

1. THE BUILDING [Complete all applicable sections]

Street address of building: [If no street address – details of nearest intersection]

Legal Description

Lot DP Valuation Number Section

Is the subdivision of an existing site involved? ☐ No ☐ Yes (if yes, complete the following): Resource Consent No. Proposed Lot No.

Building Name:

Location of building within site/block number: [Include nearest street access]

Number of levels: [Above & below ground]

Level/Unit Number:

Year first constructed:

Floor area (m²): [indicate area affected by the building work]

Building Description

Current, lawfully established, use as defined in the building code clause [A1 Classified Uses](#): [Add no. of occupants per level and per use if more than 1]

Number of occupants per level and per use (if more than 1)

2. APPLICATION [Nominate as applicable]

I request that you issue a (for the building work described in the application):

- ☐ Project Information Memorandum (PIM)
☐ Project Information Memorandum (PIM) & Building Consent (BC)

Staging of building work – being staged

of

State the reference number if this application involves a National Multiple Use Approval

☐ Building Consent – the existing PIM No. [if applicable] is

Staging of building work – being staged

of

State the reference number if this application involves a National Multiple Use Approval

☐ Amendment to an existing Building Consent – the existing BC No. is:

Name:

Signature:

Date:

(of owner/agent on behalf of and with the authority of the owner)

3. THE PROJECT

Description of Building Work: [Provide sufficient information below to enable scope of work to be fully understood]

Current use of building (as defined by [Change the Use Regulations](#)):

Will the building work result in a change of use of the building? [If yes, provide details of the new use of the building] ☐ Yes ☐ No

If yes, provide details:

Intended life of the building if less than 50 years:

List Building Consents previously issued for this project (if any):

Estimated value of the building work on which the building levy will be calculated (including goods and services tax):

[State estimated value as defined in [section 7](#) of the Building Act 2004]

4. OWNER [In full as per proof of ownership]

Name of Owner:

Contact Person:

Mailing address:

Street address / Registered address (if different from above):

Contact Number(s):

Email address:

The following evidence of ownership is attached:

☐ Record of title ☐ Lease Agreement ☐ Agreement for Sale and Purchase ☐ Other document

5. AGENT [Only required if application is being made on behalf of the owner]

Name of Agent:

Mailing address:

Street address / Registered address (if different from above):

Contact Number(s):

Email address:

Relationship to owner: [State details of the authorization from the owner to make the application on the owner's behalf]

First Point of Contact: [for communications with the Council / Building Consent Authority]

☐ Owner ☐ Agent

Billing (Payer) Details: ☐ Owner ☐ Agent ☐ Other (name and email):

6. RESTRICTED BUILDING WORK

Will the building work include any restricted building work? ☐ Yes ☐ No

If Yes, provide the following details of all licensed building practitioners who will be involved in carrying out or supervising the restricted building work (If these details are un-known at the time of the application, they must be supplied before the building work begins.):

Name	Licensing Class	Licensed Building Practitioner Number (or registration number if treated as being licensed under section 291 of the Building Act 2004)

7. PROJECT INFORMATION MEMORANDUM [Do not fill in this section if the application is for a building consent only]

The following matters are involved in the project: [Nominate the matters relevant to the project]

- ☐ Subdivision
- ☐ Alterations to land contours [e.g. digging out the site for a building platform]
- ☐ New or altered connections to public utilities [e.g. Council sewer, storm water or water mains]
- ☐ New or altered locations and/or external dimensions of buildings
- ☐ New or altered access for vehicles
- ☐ Building work over or adjacent to any road or public place
- ☐ Disposal of stormwater and wastewater
- ☐ Building work over any existing drains or sewers or in close proximity to wells or water mains
- ☐ Other matters known to the applicant that may require authorisations from the Territorial Authority: [Specify]

8. BUILDING CONSENT

The building work will comply with the building code as follows:

Building Code Clause <i>Nominate relevant clauses</i>		Means of Compliance						
		Nominate relevant compliance path(s) for each clause selected.						
		Acceptable Solution	Verification Method	Alternative Solution <i>Please complete Form AF AS</i>	Waiver/Modification <i>Please complete Form AF WM</i>	Other <i>E.g. Codemark certification (see link to register for further information)</i>		
B1 Structure								
B2 Durability								
C1-6 Protection from fire								
D1 Access routes								
D2 Mechanical installation for access								
E1 Surface water								
E2 External moisture								
E3 Internal moisture								
F1 Hazardous agents on site								
F2 Hazardous building materials								
F3 Hazardous substances and processes								
F4 Safety from falling								
F5 Construction and demolition hazards								
F6 Visibility in escape routes								
F7 Warning systems								
F8 Signs								
F9 Restricting access to residential pools								
G1 Personal hygiene								
G2 Laundering								
G3 Food preparation and prevention of contamination								
G4 Ventilation								
G5 Interior environment								
G6 Airborne impact sound								
G7 Natural light								
G8 Artificial light								
G9 Electricity								
G10 Piped services								
G11 Gas as an energy source								
G12 Water supplies								
G13 Foul water								
G14 Industrial liquid waste								
G15 Solid waste								
H1 Energy efficiency								
B1-H1 Back Country Hut								

Note: The BCA will also consider the code clauses provided on the CS19 series processing checksheet.

