

# Lodgement Checklist: Residential

Please attach this checklist with your application

## Guidance information

**Documentation must cover all items identified in bold text in this lodgement checklist. If any of this information is not provided, the building consent application will be rejected.** It is also strongly recommended that the items in *italic text* are also provided.

This checklist is designed to ensure applicants know up front what information is required, please ensure you read it and answer all the applicable questions.

Click [here](#) to submit your application online.

### Standard of documentation

Section 7 of the Building Act defines ‘plans and specifications’ as the drawings, specifications and other documents according to which a building is to be constructed, altered, demolished or removed.

Documentation is required to be of a high, professional standard. Refer to “Guide to applying for a building consent” which can be located at [www.building.govt.nz](http://www.building.govt.nz).

### Drawings must be: -

- Produced to scale on A3, A2 or A1 white paper; minimum font size 10 and for CAD 2.5
- Produced in black ink or colour (no freehand drawings), each drawing must contain:
  - site address and legal description (Lot and DP number)
  - a drawing number and title
  - designer’s name
  - owner’s name
  - be dated for version control
- specifications must be project specific and include relevant supporting documentation (installation details)

**Restricted building work (RBW):** RBW relates to residential construction and design for certain houses and small to medium apartment buildings. It can be new construction or alterations to an existing building. RBW is defined as building or design work that is critical to the integrity of a building and ensures the building is structurally sound and weathertight.

RBW includes:

- **The primary structure** (construction or alteration) – all the structural elements of the building that contribute to resisting vertical and horizontal loads
- **External moisture management systems** (construction or alteration) – the building elements and systems which prevent the ingress of external moisture and help control moisture within the building fabric
- **Fire safety systems** (design) – the building elements intended to protect people and property from fire.

The definition of a house is:

- A free-standing, fully detached building consisting of a single residential unit (and can also have 1 or more residential facilities such as a foyer, laundry, garage, etc.)

The definition of a small to medium apartment building:

- Contains 2 or more residential units (apartments) or residential facilities (foyer, laundry, garage, etc.)
- Does not contain commercial units or facilities (it has no shops)
- Has a maximum height of less than 10m (the vertical distance between the highest point of its roof (excluding aerials, chimneys, flagpoles and vents, and the lowest point of the ground)

**Licensed building practitioners (LBPs)** are the only people allowed to supervisor or carry out RBW. For further information about licensing or restricted building work refer to the Ministry of Building Innovation and Employment website – [www.building.govt.nz](http://www.building.govt.nz)

**Applications supported by a producer statement (PS):** If an application is supported by a producer statement, the architectural plans must be signed and dated by the Engineer or structural drawings must be provided or a schedule listing the work covered in the producer statement must be provided. Producer statements must be dated no older than 90 days, within the scope of the author and the author must be on the Auckland Council Producer Statement. Click [here](#) for more information about Producer Statements.

**Deposit:** All applications must be supported by a deposit payable at the time of lodgement. An invoice will be sent when your building consent has been approved. The final invoice will include the full cost of processing the application as well as fees for inspections and the code compliance certificate, less the deposit already paid.

**Water meter applications:** for new water meter connections download an application form and apply directly to WaterCare (note independent charges will occur) please refer to [www.watercare.co.nz](http://www.watercare.co.nz) or contact Veolia Water Limited (09) 295 0515 [papakura.developments@veolia.com](mailto:papakura.developments@veolia.com) (for Papakura sites only).

**Financial assistance package (FAP):** Applications for a property claiming under the FAP scheme can be lodged online.

### Vehicle crossing

All building consent applicants should advise whether the property has an existing vehicle crossing that will be used to serve the new building or development. If you do not have an existing crossing OR are building within 1.0m of the road corridor OR a new building on a vacant lot, then a new vehicle crossing application must be submitted to Auckland Council who act as the receiving agent for Auckland Transport. A Vehicle Crossing Application Form, and description of the approval process, can be viewed and downloaded from the website [www.at.govt.nz](http://www.at.govt.nz) by typing “vehicle crossing” in the search bar and selecting the Vehicle Crossing link. The completed application form, together with the fee, must be submitted in person to your nearest Auckland Council Service Centre.

