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www.bullerdc.govt.nz

REQUIREMENTS FOR OBTAINING BUILDING CONSENTS

Building consent applications can now be lodged online at <https://consents-westcoast.abcs.co.nz>. **Hard copy applications** will still be accepted and these must be made on the prescribed form.

DEPOSIT AND FEES

Building consent applications require either a DEPOSIT or SET FEE to be paid at time of lodging the application. In the case of a deposit being required, costs over and above the deposit will be charged after the consent has been processed and fees calculated. You still need to pay a deposit for consents lodged electronically and this can be done by internet banking referencing the applicant name and site address to which the building work relates. The consent will not be released until any outstanding fees are paid.

Processing fees charged are based on administration, processing time, inspections anticipated, Code Compliance Certificate, any applicable levies and any other fees such as photocopying, title endorsement etc.

When extra or re-inspections are required, or additional costs for amended plan approval, the owner will be required to meet those costs on completion of the project and before the Code Compliance Certificate will be issued.

RESTRICTED BUILDING WORK

- Restricted building work (RBW) is work that relates to the primary structure and external moisture of a residential building and small to medium apartment buildings. This does not apply to outbuildings, non-structural internal carpentry work, commercial buildings or apartment buildings over 10 metres high.
- Residential building consent applications that include RBW must be accompanied by a Certificate of Design Work (Form 2A) from a Design Licensed Building Practitioner or a statement from a NZ Registered Architect or Chartered Professional Engineer unless an owner-builder is carrying out the work.
- **Owner-Builder:** If an owner-builder is carrying out the work, the application must be accompanied by a Statutory Declaration as to Owner-Builder Status (Form 2B). If there is a change to the owner-builder or they are no longer carrying out the work, the owner must provide Council with a Notice of Owner-Builder (Form 2C).
- **Licensed Building Practitioner (LBP):** The applicant must advise Council, in writing, as soon as possible and **BEFORE** construction begins of any LBP/s who will be carrying out or supervising the RBW. The applicant must also advise Council in writing if a LBP ceases to be engaged to carry out or supervise RBW or if a new LBP is engaged.
- When booking an inspection for RBW you must advise who the LBP is that is carrying out the work. If you cannot provide this information an inspection may not be carried out.
- At the completion of the work all LBP's must provide a Record of Building Work to the applicant. All of these Records of Work must then be provided to Council together with an application for a Code Compliance Certificate. If all of these documents are not provided Council will not sign off the work or issue a Code Compliance Certificate.

If you would like to know more about Restricted Building Work and the LBP scheme, information is available from the Ministry of Business, Innovation and Employment's website <http://www.business.govt.nz/lbp>

Section 40 of the Building Act 2004 states that it is an offence to carry out building work except in accordance with a consent (in this act called a "building consent") issued by the territorial authority, in accordance with this Act. The Act, provides for fines on conviction of up to \$100,000 for offences for building without consent.

Building consent applications are required to be made in the prescribed form and be accompanied by plans/specifications as required by the territorial authority.

PROCESSING BUILDING CONSENT APPLICATIONS

All consents are required to be granted within 20 working days. In circumstances where an application does not contain adequate information, or further information has been requested, the "clock" is stopped until all the required information has been received.

If the additional information is not received within three months of being requested, the consent application will

be cancelled and returned to the applicant with an invoice for all the costs incurred up to that time.

The consent application is evaluated to determine if the proposal complies with the mandatory requirements of the New Zealand Building Code. Technical building work outside the area of Buller District Council's expertise may require peer review with any associated costs payable by the applicant. Once processed, and after payment of any additional fees, the consent will be issued electronically although a hard copy of the consent documents will still be provided and these must be kept on site. Council will also retain an electronic copy of all consent documents.

PROOF OF OWNERSHIP

The Building Act 2004 requires every consent application to be accompanied by a Certificate of Title and/or Lease Agreement or Agreement for Sale and Purchase or copy of current rates demand, or other legal document.

• PLANS AND SPECIFICATIONS

If application is made in hard copy only one copy of the plans, specification and supporting documents are required. All drawings must be to an appropriate metric scale and lodged with the application.

