

Form 2

Application No/BC: _____
Property ID #: _____

RESIDENTIAL

**APPLICATION FOR PROJECT INFORMATION MEMORANDUM
AND/OR BUILDING CONSENT Section 33 or 45, Building Act 2004**

1. THE BUILDING [if item is not applicable put N/A in the space]

Street address of building: 21 Island View Road, Rotorua

[If no street address – details of nearest intersection] _____

Legal description of land where building is located: Lot 1 DP 567116 Site area: 622 m²
Sec _____ Block _____

Building name: _____ Valuation No: _____

Location of building within site/block number: [Include nearest street access] _____
21 Island View Road, Rotorua

Number of levels: [Above & below ground] 1

Level/Unit No: _____ Floor area: 120 (sq m) [Indicate area affected by the building work] Current, lawfully
established, use: Detached dwelling Year First Constructed: 2023 [Add no. of occupants per
level and per use if more than 1] _____

2. OWNER

Name of Owner: Francine Muraahi and Leah Taratu

Contact person: Leah

Mailing address: _____
18 Kawana Street, PoiPoi

Street address/registered office: _____

Phone No: _____ Landline: _____
Mobile: 0275320890 Daytime: _____
After hours: _____ Facsimile: _____
Email: properties-leahfran@outlook.com

Website _____

THE FOLLOWING EVIDENCE OF OWNERSHIP IS ATTACHED:

☒ Certificate of Title ☐ Lease Agreement
☐ Agreement for Sale and Purchase ☐ Other document

3. AGENT [Only required if application is being made on behalf of the owner]

Name of Agent: Leisurecom

Contact person: Jan

Mailing address: _____
P O Box 643, Cambridge

Street address/registered office: _____
215 Hannon Road, Cambridge

Phone No: 07 8235951 Landline: _____
Mobile: _____ Daytime: _____
After hours: _____ Facsimile: _____
Email: info@leisurecom.co.nz

Website _____

Relationship to owner: [State details of the authorisation from the
owner to make the application on the owner's behalf] _____
Agent

FIRST POINT OF CONTACT [Mark boxes as appropriate] Notes:

Further information ☒ Agent ☐ Owner
Correspondence ☒ Agent ☐ Owner

Invoicing: ☒ Agent ☐ Owner

Additional copy of Code Compliance Certificate ☐

4. APPLICATION [Tick if applicable]

I, Jan Cameron-Way request that you issue one of the following [for the building work described in this application]:

Signature: [Signature] Date: 25.10.24

The signature is that of the ☐ Owner OR the ☒ Agent on behalf of and with the approval of the Owner.

☒ Building Consent

☐ Project Information Memorandum (PIM)

☐ Staged Consent

Existing PIM No [if applicable] is: _____

Restricted Building Work applicable?

☒ Yes ☐ No

Cultural or Heritage Significance?

☐ Yes ☒ No

Financial assistance package [FAP] re-clad application - or claim under FAP scheme?

☐ Yes ☒ No If yes, FAP claim number: _____

National Multiple Use Approval?

☐ Yes ☒ No If yes, NUA number: _____

To be completed in lieu of Authorisation Letter:

I, _____ as the owner of the property, authorise _____ to act as my agent.

Signature: Sign here Date: _____

5. PRIVACY INFORMATION

The information you have provided on this form is required so that your building consent application can be processed under the Building Act 2004. The Council collates statistics relating to issued building consents and has a statutory obligation to forward these regularly to Statistics New Zealand. The Council stores the information on a public register, which must be supplied (as previously determined by the Ombudsman) to whoever requests the information. Under the Privacy Act 2020 you have the right to see and correct personal information the Council holds about you.

6. THE PROJECT

Description of Building Work: [Provide sufficient information below to enable scope of work to be fully understood]

Locate a new transportable home and connect to foundations and services. New building covered by a CCC by Waipa DC.

Will the building work result in a change of use of the building? ☐ Yes ☒ No If Yes, provide details of the new use of the building: _____

Intended life of the building if less than 50 years: _____ [Years]

List Building Consents previously issued for this project (if any): House Permit BC

Estimated value of the building work on which the building levy will be calculated [including goods and services tax]:

\$ 80,000 [State estimated value as defined in section 7 of the Building Act 2004]

7. RESTRICTED BUILDING WORK

Will the building work include any restricted building work? ☒ Yes ☐ No If Yes, please provide the following details of all licensed building practitioners who will be involved in carrying out or supervising the restricted building work [If these details are unknown at the time of the application, they must be supplied before the building work begins].