Customer use		
Yes	N/A	
		New vehicle crossing
		Building within 1.0m of road corridor
		Existing vehicle crossing

### Site and application details

Property address:

All relevant sections on this checklist must be completed if this application includes a solid fuel heater, solar water heater/heat pump water heater or a pool/spa pool. Please indicated below as applicable:

Solid fuel heater	Solar water heater/heat pump water heater	Pool/spa pool

## Checklist items

### General items

Entire section N/A

Customer use		Description	Council use only		
Yes	N/A		Yes	No	N/A
		<b>Application form completed in full and signed</b>			
		<b>Application fee paid as per Auckland Council fee schedule with evidence provided for online bank-to-bank payments</b>			
		<b>Project specifications to be complete, site specific and include relevant supporting documentation (installation details)</b>			
		<i>Building description is accurate and describes the work involved in the project</i>			
		<b>Bridging design and details to build over the drain</b>			
		<b>CCTV video / DVD and report provided for building over / near public stormwater drains</b>			
		<i>Application made to or approval received from Watercare Services Ltd or other network utility operator to build within 2m of or over a Council drain or within 10m of a Watercare or other NUO main trunk line.</i> <i>Application has been made</i> <i>Approval is attached</i>			
		<b>Full Record of Title (no older than 90 days) including all consent notices and encumbrances, sale and purchase agreement or lease agreement</b>			
		<b>Letter of authorisation from owner if application is submitted by an agent, company, trust or person other than the owner</b>			

### Memorandum / Certificate of design work (CoW)

Entire section N/A

Customer use		Description	Council use only		
Yes	N/A		Yes	No	N/A
		<b>Memorandum of design for restricted building work is completed in full and personally signed by the designer, a licensed building practitioner</b>			
		<b>Memorandum of design for restricted building work is completed in full and personally signed by the engineer</b>			
		<b>Owner / Building declaration provided if no design memorandum submitted for restricted building work</b>			

### Amendments

Entire section N/A

Customer use		Description	Council use only		
Yes	N/A		Yes	No	N/A
		<b>Has the original consent been issued?</b> <b>(If not, this change is considered a revision not an amendment)</b>			
		<b>Description of building work accurately summarise the changes</b>			
		<b>Plans clouded to show changes</b>			

### Site plan (scale 1:100 for urban and 1:200 for rural)

Entire section N/A

Customer use		Description	Council use only		
Yes	N/A		Yes	No	N/A
		<b>Legal description including Lot, DP and street address, north point, land contours or spot levels with datum indicated; siting dimensions and details of all existing and proposed buildings (from boundaries and other buildings including notional boundaries if appropriate) and common areas</b>			
		<i>All existing and proposed sanitary and storm water drainage (including on-site treatment systems) indicated with distances to boundaries</i>			
		<i>Location of HWC and / or gas bottles (if external)</i>			

**Foundation plan (scale 1:100 or 1:50)**

Entire section N/A

Customer use		Description	Council use only		
Yes	N/A		Yes	No	N/A
		<b>Slab construction detailed and dimensions</b> , i.e. concrete, steel reinforcing, slab thickening and control joints. <b>If SED (e.g. rib raft) engineers design provided</b>			
		<b>Cross section of footing details shown</b>			
		<b>Subfloor framing details for all subfloors and deck framing</b> , i.e. pile type, treatment, size, embedment depth and layout, bearers, jack studs, braces, fixings			
		<b>Joist layout plan for all floors on all levels and decks</b>			

**Floor plan (scale 1:100 or 1:50)**

Entire section N/A

Customer use		Description	Council use only		
Yes	N/A		Yes	No	N/A
		<b>Existing and proposed layout and use</b>			
		<i>Internal / external stairs, handrails and decking shown</i>			
		<b>Finished floor levels shown</b>			
		<i>Location of smoke alarms and HWC (if internal)</i>			

