



Applicant's Checklist:

Working Together

Commercial Building

Project examples: Single and multistorey commercial, industrial, multi-unit residential or commercial alterations

Applicants Name:	Project Location:	
<p>Only completed Applications can be accepted for lodgement.</p> <p>Key: <input checked="" type="checkbox"/> = Provided <input checked="" type="checkbox"/> = Not Provided <input type="checkbox"/> or <input type="checkbox"/> = Not Applicable</p>	PLEASE FILL IN	OFFICE USE ONLY
<p>COMPLETE ALL SECTIONS OF THE APPLICATION FORM</p> <ul style="list-style-type: none"> All sections of the application form have been completed. A copy of the FULL Certificate of Title (up to 2 months old). Good quality drawings to an appropriate scale of 1:100 (detail 1:50, site plan 1:200) with metric dimensions. Please provide 2 copies of all plans and specifications. (Please note Hamilton City Council & Matamata-Piako District Council require 3 sets of plans and specifications). Deposit Fee. 	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
<p>THE FOLLOWING MAY BE REQUIRED: Please check with Council.</p> <ul style="list-style-type: none"> Soil test. HSNO details. Insulation philosophy. Accessibility assessment. Fire report. Cladding risk matrix (<i>if residential</i>). Engineering details. Connection details if connecting to Council water, stormwater or waste water systems. 	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
<p>SITE PLAN (Use a metric scale of 1:200 or 1:100 and include a north point).</p> <ul style="list-style-type: none"> Show the legal boundaries of the site, street names, easements and the location and distances of all existing and proposed buildings, including accessory buildings such as sheds or garages, in relation to the boundaries. Show the layout of existing and proposed sanitary and stormwater drains and the location of each mains connection. For multi-story work, provide an isometric drawing of the system and details of on-site stormwater disposal, e.g. rain tanks, soak holes etc (check that kerb connection is acceptable if the site is unsuitable for on-site disposal or a Council stormwater connection is unavailable). Indicate the top of any banks shown and their gradient contours in relation to the building. Show the height of the bank and the distance from the top of the bank to the building. If the title is less than five hectares, show the gross floor area of <u>all</u> buildings on the title. Show the dimensions of any existing and/or proposed vehicle entranceway and its position relative to the boundary. For a new entranceway, include a completed application form for a new entrance/crossing. If the property is in an urban area, please show the vehicle parking and circulation provisions, including on-site manoeuvring. Mark the street names on the site plan. Swimming / Spa Pools (<i>if applicable</i>) – requirement of <i>Applicant Checklist for Pools</i> have been meet. 	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
<p>FLOOR PLANS (Scale 1:100 or 1:50)</p> <ul style="list-style-type: none"> Supply a floor plan of each level, including complete floor layout and use of each area. Floor areas and roof areas in square metres should be shown on plans drawn to an appropriate scale, e.g. 1:100 or 1:50. Show the location of all plumbing fittings and all waste and vent pipes. 	<input type="checkbox"/>	<input type="checkbox"/>