Complete in contacts section below

8. CONTACTS [Provide all details where relevant]

Please provide the following details of all practitioners who will be involved in carrying out or supervising the building work regardless of whether it is restricted building work.

DESIGNER: Name: <u>Blair MacLeod</u> Address: <u>118 Frederick Street, Mayfair, Hastings</u> Email: <u>B.macleod@beyonddesign.co.nz</u> Telephone: <u>0212369655</u> LBP No: <u>BP131350</u> License Class: <u>DESIGN</u>	ENGINEER: Name: _____ Address: _____ Email: _____ Telephone: _____ Reg No: _____ License Class: <u>DESIGN</u>
BUILDER: Name: <u>Robert Marston</u> Address: <u>PO Box 243</u> Email: <u>info@leisurecom.co.nz</u> Telephone: <u>078235951</u> LBP No: <u>111270</u> License Class: <u>CARPENTRY</u>	BRICK / BLOCK LAYER: Name: _____ Address: _____ Email: _____ Telephone: _____ Reg No: _____ License Class: <u>BLOCKLAYING</u>
ROOFER: Name: _____ Address: _____ Email: _____ Telephone: _____ Reg No: _____ License Class: <u>ROOFING or CARPENTRY (delete one)</u>	EXTERNAL PLASTERER: Name: _____ Address: _____ Email: _____ Telephone: _____ Reg No: _____ License Class: <u>EXTERNAL PLASTERING</u>
FOUNDATIONS / FLOORS: Name: <u>SD Namana</u> Address: <u>31 Icarus Place, Rotorua</u> Email: <u>info@relocationcontractors.co.nz</u> Telephone: <u>0274421909</u> Reg No: <u>BP119193</u> License Class: <u>FOUNDATIONS or CARPENTRY (delete one)</u>	GAS FITTER: Name: _____ Address: _____ Email: _____ Telephone: _____ Reg No: _____
PLUMBER: Name: _____ Address: _____ Email: _____ Telephone: _____ Reg No: _____	DRAIN LAYER: Name: _____ Address: _____ Email: _____ Telephone: _____ Reg No: _____
LICENSED BUILDING PRACTITIONER: Name: _____ Address: _____ Email: _____ Telephone: _____ Reg No: _____ License Class: _____	OTHER KEY PERSONNEL: Name: _____ Address: _____ Email: _____ Telephone: _____ Reg No: _____ License Class: _____

9. PROJECT INFORMATION MEMORANDUM [Do not fill in this section if the application is for a building consent only]

The following matters are involved in the project: *[Tick the matters relevant to the project]*

- ☐ Subdivision
- ☐ Alterations to land contours *[e.g. digging out the site for a building platform]*
- ☐ New or altered connections to public utilities *[e.g. Council sewer, stormwater or water mains]*
- ☐ New or altered locations and/or external dimensions of buildings
- ☐ New or altered access for vehicles
- ☐ Building work over or adjacent to any road or public place
- ☐ Disposal of stormwater and wastewater
- ☐ Building work over any existing drains or sewers or in close proximity to wells or water mains
- ☐ Other matters known to the applicant that may require authorisations from the Territorial Authority: *[Specify]*

The following plans and specifications are attached to this application:

