



# Building Consent Application

### 1. APPLICATION TYPE (TICK ONE)

- PIM only
- Building Consent only
- Building Consent only relating to PIM No:
- National Multi Use Consent

#### OFFICE ONLY:

Date received: \_\_\_\_\_

Consent No.: .....

Document or Parcel No.: .....

Valuation No.: .....

PIM No.: .....

### 2. THE BUILDING / PROJECT LOCATION

Street No: ..... Street name: .....

Town: ..... Level or Unit: ..... Building name: .....

Lot(s) ..... DP/S ..... Site area ..... (ha) ..... (m<sup>2</sup>)

Other information: .....

### 3. OWNER

Name /Company: .....

Mail address: .....

Phone (daytime): .....

Fax: .....

Mobile: .....

Email: .....

Attention: ..... Ph: .....

### AGENT

Name /Company: .....

Mail address: .....

Phone (daytime): .....

Fax: .....

Mobile: .....

Email: .....

Attention: ..... Ph: .....

Relationship to Owner: .....

Invoice to:  Owner  Agent

First point of contact for communication:  Owner  Agent

### 4. EVIDENCE OF OWNERSHIP ATTACHED

- Certificate of Title  Lease Agreement  Agreement for Sale and Purchase  Other

### 5. THE PROJECT – IF MORE THAN ONE PROJECT PLEASE LIST ON A SEPARATE PAGE

- New Building  Demolition  Addition  Alteration
- Relocation  Change of Use  Other (please specify below)

Description of Work:  
.....  
.....

Current, lawfully established, use: (include number of occupants per level and per use if more than 1) .....

Year first constructed: (approximate date is acceptable e.g.: 1920s or 1960-1970).....

Intended life of the building if less than 50 years: (number of years).....

Estimated value of the Work: incl GST: \$.....

Existing floor area: ..... m<sup>2</sup> New floor area added:..... m<sup>2</sup>



**6. PIM INFORMATION:** Please supply any relevant information/documents/diagrams and tick checkboxes if your project involves one or more of these:

- Is there a proposed subdivision for this land?
- Are you digging out the site for a building platform?
- Are there new or altered connections to Council sewer, storm water or water mains?
- Are you altering domestic sewer or storm water drains?
- Are you building near or over any road or public space?
- Are you building near or over existing domestic sewer, storm water, water mains or wells?
- Are you building or altering a vehicle crossing (entrance)?
- Is the site contaminated?
- Will the building be sited on sloping ground, or near to a bank, a stream or a coastal zone?
- Is there any other relevant information? Please state below or attach information

.....

.....

**7. BUILDING PRACTITIONERS INVOLVED IN THIS PROJECT** (E.g. Builder, Plumber, Drain Layer, Designer, Gas Fitter)

BUILDER: .....

Name: ..... Registration No.: .....

Address: .....

Telephone: ..... Fax: ..... Mobile: ..... Email: .....

PLUMBER: .....

Name: ..... Registration No.: .....

Address: .....

Telephone: ..... Fax: ..... Mobile: ..... Email: .....

DRAINLAYER: .....

Name: ..... Registration No.: .....

Address: .....

Telephone: ..... Fax: ..... Mobile: ..... Email: .....

DESIGNER: .....

Name: ..... Registration No.: .....

Address: .....

Telephone: ..... Fax: ..... Mobile: ..... Email: .....

GAS FITTER: .....

Name: ..... Registration No.: .....

Address: .....

Telephone: ..... Fax: ..... Mobile: ..... Email: .....

Project Role: .....

Name: ..... Registration No.: .....

Address: .....

Telephone: ..... Fax: ..... Mobile: ..... Email: .....