9. COMPLIANCE SCHEDULE Building (Specified Systems, Change the Use, and Earthquake-prone Buildings) Regulations 2005

- ☐ The building work requires a new or altered compliance schedule - Complete Appendix A with building consent application
- ☐ The building work will not affect the existing compliance schedule
- ☐ There are no specified systems in the building

10. ATTACHMENTS

The following documents are attached to this application (All plans and specifications must meet the minimum requirements set out in the regulations or required by the building consent authority):

[Nominate as applicable]

- ☐ Plans and specifications (list) (or attach a list)
- ☐ Current product certificate(s)
- ☐ Alternative plans and specifications (if the applicant wants to obtain pre-approval for possible product substitutions, list)
- ☐ Alternative product certificate(s) (if the applicant wants to obtain pre-approval for possible product substitutions).
- ☐ Current manufacturer's certificate(s) referred to in section 45(1)(bb) of the Act (design and manufacture)
- ☐ Current manufacturer's certificate(s) referred to in section 45(1)(bc) of the Act (manufacture only)
- ☐ Memoranda from licensed building practitioner(s) who carried out or supervised any design work that is restricted building work
- ☐ Project Information Memorandum ☐ Development Contribution Notice ☐ Certificate attached to Project Information Memorandum
- ☐ Other information relevant to this application: *[Please specify]:*
- ☐ Current record of title provided

11. CONTACTS (involved in the project)

Designer	
Name:	
Postal Address:	
Phone Number:	
Email:	

Engineer	
Name:	
Postal Address:	
Phone Number:	
Email:	

Builder	
Name:	
Postal Address:	
Phone Number:	
Email:	

Gasfitter	
Name:	
Postal Address:	
Phone Number:	
Email:	

Drainlayer	
Name:	
Postal Address:	
Phone Number:	
Email:	

Plumber	
Name:	
Postal Address:	
Phone Number:	
Email:	

Electrician	
Name:	
Postal Address:	
Phone Number:	
Email:	

Other	
Name:	
Postal Address:	
Phone Number:	
Email:	

APPENDIX A - LIST OF SPECIFIED SYSTEMS (Commercial / Industrial Building Consent Applications)

Identify each specified system by selecting correct status (e.g. new, altered, N/A). Please see below description of the different status types:

New: New specified systems within a new building

Existing: An existing specified system within an existing building

Altered: An existing building where existing specified systems are being worked on as part of the building work

Added to: An existing building where the building work proposes to add a specified system to the existing compliance schedule.

Removed: A specified system requiring removal as part of the proposed building work

N/A: Not in or proposed to be in the building

Specified Systems	Status
1. Automatic systems for fire suppression (sprinkler systems)	
2. Automatic or manual emergency warning systems for fire or other dangers	
3. Electromagnetic or automatic doors or windows	
3/1 Automatic doors	
3/2 Access controlled doors	
3/3 Interfaced fire or smoke doors or windows	
4. Emergency lighting systems	
5. Escape route pressurisation systems	
6. Riser mains	
7. Automatic backflow preventers connected to a potable water supply	
8. Lifts, escalators, travellers, or other systems for moving people or goods	
8/1 Passenger-carrying lifts	
8/2 Platform, low speed & service lifts	
8/3 Escalators and moving walks	
9. Mechanical ventilation or air conditioning systems	
10. Building maintenance units (access to the exterior and interior walls of a building)	
11. Laboratory fume cupboards (ducted)	
12. Audio loops or other assistive listening system	
13. Smoke control systems	
13/1 Mechanical smoke control	
13/2 Natural smoke control	
13/3 Smoke curtains	
14. Emergency power systems for, or signs relating to, a specified system and any of specified systems 1-13	
14/1 Emergency power systems	
14/2 Signs	
15. Other fire safety systems or features (contains one or more specified systems 1–6, 9 and 13)	
15/1 Systems for communicating spoken information intended to facilitate evacuation	
15/2 Final exits	
15/3 Fire separations	
15/4 Signs for communicating information intended to facilitate evacuation	
15/5 Smoke separations	
16. Cable cars	