

## Applicant's Checklist: Plumbing and Drainage

Residential & Minor Commercial

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. <b>Please state the page number for each item.</b>	<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>	S	NA	PG No.	P/F/NA
All sections of the application form have been completed.			NA	
Provide a copy of FULL Record of Title (up to 2 months old)/ Proof of Ownership.			NA	
Good quality drawings to an appropriate scale of 1:100 (detail 1:50, site plan 1:200) with metric dimensions.			NA	
Please provide 2 sets of plans and specifications (NOTE: 1 set of plans and specifications for Hauraki, Thames-Coromandel, Waikato and councils with online services).			NA	
Letter of authority (from owner).			NA	
Fee payment.			NA	
<b>DRAINAGE PLAN</b> (Use metric scale of 1:200 or 1:100 and include a north point.)	<b>Note page numbers for plans / specs</b>			
Show the layout of existing and proposed sanitary and stormwater drains. Include the location of each drain's connection to the public mains. Include drain sizes, gradients, and inspection and rodding points. Include site boundaries as appropriate.				
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).				
Have you checked that your plans meet your Council's district plan requirements: <b>Check with your Council planner</b>				
<b>FLOOR PLANS</b>				
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 new or altered plumbing fittings / waste pipes.				
Show location of smoke alarms.				
<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 multilevel buildings provide isometric drawings of the plumbing reticulation including soil and waste system showing positions of all fittings and pipe sizing.				
Show how accidental overflow is addressed for Duplex dwellings				
Provide plans and details of type and position of all backflow prevention devices to be installed, together with (if applicable): <ul style="list-style-type: none"> <li>○ If residential - a covering letter from a registered backflow surveyor / installer.</li> <li>○ If commercial - a covering letter, plus the backflow philosophy.</li> </ul>				
Supply Trade Waste application (Commercial buildings) - if relevant to application.				
<b>SPECIFICATIONS</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.				

SPECIFIC DESIGN	S	NA	PG No.	P/F/NA
Provide a structural engineer's Design Producer Statement (PS1), drawings and calculations. (NOTE: A peer review may be required, provided at cost to the applicant).				
<b>EFFLUENT DISPOSAL</b> (If an on-site effluent disposal system ('septic tank') is required)				
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>COMPLIANCE SCHEDULE ITEMS</b> (for minor changes to commercial buildings)				
If specified systems are to be used / modified in conjunction with this application, provide details of the proposed inspection, maintenance and reporting procedure for each system and the standard that will be used for each specified system (CS details forms).				
Project Location: .....				
Applicant's declaration: 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: .....