**8. THE BUILDING WORK WILL COMPLY WITH THE BUILDING CODE AS FOLLOWS:** Are you using alternatives to the Building Code in your construction?  Yes  No. If Yes, tell us what you are doing that does not comply with the Building Code that requires a modification or waiver. **GET YOUR DESIGNER TO FILL IN THIS SECTION.**

<b>Building Code clause</b> <small>(tick relevant clause)</small> <input checked="" type="checkbox"/>	<b>Means of Compliance</b> <small>(Refer to relevant compliance document(s) or detail of alternative solution in the plans and specifications; if not applicable put n/a).</small>	<b>Waiver/modification required</b> <small>(State nature of waiver or modification of Building Code required; if not applicable put n/a).</small>
<input type="radio"/> B1 Structure		
<input type="radio"/> B2 Durability		
<input type="radio"/> C1 Outbreak of fire		
<input type="radio"/> C2 Means of escape		
<input type="radio"/> C3 Spread of fire		
<input type="radio"/> C4 Structural stability during fire		
<input type="radio"/> D1 Access routes		
<input type="radio"/> D2 Mechanical installations for access		
<input type="radio"/> E1 Surface water		
<input type="radio"/> E2 External moisture		
<input type="radio"/> E3 Internal moisture		
<input type="radio"/> F1 Hazardous agents on site		
<input type="radio"/> F2 Hazardous building materials		
<input type="radio"/> F3 Hazardous substances and processes		
<input type="radio"/> F4 Safety from falling		
<input type="radio"/> F5 Construction and demolition hazards		
<input type="radio"/> F6 Lighting for emergency		
<input type="radio"/> F7 Warning systems		
<input type="radio"/> F8 Signs		
<input type="radio"/> G1 Personal hygiene		
<input type="radio"/> G2 Laundering		
<input type="radio"/> G3 Food preparation and prevention of contamination		
<input type="radio"/> G4 Ventilation		
<input type="radio"/> G5 Interior environment		
<input type="radio"/> G6 Airborne and impact sound		
<input type="radio"/> G7 Natural light		
<input type="radio"/> G8 Artificial light		
<input type="radio"/> G9 Electricity		
<input type="radio"/> G10 Piped services		
<input type="radio"/> G11 Gas as an energy source		
<input type="radio"/> G12 Water supplies		
<input type="radio"/> G13 Foul water		
<input type="radio"/> G14 Industrial liquid waste		
<input type="radio"/> G15 Solid waste		
<input type="radio"/> H1 Energy efficiency		

**9. COMPLIANCE SCHEDULE – THE FOLLOWING SYSTEMS APPLY TO/ARE MODIFIED BY THIS PROJECT**

This is only required if you need a Compliance Schedule and a Building Warrant of Fitness for a commercial building. A Compliance Schedule lists the inspection, maintenance and reporting procedures for systems within a building such as lifts, automatic doors, air conditioning and fire alarms. Please tick if a Specified System is New or Modified.

Specified Systems	New	Modified
1. Automatic systems for fire suppression (e.g. sprinkler systems)		
2. Automatic or manual emergency warning systems for fire or other dangers (other than a warning system for fire that is entirely within a household unit and serves only that unit)		
3. Electromagnetic or automatic doors or windows (e.g. ones that close on fire alarm activation)		
4. Emergency lighting systems		
5. Escape route pressurisation systems		
6. Riser mains for use by fire services		
7. Automatic back-flow preventers connected to a potable water supply		
8. Lifts, escalators, travelators, or other systems for moving people or goods within buildings		
9. Mechanical ventilation or air conditioning systems		
10. Building maintenance units providing access to exterior and interior walls of buildings		
11. Laboratory fume cupboards		
12. Audio loops or other assistive listening systems		
13. Smoke control systems		
14. Emergency power systems for, or signs relating to, a system or feature specified in any of clauses 1 to 13		
15. Any or all of the following systems and features, so long as they form part of a building's means of escape from fire, and so long as those means also contain any or all of the systems or features specified in clauses 1 to 6, 9, and 13:		
(a) Fire separations (as defined by the Building Code)		
(b) Smoke separations		
(c) Final exits		
(d) Systems for communicating spoken information intended to facilitate evacuation		
(e) Signs for communicating information intended to facilitate evacuation		
16. Cable Cars		

**10. CONFIDENTIALITY**

This is generally for reasons of building security in commercial or public buildings. If you think this project may require confidentiality, please discuss this with a Building Officer and if they agree, then tick the box and state why it is needed.

Confidentiality required.....  
 .....

**11. PLEASE ENSURE THAT YOUR APPLICATION FOR BUILDING CONSENT CONTAINS:**

Complete application form with relevant documents     Accurate set of specifications  
 Accurate set of plans and design statements             Other information relevant to this application: (please specify)  
 .....  
 .....