The plans and specifications must show complete details of design and description of construction, materials and workmanship and shall be of sufficient clarity to show the exact nature of the proposed undertaking.

In addition to the structural details required, the plans and sections shall show every floor of the proposed building, the dimensions, position and intended use of the rooms and the situation of the flues, fireplaces, stoves and chimneys. The plans and sections should further show the ground levels and finished floor height levels, both existing & proposed, adjoining the building, the proposed means of water supply and also the means proposed to deal with all stormwater and drainage.

• SITE PLANS

Site plans are required to show the location and size of all existing buildings and the proposed buildings on the property. In rural areas where it is not feasible to draw locality plans to scale, a plan should be drawn detailing distances to legal boundaries.

All site plans should show distances to boundaries and distances between buildings and the position of north and location of any overhead power lines.

• BUILDING VALUES

Values of buildings are based on the estimated completed cost of work, as currently defined by MBIE and include material and labour costs.

• PROJECT INFORMATION MEMORANDUM

An owner who is considering building work or applying for a building consent may make a specific application to Council requesting relevant information on the property from Council records. Such information may be requested either before or at the same time as applying for a building consent.

The information evaluates such topics in relation to the building proposal as hazards, i.e. contaminants buried, erosion prone, subsidence, flooding etc. Other matters such as planning requirements, NZ Fire Service evaluation, public utilities, heritage status, sewerage, stormwater and vehicle approach requirements are also included in the memorandum.

NOTE: A Project Information Memorandum (PIM) is no longer mandatory.

• EFFLUENT DISPOSAL

If you are proposing to build in an area which does not have a reticulated sewage disposal system or requires an 'on site' effluent disposal system, resource consent for discharge permit may be required from the West Coast Regional Council if the system does not meet the discharge provisions and rules. The District Council may approve applications under delegation for residential disposal systems only. Application forms and percolation test sheets are available from either the District or Regional Councils.

• RESOURCE CONSENTS

Sufficient time must be planned to obtain any required resource consent. **If resource consent has not been obtained then the building work may not proceed until resource consent is granted.**

• WATER SUPPLY

All applications for building consents are required to identify the source of potable water supply. Rainwater collection is considered to be an acceptable source however, other sources of water supply must be tested to verify that the water is potable (i.e. safe to drink).

• SEWER/STORMWATER/WATER

In areas where reticulated water supply and sewer and stormwater disposal are available but connections are not made to the property, new connections must be provided. Application forms are available from Council and should accompany the building consent application.

• VEHICLE APPROACH

All residential properties are to have an approved vehicle approach from the formed road access to the boundary. On properties where an approved vehicle approach is not installed, or additional approaches are required, application forms are available from Council and should accompany the consent application.

• INSPECTIONS DURING CONSTRUCTION

Periodic inspections are required during construction to verify compliance with the Building Code and the approved consent documents.

Each consent issued details which inspections are required during the course of construction. Inspections are recorded electronically and an inspection report is emailed to the applicant and/or agent. A Customer Guide to Inspection Requirements is available from Council offices or our website www.bullerdc.govt.nz.

An applicant has twelve months from the date the consent was issued to start work or the consent will lapse.

• COMPLETION OF BUILDING

When building works have been completed, the owner must apply to Council for a Code Compliance Certificate by lodging an "Application for Code Compliance Certificate". Council is able to supply you with a copy of this form if required.

If the project involved restricted building work, you must provide all Records of Work from the Licensed Building Practitioners who carried out the work or a Code Compliance Certificate will not be issued.

Council must make a decision after two years from the date the consent was granted as to whether a Code Compliance Certificate should be issued. If you are unable to complete work within this timeframe you can apply to Council for an extension of time.

• PUBLIC BUILDINGS

It is an offence to allow the public access to a building intended for public use without a *Code Compliance Certificate* or *Certificate for Public Use* being issued or for a developer to sell a building without a Code Compliance Certificate being issued or a Form 1 Agreement in place.

• COMPLIANCE SCHEDULES

Buildings which have existing Compliance Schedules may be issued with an upgraded schedule to reflect the new systems installed. Please note that some old systems will not be included. This will be issued at time of issuing the Code Compliance Certificate.