10. COMPLIANCE METHODS:					
Building Code Clause <i>Tick relevant clauses</i>	Acceptable Solution & NZS 4121 Accessible Design	Verification Method	Alternative Solution [Supporting documents listed below]	Waiver/ Modification [Supporting documents listed below]	Proposed Inspections
☒ B1 Structure	☒ B1/AS1 ☐ B1/AS2 ☐ B1/AS3	☐ B1/VM1 ☐ B1/VM2 ☐ B1/VM3 ☐ B1/VM4	☐	☐	☐ Council ☐ Engineer ☐ Other (Specify): _____
☒ B2 Durability	☒ B2/AS1	☐ B2/VM1	☐	☐	☐ Council ☐ Engineer ☐ Other (Specify): _____
☒ C1-6 Protection from Fire	☒ C/AS1 ☐ C/AS2	☐ C/VM1 ☐ C/VM2	☐	☐	☐ Council ☐ Engineer ☐ Other (Specify): _____
☒ D1 Access routes	☒ D1/AS1 ☐ NZS 4121	☐ D1/VM1	☐	☐	☐ Council ☐ Engineer ☐ Other (Specify): _____
☐ D2 Mechanical installation for access	☐ D2/AS1 ☐ NZS 4121 ☐ D2/AS2 ☐ D2/AS3	☐ D2/VM1 ☐ D2/VM2 ☐ D2/VM3	☐	☐	☐ Engineer ☐ Other (Specify): _____
☒ E1 Surface water	☒ E1/AS1 ☐ E1/AS2	☐ E1/VM1	☐	☐	☐ Council ☐ Other (Specify): _____
☐ E2 External moisture	☐ E2/AS1 ☐ E2/AS4 ☐ E2/AS2 ☐ E2/AS3	☐ E2/VM1 ☐ E2/VM2	☐	☐	☐ Council ☐ Other (Specify): _____
☐ E3 Internal moisture	☐ E3/AS1 ☐ E3/AS2		☐	☐	☐ Council ☐ Other (Specify): _____
☐ F1 Hazardous agents on site	☐ F1/AS1	☐ F1/VM1	☐	☐	☐ Council ☐ Other (Specify): _____
☒ F2 Hazardous building materials	☒ F2/AS1	☐ F2/VM1	☐	☐	☐ Council ☐ Other (Specify): _____
☐ F3 Hazardous substances and processes		☐ F3/VM1	☐	☐	☐ Council ☐ Other (Specify): _____
☐ F4 Safety from falling	☐ F4/AS1		☐	☐	☐ Council ☐ Other (Specify): _____
☒ F5 Construction and demolition hazards	☒ F5/AS1		☐	☐	☐ Council ☐ Other (Specify): _____
☐ F6 Visibility in escape routes	☐ F6/AS1		☐	☐	☐ Council ☐ Other (Specify): _____
☒ F7 Warning systems	☒ F7/AS1		☐	☐	☐ Council ☐ Engineer ☐ Other (Specify): _____

Building Code Clause <i>Tick relevant clauses</i>	Acceptable Solution & NZS 4121 Accessible Design	Verification Method	Alternative Solution [Supporting documents listed below]	Waiver/ Modification [Supporting documents listed below]	Proposed Inspections
☐ F8 Signs	☐ F8/AS1 ☐ NZS 4121		☐	☐	☐ Council ☐ Other (Specify): _____
☐ F9 Means of restricting access to residential pools	☐ F9/AS1 ☐ F9/AS2		☐	☐	☐ Council ☐ Other (Specify): _____
☐ G1 Personal hygiene	☐ G1/AS1 ☐ NZS 4121		☐	☐	☐ Council ☐ Other (Specify): _____
☐ G2 Laundering	☐ G2/AS1 ☐ NZS 4121		☐	☐	☐ Council ☐ Other (Specify): _____
☐ G3 Food preparation and prevention of contamination	☐ G3/AS1 ☐ NZS 4121		☐	☐	☐ Council ☐ Other (Specify): _____
☐ G4 Ventilation	☐ G4/AS1	☐ G4/VM1	☐	☐	☐ Council ☐ Other (Specify): _____
☐ G5 Interior environment	☐ G5/AS1		☐	☐	☐ Council ☐ Other (Specify): _____
☐ G6 Airborne impact sound	☐ G6/AS1	☐ G6/VM1	☐	☐	☐ Council ☐ Other (Specify): _____
☐ G7 Natural light	☐ G7/AS1 ☐ G7/AS2	☐ G7/VM1	☐	☐	☐ Council ☐ Other (Specify): _____
☐ G8 Artificial light	☐ G8/AS1	☐ G8/VM1	☐	☐	☐ Council ☐ Other (Specify): _____
☒ G9 Electricity	☒ G9/AS1	☐ G9/VM1	☐	☐	By certification only
☒ G10 Piped services	☒ G10/AS1	☐ G10/VM1	☐	☐	By certification only
☐ G11 Gas as an energy source	☐ G11/AS1		☐	☐	By certification only
☒ G12 Water supplies	☒ G12/AS1 ☐ G12/AS2 ☐ G12/AS3	☐ G12/VM1	☐	☐	☐ Council ☐ Other (Specify): _____
☒ G13 Foul water	☒ G13/AS1 ☐ G13/AS2 ☐ G13/AS3	☐ G13/VM1 ☐ G13/VM4	☐	☐	☐ Council ☐ Other (Specify): _____
☐ G14 Industrial liquid waste	☐ G14/AS1	☐ G14/VM1	☐	☐	☐ Council ☐ Other (Specify): _____
☐ G15 Solid waste	☐ G15/AS1		☐	☐	☐ Council ☐ Other (Specify): _____
☒ H1 Energy efficiency	☒ H1/AS1 ☐ H1/AS2	☐ H1/VM1 ☐ H1/VM2 ☐ H1/VM3	☐	☐	☐ Council ☐ Other (Specify): _____

