



# APPLICATION FOR PROJECT INFORMATION MEMORANDUM AND/OR BUILDING CONSENT SWIMMING POOL AND/OR SWIMMING POOL FENCING

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 FOR A SWIMMING POOL AND/OR POOL FENCING.
- (B) PROJECT INFORMATION MEMORANDUM AND BUILDING CONSENT FOR A SWIMMING POOL AND OR SWIMMING POOL FENCING .

### **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 where a PIM is required to the Blenheim office.

Mailed applications that are incomplete or do not include the PIM fees when required 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.

BAC0002.13 Swimming Pool and/or Swimming Pool Fence

## 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. These are payable only if a Project Information Memorandum is required.

### 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](http://www.marlborough.govt.nz)

## PLANS

Good plans are required and are essential. 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, the Fencing of Swimming Pools Act 1987 is achieved and how compliance with the Council Resource Management Plans is met.

All components of the pool and fencing 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 (no Project Information Memorandum)

Building Consent (including Project Information Memorandum).  Project Information Memorandum only.

## The Building [Project Location]

**Street address of building:**

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**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]*

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**Building Name:** [if applicable]

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

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## The Project

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

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

Yes  No

**If yes, provide details of the new use:**

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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]

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

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Enter NA if not applicable.

**Intended life of the building if less than 50 years:**

\_\_\_\_\_ years

**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: \_\_\_\_\_

**Drainlayer:**  
 Business/name: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 Daytime: \_\_\_\_\_ Mobile: \_\_\_\_\_  
 After Hours: \_\_\_\_\_ Facsimile: \_\_\_\_\_  
 Licence number: \_\_\_\_\_

**Swimming Pool Contractor:**  
 Business/name: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 Daytime: \_\_\_\_\_ Mobile: \_\_\_\_\_  
 After Hours: \_\_\_\_\_ Facsimile: \_\_\_\_\_  
 Registration/Qualification: \_\_\_\_\_

**Plumber:**  
 Business/name: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 Daytime: \_\_\_\_\_ Mobile: \_\_\_\_\_  
 After Hours: \_\_\_\_\_ Facsimile: \_\_\_\_\_  
 Registration/Number: \_\_\_\_\_

**Chartered Professional Engineer:**  
 Contact/name: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 Daytime: \_\_\_\_\_ Mobile: \_\_\_\_\_  
 After Hours: \_\_\_\_\_ Facsimile: \_\_\_\_\_  
 CP Eng Number: \_\_\_\_\_ Practice College: \_\_\_\_\_

**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]

- Alterations to land contours
- Excavation of fill
- New or altered connections to public utilities
- 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 (tick relevant clause numbers of building code)	Means of compliance (refer to the relevant compliance document(s) or detail of alternative solution in the plans and specifications)	Proposed inspections. Producer Statement or certification may also be required.
<input type="checkbox"/> B1 Structure	<input type="checkbox"/> B1/AS1 <input type="checkbox"/> B1/AS2 <input type="checkbox"/> B1/AS3 <input type="checkbox"/> NZS3604 <input type="checkbox"/> NZS4203 <input type="checkbox"/> NZS4229 <input type="checkbox"/> Alternative Solution	<input type="checkbox"/> Council <input type="checkbox"/> Engineer <input type="checkbox"/> Other _____ [specify]
<input type="checkbox"/> B2 Durability	<input type="checkbox"/> B2/AS1 <input type="checkbox"/> B2/ VM1 <input type="checkbox"/> NZS3602 <input type="checkbox"/> Alternative Solution	<input type="checkbox"/> Council <input type="checkbox"/> Engineer <input type="checkbox"/> Other _____ [specify]
<input type="checkbox"/> F1 Hazardous agents on site	<input type="checkbox"/> F1/VM1 <input type="checkbox"/> Alternative Solution	<input type="checkbox"/> Council <input type="checkbox"/> Other _____ [specify]
<input type="checkbox"/> F2 Hazardous building materials	<input type="checkbox"/> F2/AS1 <input type="checkbox"/> Alternative Solution	<input type="checkbox"/> Council <input type="checkbox"/> Other _____ [specify]
<input type="checkbox"/> F3 Hazardous substances and processes	<input type="checkbox"/> F3/AS1 <input type="checkbox"/> Alternative Solution	<input type="checkbox"/> Council <input type="checkbox"/> Other _____ [specify]
<input type="checkbox"/> F4 Safety from falling	<input type="checkbox"/> F4/AS1 <input type="checkbox"/> Alternative Solution	<input type="checkbox"/> Council <input type="checkbox"/> Other _____ [specify]
<input type="checkbox"/> G12 Water supplies	<input type="checkbox"/> G12/AS1 <input type="checkbox"/> AS/NZS3500.1 <input type="checkbox"/> AS/NZS3500.4 <input type="checkbox"/> Alternative Solution	<input type="checkbox"/> Council <input type="checkbox"/> Other _____ [specify]
<input type="checkbox"/> G13 Foul water	<input type="checkbox"/> G13/AS1 <input type="checkbox"/> G13/AS2 <input type="checkbox"/> AS/NZS3500.2 <input type="checkbox"/> Alternative Solution	<input type="checkbox"/> Council <input type="checkbox"/> Other _____ [specify]
<input type="checkbox"/> Other Code Clauses	<input type="checkbox"/> _____ <input type="checkbox"/> Alternative Solution	<input type="checkbox"/> Council <input type="checkbox"/> Other _____ [specify]

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

\_\_\_\_\_

\_\_\_\_\_