

# Project Information Memorandum and Building Consent Application Checklist - Residential Projects and Habitable Buildings

BUILDING ACT 2004



**MARLBOROUGH  
DISTRICT COUNCIL**

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Document Number:  
BAC0002.1 CI2323

**Applicants must tick boxes.**

**Applications may not be accepted or will be returned unprocessed if the application is not fully drawn and specified and accompanied by supporting documentation.  
PROVIDE THE FOLLOWING WITH EVERY APPLICATION**

## Fees

### Project Information Memorandum Fees (when applied for)

Fees for the Project Information Memorandum will be invoiced at the time of issuing.

The fees for an optional PIM are set in accordance with standard Marlborough District Council fees (see fee booklet or website).

### Building Consent Fees

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 is issued.

1. The fees and charges for this building consent will be invoiced by Council. Invoices are due for payment on the 20<sup>th</sup> of the month following the invoice date. 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, legal and other costs of recovery will also be charged and recovery can be sought from the Applicant and/or the Agent.

2. Please make the invoice out to:

Owner  Agent

(If neither is ticked, the invoice will be made out to the Owner).

Note: Additional administration charges may be incurred for any changes to the fee payer once the building consent is issued.

### Application Form

- Fully complete all applicable sections (include the names and registration numbers for all LBPs involved with the project).
- Provide the correct legal description.
- Provide one copy of the current Record of Title less than 3 months old (Council can provide at a cost of \$20).
- State the project location (street address or location details as near as possible if no address).
- Sign and date the form.
- Project description is accurate and describes all work involved in the project.

### Planning Information

- All areas of disturbed earth (e.g. excavation/fill/retaining) indicated.
- Will the building work require earthworks to be carried out within 8 metres of a wetland, watercourse, lake, the sea, or the landward side of a stopbank?
- Are all watercourses, overland flow paths, stop banks and riparian margins shown on the site plan?
- Are recession planes, distances to boundaries and maximum building height shown?
- Is the distance from proposed residential and accessory buildings to existing commercial forestry shown on the site plan?
- Clearly identify all power and transmission lines, poles and stay wires in proximity to the proposed building work?
- For new dwellings and buildings with new bedrooms only, is the distance to the nearest existing frost fan shown on the site plan?

- Is the total floor area of all proposed and existing buildings on site shown on the site plan?
- Is there an existing vehicle access or accessway which will be used for this building which complies with the Council Resource Management Plan standards? (An accessway is the area between the edge of the road formation and the boundary of the property?)
- Is the site currently or previously been used for an activity on the Hazardous Activities and Industries List (HAIL)?

## Plans

Good plans are required. Plans and specifications must be to scale and accurately 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 is met.

All components of the building should be covered.

All proposed buildings should be specifically designed for the conditions on site. All sites should be assessed by the designer to determine ground conditions and bearing and site levels. The application should include a report to indicate why the designer believes the ground is suitable for design to NZS 3604:2011 or the building should be specifically designed by a Chartered Professional Engineer.

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. Council will not design your building for you. The following is a guide to the minimum information requirements for plans. Plans should clearly show all of the following:

### **Design Basis**

Please list the following basis for the building design:

Wind zone	
Wind region	
Earthquake zone	
Snow loading	
Corrosion zone	
State the standard drainage is designed to (AS/NZS 3500 or G13)	

**Table 1 Design Basis**

### **Site Plan**

To scale usually 1:100 or 1:200

- All lot boundaries and significant site features such as streams, water courses and banks.
- All buildings on the site plus vehicle access point, drives, paths and crossings.
- Legal description and north point.
- All dimensions from boundaries to buildings.
- Position of day lighting or recession plane lines.
- Relative levels, including existing and proposed ground levels, floor levels, drainage levels, ground contours.

### **Foundation Layout**

To scale usually 1:50 or 1:100

- Full foundation layout plan.
- For timber floors show all pile types and bracing location.
- Slab thickenings, shrinkage control joints and reinforcing.

### **Floor Plans**

To scale usually 1:50 or 1:100

- Layout of all floors fully dimensioned. For alterations and/or additions, provide both new and existing floor plans drawn to scale.
- Doors and window positions and sizes.
- Layout of amenity areas (laundry, etc).

- Main structural beams that are not shown elsewhere.
- Lintel sizes.
- Room names.
- Location of smoke alarms.

### **Freestanding or Inbuilt Log Fires**

**Floor Plan** identifying proposed fire position, interior walls, interior doors and exit ways and position of complying smoke alarms.