11. WAIVER/MODIFICATION TO NZ BUILDING CODE REQUIRED FOR FOLLOWING PARTS OF CODE:

Supporting documentation attached as follows [please list]:

12. COMPLIANCE SCHEDULE

The specified systems for the building are as follows: [specified systems are defined in regulations]

Purpose group [select all relevant]

CS	CL	CO	CM	SC	SD	SA	SR	SH	WL	WM	WH	WF	IA	ID

There are no specified systems in the building ☐

Applicant to complete

Any system installed from below to be accompanied by procedures for inspection and routine maintenance. [Council to vet and verify in first column.]

COUNCIL

Existing

New

Altered

Added

Removed

If there is any specified systems, then complete and provide the Rotorua Lakes Council Specified Systems Installation Checklist

Specified Systems Prescribed by Building Act 2004 Compliance Schedule Handbook 25 May 2007

Ss16 Cable cars

☐
☐
☐
☐
☐
☐

13. ATTACHMENTS

The following documents are attached to this application: [Tick as applicable]

☒ Plans and specifications [list]:

☐ Alternative plans and specifications (if the applicant wants to obtain pre-approval for possible product substitutions, list).

☐ Current (CodeMark) product certificate(s).

☐ Alternative (CodeMark) product certificate(s) (if the applicant wants to obtain pre-approval for possible product substitutions).

☐ Current (BuiltReady) manufacturer's certificate(s).

☒ Memoranda (Certificates of Design Work) from licensed building practitioners who carried out or supervised any design work that is restricted building work.

☐ Project Information Memorandum

☐ Development contribution notice

☐ Certificate attached to Project Information Memorandum

COUNCIL USE ONLY

ESTIMATED TOTAL VALUE OF WORK

\$ _____ GST inclusive Project floor area _____ **120** m²

FEE PAYABLE

Project Information Memorandum \$ _____

Building Admin / Circulation \$ _____

Technical Processing fee \$ _____

Inspection fee \$ _____

Land Development fee \$ _____

LODGEMENT FEE \$ _____

Technical Processing fee \$ _____

Inspection fee \$ _____

Industry Levy (MBIE) \$ _____

Industry Levy (BRANZ) \$ _____

External Review (Geotechnical) \$ _____

External Review (Structural) \$ _____

Land Development \$ _____

Compliance Schedule \$ _____

Vehicle Crossing \$ _____

Street Damage \$ _____

Water Connection \$ _____

Sewer Connection \$ _____

Record of Title \$ _____

Section 37 Notice \$ _____

Section 72 Notice \$ _____

Section 77 Notice \$ _____

Certificate for Public Use \$ _____

_____ \$ _____

_____ \$ _____

TOTAL BALANCE PAYABLE \$ _____

Lodgement deposit \$ _____

Date paid _____

Receipt No. _____

Consent fee balance \$ _____

Date paid _____

Receipt No. _____

Granted by _____

Signature _____

Date _____

Issued by _____

Signature _____

Date _____

Please complete

Forward any refunds or further invoices to:

Building Consent Application Checklist

RESIDENTIAL

Address: 21 Island View Road, Rotorua

Date Vetted:

How to use this checklist

Use this checklist when finalising your building drawings plans to assist you to lodge a complete application and to avoid delays in processing. Your application will be accepted based on this checklist to ensure that it has sufficient information to commence processing. All items on this checklist must be circled to show that they are either provided or are not applicable to your project (N/A).

Later additional information may be requested during the processing of your building consent to confirm compliance with the Building Act, Building Code, District/City Plan and any other relevant legislation. Processing time will be suspended until information is received.

Your application will only be accepted if the information in this checklist is provided and the checklist completed.

