

# Project Information Memorandum and Building Consent Application Checklist - Plumbing and Drainage Work Only (including solar panel/hot water cylinder)



**MARLBOROUGH DISTRICT COUNCIL**

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BUILDING ACT 2004

**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**

## Building Consent Fees

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 20th 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 Applicant)

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.

### **Plumbing and Drainage Work (from drainage and plumbing layout)**

**Floor Plan (not less than 1:100) showing:**

- Location of all new plumbing and drainage work, including fixtures and fittings, vents, access points, wastes, drains, gradients on drains.
- Location and type of smoke detectors (required where none are currently installed or where the existing detectors need to be replaced or moved). Not applicable if the work is drainage only.

**Site Plan (not less than 1:200) showing:**

- Location of buildings, drains, connections to Council mains where applicable, waterways, bores.
- Where the consent includes a wastewater system then the full details of the system are required, along with design information and accurate site plan.

### **Specification**

Provide a brief specification to cover the materials to be used and the fixings and installing standards.

### ***Multi Storey Buildings***

If the work involves plumbing within a multi storey building then a diagrammatic view of the plumbing layout is required to show the general layout and pipe paths through the structure.

### ***Wastewater Systems***

Provide sufficient information to show compliance with AS/NZ1547. Include a copy of the accredited soil assessors report. If the property is located in the Marlborough Sounds, a Resource Consent will be required for all new wastewater systems and must be specifically designed.

### ***Solar Panel***

- Structural layout of roof identifying the support for the panel/cylinder.
- Confirmation that roof structure can support the loadings if new water cylinder or tanks are placed on the existing trusses.
- Full details, including manufacturer's certification and specifications for solar panels.