

## Document Lodgement Guidelines

### 1. Acceptable methods to submit digital files:

- Drop Box or other cloud file share applications (applicant to create personal account).
- USB (will not be returned unless specifically requested)
- CD (will not be returned unless specifically requested)
- Email is not the preferred method as there are strict file size limitations however emailing a download link is acceptable
- The email address to send new applications to is: [Building.applications@waidc.govt.nz](mailto:Building.applications@waidc.govt.nz)

### 2. Acceptable file type:

All application attachments MUST be in PDF or PDF/A format. Vector images are preferred. Do not submit documents in other formats such as Microsoft Word, AutoCAD, etc.

### 3. Individual PDF Files:

The documents listed in the groups below should be supplied as one single PDF document (per group). The PDF for each group should be bookmarked as outlined below – please use these names and follow this order.

#### **GROUP A - Application & Supporting documents**

- A - Application
- A - Applicant's checklist
- A - Certificate of Title
- A - Lease agreement and/or Sale and Purchase and/or Rates Demand
- A - Letter of Authority
- A - Certificate of Design

#### **GROUP B - Reports**

- B - Geotechnical report
- B - Wastewater Design report
- B - Wastewater Design PSI
- B - Stormwater design report
- B - Stormwater design PSI
- B - Fire report
- B - Accessibility report
- B - Acoustic report

### **GROUP C – Plans**

- C - Plan index
- C – Engineering Plan
- C - <<name of plan>>

A Plan index is required for each set of plans. All plans are to be bookmarked with the relevant plan title eg. Site plan, Floor plan, Elevation plan etc. No other information is required in the bookmark.

To assist with inspections, please show the lintels and fixings on one plan and bracing on a separate plan.

### **GROUP D - Specifications**

- D - Specifications
- D - HI Calculations
- D - Bracing Design
- D - Truss Design
- D - Risk matrix (if not included on the plans)
- D - Producer Statement (PSI & Calculations if not included as part of a report eg. Engineers)
- D – CodeMark Certificates

### **GROUP E – Material And Product Specifications**

Please make sure you include all relevant product manuals with your application

#### **4. Individual PDF file sizes:**

Should not be more than a maximum file size of 20MB. If a file is above 20MB then please split the document in a logical place and name accordingly eg. Specifications part 1 & Specifications part 2.

#### **5. Disable all security features in the PDF document/s:**

Protected documents prevent Council from opening and processing the document. Security settings vary between different PDF tools. Password protected documents cannot be accepted.

#### **6. Mark-ups and Comments**

Do not mark-up your PDFs with 'comments', 'sticky notes' or other features that are added 'on top of' your pdf document. This information may not appear in your final application image.

#### **7. Blank space on plans**

A blank space should be left available in the same region/place on every page to allow for electronic stamping eg. Top left or right hand corner of all plans. Regardless of the placement of the blank space on the page, as long as it is consistent (same place on each page) this will allow us to apply the approval stamps without covering important information.

#### **8. Zip Files**

Individual files must not be contained within a Zip file.

#### **9. Plan Index**

This plan index must contain the full list of plans and also the date & version numbers. When plan changes/amendments are required as a result of a further information request, the relevant updated plans and a revised plan index is required to be submitted.