Note: A copy of your floor plan can be obtained from your property records held on the Marlborough District Council website - [www.marlborough.govt.nz](http://www.marlborough.govt.nz)

- Location of the solid fuel appliance in the dwelling. Show any window or door that may affect the installation of the fire. If the flue extends through or past a second story, plans of the upper story are also required.
- Location and type of smoke detectors (required where none are currently installed or where the existing detectors need to be replaced or moved).
- If wetback system included provide details for piping, cylinder, valving and venting.

#### **Manufacturer's Specifications**

- For correct installation and use of the solid fuel appliance.
- The specifications must relate to the specific make and model of fire being installed. Alternatively state the New Zealand Standard being applied.
- In towns and on small lots (less than 2 hectares) the appliance must comply with the Air Quality Regulations.

#### **Flue Details**

Where these are not included in the manufacturer's specifications:

- Complete the minimum height table overleaf.
- Include all venting requirements.

#### **Weatherproofing Details**

Flashing details for the flue penetrations.

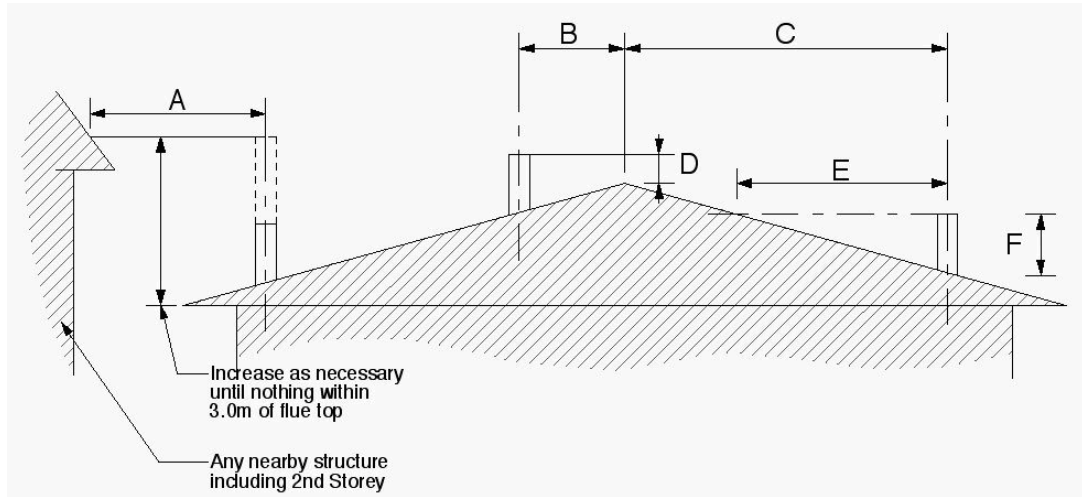
#### **Second hand appliances must have a Safety Report from a Council approved person**

Show the age of the appliance.

#### **Smoke Alarms**

- Only alarms complying with the following standards are acceptable. UL217, ULC-S531, AS3786, BS5446 Part 1. Look on the alarm or the packet for an indication that the alarm complies.
- One alarm is required on the escape routes with at least one on every level (passageways, halls, lobbies, stair wells).
- One alarm is required in every sleeping space or within 3.0 metres of every sleeping space. If the alarm is outside of the bedroom door then it needs to be loud enough to wake a sleeping person in the bedroom with the door closed. We recommend one in every bedroom.
- Alarms must have a hush facility (able to be silenced for a period of at least 1 minute).
- All alarms must have a test facility.
- Existing alarms will not be accepted as complying unless they meet one of the standards listed above. You can keep them in the house but complying ones meeting all new requirements will also be needed.
- Alarms do not need to be interconnected.
- Battery powered alarms are acceptable if they meet all of the other requirements.

**Minimum Heights for Flue Systems**



**Minimum Heights Dimensions (refer to manufacturer's installation instruction)**

Dimension	mm	Proposed Dimension	<i>Applicant to complete</i>
A (minimum)	3000	A	
B (maximum)	3000	B	
C (minimum)	3000	C	
D (minimum)	600	D	
E (greater than)	3000	E	
F (minimum)	1000	F	

**Table 2 Minimum Heights Dimensions**

Note: Where B is less than 3 metres, measurement D is required. Where C is greater than 3 metres measurement F is required.

**Minimum Flue Length**

Minimum length from top of floor protector	4600mm
Proposed length from top of floor protector	mm <i>applicant to complete</i>

**Table 3 Minimum Flue Length**

**Insert Fires Only (refer to manufacturer's installation instruction)**

Note: Construction of open fire will require full Building

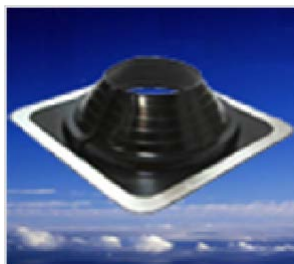
Consent. **Important Note for Installer:**

- Inbuilt fires will require two inspections:
  - Existing fire box/chimney prior to installation of fire unit.
  - Final, completion of works.
- For flue systems installed within a timber framed chimney, ensure adequate top ventilation is supplied.

