

Application for Building Consent and/or Project Information Memorandum (PIM)

Section 33 or Section 45, Building Act 2004

Instructions

OFFICE USE
Date received:

- Use this form if you are applying for a Building Consent only; OR a PIM only; OR both.
 - **Building Consent only:** complete Parts A, C, D, E, F, and G*.
 - **PIM only:** complete Parts A, B, C, E, F.
 - **Building Consent and a PIM:** complete parts A, B, C, D, E, F, and G*.
- For assistance with this application form, please refer to the notes on the last page. For additional assistance, please refer to BC1A: User Guide: New Dwellings and Alterations to Dwellings and BC1C: Guidance Notes and Building Consent Procedures.

*G applies only to commercial applications or properties which include specified systems.

Part A

The Building
Street address of building <i>Note: for structures that do not have a street address, state the nearest street intersection and the distance and direction from that intersection.</i> Legal description of land where building is located <i>Note: state legal description as at the date of application and, if the land is proposed to be subdivided, include details of relevant lot numbers and subdivision consent.</i> Building name <i>Note: only where applicable</i> Location of building within site/block number <i>Note: include nearest street access or valuation number</i> Number of levels <i>Note: include ground level and any levels below ground</i> Level/unit number <i>Note: only where applicable</i> Area <i>Note: this is the total floor area; indicate area affected by the building work if less than the total area</i> Number of WC pans <i>Note: only count new toilets, not existing ones</i> Current, lawfully established use: <i>Note: include number of occupants per level and per use if more than one</i> Year first constructed <i>Note: approximate date is acceptable, e.g. 1920s or 1960-1970</i>

The Agent *(only required if the application is being made by another party on behalf of the owner)*

Name of Agent	Contact Person
Mailing address	Street address/ registered office
Daytime phone	Mobile
Email	Website
Relationship to owner	
<i>Note: state details of the authorisation from the owner to make the application on the owner's behalf</i>	

The Owner

Name of Owner	Contact Person
Mailing address	Street address/ registered office
Daytime phone	Mobile
Email	Website
Evidence of ownership provided	Copy of Certificate of Title (less than 3 months old)
<i>Note: i.e., copy of certificate of title, lease, agreement for sale and purchase, or other document showing full name of legal owner(s) of the building</i>	Agreement for sale and purchase
	Lease
	Other

First Point of Contact for communications with Council *(only required if not the owner or the agent)*

First point of contact	Contact Person
Mailing address	Street address/ registered office
Daytime phone	Mobile
Email	Website
Relationship to owner	
<i>Note: state details of the authorisation from the owner to make the application on the owner's behalf</i>	

Application

I request that you issue a (tick one box)	☐ Project Information Memorandum only ☐ Project Information Memorandum & Building Consent ☐ Building Consent for PIM number: for the building work described in this application ☐ Building Consent only
Requested by	
on	

Part B

Project Information Memorandum Supporting Information

To be completed unless a PIM Has already been provided

Subdivision Application Number
Resource Consent Application Number
Alterations to land contours
New or altered connections to public utilities
New or altered locations and/or external dimensions of buildings
New or altered access for vehicles
Building work over or adjacent to any road of 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 authorisation from the territorial authority:

Part C

The Project

Describe the building work. Provide sufficient description of the building work to enable scope of work to be fully understood. If necessary, refer to an attached document setting out the description.

New
Alteration
Relocation

Will the building work result in a change of use of the building?

If yes, provide details of new use:

Intended life of the building if less than 50 years years

Estimated value of the building work on which the building levy will be calculated \$

Note: include GST; state estimated value as defined in Section 7 of the Building Act 2004

List building consents previously issued for this project, if any:

Issued by	Date Issued	Consent Number

Part D

Building Consent

Plans and specifications are attached to this application.

NOTE: all plans and specifications must meet the minimum requirements set out in the Regulations or required by the Building Consent Authority.

The building work will comply with the Building Code as follows:

For each applicable clause, please select the means of compliance - refer to the relevant compliance document(s), or detail of alternative solution in the plans and specifications.

If not applicable, choose N/A.

If you are unsure which clauses are applicable, talk to the BCA or your architect.

