

## Applicant's Checklist: Re-sited / Relocatable / Multi-Proof

Projects: house, office, garage, repiling, MBIE multi-proof (NMUA). If doing additions or alterations, attach applicant checklist appropriate to the project type

**FILL IN THIS FORM, AND PROVIDE A COPY**

<b>INSTRUCTIONS – please give this form to your designer to complete</b> Please ensure that the following information has been supplied with the Building Consent application. If this information is not provided, the application will be rejected or put on hold. We will not be able to lodge or process the application until this information has been received. Please state the page number for each item.	<b>TICK</b> <input checked="" type="checkbox"/> if Supplied (S) <b>OR</b> <input checked="" type="checkbox"/> if Not Applicable (NA)		<b>WRITE</b> Plans / Specs Page Number	Office only <input checked="" type="checkbox"/> /P=Pass ✘/F = Fail I /NA = Not applicable
<b>APPLICATION FORM AND REQUIRED DOCUMENTS</b>	<b>S</b>	<b>NA</b>	<b>PG No.</b>	<b>P/F/NA</b>
All sections of the application form have been completed.			NA	
If Restricted Building Work, a Certificate of Design Work has been provided.			NA	
If Restricted Building Work, a list of all Licensed Building Practitioners has been supplied – where known. (NOTE: Fire wetbacks and solar water heating systems must be installed by a registered plumber)			NA	
A copy of the FULL Record of Title (up to 2 months old) / Proof of Ownership provided.			NA	
Good quality drawings to an appropriate scale of 1:100 (detail 1:50, site plan 1:200) with metric dimensions.			NA	
<b>Please provide required number of copies of plans and specifications to councils:</b> (NOTE: For councils that have online services, provide 1 set of plans and specifications) <ul style="list-style-type: none"> <li>○ Otorohanga, Waitomo and Waipa – 2 sets of plans and specifications.</li> <li>○ Hamilton – 2 sets of plans and specifications and an extra floor plan.</li> <li>○ Hauraki – 1 set of plans and specifications and a site plan.</li> <li>○ Thames-Coromandel and Waikato – 1 set of plans and specifications.</li> <li>○ Matamata-Piako – 2 sets of plans and specifications.</li> </ul>			NA	
Letter of authority (from owner).			NA	
Fee payment.			NA	
<b>THE BUILDING</b>				
The building is second-hand (pre-used). Check if Council must do the inspection report, or will accept a surveyor's report. <ul style="list-style-type: none"> <li><input type="checkbox"/> A building inspection report, obtained from the Territorial authority where the building will be re-sited, is attached.</li> <li><input type="checkbox"/> A building inspection report, obtained from a building surveyor, is attached.</li> </ul>			NA	
The proposed building has Multiproof approval and approval is attached			NA	
Resource Consent has been obtained or applied for ( <i>if applicable</i> ).			NA	
Applicant Checklist for Pools is attached ( <i>if applicable as part of consent project</i> )			NA	
Proposed <input type="checkbox"/> Additions and /or <input type="checkbox"/> Alterations to building are covered by attached applicant checklist for <input type="checkbox"/> Dwellings <input type="checkbox"/> Commercial  NOTE Any changes made to a <i>Multiproof Approval</i> , invalidates the approval. A new building consent for the whole of the building is required.				
<b>SITE PLAN</b> (Use an appropriate metric scale of 1:200 or 1:100 and include a north point.) <span style="float: right;"><b>Please note page numbers for plans / specs</b></span>				
Show <b>ALL</b> the legal boundaries of the site, and easements. Show the location and distances of all existing and proposed buildings, including accessory buildings such as sheds or garages, in relation to the boundaries.				