**Bracing plan**

Entire section N/A

Customer use		Description	Council use only		
Yes	N/A		Yes	No	N/A
		<b>Bracing calculations, specifications and layout (roof, wall, subfloor and deck)</b>			

**Elevations (scale 1:100 or 1:50)**

Entire section N/A

Customer use		Description	Council use only		
Yes	N/A		Yes	No	N/A
		<b>Elevations for each external wall</b>			
		<b>Existing and finished ground levels / floor levels indicated</b>			
		<b>External stairs, handrails and decking shown</b>			
		<i>Subfloor ventilation indicated</i>			

**Cross-sections (scale 1:100 or 1:50)**

Entire section N/A

Customer use		Description	Council use only		
Yes	N/A		Yes	No	N/A
		<b>A minimum of two cross-sections through the length and width of the building</b>			
		<b>Retaining wall details and height of wall</b> (cut, fill, height of retained ground, waterproof membranes and drainage barrier)			
		<i>Foundation details, terraces, steps, balustrades proximity to services indicated</i>			
		<b>Floor, wall and roof construction shown</b> (size, height, timber treatment, grading, insulation, lining and cladding)			
		<b>Finished ground levels and floor levels</b>			

### Roof plan and roof framing plan (scale 1:100 or 1:50)

Entire section N/A

Customer use		Description	Council use only		
Yes	N/A		Yes	No	N/A
		<b>M/F producer statement for computer software, fabricator design statement and truss layout plan</b>			
		<b>Roof drainage plan</b> (location details and size of rainwater heads, scuppers, internal gutters, valleys, spouting and downpipes)			

### Plumbing and drainage plan (scale 1:100 or 1:50)

Entire section N/A

Customer use		Description	Council use only		
Yes	N/A		Yes	No	N/A
		<b>Existing and proposed fixtures and fittings</b>			
		<b>Details of storm water / sewer disposal systems</b> , e.g. detention tanks, pumps and effluent disposal including location, size, volume and depth of excavations			
		<b>On-site wastewater disposal and TP58 report</b>			
		<b>Soakage report provided and details shown on plans</b>			
		<i>Locate wastes, pipes and outlets including sizes and gradients, shown in relation to mid-floor framing or slab construction. Schematic for more than one level.</i>			

### Building envelope (scale 1:100 or 1:50)

Entire section N/A

Customer use		Description	Council use only		
Yes	N/A		Yes	No	N/A
		<b>E2/AS1 risk matrix for each elevation</b>			
		<b>Cross sections / details of all roof and wall junctions</b> (eaves, balustraded, parapet, apron, penetrations, control joints and sill / head / jamb flashings, etc.)			
		<i>Current manufacturer's technical specification / installation instructions and maintenance requirements for all cladding systems</i>			
		<i>Quality assurance programme for re-clads and pre-application meeting minutes</i>			

### Specific engineered design (SED)

Entire section N/A

Customer use		Description	Council use only		
Yes	N/A		Yes	No	N/A
		<b>Engineering calculations and drawings</b>			
		<b>Producer statement(s) completed in full and signed by author on Council's register</b>			
		<b>Plans signed and dated by engineer <u>or</u> structural drawings provided <u>or</u> schedule listing work covered if supported by producer statement</b>			
		<b>Producer statement cover sheet for structural glass balustrade systems (AC2343)</b>			

### Engineering plan approval (EPA)

Entire section N/A

Customer use		Description	Council use only		
Yes	N/A		Yes	No	N/A
		<b>Copy of engineering plan approval or application for public drainage, water, parks or road works for new subdivisions / lots / dwellings</b>			

