

Project Information Memorandum and Building Consent Application Checklist - Swimming Pool and/or Swimming Pool Fencing



PO Box 443, Blenheim 7240
Phone: (03) 520 7400
Fax: (03) 520 7496
Document Number:
BAC0002.13-CI 2323

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

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 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 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.

Swimming Pool and/or Swimming Pool Fence

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

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

- Legal description (Lot and DP number) shown on plan.
- North point located.
- Site boundaries including bearings of boundaries/exclusive area boundaries for cross lease properties and common areas clearly shown.

- Significant site features such as streams, water courses, banks, stop banks.
- All existing and proposed buildings clearly shown with dimensions from all boundaries and other buildings (including notional boundaries if appropriate) site access point, vehicle accessway.
- All existing and proposed sanitary/stormwater drainage (including on-site treatment systems) indicated with distances to boundaries.
- Location of pool, fencing, gates and existing structures.
- Location of drains, connections to Council mains where applicable, waterways, bores.
- Location of water supply for filling purposes.
- Location of pool discharge.
- Location of locking devices where doors or windows from existing buildings open onto pool area.

Specification

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

Cross-section (not less than 1:100) showing:

- Fully dimensioned details of pool construction.
- Fully dimensioned details of pool fence and gates.
- Identify all materials.

Engineer's Designs

- Engineer's monitoring schedule if the engineer chooses to do monitoring.

Note: Council will use this to determine how many inspections it will do and may also decide to inspect some of the same items.