**Roof Flashing Detail**

Boot Flashing

Other



Specify and provide detail

**Exterior Elevations**

To scale usually 1:100 or 1:50

- Elevations of all external walls showing claddings.
- Doors and windows showing opening sections.
- Day lighting or recession plane lines shown for all corners.
- Accurate ground levels existing and proposed.
- Subfloor ventilation for timber floors.
- Show roof bracing on elevations if not shown elsewhere.

**Cross Section and Details**

To scale usually 1:50 or 1:20 for sections and 1:10 for details (minimum scale)

- Roof lines, overhangs, floor levels, ground levels.
- Major vertical dimensions.
  - Foundation, wall and roof structure and materials.
- Structural connections, posts to footings, beams to posts, trusses or beams to walls.
- Foundation and footing details and reinforcing. Show height to finished ground and floor.
- Pile details for timber floors.
- Floor bracing details.
- Damp proof membranes and building papers.
- Insulation systems and materials.
- Component fixing information is to be provided for all structural and framing components.

**Roof Framing Layout**

To scale usually 1:100 or 1:50

- Truss manufacturer's or engineer's roof truss design and truss layout. The design provided should be used for design foundations and lintels. Where the roof is framed up, show a layout and details.
- Roof bracing for layout shown.
- Supporting beams and frames not shown elsewhere.

**Bracing Layout Plan and Design**

To scale usually 1:100 or 1:50

- Full wall and foundation bracing calculations.
- Plans showing position of all braces and bracing lines.
- Details of bracing types, including fixings and connections.
- Show roof bracing if not shown elsewhere.

**Drainage and Plumbing Layout**

To scale usually 1:200 or 1:100

- Layout of existing and proposed internal plumbing and fixtures.
- Diagrammatic layout of plumbing from upper level floors showing position of the pipework in the structure and how it runs through the structure.
- Connections of drains to Council drains showing invert levels.
- Position and size of all new drains, including drainage fittings, invert levels and drain gradients.
- Show all downpipes and stormwater drains.
- Indicate where the water supply is to come from and details of water treatment provided on site. Show position of main water supply line.
- Show retaining wall drains and their discharge point.
- Position of drain vents and waste pipe air admittance valves.

- Show wastewater treatment system position and size, plus disposal system dimension, method and location.

## **Calculations and Design**

Applications may not be accepted and may be returned unprocessed if the application does not include the following information where applicable.

Design information is an important part of every project. In many cases calculations are required along with information used to make decisions on compliance. The following should be provided:

- Site assessment report to show suitability of the site for the proposed project.
- Geotechnical engineering report for sites steeper than 15 degrees, sites with known instability, sites with hazards and all sites located in the Marlborough Sounds Plan Hazard Zone. Other sites may also need a geotechnical report. If in doubt contact your Chartered Professional Engineer for guidance.
- Licensed Building Practitioners Design Memorandum.
- Details of all Restricted Building Work.
- Beam design or highlighted manufacturer's tables to indicate how sizes were determined.
- Garage door beam design or highlighted manufacturer's tables to indicate how sizes were determined.
- Design information for any other specifically designed structural component not otherwise mentioned.
- E2 Risk Matrix for each elevation.
- H1 report and calculations.
- Gutter and downpipe design.
- Soakage test results if soakpits are to be used for stormwater disposal.
- Design for retaining walls.
- Producer statements completed in full and signed (where provided). These must be from a Chartered Professional Engineer for structural engineered components.
- Plans signed and dated by engineer if supported by producer statement.
- Engineering calculations and drawings, including connection details for all specific design components, plus a monitoring schedule if the engineer wishes to do inspections of the work.

## **Other Documentation**

Applications may not be accepted and may be returned unprocessed if the application does not include the following information where applicable:

- Provide a written specification to cover the materials and components used in the project, including the quality and size of materials, fixing of materials, finishes, treatment, installation requirements. These can be shown on drawings if all components are covered.
- Waterproofing details and floor/wall linings and finishes specified for wet areas (i.e. bathroom and laundry).
- Flooding and surface water report/plans required for sites known to be affected by flooding or inundation.
- Show damp proof membranes and building wraps.
- Shower floor and wall tanking details and details for shower floor to wall junction.
- Component fixings and weather tightness details for all cladding, roofing and lining materials.
- Decks, including step down, drainage, weather tightness, materials and fixings.
- Safety barriers.
- Fire wall construction and fixings.
- Retaining wall design and details, including drainage and discharge details.
- Full details of exterior joinery covering weather tightness, air sealing and structural support for items.