Customer use		Description	Council use only		
Yes	N/A		Yes	No	N/A
		<b>Swimming pool</b> <b>Small heated pool</b>			
		<b>Pool specifications, i.e. type, brand, installation, etc.</b>			
		<b>Engineering calculations and producer statements provided for structural design elements (refer to SED section)</b>			
		<b>Site plan with location of proposed pool and pool fencing</b> including any gates; gates to show opening direction (refer also to site plan section) and any changes in ground levels			
		<b>Immediate pool area specified, i.e. pool isolated</b>			
		<i>Manufacturer's specification for fencing</i>			
		<b>Producer statement cover sheet for pool fencing / barrier (AC2344)</b>			
		<b>Plans to show details of fencing</b> , i.e. materials, height, gate mechanisms (closing and latching devices) and latch heights specified			
		<b>Photos</b> related to all intersection points of the barrier with the dwelling and all other structures to assess adjacent climb points with the drawings Note: Photos should be clear, in colour, and show the various elements in detail including from farther away to allow them to be viewed in overall context			
		<p><b>If building is used as part of fencing:</b></p> <p><b>Floor plan</b>-indicating location and opening direction of all doors opening into pool area including a description of the use of the rooms that the doors open into, e.g., living room, dining room, bedroom etc.</p> <p><b>Doors by type and overall width</b> - where the doors are bigger than F9/AS1 permits you must supply fully justified alternative solution evidence to support this as a proposal. This may include justification in some cases of the effects on occupants having their door/s closed all of the time when not being used to access the IPA, and why the barrier is unlikely to be deliberately disabled by them.</p> <p>Construction details and type of self-closing / latching devices for all doors opening into pool area</p> <p>Elevations including any windows opening into pool area and details of locking mechanisms, i.e. restrictors</p> <p>Existing or proposed barrier heights to the pool area for balconies or decks immediately adjacent but not part of the pool area</p>			
		<p>If boundary fencing is used as part of pool fencing:</p> <p>Photos showing all intersecting fences. Note – no climbable intersecting fences, rails, etc. permitted</p> <p>Photos showing the full length of the fence with measurement to current ground and finished levels adjacent to the barrier confirmed. Note – nothing should be able to be used to climb down onto in the upper 900 mm of the boundary fence.</p> <p>Cross-section showing details of fencing (height, openings, materials, etc.), show heights to the finished surface to any adjacent structure, proposed planting next to the barrier by species (if possible) and heights. These cannot grow into the upper 900 mm of the barrier if they can support a child's weight and could be climbed upon.</p> <p><b>NB: On sloping sections with sloping boundary fences, the finished distance of 1800 mm to the adjacent finished surface levels next to the boundary fence must be allowed for in the design, or alternative solutions applied for with the appropriate evidence to support them.</b></p>			

## Solid fuel heater appliance

Entire section N/A

Customer use		Description	Council use only		
Yes	N/A		Yes	No	N/A
		<b>Location of solid fuel heating appliance and smoke alarms shown on floor plan</b>			
		<i>Location of all windows and doors in close proximity to appliance shown</i>			
		<b>Location of hot water cylinder (if wetback)</b>			
		<b>Cross section through building to show penetrations through floor joists</b> (required where building is 2 or more stories)			
		<b>Cross section through roof showing roof material and flashing details, floor construction</b> (i.e. timber / concrete floor) and type of restraint (i.e. method of fixing appliance to hearth and hearth floor)			
		<i>Cross section through chimney where false chimney surround constructed</i>			
		<b>Elevation or photo of external wall where appliance is being installed to show location and height of flue</b> (dimensions to be included and clearances from upper storey windows where flue penetrates a lower storey)			
		<i>Wetback details – details of valves and water supply pipes including type / capacity of HWC (HWC must be open vented low pressure system if wetback installed)</i>			
		<b>Manufacturer's specifications (make and model, installation instructions, clearances, flue details, flashing details, hearth insulating method, etc.)</b>			
		<b>National Environmental Standard – details of emission and thermal efficiency ratings for model installed</b>			
		<b>Authorisation number: ECAN Nelson</b>			
		<b>Second hand appliance – third party report on condition of appliance, third party must also confirm that the appliance complies with emission standards</b>			
		<i>Heritage buildings – approval required from NZ Historic Places Trust / Planning Team</i>			