Commercial or Industrial PIM / Building Consent Application Checklist (BAM 002-I in conjunction with form BAM 002)

PROJECT NO:

Project address:

Supplied	N/A	NB The following is required on application in sufficient detail to show compliance with all aspects of the District Plan and the New Zealand Building Code. Please complete this Checklist in FULL. Additional information may be requested during processing of the application.	Council Use
✓	✓	PIM	✓
		Application form COMPLETED & signed	
		DEPOSIT as applicable	
		Ownership Details: eg. Recent Certificate of Title / sale & purchase agreement / Lease Agreement / current Rates demand. A subdivision scheme plan is required for a new site where Title is not yet available.	
		Copies of drawings as specified in the cover sheet	
		Site Plan – either to scale or with heights, bulk and location measurements showing:	
		– All new & existing buildings, swimming pools	
		– Any heritage buildings / trees or archaeological site information known	
		– Legal & notional boundaries (existing & proposed), easements, waterways, shared access ways / other areas with building setbacks dimensioned	
		– Building & site areas (including floor areas (m ²) for all floors)	
		– Vehicle access, crossing location, manoeuvre, and parking area	
		– Location of roads, existing drains, sewers, wells or watermains	
		– Street trees, poles, sumps, manholes, traffic islands outside the property	
		– Any hard-standing (sealed or concrete) areas with proposed drainage	
		– Landscaped areas required by District Plan indicated	
		– Any significant trees on the site	
		– Retaining walls	
		– Fire rated walls, eaves	
		– All activities on a site indicated	
		– Proposed & existing site & floor levels	
		– Existing & proposed contours, drive gradients and building heights (for hill or sloping sites)	
		– Intentions for the disposal of stormwater & sewer incl. connections to public utilities	
		– Storage location & capacity of Hazardous Substances (ie LPG, diesel, home heating oil etc)	
		Outline Floor plans (for all floors)	
		Outline Elevations	
		Outline Cross Sections – (if required to show recession plane / daylight plane & height compliance)	
		Hazardous Substances – storage location & capacity (ie, LPG, diesel, home heating oil etc)	
		Health Licensing – surface finishes, sinks, dishwashers, food storage	
		Liquor Licensing – wash basins, sinks, glass washing machine	
		Evacuation Scheme Assessment (required for PIM):	
		Yes No	Building Sprinkled? Yes No
		Can 100 or more people gather for different purposes or activities?	Council Use 2 x Yes = Yes
		Are there facilities for more than 10 employees?	
		Is accommodation provided for more than 5 people?	
		Are hazardous substances stored?	If any of the above are answered “yes” please continue on the next page for the Building Consent checklist
		Are early childhood facilities provided?	
		Is specialised care for people with disabilities provided?	
		Is specialised nursing, medical, or geriatric care provided?	
		Are people in lawful detention?	
		Can 100 or more people gather in a common venue?	
		Council Use Only – Evacuation Scheme required?	

----- STOP HERE IF THIS IS A PIM ONLY APPLICATION -----

Fire Service Assessment:	Yes	No	Council Use
Is this a fitout of an existing building?			
Is a change of use involved?			Minor alts?
Are alternative solutions, or any application for a modification or waiver to the Building Code for means of escape from fire & fire fighting used (Clauses C1-C4, D1, F6 or F8)			
Council Use Only - Send copy to Fire Service?			

BUILDING CONSENT (in addition to the above PIM information)

