



Applicant's Checklist: Cowsheds

Working Together

Project examples: Rotary and Herringbone Construction Methods

Applicants Name:	Project Location:	
Only completed Applications can be accepted for lodgement. Key: <input type="checkbox"/> = Provided <input checked="" type="checkbox"/> = Not Provided <input type="checkbox"/> or <input type="checkbox"/> = Not Applicable	PLEASE FILL IN	OFFICE USE ONLY
COMPLETE ALL SECTIONS OF THE APPLICATION FORM <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. 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"/>
THE FOLLOWING MAY BE REQUIRED: Please check with Council. <ul style="list-style-type: none"> Soil test. Engineer's details. Crossing details – existing damage area.....m² Connection details. 	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
SITE PLAN (Use a metric scale of 1:200 or 1:100 and include a north point). <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. Show the height and top of any banks and their slope in relation to the building and the distance from the top of the bank to the building. A geotechnical report from an engineer may be required. Show the dimensions of any existing and/or proposed vehicle entranceway and its position relative to the boundary. If a new entranceway is proposed, include a completed 'Application for Vehicle Entranceway' form (obtainable from your Council). 	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
FLOOR PLANS (Scale 1:100 or 1:50) <ul style="list-style-type: none"> Supply a floor plan including complete floor layout and use of each area. Show floor areas and roof areas in square metres, location of all plumbing fittings and all waste and vent pipes. Window dimensions, Lintel and beam sizes. All fittings and fixtures such as kitchens and bathrooms. 	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
ELEVATION PLAN <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. Specify products being used. 	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>

<p>FOUNDATION PLAN</p> <ul style="list-style-type: none"> • For concrete floors provide clear plans and details and cross-sections 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 block 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"/>
<p>STRUCTURAL CALCULATIONS</p> <ul style="list-style-type: none"> • Supply engineered designed structural calculations. Show the location of the bracing elements (if applicable) on the floor plan and the roof bracing on the truss plan. 	<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. • 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 with details of connections at a scale of 1:50 or 1:20. • Location and type of wall cladding and roof sheathing. 	<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>PLUMBING</p> <ul style="list-style-type: none"> • Specify AS/NZS 3500 or G13 system. Show positions of all fittings and pipe sizes. 	<input type="checkbox"/> 	<input type="checkbox"/>
<p>SPECIFICATIONS</p> <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. 	<input type="checkbox"/> 	<input type="checkbox"/>
<p>SPECIFIC DESIGN</p> <ul style="list-style-type: none"> • An 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 waste water disposal systems. 	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> 	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
<p>SPECIFIC CONSTRUCTION DETAILS: Please provide the following specific details where appropriate.</p> <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. 	<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>EFFLUENT DISPOSAL</p> <ul style="list-style-type: none"> • If an on-site effluent disposal system ('septic tank') is required, provide plans 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"/>

<p>WATER, WASTE WATER, STORMWATER</p> <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 there are no waste water reticulation services available to the property, ensure that details of the size of the septic tank and of the effluent field are included on the site plan and with the specifications. • If there are no Council water reticulation services available to the property, provide details of the source of the existing or proposed water supply. 	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
<p>CROSSING DETAILS</p> <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"/>
<p>APPLICANT'S DECLARATION: I have provided all the required information:</p> <p>..... (Applicant) (Date)</p>		
<p>OFFICE USE ONLY</p>	<p>OUTCOME OF DECISIONS</p> <p><input type="checkbox"/> This application was accepted for lodgement because all required information was supplied</p> <p><input type="checkbox"/> This application was not accepted for lodgement because documentation was incomplete</p> <p><input type="checkbox"/> Documentation is now complete and the application is accepted for lodgement</p> <p>Officer..... Date.....</p>	