## Water heaters (solar or heat pump)

Entire section N/A

Customer use		Description	Council use only		
Yes	N/A		Yes	No	N/A
		<b>Location and capacity of hot water cylinder</b> (temperature or pressure relief valve discharge point provided)			
		<i>Details of supporting structural components in the roof space</i>			
		<i>Connection and weatherproofing details including flashing details</i>			
		<b>At least two elevations and roof plan provided to show compliance with height to boundary restrictions and position / inclination of solar panels</b>			
		<i>Location of solar panels in relation to rafters / trusses</i>			
		<i>Span and centres of rafters / trusses and under purlins if applicable</i>			
		<b>Specifications and technical data sheets provided</b>			
		<b>Engineering calculations / producer statement provided for structural design elements</b> (refer to SED section)			
		<b>Product certification / appraisal certificates</b>			

### Demolition, removal and relocation (if included as part of the building project)

Entire section N/A

Customer use		Description	Council use only		
Yes	N/A		Yes	No	N/A
		<b>Services capped and sealed inside boundary</b>			
		<b>All existing buildings and buildings to be demolished / relocated shown</b>			
		<b>Safety plan / report for safe handling and disposal of hazardous materials</b>			
		<b>Pollution prevention plan covering control of noise and dust</b>			
		<i>Means of compliance with NZBC Clause F5, e.g. barricading the site to prevent public access</i>			
		<b>Third party report for second-hand relocatable building</b>			

### Other documentation (specification, reports, calculations)

Entire section N/A

Customer use		Description	Council use only		
Yes	N/A		Yes	No	N/A
		<i>Waterproofing details and floor / wall linings and finishes specified for wet areas, i.e. bathroom and laundry</i>			
		<b>Soil and ground stability – geotechnical report / plans (Geotechnical completion report required for subdivisions)</b>			
		<i>Site contamination – report / plans</i>			
		<i>Flooding and surface water – report / plans</i>			
		<b>Erosion and sediment control plan – report / plans</b>			
		<b>Energy efficiency (H1) report and calculations</b>			
		<i>Acoustic design report</i>			
		<b>Fire design report / construction details if building within 1m of boundary, &gt;3 stories, or household units (vertically or horizontally)</b>			
		<b>Agreement to provide producer statement construction</b>			
		<b>Support document for any waiver or modification (if proposed)</b>			
		<b>Supporting documents and evidence for Alternative Solution (if proposed)</b>			
		<b>Product technical literature, e.g. BRANZ appraisal, Codemark, etc.</b>			

### Planning information

Entire section N/A

Customer use		Description	Council use only		
Yes	N/A		Yes	No	N/A
		<i>Copy of approved resource consent and conditions with stamped plans</i>			
		<i>Location, dimensions and gradient of car parking, manoeuvring, vehicle crossing shown on plan</i>			
		<i>All areas and volumes of proposed distributed earth indicated, e.g. excavation, fill, retaining</i>			
		<i>All areas of impermeable coverage, building and landscaping shown, and calculations</i>			
		<i>Show compliance with outdoor living space and outlook space standards where applicable</i>			
		<i>All streams and riparian margins show on plan</i>			
		<i>Identify all trees protected by the Unitary Plan (height, girth and drip line)</i>			
		<i>Height in relation to boundary controls shown at the critical points and with the maximum height control shown including relevant ground and floor levels</i>			



## Council only

Other relevant consent numbers:					
Building complexity:	R1	R2	R3		
Application accepted:	Yes	No, include reason(s) not accepted in the comments section below			
Consenting stream:	QP	Streamline	Premium	Standard	
Reclad consent:	Yes	No	Development Engineering input required: Yes No		
LBP register checked:	Yes	No	N/A	LBP number:	
Engineering NZ Register checked:	Yes	No	N/A	Chartered professional engineer no:	
NZRAB Register checked:	Yes	No	N/A	Registered architect no:	
Name of Technical Co-ordinator:				Date:	

### Contact with customer:

### Reasons for decision / comments: