

Building Consent Application and/or Project Information Memorandum Checklist - Amendment to Existing Consent

BUILDING ACT 2004



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Document Number:
BAC0002.2-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

A 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).

B 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 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.

1. 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 a copy of a recent Record of Title - if ownership change or a PIM is required (Council can provide at a cost of \$20).
- Provide the correct number of the consent to be amended.
- 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.

2. GENERAL INFORMATION

Include full information for the following where they have been amended:

- Location plan to scale, using figured dimensions, detailing position of proposed works, location of water courses, slope of property and any features relating to the geological character of the land (e.g. slips, gullies, etc).
- Plans and documents indicating location and area set aside for landscaping and car parking.

- Plans and documents indicating volume and extent of excavations.
- Plans and documents indicating distance off buildings from commercial forestry.
- Information detailing other consents issued in relation to this project eg resource consents.
- Exterior elevations of new buildings.
- Plans and documents detailing provision for access for vehicles.
- Plans and documents detailing provision for building over or adjacent to any road or public place. Plans and documents detailing disposal of stormwater and wastewater.
- Plans and documents detailing precautions to be taken if building work is carried out over any existing drains or sewers, or in close proximity to wells or water mains.
- The location of all power and transmission lines, poles and stay wires in proximity to the proposed building work.

3. PLANS AND OTHER INFORMATION

- (a) Good plans are required and are essential. Plans and specifications must be accurate to the proposed building work and must clearly show the amendments and where they apply.
- (b) 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 amended components of the building should be covered.
- (c) **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.**
- (d) **Minimum Plan Requirements**
The following plans are required with the application: Site Plan 1:200,
 - Floor plan showing changes 1:100 minimum scale,
 - Sections and details of changes drawn to good scale so they can be easily read drainage and plumbing layout where applicable.
- (e) **Specifications**
Provide an updated specification to cover the amended work. Include full descriptions of materials, components and fixings.
- (f) **Other Information**
 - Provide an updated specification to cover the amended work. Include: Design information regarding specifically designed components Revised bracing calculations where applicable,
 - Updated producer statements where applicable,
 - Revised structural calculations if any have been done for the amendments.