

# Marlborough District Council

## Building Control Group – Important Note

Council has changed to electronic computer based systems for building work including applications.

### Lodging Building Consent Applications

Applications should include all of the relevant documentation called for in the application checklist, including the checklist itself, and a fully completed application form. Applications must be fully complete otherwise they are likely to be returned unprocessed. The Checklists are presently being updated and will be available shortly. Electronic applications are preferred. Applications should be lodged on disk but emailed applications are not presently available. Please do not lodge applications on memory sticks. Paper copies are **not** wanted if the application is lodged electronically

Single paper copies may still be lodged but these will be scanned at the Council before being accepted and processed.

Please do not mix and match applications. Applications should be fully electronic or fully in paper. We will not accept a mixture.

If you know the property number the project is on, then please include the number in your application.

### Document Format

- The electronic format for the applications should be PDF for preference. Documents produced in Word or Excel can be lodged in those formats.
- Plans should scale so that original sheets when printed are A3 size whenever this is possible. A1 or A2 documents will present difficulties for the processing officer but we acknowledge that they will be used on larger projects.
- Where colour coding is used for highlighting details or other items (such as truss layouts) please provide those in colour.
- When saving documents for lodgement we would prefer that they be saved as single PDF documents for each group. For example save documents in the following groups:

**1 Application**

Application Form  
Application Checklist  
Certificate of title  
Letter accompanying applications

**2 Plans**

All plans  
Truss and Frame design  
Services plans and wastewater systems

**3 Specifications**

Specifications  
Manufacturers literature  
Bracing calculations if not on plans  
H1 Calculations  
Details usually attached to specifications  
Site Report

**4 Structural documents**

Calculations  
Producer statements  
Design Reports  
Monitoring Schedule if applicable  
Geotechnical report  
Structural drawings not included in main plans.  
(preferred in the main set of drawings)

### Building Consent

Please advise us how you would like your consent documents returned. You have one of two options:

- On disk, in PDF format
- In printed paper form

Initially paper copies will not be charged for but shortly council will be charging for the cost of copying.

**Please tick which box applies and attach to your Building Consent application.**

Tick one box only.

I would like my Consent in electronic form on Disk

I would like a printed paper copy of my consent.

Name \_\_\_\_\_ Date \_\_\_\_\_