<ul style="list-style-type: none"> Show location and size of windows and doors. All fittings and fixtures such as kitchens and bathrooms. Heaters / Solar systems (if applicable): Requirements of the <i>Applicant Checklist for heaters / Solar systems</i> have been met. 	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
<p>ELEVATION PLAN</p> <ul style="list-style-type: none"> Elevation plan of each external wall showing heights from eaves to finished ground level at each external corner and the existing and proposed land contours. Also show the overall height of the building from ground level to the apex of the roof. The location of wall and roof bracing and of all opening window sashes must also be shown on the elevation plan. 	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>
<p>FOUNDATION PLAN</p> <ul style="list-style-type: none"> For timber floors show the location of piles, pile type, sub floor bracing, foundation perimeter walls and internal piling system where applicable. Provide Sub floor bracing calculations for timber floors. For concrete floors provide clear FLOOR PLAN showing location of corner bars and CROSS-SECTION DETAILS showing width, depth, reinforcing, underlay and hard fill locations and a PLAN VIEW showing location of slab thickenings. For foundation walls provide a cross section plan and footing showing width, depth, reinforcing and brick veneer layout (where applicable). Attach specific foundation design. An engineer-designed foundation is required for buildings on weak soils, sloping sites and pole foundations over 3m high. 	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
<p>STRUCTURAL BRACING CALCULATIONS</p> <ul style="list-style-type: none"> Supply bracing calculations in an approved form. Show the location of the pile bracing elements and the wall bracing elements on the floor plan and the roof bracing on the truss plan. (For 1 - 2 room additions the location, type and value of the bracing element will be sufficient). 	<input type="checkbox"/>	<input type="checkbox"/>
<p>CROSS-SECTIONAL DETAILS (Drawn to scale of 1:50 or better)</p> <ul style="list-style-type: none"> Provide sufficient scaled cross-section drawings through the building to show foundation details, floor systems, wall, ceiling and roof construction. A finalised roof truss/framing plan must be provided with the application. Construction details of terraces, steps, stairs (internal and external), barriers and balustrades. Where the position of beams, supports and connections are not clear, these should be shown on the FLOOR PLAN with details of connections at a scale of 1:50 or 1:20. Location and type of wall cladding and roof sheathing. For composite systems such as 'Insulclad' these should be designated on the CROSS-SECTION plan and referenced in the SPECIFICATIONS. If building has a living space, provide details of thermal insulation including type and R. value and H1 Calculations: If glazing is less than 30% of wall area, use NZS 4218: Schedule method. For all other designs use NZS 4218: Calculation method – provide calculations. 	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
<p>WEATHERTIGHTNESS IF RESIDENTIAL</p> <ul style="list-style-type: none"> For new dwellings and alterations in association with a commercial development, a Weathertightness Risk Matrix Calculation must be provided – refer to NZ Building Code E2/AS1.3.0. 	<input type="checkbox"/>	<input type="checkbox"/>
<p>FIREWALL AND FIRE RATING REQUIREMENTS</p> <ul style="list-style-type: none"> A fire report may be required for any new building or significant alteration to a commercial building. This is to cover the whole building, addressing all active and passive fire safety systems. If you are unsure whether a fire report is required, please contact your Council. If using an approved and tested system, provide details and state the particular design type and number here: 	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>

<ul style="list-style-type: none"> If the system is specifically designed by an engineer, then supply the specific design. Please check required water pressure requirements. 	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>
PLUMBING <ul style="list-style-type: none"> Specify AS/NZS 3500 or G13 system. Show positions of all fittings and pipe sizes. For multi-level buildings provide isometric drawings of the soil and waste system showing positions of all fittings and pipe sizing. A backflow philosophy may be required – please check with your Council. 	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
SPECIFICATIONS <ul style="list-style-type: none"> The specification should be project specific and appropriate to the building construction. It should be laid out in easily followed sections covering methods and materials that are not included in the building plans, e.g. pipe work materials. Specify products and installation specifications where relevant. Include manufacturer’s specifications of any solid fuel heater (if applicable). 	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
SPECIFIC DESIGN <ul style="list-style-type: none"> If specific design is used in the structure a structural engineer’s Design Producer Statement (PS1) and calculations must be supplied. A peer review may be required, provided by Council’s engineering consultants at cost to the applicant. Include engineer’s drawings in line with the works covered by their design. An engineer’s letter of supervision may be required. Any buildings that fall outside the scope of NZS 3604:1.1.2 require specific design. Specific design is also required for structural steel frames, foundations on weak soils, large retaining walls and wastewater disposal systems. 	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
SPECIFIC CONSTRUCTION DETAILS: Please provide the following specific details where appropriate. <ul style="list-style-type: none"> Flashing details between roofs and walls. Flashing and weathering details between upper floor decks and floors. Fixings for ballustrading to decks. Post/beam fixings. Foundation details such as reinforcing size and location. Accessible layouts for toilets/showers, reception counters, accessible parking layouts. 	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
EFFLUENT DISPOSAL <ul style="list-style-type: none"> If an on-site effluent disposal system (‘septic tank’) is required, provide plans and calculations for the system, including certification from a suitably qualified person, that the system is suitable for the site and complies with the regional and local rules for waste water disposal. 	<input type="checkbox"/>	<input type="checkbox"/>
ENTRANCE / CROSSING DETAILS <ul style="list-style-type: none"> If you need to construct a new, or alter an existing crossing please check with Council about District Plan requirements. 	<input type="checkbox"/>	<input type="checkbox"/>
WATER, WASTE WATER, STORMWATER CONNECTIONS <ul style="list-style-type: none"> Provide a scaled site plan showing the location of any new stormwater, waste water and/or water connections. If residential, show stormwater connections to kerb and channel on the site plan. If no Council stormwater services are available to the property, provide details of on-site disposal, e.g. soak holes. Waste Water Connection <ul style="list-style-type: none"> If no new waste water (sewer) connection has been installed to service the new development, please apply for a connection and submit with fees. (Provide site plan for approval) . 	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>