**12. COLLECTION OF CONSENTS**

If your Building Consent is at Matamata Piako District Council, please tick which of your Council offices you wish to collect your Consent from when it is ready:     Te Aroha     Matamata     Morrinsville

**13. DECLARATION:** Signed by the OWNER or by the AGENT on behalf of and with the authority of the Owner:

Print Name:	Signature:	Date:
.....	.....	.....

# GUIDE FOR FILLING IN THE APPLICATION FORM

1. **APPLICATION TYPE:** This application is for Building Consent and Project Information Memorandum (PIM), or just a PIM. A PIM is required under the Building Act for a specific building project. It provides details about special features of the site relevant to the project design such as location of services on the site, ground stability and geology, risk of flooding, public access, district plan non-compliance and Historic Places Trust protection. Information provided by a PIM must be acted upon in the design.
2. **THE BUILDING/PROJECT LOCATION:** The legal description is the lot and the deposited plan number. You can get this information from several sources: A rates demand; or a copy of the Certificate of Title, this can be obtained from Land Information NZ, [www.linz.govt.nz](http://www.linz.govt.nz). If subdivision consent has been issued, then include a copy of the consent. If necessary put additional information that will assist in describing the location of the project in the 'Other Information' field.
3. **OWNER / AGENT:** The legal definition of an Owner is: the Owner in relation to any land and any buildings on the land, means the person who is entitled to the rack rent from the land, or would be so entitled if the land were let to a tenant at a rack rent, and includes the Owner of the fee simple of the land and any person who has agreed in writing, whether conditionally or unconditionally, to purchase the land or any leasehold estate or interest in the land, or to take a lease of the land and is bound by the agreement because the agreement remains in force. If the Owner is a company, please state the company's name. Also put the name and phone number of the contact person in the 'Attention' and 'Ph' fields at the bottom of the box. Only complete the AGENT box if the Owner is not the contact person and you are making an application on behalf of the Owner. If you are a company please state the company's name and put the name and phone number of the contact person in the 'Attention' and 'Ph' fields.
4. **EVIDENCE OF OWNERSHIP ATTACHED:** Please check with your Council as to what Proof of Ownership documents they require. The Certificate of Title is a record of property ownership. Your Council may require additional documents such as a Lease Agreement or Agreement of Sale and Purchase document or a letter of authorisation from the Owner if an agent makes the Building Consent application. This provides evidence that the Owner has given permission for the agent to act on the Owner's behalf.
5. **THE PROJECT:** Please tick the checkbox that best describes what you are planning to do. Describe the work providing sufficient information to enable the scope of the work to be fully understood. If you tick the checkbox 'Other', please specify what you are planning to do in the Description of Work box e.g. new 3 bedroom dwelling and attached garage or bathroom addition. For 'Intended use' please state whether the building is for residential or commercial use. Note: your Council may not require existing floor area, please check with them.
6. **PIM INFORMATION:** A PIM is voluntary and is used to identify land features that may impact of building projects and their design. It can include information about: Heritage buildings, special land features (e.g. ground stability, geological history, filled areas, unstable ground and/or flood risk), any existing contamination information (e.g. a sheep dip), details of existing storm water or wastewater systems on or adjacent to the site, provision of fire escapes, details of requirements in respect to network utility operators (power, gas, phone), requirements of Development Contributions if any, and requirements under the Resource Management Act. Please indicate if your project may involve one or more of the items listed, attach any additional information about the site and your building project, e.g. If you are planning to alter land contours and need Council information on special land features. The information you provide will be added to Council information so that the Officers will have all the information needed to assess the suitability of a design for this land.
7. **BUILDING PRACTITIONERS:** List all your trade's people and their contact details. Contact details of building practitioners will be mandatory for Building Consents under the Building Act 2004 after 30 November 2010. Voluntary licensing begins on 1 November 2007.
8. **THE BUILDING WORK WILL COMPLY WITH THE BUILDING CODE AS FOLLOWS:** Get your designer to fill in this part of the form.
9. **COMPLIANCE SCHEDULES:** Get your designer to fill in this part of the form.
10. – 13. Fill in these boxes as indicated.

**NOTE:** If the application is incomplete, processing cannot begin and you will be asked to complete the application and re-submit it.

