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APPLICATION FOR PROJECT INFORMATION MEMORANDUM AND/OR BUILDING CONSENT PLUMBING / DRAINAGE AND SOLAR PANELS

S33 AND S45, BUILDING ACT 2004
FORM 2

OFFICE USE

Date Received Stamp

Property Number

Receipt Number



THIS FORM CAN BE USED TO APPLY FOR ANY OF THE FOLLOWING:

- (A) BUILDING CONSENT ONLY.
- (B) PROJECT INFORMATION MEMORANDUM AND BUILDING CONSENT FOR WORK CONTAINING PLUMBING / DRAINAGE AND SOLAR PANEL INSTALLATION ONLY.

Complete the form in full and lodge with completed application checklists

Lodge the application at the Blenheim office or mail with the Project Information Memorandum fee to the Blenheim office.

Mailed applications that are incomplete or do not include the PIM fees will be returned to the applicant.

MARLBOROUGH DISTRICT COUNCIL

BLENHEIM
Seymour Street
PO Box 443
Blenheim 7240
Ph: (03) 520 7400/Fax: (03) 520 7496
Email: mdc@marlborough.govt.nz

PICTON
67 High Street
Picton 7220

Ph: (03) 520 3200 Fax: (03) 520 3203
website: www.marlborough.govt.nz

APPLICATION CHECKLISTS

Your application must include one of the following fully completed application checklist.

BAC0002.7 Plumbing/Drainage

BAC0002.10 Solar panel installation work

FEES

PROJECT MEMORANDUM FEES

Fees for the Project Information Memorandum are payable when the application is lodged. The fees are set out in the Application Checklist.

BUILDING CONSENT FEES AND GOVERNMENT LEVIES

Fees for the Building Consent are additional to the Project Information Memorandum fee.

Building Consent fees are set in accordance with the standard Marlborough District Council fees. Building Consent fees will be invoiced at the time the Building Consent issued. All PIM and Building fees and charges are listed in full on the Council website.

www.marlborough.govt.nz

PLANS

Good plans are required. Plans and specifications must accurately describe and show the proposed building work. They must show sufficient information so that the Council can determine exactly how the building is to be constructed and what materials are to be used. Plans should clearly show how compliance with the NZ Building Code is achieved and how compliance with the Council Resource Management Plans are met.

All components of the building should be covered.

The preparation of plans is a skilled job and unless you know the NZ Building Code and how to draw plans then we recommend that you seek the services of a trained professional.

AGENT

Where an agent is acting on behalf of the owner, then the agent will be the first point of contact for all communications regarding the application and construction of the project. The agent will also be sent the invoice for the charges for the consent. If the agent signs this application form, then he or she accepts that he or she will be jointly and severally liable for any and all fees and charges associated with this application. In the event that the owner/applicant is to be the sole fee payer, then the application must include a letter signed by the owner/applicant agreeing to be solely liable for all such fees and charges.

APPLICATION FOR A BUILDING CONSENT AND/OR PROJECT INFORMATION MEMORANDUM

Application

I request that you issue a Building Consent only for existing PIM number (attach a copy)

Building Consent (including Project Information Memorandum). Building Consent only (No Project Information Memorandum).

The Building [Project Location]

Street address of building:

Legal description of land where building is located:

[state legal description as at the date of application and, if subdivision is proposed include details of relevant lot numbers and subdivision consent]

Building Name: [if applicable]

Location of building within site: [include nearest street access]

The Project

Description of the building work: [provide sufficient description of building work to enable scope of work to be fully understood]

<p>Will the building work result in a change of use of the building?</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>If yes provide details of the new use:</p> <hr/> <hr/> <hr/>	<p>Intended life of building if less than 50 years:</p> <hr/>
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Estimated value of the building work on which the building levy will be calculated (including goods and services tax): [state estimated value as defined in section 7 of the Building Act 2004]

\$ _____

List building consents previously issued for this project (if any): [List who issued the consent, the date of issue and the consent number]

Current, lawfully established, use: [include number of occupants per level and per use if more than 1 level]

Enter NA if not applicable.

The Owner*[Must be completed for all applications and all details must be the owners]***Name of owner:** *[include preferred form of title, eg Mr, Miss, Dr if an individual and the contact person's name if a company, trust or similar]*

Owner's mailing address:

Street address/Registered Office:

Owner's contact details:

Telephone number: _____

Mobile: _____

Facsimile number: _____

After hours: _____

Email: _____

Proof of ownership: *Always provide a copy of the Certificate of Title plus other documents if they apply]* Copy of certificate of title, no more than 3 months old *[must be provided]* Lease Agreement for sale and purchase**Agent***[only required if application is being made on behalf of the owner]***Name of agent:** *[include the contact person's name if a company, trust or similar] – Note: the agent will be the first point of contact for communications with the Council/Building Consent Authority regarding this application/building work and will receive all correspondence including all invoices. By the agent signing this form he or she accepts that he or she will be jointly and severally liable with the owner/applicant for any and all fees and charges invoiced by the Council for any function or service, including infrastructure work performed by it in relation to the applicant's building consent and/or project information memorandum. However, if the agent wishes to avoid personal liability for the fees, he or she should include a letter signed by the owner/applicant in which he or she agrees to be solely liable for all fees and charges associated with the application*

Agent's mailing address:

Street address/Registered Office:

Agent's contact details:

Telephone number: _____

Mobile: _____

Facsimile number: _____

After hours: _____

Email: _____

Information collected with this application is legally public information and will be released to any person on request. The applicant must be the owner of the land on which the building work is to take place or a person who has agreed, by formal Sale and Purchase Agreement to purchase the land, or any leasehold estate, or to take a lease of the land, while the agreement remains in force.