B1 Structure	B2 Durability
C Protection from Fire	D1 Access Routes
D2 Mechanical Installations for Access	E1 Surface Water
E2 External Moisture	E3 Internal Moisture
F1 Hazardous Agents on Site	F2 Hazardous Building Materials
F3 Hazardous Substances and Processes	F4 Safety from Falling
F5 Construction and Demolition Hazards	F6 Lighting for Emergency
F7 Warning Systems	F8 Signs
G1 Personal Hygiene	G2 Laundering
G3 Food Preparation and Prevention of Contamination	G4 Ventilation
G5 Interior Environment	G6 Airborne and Impact Sound
G7 Natural Light	G8 Artificial Light
G9 Electricity	G10 Piped Services
G11 Gas as an Energy Source	G12 Water Supplies
G13 Foul Water	G14 Industrial Liquid Waste
G15 Solid Waste	H1 Energy Efficiency

Waiver/modification to New Zealand Building Code required for the following parts of the Code:

Part E

Attachments

Indicate which documents are attached to this application

Project Information Memorandum	Evidence of Ownership
Development Contribution Notice	Application Fee
Certificate attached to Project Information Memorandum	None
Plans and Specifications (please list):	

Part F

Key Personnel

Builder Name Daytime Phone Mobile After hours Phone Email Registration/LBP No	Registered Drainlayer Name Daytime Phone Mobile After hours Phone Email Registration No
Designer Name Daytime Phone Mobile After hours Phone Email Registration No	Registered Plumber Name Daytime Phone Mobile After hours Phone Email Registration No

Part G

Compliance Schedule

Do not fill in this section if this is an application for a Project Information Memorandum only.

- There are no specified systems* in the building OR
 There are new specified systems* in this building
 If so, complete form BC41 Application for Compliance Schedule, and attach OR
 There is an existing Compliance Schedule for this building
 If so, complete form BC11 Application for Amendment to Compliance Schedule, and attach.

*Specified systems are defined in Regulations. If you are not sure whether your building has specified systems, talk to the BCA or to your architect.

Application Information

(a) Project Information Memorandum (PIM)

A Project Information Memorandum will be issued within a maximum allowable time of 20 working days provided all the information required has been supplied. Insufficient information will result in your application being returned.

A fixed fee is required to accompany your PIM application. Please refer to the current Schedule of Charges.

(b) Building Consent (BC)

A Building Consent will be processed within a maximum allowable time of 20 working days provided all the information required has been supplied. Whenever further information is requested, processing time is suspended for a period of 20 working days to enable the applicant to submit the requested information. The processing time period starts again when the information has been received and deemed adequate.

A deposit fee is required to begin processing your application, check with Customer Services for amount.

Where any aspect of the application requires a Peer Review, this will be carried out by a Council-approved external consultant and resulting fees will be passed onto the applicant.

Once the Building Consent has been processed, you will receive notification, which will include (where appropriate) an invoice for the balance of the fees payable.

Once the fees are paid in full, your Building Consent will be issued.

(c) Combined Project Information Memorandum and Building Consent Applications

Applications for a combined PIM/BC will only be accepted when sufficient information is provided to permit the Building Consent to be processed. If insufficient information is provided, the application will be returned.

Inspections

A minimum of 24 hours' notice of commencement of the building work is required to be given to the Building Consent Authority.

During the process of construction, inspections will be necessary to confirm all work complies with your approved Building Consent documentation. The Building Consent Authority requires a minimum of 24 hours' notice prior to the Building Consent Authority's Building Official's visit, however this will not guarantee an inspection in 24 hours if inspection bookings are full for that day.

The inspections required will be set out in the Building Consent documentation issued by the Building Consent Authority. Failure to have a prescribed inspection carried out and to be provided with confirmation that the work has been approved by the Inspecting Authority will make the issue of a Code Compliance Certificate difficult.

Resource Consents

Your application will be assessed by the Environment & Planning Department of the Council to determine whether your project complies with the relevant Tasman Resource Management Plan requirements.

If your application does not comply with the Tasman Resource Management Plan requirements, you will need to either amend your proposal to comply, or apply for a Resource Consent. A certificate will be attached to your Project Information Memorandum to notify that a Resource Consent is required prior to building work commencing.

Code Compliance

A Building Consent is not completed until it has been issued with a Code Compliance Certificate. The owner is required to complete a separate application form to apply for a Code Compliance Certificate as soon as practicable after the building work is completed but in any event no later than 2 years after the granting of the Building Consent. A Code Compliance Certificate will be issued within a maximum allowable time of 20 working days, provided all the information required has been supplied.

Note: Certificates will be required from all trades involved in the project.