	S	NA	PG No.	P/F/NA
Show the layout of existing and proposed sanitary and stormwater drains. Include the location of each drain's connection to the public mains. Provide 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 - see effluent disposal).				
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.				
A geotechnical report from an appropriately qualified person may be required.				
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 along the boundary. For a new entranceway, include a completed application form for a new entrance / crossing.				
Have you checked that your plans meet your Council's district plan requirements: <b>Check with your Council planner</b>				
<b>FLOOR PLANS</b> (Secondhand buildings)				
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 / waste pipes.				
Show location of smoke alarms.				
<b>Heaters / Solar Systems</b> (if applicable): the requirements of the <i>Applicant Checklist for Heaters / Solar Systems</i> have been met.				
<b>ELEVATION PLAN</b> (Secondhand buildings)				
Supply an 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.				
<b>FOUNDATION PLAN</b>				
<b>For timber floors:</b> show the location of piles, pile type, sub floor bracing and calculations, foundation perimeter walls and internal piling system where applicable.				
<b>For concrete floors:</b> provide clear CROSS-SECTION DETAILS and location of slab thickenings and steel.				
If there is specific foundation design, attach Producer Statement (PS1). A structural engineer-designed foundation is required for buildings on weak soils, sloping sites and pole foundations over 3m high.				
<b>CROSS-SECTIONAL PLANS / DETAILS and H1 DETAILS</b>				
Provide sufficient scaled cross-section drawings (1:50 or better) through the building to show foundation details, floor systems, wall, ceiling and roof construction.				
Provide a finalised roof truss / framing plan and producer statement from truss manufacturer.				
Show 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.				
Show the location and type of wall cladding and roof sheathing. For composite systems, that are alternative solutions to the Building Code, these should be designated on the CROSS-SECTION plan and referenced in the SPECIFICATIONS.				
Give details of thermal insulation: calculations, type and R values.				
<b>PLUMBING</b>				
Specify AS/NZS 3500 or G13 plumbing system. Show positions of all fittings and hot water system (indicate any upgrade). Show pipe sizes / gradients.				
For multi-level residential housing provide isometric drawings of the plumbing reticulation including soil and waste system showing positions of all fittings and pipe sizing.				

	S	NA	PG No.	P/F/NA
Show how accidental overflow is addressed for Duplex dwellings				
<b>SPECIFICATIONS (if additions or alterations are proposed)</b>				
The specification is project specific and appropriate to the building construction. It is laid out in easily followed sections covering methods and materials that are not included in the building plans, e.g. standards and materials used to reinstate the building.				
Include manufacturer's specifications of any solid fuel heater or solar system.				
<b>EFFLUENT DISPOSAL (If an on-site effluent disposal system ('septic tank') is required)</b>				
Provide plans for the system, including the size and location of tank and of the effluent field and calculations, distance from potable water courses, and bores.				
Provide certification and calculations 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.				
<b>WATER, WASTE WATER, STORMWATER CONNECTIONS</b>				
Provide a scaled site plan with the location of any new stormwater, waste water and / or water connections.				
<b>Stormwater Connection</b> 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.				
<b>Wastewater Connection</b> If <b>no</b> new waste water connection has been installed to service the new dwelling or development, please apply for a connection and pay fees (provide site plan for approval).				
If there are no waste water reticulation services available to the property, ensure that details of the size of the effluent disposal system (septic tank) and of the effluent field are included on the site plan and with the specifications.				
<b>Water Connection</b> If <b>no</b> water connection been installed to service the new dwelling or development, please apply for a connection and submit with fees (provide site plan for approval).				
If there are no Council water reticulation services available to the property, provide details of the source of the existing or proposed water supply.				
<b>Project Location:</b> .....				
<b>Applicant's declaration:</b> I have provided all the required information:				
Name ..... Signature ..... Date .....				

OFFICE USE ONLY:	OUTCOME OF DECISIONS	BC No:
<input type="checkbox"/>	This application was accepted for lodgement because all required documents / information were supplied Officer's Name: ..... Signature: ..... Date: .....	
<input type="checkbox"/>	This application was not accepted for lodgement because the required documentation / information was incomplete Officer's Name: ..... Signature: ..... Date: ..... Officer's Name: ..... Signature: ..... Date: .....	
<input type="checkbox"/>	Documentation / information is now complete and the application is accepted for lodgement Officer's Name: ..... Signature: ..... Date: .....	