Customer Use Circle as appropriate		Doc ref./ page #	General Documentation Required	Council Use		
Yes ☒	N/A ☐		Application form completed in full and signed	Yes ☐	No ☐	N/A ☐
Yes ☐	N/A ☐		Lodgement fee (refer to Schedule of Fees and Charges for amount)	Yes ☐	No ☐	N/A ☐
Yes ☒	N/A ☐		Two (2) complete sets of drawings/report/specification/plans and other relevant documents are required	Yes ☐	No ☐	N/A ☐
Yes ☒	N/A ☐		Form 2A Certificate of Design Work	Yes ☐	No ☐	N/A ☐
Yes ☒	N/A ☐		All drawings must meet the minimum requirements of the technical drawings standard AS/NZS1100. Index provided for plans and specifications	Yes ☐	No ☐	N/A ☐
Yes ☐	N/A ☒		Are you applying for owner/builder exemption? If yes, the appropriate documentation including Form 2b is to be supplied	Yes ☐	No ☐	N/A ☐
Yes ☒	N/A ☐		All documents including photocopies must be legible	Yes ☐	No ☐	N/A ☐
Yes ☒	N/A ☐		All plans are to be titled and dated (or version number)	Yes ☐	No ☐	N/A ☐
			Legal Documentation Required			
Yes ☒	N/A ☐		Full, current (less than three months old) Certificate of Title	Yes ☐	No ☐	N/A ☐
Yes ☐	N/A ☒		Sale and purchase agreement with settlement date provided and confidential information hidden (if applicable)	Yes ☐	No ☐	N/A ☐
☐ Section NA			Specifications and other Documentation	☐ Section Accepted		
Yes ☒	N/A ☐		Technical specifications for proprietary systems/products e.g. tiled showers, membranes, cladding systems, and foundation systems	Yes ☐	No ☐	N/A ☐
Yes ☐	N/A ☒		H1 calculations	Yes ☐	No ☐	N/A ☐
Yes ☐	N/A ☒		E2 Risk Matrix	Yes ☐	No ☐	N/A ☐
Yes ☐	N/A ☒		Natural hazard assessment report where applicable (erosion, falling debris, subsidence, inundation, slippage)	Yes ☐	No ☐	N/A ☐

Comments – Council Use Only

Customer Use Circle as appropriate		Doc ref./ page #	Specific Design Engineering	Council Use		
☐ Section NA				☐ Section Accepted		
Yes ☐	N/A ☐		Engineering calculations and scope of works	Yes ☐	No ☐	N/A ☐
Yes ☐	N/A ☐		Producer statements fully completed, signed and dated	Yes ☐	No ☐	N/A ☐
Yes ☐	N/A ☐		Engineered plans or Architectural plans with engineer's details to be signed, dated and stamped	Yes ☐	No ☐	N/A ☐
Yes ☐	N/A ☐		Proposed inspections regime	Yes ☐	No ☐	N/A ☐
☐ Section NA			Site/Location Plan	☐ Section Accepted		
Yes ☒	N/A ☐		North Point	Yes ☐	No ☐	N/A ☐
Yes ☒	N/A ☐		Road frontage indicated and street named	Yes ☐	No ☐	N/A ☐
Yes ☒	N/A ☐		Location of all existing and proposed buildings	Yes ☐	No ☐	N/A ☐
Yes ☒	N/A ☐		Distance of buildings to boundaries and distance between existing and proposed buildings including eaves and gutters	Yes ☐	No ☐	N/A ☐
Yes ☒	N/A ☐		Site levels and finished floor levels relative to Moturiki Datum survey point (if applicable)	Yes ☐	No ☐	N/A ☐
Yes ☒	N/A ☐		Existing contours (proposed cut or fill also to be shown)	Yes ☐	No ☐	N/A ☐
Yes ☒	N/A ☐		Building line restrictions and easements	Yes ☐	No ☐	N/A ☐
Yes ☐	N/A ☒		Site boundaries/exclusive area boundaries for cross lease properties and common areas clearly shown	Yes ☐	No ☐	N/A ☐
Yes ☐	N/A ☒		Show calculations and percentage of net site coverage	Yes ☐	No ☐	N/A ☐
Yes ☐	N/A ☒		Labelled points on boundaries where overshadowing is taken from	Yes ☐	No ☐	N/A ☐
Yes ☒	N/A ☐		Existing and proposed crossings/driveways also showing berms and footpaths. Crossings are to be clear of Council storm water sumps (Note: normally one crossing per site)	Yes ☐	No ☐	N/A ☐
Yes ☐	N/A ☒		Sediment control plan	Yes ☐	No ☐	N/A ☐
Yes ☐	N/A ☒		If building under or near transmission and or power lines, please show transmission plan area or location of power lines	Yes ☐	No ☐	N/A ☐
☒ Section NA			Retaining Walls/Site Works	☐ Section Accepted		
Yes ☐	N/A ☒		Site Plan indicating position and height of retaining walls, other buildings and drainage points to an approved outfall	Yes ☐	No ☐	N/A ☐
Yes ☐	N/A ☒		Elevations showing original ground level, cut and fill	Yes ☐	No ☐	N/A ☐
Yes ☐	N/A ☒		Engineering design information where required	Yes ☐	No ☐	N/A ☐
Yes ☐	N/A ☒		Has safety from falling and loadings from barrier been considered?	Yes ☐	No ☐	N/A ☐
Yes ☐	N/A ☒		Cross sections/details (cut, fill, height of retained ground, waterproof membrane and drainage) and height of wall indicated	Yes ☐	No ☐	N/A ☐
Yes ☐	N/A ☒		Show cuts battered to a safe angle	Yes ☐	No ☐	N/A ☐
Comments – Council Use Only						

Customer Use Circle as appropriate		Doc ref / page #	Structure	Council Use
☐ Section NA			Foundation Plan	☐ Section Accepted
Yes ☒	N/A ☐		Foundation details	Yes ☐ No ☐ N/A ☐
Yes ☒	N/A ☐		For timber floors and decks, show the location of piles, pile type, sub-floor bracing calculations, foundation perimeter walls and internal piling system where applicable	Yes ☐ No ☐ N/A ☐
Yes ☐	N/A ☒		Concrete floor details provided	Yes ☐ No ☐ N/A ☐
Yes ☒	N/A ☐		Control joints/saw cuts indicated	Yes ☐ No ☐ N/A ☐
Yes ☒	N/A ☐		Bearer layout for floors and decks	Yes ☐ No ☐ N/A ☐
Yes ☒	N/A ☐		Access/ventilation to subfloor space	Yes ☐ No ☐ N/A ☐
☒ Section NA			Floor Plan	☐ Section Accepted
Yes ☐	N/A ☐		Plan of all floors describing the function of each room	Yes ☐ No ☐ N/A ☐
Yes ☐	N/A ☐		Show all doors, windows and ventilation including enclosed space ventilation	Yes ☐ No ☐ N/A ☐
Yes ☐	N/A ☐		Stairs, handrails and decking shown showing dimensions and details	Yes ☐ No ☐ N/A ☐
Yes ☐	N/A ☐		Smoke alarms position shown	Yes ☐ No ☐ N/A ☐
Yes ☐	N/A ☐		For additions and alterations, the existing shall be shown separately to the proposed and to the same scale for comparison	Yes ☐ No ☐ N/A ☐
Yes ☐	N/A ☐		Chimneys and solid fuel heaters	Yes ☐ No ☐ N/A ☐
Yes ☐	N/A ☐		Lintel sizes/beam sizes and proprietary system design	Yes ☐ No ☐ N/A ☐
☒ Section NA			Framing Plan/ Bracing Plan	☐ Section Accepted
Yes ☐	N/A ☐		Bracing calculations/details – type and fixing	Yes ☐ No ☐ N/A ☐
Yes ☐	N/A ☐		Framing plan including size, centers, grade and treatment of members	Yes ☐ No ☐ N/A ☐
Yes ☐	N/A ☐		Bottom plate, top plate stud, lintel fixing details	Yes ☐ No ☐ N/A ☐
Yes ☐	N/A ☐		Upper storey floor design if applicable	Yes ☐ No ☐ N/A ☐
Yes ☐	N/A ☐		Floor joist layout for floors and decks	Yes ☐ No ☐ N/A ☐
☒ Section NA			Roof Plan	☐ Section Accepted
Yes ☐	N/A ☐		Roof plan and roof bracing	Yes ☐ No ☐ N/A ☐
Yes ☐	N/A ☐		Truss types/roof framing layout and design statement	Yes ☐ No ☐ N/A ☐
Yes ☐	N/A ☐		Truss/ rafter and purlin fixings	Yes ☐ No ☐ N/A ☐
☐ Section NA			Elevations	☐ Section Accepted
Yes ☒	N/A ☐		North, South, East and West elevations	Yes ☐ No ☐ N/A ☐
Yes ☒	N/A ☐		Overshadowing/ daylighting angles labelled to correspond with points on site plan shown on all elevations	Yes ☐ No ☐ N/A ☐
Yes ☒	N/A ☐		Height from ground level to apex of building	Yes ☐ No ☐ N/A ☐
Yes ☒	N/A ☐		Show existing finished ground levels/floor levels and proposed finished ground levels/floor levels (subfloor ventilation and access)	Yes ☐ No ☐ N/A ☐
Yes ☐	N/A ☒		Stairs, handrails and decking shown	Yes ☐ No ☐ N/A ☐
Yes ☒	N/A ☐		Cladding systems, roofing type and any other relevant details	Yes ☐ No ☐ N/A ☐
Yes ☒	N/A ☐		Window schedule	Yes ☐ No ☐ N/A ☐
Yes ☒	N/A ☐		Roof pitch and chimneys (show height of chimney in relation to ridge)	Yes ☐ No ☐ N/A ☐
Yes ☐	N/A ☒		Alterations to land contour, retaining, cut and fill and batters	Yes ☐ No ☐ N/A ☐
Comments – Council Use Only				