Supplied	N/A	NB The following is required on application in sufficient detail to show compliance with all aspects of the District Plan and the New Zealand Building Code. Please complete this Checklist in FULL. Additional information may be requested during processing of the application.	Council Use
✓	✓		✓
		Project Information Memorandum (if already issued) plus all attached forms	
		Foundation Plans (timber or concrete slab) including all details	
		Drainage Plans - full design details including both Sewer & Stormwater and any disposal methods	
		Detailed Floor Plans - fully dimensioned and notated, including location of Smoke Alarms	
		Detailed Elevations - including door & windows showing opening sashes	
		Cross Sections - to show all relevant construction, especially through difficult areas of the building and changes in building form	
		Timber Treatment - the species, grading & treatment of all timber specific to the project is to be specified on the drawings , ideally on the cross section	
		Framing Details - including floor joist layout plans if applicable	
		Construction Details - with all materials, fixings etc noted	
		Weathertightness Details - including a risk assessment matrix for all walls & all flashings	
		Internal Waterproofing Details - including all wet areas & surface finishes	
		Plumbing Details - including layout plan / schematic & water supply details	
		Specifications - relevant to the project	
		Bracing Design - calculations, schedule and layout plans	
		Roof Truss Design - including layout plan, fixings and specific design for lintels where required	
		Ground Conditions report - this will be either a report to show why it is assumed that the ground is "good ground" using Section 3 of NZS 3604:1999, or a specific ground assessment & foundation design by a suitably qualified & experienced engineer	
		Design Features Report – for the structure	
		Engineers Details & Producer Statement - where any specific design has been carried out (e.g. steel beams)	
		Sediment Control Management Plan (if required by site location)	
		Access and Facilities for people with disabilities – for a new building all details of compliance are required, for an existing building a report is required to determine what can be reasonable upgraded to comply	
		Fire Report (2 copies) – a fire design statement is required to show compliance with the "C" clauses of the Building Code, and the drawings must reflect the detail in the report	
		Other matters known to the applicant that may require Council authorisation	

BUILDING CODE ASSESSMENT: Ensure the Building Code Assessment page is completed to show how the work complies with all clauses of the Building Code

COMPLIANCE SCHEDULE: If this is required for your building, ensure the Compliance Schedule List is completed showing if any of the systems are, or are to be, included or modified in the building

Additional Attached documents

COMPLIANCE SCHEDULE LIST

PROJECT NO:

	Project Address:				Do the systems use the Performance Standards plus Inspection, maintenance & reporting procedures from the Building Code Handbook	If no, Performance Standards plus Inspection, maintenance & reporting procedures identified in building consent documents	COUNCIL USE - CONFIRMED
Please tick the relevant boxes to show which systems are existing or to be amended		Existing	New	Removed	Yes	No	
SS	Specified System Description						
1	Automatic systems for fire suppression (for example, sprinkler systems)						
2	Automatic or manual emergency warning systems						
3	Electromagnetic or automatic doors or windows						
3/1	Automatic doors						
3/2	Access controlled doors						
3/3	Interfaced fire or smoke doors or windows (incl electromagnetic)						
4	Emergency lighting systems						
5	Escape route pressurisation systems						
6	Riser mains (for fire service use)						
7	Automatic back-flow preventers						
8	Lifts/escalators/travelators/other systems for moving people or goods within buildings (8/1 Passenger lifts, 8/2 Service lift, 8/3 Escalator/moving walks)						
9	Mechanical ventilation or air conditioning systems						
9A	Cooling tower as a part of an air conditioning system						
9B	Cooling tower as part of a processing plant						
10	Building maintenance units						
11	Laboratory fume cupboards						
12	Audio loops or other assistive listening systems						
13	Smoke control systems (13/1 Mechanical smoke control, 13/2 Natural smoke control, 13/3 Smoke curtains)						
14	Emergency power systems for, or signs relating to, a system/feature specified in any of the clauses 1-13						
14/1	Emergency power systems						
14/2	Signs relating to a system or feature						
15	Means of Escape from Fire						
15/1	<ul style="list-style-type: none"> • Systems for communicating spoken information intended to facilitate evacuation 						
15/2	<ul style="list-style-type: none"> • Final exit (as defined by A2 of the Building Code) 						
15/3	<ul style="list-style-type: none"> • Fire separations 						
15/4	<ul style="list-style-type: none"> • Signs for communicating information intended to facilitate evacuation 						
15/5	<ul style="list-style-type: none"> • Smoke separations 						
16	<ul style="list-style-type: none"> • Cable cars 						
COUNCIL USE ONLY							
MAXIMUM OCCUPANT LOAD	RISK GROUP	BUILDING OFFICIAL			DATE ISSUED		

Declaration to Accompany Application for Building Consent and Certificate of Acceptance

This Declaration MUST be completed, signed and submitted with your application

Will any building on site be used for commercial and/or industrial purposes? Yes No

If 'Yes', please provide details (continue on a separate page if required):

.....