Council will charge interest on overdue invoices at 15% per annum from the date of issue to the date of payment. In the event of non payment the applicant and/or the agent will be liable for all legal and other costs of recovery. Request for inspection may be refused if all fees are not paid.

I certify that the information provided in this application is correct and I accept the above terms and conditions.

Signature: _____ Applicant/Agent *[Delete one]*

Name of Person Signing: _____ Date: _____

Contacts*[Provide all details where relevant]***Designer/Architect:**

Business/name: _____

Address: _____

Daytime: _____ Mobile: _____

After Hours: _____ Facsimile: _____

Registration/qualification: _____

Waste Water System Designer:

Business/name: _____

Address: _____

Daytime: _____ Mobile: _____

After Hours: _____ Facsimile: _____

Registration/Qualification: _____

Drainlayer:

Business/name: _____

Address: _____

Daytime: _____ Mobile: _____

After Hours: _____ Facsimile: _____

Licence number: _____

Plumber:

Business/name: _____

Address: _____

Daytime: _____ Mobile: _____

After Hours: _____ Facsimile: _____

Registration/Number: _____

Project Information Memorandum*[For project information memorandum only – Do not complete this section if a Project Information Memorandum has already been issued for the project]***The following matters are involved in the project:** *[tick boxes applicable]*

- Subdivision
- Alterations to land contours
- New or altered connections to public utilities
- 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 building work will comply with the Building Code as follows:**

Clause <i>(tick relevant clause numbers of building code)</i>	Means of compliance <i>(refer to the relevant compliance document(s) or detail of alternative solution in the plans and specifications)</i>	Proposed inspections. Producer Statement or certification may also be required.
<input type="radio"/> B1 Structure	<input type="radio"/> B1/AS1 <input type="radio"/> B1/AS2 <input type="radio"/> B1/AS3 <input type="radio"/> NZS3604 <input type="radio"/> NZS4203 <input type="radio"/> NZS4229 <input type="radio"/> Alternative Solution	<input type="radio"/> Council <input type="radio"/> Engineer <input type="radio"/> Other _____ <i>[specify]</i>
<input type="radio"/> E1 Surface water	<input type="radio"/> E1/AS1 <input type="radio"/> AS/NZS3500.3 <input type="radio"/> Alternative Solution	<input type="radio"/> Council <input type="radio"/> Other _____ <i>[specify]</i>
<input type="radio"/> E2 External moisture	<input type="radio"/> E2/AS1 <input type="radio"/> Specific design & testing <input type="radio"/> Alternative Solution	<input type="radio"/> Council <input type="radio"/> Other _____ <i>[specify]</i>
<input type="radio"/> E3 Internal moisture	<input type="radio"/> E3/AS1 <input type="radio"/> Alternative Solution	<input type="radio"/> Council <input type="radio"/> Other _____ <i>[specify]</i>
<input type="radio"/> G1 Personal hygiene	<input type="radio"/> G1/AS1 <input type="radio"/> Alternative Solution	<input type="radio"/> Council <input type="radio"/> Other _____ <i>[specify]</i>
<input type="radio"/> G10 Piped services	<input type="radio"/> G10/AS1 <input type="radio"/> NZS5261 <input type="radio"/> Alternative Solution	By certification only
<input type="radio"/> G12 Water supplies	<input type="radio"/> G12/AS1 <input type="radio"/> AS/NZS3500.1 <input type="radio"/> AS/NZS3500.4	<input type="radio"/> Council <input type="radio"/> Other _____ <i>[specify]</i>
<input type="radio"/> G13 Foul water	<input type="radio"/> G13/AS1 <input type="radio"/> G13/AS2 <input type="radio"/> AS/NZS3500.2 <input type="radio"/> Alternative Solution	<input type="radio"/> Council <input type="radio"/> Other _____ <i>[specify]</i>
<input type="radio"/> H1 Energy efficiency	<input type="radio"/> H1/AS1 <input type="radio"/> NZS4218 <input type="radio"/> NZS4243 <input type="radio"/> ALF Design Manual <input type="radio"/> NZS4214 <input type="radio"/> Alternative Solution	<input type="radio"/> Council <input type="radio"/> Other _____ <i>[specify]</i>

Waiver/modification to NZ Building Code required for following parts of Code:

COMPLIANCE SCHEDULE

Complete this section if the building will have a compliance schedule or already has one.

		Existing	New	Altered	Removed
SS06(i)	Dry Riser				
SS06(ii)	Charged Riser				
SS07	Backflow Preventers				

Address where compliance schedule will be held:

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