Customer Use Circle as appropriate		Doc ref./ page #	Cross Sections	Council Use		
☒ Section NA				☐ Section Accepted		
Yes ☐	N/A ☐		Drawings showing constructional details of foundations, floor systems, wall, ceiling, stud heights and stud sizes, roof construction, balustrades and barriers.	Yes ☐	No ☐	N/A ☐
Yes ☐	N/A ☐		Surface finishes to wet areas (walls and floor to laundry, kitchen and bathroom).	Yes ☐	No ☐	N/A ☐
Yes ☐	N/A ☐		Location and type of insulation	Yes ☐	No ☐	N/A ☐
Yes ☐	N/A ☐		Details for all penetration in walls, roof (i.e. windows, doors, meter boards, skylights etc.)	Yes ☐	No ☐	N/A ☐
Yes ☐	N/A ☐		Cavity construction details where applicable	Yes ☐	No ☐	N/A ☐
☐ Section NA			Plumbing and Drainage	☐ Section Accepted		
Yes ☒	N/A ☐		All existing SEWERS, sewer connections and sewer drain locations and depth shown including Territorial Authority services	Yes ☐	No ☐	N/A ☐
Yes ☒	N/A ☐		All existing STORMWATER drains and connections shown including Territorial Authority services	Yes ☐	No ☐	N/A ☐
Yes ☒	N/A ☐		Proposed sewer and storm water drains/soak holes, terminal vents shown	Yes ☐	No ☐	N/A ☐
Yes ☒	N/A ☐		Existing and proposed potable water supply	Yes ☐	No ☐	N/A ☐
Yes ☒	N/A ☐		All existing and proposed sanitary fittings including pipe sizes, inspection fittings and gradients (isometric)	Yes ☐	No ☐	N/A ☐
Yes ☒	N/A ☐		Standard Regional Council design system or Regional Council approved effluent disposal system	Yes ☐	No ☐	N/A ☐
Yes ☒	N/A ☐		Specifications for hot water heating system (consider seismic restraints)	Yes ☐	No ☐	N/A ☐
Yes ☒	N/A ☐		Storm water disposal design and calculations	Yes ☐	No ☐	N/A ☐
☐ Section NA			Relocatable Buildings	☐ Section Accepted		
Yes ☐	N/A ☒		Is the structure being relocated in more than one part? If so, please provide detail of how the building will be reconnected showing compliance with NZBC including B1 & E2.	Yes ☐	No ☐	N/A ☐
☒ Section NA			Solar Heating	☐ Section Accepted		
Yes ☐	N/A ☐		Specifications and installation details	Yes ☐	No ☐	N/A ☐
Yes ☐	N/A ☐		Location of solar panels/ tubes/roof tank on roof plan (orientation)	Yes ☐	No ☐	N/A ☐
Yes ☐	N/A ☐		Flashing and installation details for pipe penetrations through walls/roof details	Yes ☐	No ☐	N/A ☐
Yes ☐	N/A ☐		Demonstrate roof structure is designed for additional load (weight)	Yes ☐	No ☐	N/A ☐
Yes ☐	N/A ☐		Water pipe type and insulation requirements	Yes ☐	No ☐	N/A ☐
Comments – Council Use Only						

