh** type (i.e. 500E) and size (i.e. SE62) *(refer para. 7.5.8.2 / Figure 7.17 and 2.5 / 7.5.8.2 NZS 3604)*
* **Shrinkage control joints**, supplementary reinforcing bars, free joints (max dimension of slab 24 m either way without free joints) *(refer para. 7.5.8.6 / 7.5.1 NZS 3604 & para. 2.1.1 B1/AS1)*
* **Base preparation**: sand, hard-fill (75mm min to 600mm max - SED required if >600mm) *(refer para. 7.5.3 NZS 3604).*
* **Damp proof membrane** (DPM) *(refer para. 7.5.4 – 7.5.7 NZS 3604)*
 | [ ]  | [ ]  | [ ]  |  |
| **Foundation/footing details:****Foundation edge/footing** detail(s) with dimensions, reinforcing size, grade and concrete strength *(refer para. 7.5.2 / Figures 7.13 – 7.16 NZS 3604)***Point loads pads / slab thickenings** shown on foundation plans *(refer para. 7.5.11 NZS 3604 & check truss plan/SED)***Additions to existing slab**: connection to existing slab (joint preparation & starters) *(refer BRANZ* [*At the Junction*](https://www.buildmagazine.org.nz/articles/show/at-the-junction) *for guidance)* | [ ]  | [ ]  | [ ]  |  |
| **Mezzanine floor:** joists, fixings, attic trusses, flooring | [ ]  | [ ]  | [ ]  |  |
| [ ] **N/A** | [**B1 Structure**](https://www.building.govt.nz/building-code-compliance/b-stability/b1-structure)**: Framing – Ground Level** | [ ]  **N/A** | **COUNCIL USE ONLY** |
| **Yes** | **N/A** | **RFI** | **Reasons for Decisions / Comments** |
| Reference pages   | **Top plate**: size, point loads *(refer para. 8.7.1 NZS 3604)* | [ ]  | [ ]  | [ ]  |  |
| **Bottom plate**: fixings and centres , DPC *(refer para. 8.7.2 / 7.5.12 NZS 3604)* | [ ]  | [ ]  | [ ]  |  |
| **Studs and trimmers**: size, treatment, height, centres, point loads *(refer para 8.5 & 8.6.2 NZS 3604 and/or prenail manufacturer documentation)* **Gable end** framed for cladding *(refer Figure 8.2 & Table 8.4 NZS 3604)* | [ ]  | [ ]  | [ ]  |  |
| **Lintels / beams**: point loads, fixing details, size, span, uplift, cantilever*(refer para 8.6, Section 15, Figure 8.12 NZS 3604 and/or prenail manufacturer documentation)*  | [ ]  | [ ]  | [ ]  |  |
| **Portal frames, internal posts/columns** (size, treatment, footing, connection to beam/footing) | [ ]  | [ ]  | [ ]  |  |
| [ ] **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 plan**: type, location, length of bracing elements**Location of bracing elements** (6.0 m centres), evenly distributed, wings, blocks, split or discontinuous levels, wet areas (not behind showers and baths)*(refer para. 5.1.5 & 5.4.3 - 5.4.7 NZS 3604)*If required: **Dragon ties**: to extend bracing lines to 7.5 m, >100 BUs, location *(refer para. 8.3.3 & Figure 8.1 NZS 3604)***Ceiling diaphragm**: to extend bracing lines to 12 m, >100 BUs, location, limitations, penetrations*(refer para. 5.6 & 13.5 NZS 3604)* | [ ]  | [ ]  | [ ]  |  |
| **Wall bracing calculations**: wind zone, demand, capacity *(refer 5.2 & 5.3 NZS 3604 or GIB Ezybrace Calculations/SED)***Bracing capacity internal and external walls** >100 BUs, 50% demand, 15 BUs/m (external)*(refer para. 5.4.3 & 5.4.7 NZS 3604)* | [ ]  | [ ]  | [ ]  |  |
| [ ] **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 | [ ]  | [ ]  | [ ]  |  |
| **Rafters / ridge beam(s):** centres (check suitable for substrate support for membrane roofs) size, span, support, treatment, fixings *(refer Section 15 NZS 3604)* | [ ]  | [ ]  | [ ]  |  |
| **Other roof structures** (carport/pergolas (SED)/verandas): rafters, posts and footings, fixings, treatment | [ ]  | [ ]  | [ ]  |  |
| **Roof bracing** *(refer para. 10.3 & 10.4 NZS 3604)* | [ ]  | [ ]  | [ ]  |  |
| **Purlins or tile battens**: size, span, treatment, centres, fixings *(refer Table 15.9 & 15.10 NZS 3604)* | [ ]  | [ ]  | [ ]  |  |
| **Ceiling battens and/or joists**: size, span, centres, ceiling lining *(refer para. 13.2 & Table 10.3 NZS3604)* | [ ]  | [ ]  | [ ]  |  |
|  **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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| **C PROTECTION FROM FIRE (C/AS1 ONLY)**  |
| [**Parts 2, 3, 5 & 7 Fire Safety**](https://www.building.govt.nz/building-code-compliance/c-protection-from-fire/c-clauses-c1-c6) | [ ]  **N/A**  | **COUNCIL USE ONLY** |
| **Yes** | **N/A** | **RFI** | **Reasons for Decisions / Comments** |
| Reference pages   | **Interconnected smoke alarms** on plans Shown on plan: type and locations (*bedrooms, living spaces, hallways and landing within the building, separate kitchen, on each level etc.*)Refer to [*NZS4514:2021*](https://www.standards.govt.nz/shop/NZS-45142021)for full location information***New builds*** *to comply with* [*NZS4514:2021*](https://www.standards.govt.nz/shop/NZS-45142021)***Alterations:*** *Upgrade to whole house required when:** *Doesn’t comply currently or no existing smoke alarms*
* *Additional bedroom added*

*Interconnected not required where additional smoke alarms added and none of the above criteria apply to the alteration* | [ ]  | [ ]  | [ ]  |  |
| **Height** and **width** of **escape routes** *(refer para. 3.2)* | [ ]  | [ ]  | [ ]  |  |
| **Length of escape routes.** Dead end open path (DEOP) & Total open path (TOP), safe path *(refer para. 3.3 & Table 3.3.1.1)* | [ ]  | [ ]  | [ ]  |  |
| **External fire rated walls** needed (FRR 30/30/30 min) or sprinkler system installed, **construction details** for fire rating, **external cladding systems** *(refer para. 5.1 and 5.3)**(<1 m to boundary and <2 m between two firecells containing sleeping groups - distance measured from cladding)* **Eaves** (where <650 mm to boundary) (*refer para. 5.2.1*) | [ ]  | [ ]  | [ ]  |  |
| [ ]  | [ ]  | [ ]  |  |
| [ ]  | [ ]  | [ ]  |  |
| **Carport** and similar construction *(refer para. 5.2.3)* | [ ]  | [ ]  | [ ]  |  |
| **Fireplaces**: * Solid fuel appliances *(refer 7.1.1 C/AS1) Refer to* [*CS19SFLH*](https://www.qldc.govt.nz/services/building-services/building-consents#fires) *form for guidance*
* Gas burner *(refer para. 7.1.2)*
* Oil fire *(refer para. 7.1.3) Refer to* [*CS19SFLH*](https://www.qldc.govt.nz/services/building-services/building-consents#fires) *form for guidance*
* Open fire ­ *(refer para. 7.3)*
 | [ ]  | [ ]  | [ ]  |  |
|  |
| **D ACCESS** |
| [ ] **N/A** | [**D1 Access Routes**](https://www.building.govt.nz/building-code-compliance/d-access/d1-access-routes)**: Access**  | [ ]  **N/A** | **COUNCIL USE ONLY** |
| **Yes** | **N/A** | **RFI** | **Reasons for Decisions / Comments** |
| Reference pages   | **External/internal steps and main access**: slip resistance, tread, pitch, riser, surface and landings (top, middle and bottom) *(refer Sections 2.0, 3.3, 4.0 & 4.3)***Handrails**: provided to stairs > 3 risers, profile height *(refer para. 6.0)* | [ ]  | [ ]  | [ ]  | External access only needs to be assessed when it is more than single step entry to dwelling. |
| **Mezzanine floor** (if applicable):ladder or stairs and balustrade details (F4). | [ ]  | [ ]  | [ ]  |  |
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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. **Soak pit design** (if applicable): onsite testing results, calculations, type and size of soak pit *(refer 9.0 E1/VM1, SED or NZS3500.3)*[*Soak pit calculator*](https://www.qldc.govt.nz/services/building-services/application-forms-checksheets-and-guidance#checksheets) | [ ]  | [ ]  | [ ]  |  |
| **Stormwater layout plan:** size and gradient, access (rodding/inspection points), **connection to council** lateral checked and aligns with PIM/PIC or QMaps *(refer 3.2, 3.4, 3.7 E1/AS1)***Strip drain/channel drain**: connection into stormwater with silt trap or similar prior *(refer 3.2 E1/AS1)* **Stormwater run-off:** paved areas >10 m² where run off will affect other property i.e. roadway/neighbours *(refer 3.6 E1/AS1)* | [ ]  | [ ]  | [ ]  |  |
| **Downpipes**, external & internal **gutter** size, distribution, spreaders (to lower roof), connection to stormwater*(refer Sections 4.0 & 5.0 E1/AS1)* | [ ]  | [ ]  | [ ]  |  |

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| [ ] **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 depending on roof cladding, Table 21/22 Material Tables)*  | [ ]  | [ ]  | [ ]  |  |
|  | **Metal roof flashings**: change in pitch, roof/wall ridge, barge, fascia, apron flashings (transverse & parallel), gutter/wall junction, valley, hidden and external gutters *(refer Section 4.0, & para. 8.2 – 8.5)* | [ ]  | [ ]  | [ ]  |  |
|  | **Metal roof penetrations**: small pipes (terminal vent/roof ventilation), soaker flashings (flue or similar), skylights, chimneys (cricket/apron flashings) (*refer para. 8.1.7 & para. 8.2 - 8.5)* | [ ]  | [ ]  | [ ]  |  |
|  | **Membrane roof**: thickness, substrate, support, rainwater head/scupper/overflow, details: eaves/verge, internal gutters, apron, penetrations/ventilation *(refer para. 8.5)***Membrane deck**: thickness, fall, substrate, support, drainage, junction to wall, verge/eave and rainwater head/scupper/overflow, penetrations/ventilation *(refer para. 8.5)* | [ ]  | [ ]  | [ ]  |  |
|  | **Parapets / enclosed barriers**: slope, framing, capping material, drainage, junctions with wall or roof cladding *(refer Section 6.0)*  | [ ]  | [ ]  | [ ]  |  |
| [ ] **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   | **Wall cladding type(s)**: suitable for risk score, compatibility of materials, product specifications provided (CodeMark certificate/BRANZ appraisal), stud & dwang spacing matches cladding system requirements *(refer Section 9.0, Table 21/22 Material Tables).* **Drained cavity**: batten size, horizontal/vertical battens, treatment, vermin proof, closed off to roof *(refer para. 9.1.8)*  | [ ]  | [ ]  | [ ]  |  |
|  | **Masonry or schist slip/veneer**: walls ties and lintels (schist veneer ties and lintels SED), stud & dwang spacing matches cladding system requirements (schist slip) *(refer para. 9.27 & 9.2.9)***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 *(refer 7.4, 9.1.3 & 9.2 – 9.9 depending on cladding type)* | [ ]  | [ ]  | [ ]  |  |
|  | **Wall junction details**: external/internal corners, change of cladding junction, soffit to wall junction (flat/raking), control joints*(refer para. 5.3 and 9.2 – 9.9 as applicable or match system detail)* | [ ]  | [ ]  | [ ]  |   |
|  | **Window/door construction** specified and detailed in window/door details (timber, aluminium, other) | [ ]  | [ ]  | [ ]  |  |
|  | **Window /door and garage door details**: head (flat/raked), sill and jamb, rebate *(refer para. 9.2 – 9.9 as applicable)* | [ ]  | [ ]  | [ ]  |  |
|  | **Penetrations**: structures attached to dwelling (pergola), pipes/services, meterbox/gas califont and inter storey junctions *(refer para. 9.1.9)* | [ ]  | [ ]  | [ ]  |  |
| [ ] **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**: R-values for wall, roof and ceilings for specified construction *(refer para 1.1)***Steel framing/elements**: thermal break for steel framing *(refer para. 1.1.4)* | [ ]  | [ ]  | [ ]  |  |
|  | **Watersplash** **surface finishes** (wet areas - kitchen, laundry, bathrooms/WC: wall, floor, bath and shower enclosures)**Fixture to wall junction** details (bath/shower), **tiled shower** (waterproofing system, specifications, substrate, junction details/fall) *(refer para. 3.0 E3/AS1 or E3/AS2 – IWAM CoP)* | [ ]  | [ ]  | [ ]  |  |
|  | **Skillion roof ventilation details**: path, proprietary system details, min 25 mm gap between insulation and underlay (refer [BRANZ guidance](https://www.buildmagazine.org.nz/articles/ArticleSearchForm?q=roof%20ventilation&order-by=recent)) | [ ]  | [ ]  | [ ]  |  |
|  |
| **F SAFETY OF USER** |
| [ ] **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 indicated on PIM/PIC** *(refer F1/VM1,* [*Health and Safety at Work (Hazardous Substances) Regulations*](https://worksafe.govt.nz/topic-and-industry/hazardous-substances/)*)* | [ ]  | [ ]  | [ ]  |  |
| [ ] **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 *(refer para 1.0 F2/AS1 - Table 1, 7, 8 & Figure A4 NZS4223.3)* | [ ]  | [ ]  | [ ]  |  |
| **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/>  |
| **F5 Construction and demolition hazard** |  |
| The necessity for barriers will depend mainly on the site location. The need will be greater in areas with high levels of pedestrian traffic (i.e. in Central Business Districts), than in industrial or rural areas. Barriers are not necessary for domestic dwellings up to 2 storeys above ground level unless specific hazards exist. |
|  |
| **G SERVICES AND FACILITIES** |
| [ ] **N/A** | [**G1 Personal Hygiene**](https://www.building.govt.nz/building-code-compliance/g-services-and-facilities/g1-personal-hygiene)**,** [**G2 Laundering**](https://www.building.govt.nz/building-code-compliance/g-services-and-facilities/g2-laundering) **and** [**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   | **Basins** provided within the WC space or in an adjacent space *(refer para. 3.3.1)* and **minimum room size** detailed (WC) *(refer para. 3.1.1. & Figure 4)* | [ ]  | [ ]  | [ ]  |  |
|  | **Laundering facilities** provided (if applicable) and minimum space detailed*(refer para. 1.2.1, 1.3 & 1.0)* |  |  |  |  |
|  | **Domestic appliances and facilities and minimum space detailed**: kitchen – sink, cooker, food storage *(refer para. 1.1-1.3)* |  |  |  |  |

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| [ ] **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   | **Mechanical ventilation**: bathroom and kitchen (mechanical required), ventilation path and termination point shown. Ensure no mixing of groups (e.g. bathroom and kitchen) *(refer para. 1.2.5 & 1.5)* | [ ]  | [ ]  | [ ]  |  |
|  | **Natural ventilation** 5% of floor area in habitable spaces, laundry and WC *(refer para. 1.2)* | [ ]  | [ ]  | [ ]  |  |
| [ ] **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   | **Illuminance** (windows/doors) in external walls to habitable spaces – bedrooms, primary living room etc. (10% of floor area), obstruction *(refer Part 2).* **Awareness of the outside environment***(refer Part 3)* | [ ]  | [ ]  | [ ]  |  |
| **G9 Electricity** |
| **Electrical work** (any electrical work) | **Electrical certification to be provided at CCC** |
| **G10 & G11 Piped Services & Gas as an Energy Source** |
| **Gas appliances** (i.e. fireplaces, hobs) | **Gas certification to be provided at CCC** |
| [ ] **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  | **Supply type**: town/council or private (rainwater, bore, other water supply) 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
 | [ ]  | [ ]  | [ ]  |  |
|  | **Hot water supply system:** type (electric, gas, solar), size, schematic, safe tray, access and support (if in roof space) *(refer para. 6.0 & Figures 7-10 & 12).* **Seismic restraint** of storage water heaters (HWC) *(refer para. 6.11.4 / Figure 14)* | [ ]  | [ ]  | [ ]  |  |
|  | **Wetback pipework & tempering valve** installation *(refer para. 6.13 / Figure 15 & 16)* | [ ]  | [ ]  | [ ]  |  |
| [ ] **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 pipe**: diameter, length, material and gradients *(refer Table 6.3 (A), 6.6.1 & Appendix C AS/NZS 3500.2 or Table 2 & 4 G13/AS1)* | [ ]  | [ ]  | [ ]  |  |
| [ ] **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/building-consents#residential) | [ ]  | [ ]  | [ ]  |  |
|  | **Drainage plan** provided showing: **Main drain, branches, gradients, lengths** *(refer Section 3 - 3.3.2/ 3.3.3 NZS3500.2 or Table 2 G13/AS2)***Access points** (inspection points) *(Section 4.7* *AS/NZS 3500.2 or para 5.7 G13/AS2)* **Venting details**: terminal vent and unvented branch drains (*para. 3.9, Table 3.9.3.1, 3.10 – 3.12 NZS3500.2 or para. 4.0 G13/AS2)***Overflow relief gullies** (ORG)/Gully traps: location and charged *(refer para. 4.6.6 AS/NZS 3500.2 or 3.3 G13/AS2)*  | [ ]  | [ ]  | [ ]  |  |
|  | **Angle of influence**, depth and proximity of drain to building *(refer Section 5 NZS3500.2 or 5.0, Figure 7 & 8 G13/AS2)* | [ ]  | [ ]  | [ ]  |  |
| **H 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 (H1/VM1)

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 | [ ]  | [ ]  | [ ]  | [ ]  Schedule[ ]  Calculation[ ]  Modelling (H1/VM1)  |
|  | **Thermal envelope identified:** Garage to be excluded | [ ]  | [ ]  | [ ]  |  |
|  | **Insulation type and R-values** detailed on plans for building elements including subfloor, foundation, walls, ceiling, windows/doors/skylights | [ ]  | [ ]  | [ ]  |  |

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| Construction Documentation & Producer StatementsSee [*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** |
| [ ]  | Structural Engineer | 26 | [ ]  | [ ]  | [ ]  | If a PS4 is required, snip and paste a copy of the construction monitoring schedule here.  |
| **Select as applicable** | **PS3 Producer Statement – Construction**  | **IS 25 #** | **Yes** | **N/A** | **RFI** | **COUNCIL USE ONLY** |
| [ ]  | Membrane (Shower)  | 6 | [ ]  | [ ]  | [ ]  |  |
| [ ]  | Plaster Cladding  | 15 | [ ]  | [ ]  | [ ]  |  |
| [ ]  | Membrane (Roof / Deck)  | 16 | [ ]  | [ ]  | [ ]  |  |
| [ ]  | Onsite Waste System  | 17 | [ ]  | [ ]  | [ ]  |  |
| [ ]  | 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 | [ ]  | [ ]  | [ ]  |  |
| [ ]  | Setout (Siting of building) Surveyor Certification | 32 | [ ]  | [ ]  | [ ]  |  |
| [ ]  | Potable Water | 46 | [ ]  | [ ]  | [ ]  |  |
| [ ]  | Manufacturers Certificate (Design and Manufacture) | 52 | [ ]  | [ ]  | [ ]  |  |
| [ ]  | Manufacturers Certificate (Manufacture only) | 53 | [ ]  | [ ]  | [ ]  |  |
| [ ]  | 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 | [ ]  | [ ]  |  |
| Restricted Building work | 11 | [ ]  | [ ]  |  |
| 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 | [ ]  | [ ]  | [ ]  |  |
| **Advice Notes** | **IS 25 #** | **Yes** | **N/A** | **RFI** | **COUNCIL USE ONLY** |
| Domestic Heating appliance | 33 | [ ]  | [ ]  | [ ]  |  |
| 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 |
| Future Proofing | 12 | [ ]  | [ ]  | [ ]  |  |
| Other  |  | [ ]  | [ ]  | [ ]  | Full wording of advice note to be written exactly how it should appear on Form 5 |
| **Inspections** *See* [*IS SI Site Inspection Descriptions*](https://www.qldc.govt.nz/services/building-services/application-forms-checksheets-and-guidance#information-sheets-78422) *for guidance* |
| [ ]  Foundation and Slab  |  | [ ]  Pre Lining | [ ]  Post Lining  |
| [ ]  Drainage  |  | [ ]  Cladding | [ ]  Tile Membrane |
| [ ]  Framing and Substrates |  | [ ]  Half High Veneer | [ ]  Final |

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| **Compliance Schedule** |
| No compliance schedule required |
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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 Sign-off**: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 Sign-off**: 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. |