

Building Consent Pre-Lodgement Checklist: RESIDENTIAL

About this checklist

- This checklist is required for all BC applications. The applicant should identify if, and where, information is shown on the plan drawings.
- This is to help the Building Consent Authority (BCA) check the completeness of the application before it can be accepted for processing.
- This is not a check of correctness or compliance; compliance checks are done later, and the process may be suspended if any non-compliant items are identified.
- If required information is missing, the application cannot be lodged and we will advise you of the identified deficiencies. The application can be resubmitted once all the required information is present.
- The first 30 minutes of our check are free. A checking fee will be charged after that.

Instructions and Example

- **Applicants must fill in all shaded areas**
- **Note the location/page number of the drawings in shaded columns below, as shown:**

EXAMPLE	Sheet	N/A	Office use	This section ok
Shows legal boundaries, easements, access	3			
Datum, spot levels or contours and North point		☒		

Checklist

Project Description	
	TO CONSTRUCT A NEW 2-STOREY 3 BEDROOM DWELLING
Address	184 HORTON ROAD, BEULAH ESTATE, TASMAN
Owner	GERAINT AND LINDA PHILP
Project includes Restricted Building Work?	Please select

If this project includes Restricted Building Work:	Sheet	N/A	Office use	This section ok
Names and registration numbers of Licensed Building Practitioner (LBP) designers (compulsory)	*	☐	☐	☒
Names and registration numbers of LBP site workers If N/A, please confirm below:	*	☐	☐	
☒ Written notification of LBP site workers will be provided to Council, by the Owner, BEFORE building work commences on site.				
Certificate of work provided by the designer	*	☐	☐	

Application Form	Yes/No	Office use	This section ok ☒
Plans and specifications provided	Select yes	☐	
Legal description completed	Select yes	☐	
Description of work accurate	Select yes	☐	
Specified life applied	Select yes	☐	
Value of work provided and accurate	Select yes	☐	
Application form completed and correct, including compliance list	Select yes	☐	
Certificate of Title provided with any consent notices	Select yes	☐	

Design Basis	Sheet	N/A	Office use	This section ok ☒
Wind zone	2	☐	☐	
Earthquake zone	2	☐	☐	
Snow zone	2	☐	☐	
Corrosion zone	2	☐	☐	
E2 Risk Matrix	8	☐	☐	

Drawings	Yes/No	Office use	This section ok ☒
Plans to acceptable standard, ie: to scale, no graph paper, no pencil drawings, no single line drawings (refer to DBH "Guide to applying for a building consent")	Select yes	☐	
Contents page provided and drawing sheets cross-referenced	Select yes	☐	

Specifications	Yes/No	Office use	This section ok ☒
The specifications are job-specific and meaningful, with a Contents page	Select yes	☐	
Includes all supporting information, including product manufacturers' specifications	Select yes	☐	
Specification notes also shown on drawings	Select yes	☐	

Demolition Work	Sheet	N/A	Office use	This section ok ☐
Shows if building is to be removed or demolished		☒	☐	
If demolished, shows a full site plan showing all safety protection measures to be taken, services capped off		☒	☐	
Shows how any hazardous materials are to be safely disposed of (landfill site, etc)		☒	☐	

Site Plan	Sheet	N/A	Office use	This section ok ☒
Shows legal boundaries, easements, access	2	☐	☐	
Datum, spot levels or contours and North point	2	☐	☐	
Any excavation works, fill, retaining walls and surface water control measures	5	☐	☐	
All existing buildings		☒	☐	

Site Plan, continued	Sheet	N/A	Office use	This section ok ☒
Location of new buildings and distance to boundaries	2	☐	☐	
Infrastructure locations (sewer, water and stormwater laterals) or effluent field locations		☒	☐	

Floor Plan	Sheet	N/A	Office use	This section ok ☒
If alteration work, shows separate plans for existing and for new		☒	☐	
Layout fully dimensioned	6-7	☐	☐	
Rooms identified	6-7	☐	☐	
Windows, doors and lintel sizes shown	6-7	☐	☐	
Mechanical ventilation details where no opening windows	6	☐	☐	
Smoke detectors or fire alarm locations	6-7	☐	☐	
Heating unit appliance	6	☐	☐	
Type of shower	6-7	☐	☐	