Use Circle as appropriate	page #	Swimming Pool/Spa Pool	Council Use		
☒ Section NA			☐ Section Accepted		
Yes ☐	N/A ☐	Site plan (refer site plan section of checklist)	Yes ☐	No ☐	N/A ☐
Yes ☐	N/A ☐	Plan of all floors describing the function of each room including all doors and windows.	Yes ☐	No ☐	N/A ☐
Yes ☐	N/A ☐	Fences/Gates with dimensions.	Yes ☐	No ☐	N/A ☐
Yes ☐	N/A ☐	Show access restrictions, direction of opening and locking device details for doors and windows to pool area from all doors and windows	Yes ☐	No ☐	N/A ☐
Yes ☐	N/A ☐	Have immediate pool area hazards been identified (climb hazards)	Yes ☐	No ☐	N/A ☐
Yes ☐	N/A ☐	Pool manufacturer's specifications	Yes ☐	No ☐	N/A ☐
Yes ☐	N/A ☐	Elevations/Cross section showing all construction details	Yes ☐	No ☐	N/A ☐
Yes ☐	N/A ☐	Location of backwash indicating connection to approved outfall	Yes ☐	No ☐	N/A ☐
Yes ☐	N/A ☐	Backflow preventer shown – type and location	Yes ☐	No ☐	N/A ☐
☒ Section NA		Solid Fuel Heater	☐ Section Accepted		
Yes ☐	N/A ☐	Is the proposed appliance 'clean air' approved?	Yes ☐	No ☐	N/A ☐
Yes ☐	N/A ☐	Location of SFH on floor plan in relation to windows, doors and flammable materials	Yes ☐	No ☐	N/A ☐
Yes ☐	N/A ☐	Make and model provided	Yes ☐	No ☐	N/A ☐
Yes ☐	N/A ☐	Manufacturers specifications provided including hearth information	Yes ☐	No ☐	N/A ☐
Yes ☐	N/A ☐	Cross section through roof including height of flue in relation to roof	Yes ☐	No ☐	N/A ☐
Yes ☐	N/A ☐	Flashing details (roof/wall penetrations)	Yes ☐	No ☐	N/A ☐
Yes ☐	N/A ☐	Location and distance of all smoke alarms	Yes ☐	No ☐	N/A ☐
Yes ☐	N/A ☐	Seismic restraint detailed	Yes ☐	No ☐	N/A ☐
☒ Section NA		Wetback Installation	☐ Section Accepted		
Yes ☐	N/A ☐	Location of hot water cylinder and size	Yes ☐	No ☐	N/A ☐
Yes ☐	N/A ☐	Wetback installation diagram/manufacturers installation instructions	Yes ☐	No ☐	N/A ☐
Yes ☐	N/A ☐	Tempering valve information provided	Yes ☐	No ☐	N/A ☐
Comments – Council Use Only					

Council Specific Requirements – Please complete for your related Council					
☒ Section NA		Kawerau District Council	☒ Section Accepted		
Yes ☐	N/A ☐	Geotechnical report for new and relocatable buildings	Yes ☐	No ☐	N/A ☐
Yes ☐	N/A ☐	Relocatable/transportable Buildings – Please provide re-site report	Yes ☐	No ☐	N/A ☐
☐ Section NA		Rotorua Lakes Council	☐ Section Accepted		
Yes ☒	N/A ☐	Soil investigation that has a conclusion readily identifiable in accordance with chapter 3 RCEIS	Yes ☐	No ☐	N/A ☐
Yes ☐	N/A ☒	Any geothermal activity on or near site, distances to proposed building work (SED where <50m to a bore or geothermal feature)	Yes ☐	No ☐	N/A ☐
Yes ☐	N/A ☒	Relocatable Buildings – Please provide re-site report	Yes ☐	No ☐	N/A ☐
Yes ☐	N/A ☒	Buildings built prior to 2000 undergoing alt. or add. – Asbestos Declaration	Yes ☐	No ☐	N/A ☐

ADDITIONAL FEES

Please be aware that additional fees may be applied after lodgment deposit is paid, for inspections, processing, certificates, government levies and the like.

Person completing checklist

Name of person
signing:

Jan Garmonsway

Date:

25.10.24

Signature:

Sign here




Agent



Owner



Other:

Name to be on
invoice:

Leisurecom

Payment
Details:

COUNCIL USE ONLY**Outcome of decisions – Council Use Only**

Officer

Date

Time



This application was not accepted for lodgement because documentation was incomplete



This application needs to be re-vetted



Documentation is now complete and the application is accepted for lodgement



Application will now proceed for compliance checking

Project Type

RBW

Yes ☒

No ☐

Type

PIM ☐

PIM/BC ☐

BC ☐

Category

R1 ☐

R2 ☐

R3 ☐

C1 ☐

C2 ☐

C3 ☐

Comments – Council Use Only