Foundation Plan	Sheet	N/A	Office use	This section ok ☒
Full foundation layout plan provided	3-4	☐	☐	
Concrete slab – details including reinforcing (500E reference shown), hardfill, DPC, control joints, slab thickenings	3-4	☐	☐	
Timber floors – pile layout, location and bracing, subfloor framing, sizes, timber treatments and connectors		☒	☐	
Any special stainless steel where needed		☒	☐	
Ventilation and protection of underfloor insulation		☒	☐	

Cross Section and Details	Sheet	N/A	Office use	This section ok ☒
At least two full cross sections provided	10-11	☐	☐	
All complex areas detailed	10-11	☐	☐	
All timber framing sizes and spacings shown with timber species, and treatments	6	☐	☐	
All uplift connectors specified	6	☐	☐	
Insulation materials	6	☐	☐	
Details of all wall and roof areas	16-21	☐	☐	
Details of all foundations	14-15	☐	☐	
Details of any upper floors and balconies, decks and barriers	20	☐	☐	
All window and door flashings details	16-21	☐	☐	
All roof penetrations details	21	☐	☐	
Any flashings between different claddings, and new/existing if an addition		☒	☐	
For any stairs, full stair and barrier details	10	☐	☐	
Claddings and any drainage cavities detailed	16-18	☐	☐	
Flashing of windows, doors, junction, balcony, parapet, interior / exterior corner penetrations detailed	16-18	☐	☐	

Elevations	Sheet	N/A	Office use	This section ok
Shows all claddings and any control joints	8-9	☐	☐	☒
Doors and windows (window opening direction and any safety or special glass)	8-9	☐	☐	
Accurate ground lines and floor levels (consistent with that on site plan)	8-9	☐	☐	
Any ventilators for subfloor spaces		☒	☐	
References to any cross section details on other pages	10-11	☐	☐	

Roof Framing	Sheet	N/A	Office use	This section ok
Roof framing and bracing layouts		☒	☐	☒
For trusses, full truss design, PS1 and plan provided	*	☐	☐	
For flat roofs, full substrate and membrane details and surface water control details		☒	☐	

Interior Works	Sheet	N/A	Office use	This section ok
Bracing design and bracing plan	12-13	☐	☐	☒
Thermal insulation details provided (scheduled method or calculation)	11	☐	☐	
Details for any wet area membranes (showers and tiled areas)	15	☐	☐	
Any gas appliances – clearances and ventilation, bottle locations and restraints		☒	☐	

Specific Design	Sheet	N/A	Office use	This section ok
Completed and legible Producer Statement covering all SED works		☒	☐	☐
Engineer appropriately qualified (CPEng)		☒	☐	
Inspection schedule for site monitoring		☒	☐	
Engineer's calculations provided		☒	☐	

Plumbing and Drainage	Sheet	N/A	Office use	This section ok
Shows which plumbing and drainage rules apply	5	☐	☐	☒
Waste pipe sizes, gradients, and venting	5	☐	☐	
Hot water cylinder details and valving, restraints/support	5	☐	☐	
Sewer and stormwater drains, gradients, invert levels, traps and venting	5	☐	☐	
Full design report and details for any on-site-wastewater system	*	☐	☐	
Details of any solar heating system or wetback system, location identified and manufacturer's specification included		☒	☐	
Full stack system details for multi-storey buildings (including an isometric diagram)		☒	☐	
Stormwater discharge method and surface water control		☒	☐	
Shows how potable water is protected against contamination (backflow)		☒	☐	

Additional Information	Sheet	N/A	Office use	This section ok ☒
Alternative solutions are clearly identified and of sufficient detail to assess compliance		☒	☐	
Swimming pool fencing, drainage, etc shown		☒	☐	
Solid fuel heater location identified and manufacturer's specification included	6	☐	☐	

Hazardous Substances Stored on Site	Sheet	N/A	Office use	This section ok ☐
Verifies that a test certifier location certificate / preliminary test certifier letter provided		☒	☐	

Office Use Only – Building Consent Officer Signoff				
Name	Other (specify)	Trudy Price	Outcome	Please select Accepted
Date (1)	5-5-16		Process Duration (1)	20 mins
Date (2)			Process Duration (2)	
Date (3)			Process Duration (3)	