.....

.....

The **National Environmental Standard for Assessing and Managing Contaminants in Soil to Protect Human Health (NES)** applies to particular activities on a piece of land where an activity or industry described in the current edition of the **Hazardous Activities and Industries List (HAIL)** is being undertaken, has been undertaken, or it is more likely than not that it is being or has been undertaken.

The **HAIL** and other useful information about the **NES**, including a *User's Guide on the NES*, can be found on the Ministry for the Environment's website, <http://www.mfe.govt.nz/land/nas-assessing-and-managing-contaminants-soil-protect-human-health/about-nas>. A copy of the current **HAIL** is attached.

To help determine whether or not the NES will apply to your activity please answer the following:

Is an activity described on the <i>HAIL</i> currently being undertaken on the piece of land to which this application applies?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Has an activity described on the <i>HAIL</i> ever been undertaken on the piece of land to which this application applies?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Is it more likely than not that an activity described on the <i>HAIL</i> is being or has been undertaken on the piece of land to which this application applies?	Yes <input type="checkbox"/> No <input type="checkbox"/>

If 'Yes' to ANY of the above, then the NES may apply. Please answer the following:

Is the activity you propose to undertake removing or replacing a fuel storage system or parts of it?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Is the activity you propose to undertake sampling soil?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Is the activity you propose to undertake disturbing soil?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Is the activity you propose to undertake subdividing land?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Is the activity you propose to undertake changing the use of the land?	Yes <input type="checkbox"/> No <input type="checkbox"/>

If 'Yes' to ANY of the above activities, then the NES is likely to apply.

For further information about the **NES** and what is required please contact Council's Planning Department on (03) 788 9603 or planning@bdc.govt.nz.

I hereby certify that to the best of my knowledge and belief, the information given in this form is true and correct.

Applicant's Signature: (or person authorized to sign on applicant's behalf)

Signature *Name (please print)* *Date*



Hazardous Activities and Industries List (HAIL)

October 2011

A Chemical manufacture, application and bulk storage

1. Agrichemicals including commercial premises used by spray contractors for filling, storing or washing out tanks for agrichemical application
2. Chemical manufacture, formulation or bulk storage
3. Commercial analytical laboratory sites
4. Corrosives including formulation or bulk storage
5. Dry-cleaning plants including dry-cleaning premises or the bulk storage of dry-cleaning solvents
6. Fertiliser manufacture or bulk storage
7. Gasworks including the manufacture of gas from coal or oil feedstocks
8. Livestock dip or spray race operations
9. Paint manufacture or formulation (excluding retail paint stores)
10. Persistent pesticide bulk storage or use including sport turfs, market gardens, orchards, glass houses or spray sheds
11. Pest control including the premises of commercial pest control operators or any authorities that carry out pest control where bulk storage or preparation of pesticide occurs, including preparation of poisoned baits or filling or washing of tanks for pesticide application
12. Pesticide manufacture (including animal poisons, insecticides, fungicides or herbicides) including the commercial manufacturing, blending, mixing or formulating of pesticides
13. Petroleum or petrochemical industries including a petroleum depot, terminal, blending plant or refinery, or facilities for recovery, reprocessing or recycling petroleum-based materials, or bulk storage of petroleum or petrochemicals above or below ground
14. Pharmaceutical manufacture including the commercial manufacture, blending, mixing or formulation of pharmaceuticals, including animal remedies or the manufacturing of illicit drugs with the potential for environmental discharges
15. Printing including commercial printing using metal type, inks, dyes, or solvents (excluding photocopy shops)
16. Skin or wool processing including a tannery or fellmongery, or any other commercial facility for hide curing, drying, scouring or finishing or storing wool or leather products
17. Storage tanks or drums for fuel, chemicals or liquid waste
18. Wood treatment or preservation including the commercial use of anti-sapstain chemicals during milling, or bulk storage of treated timber outside

B Electrical and electronic works, power generation and transmission

1. Batteries including the commercial assembling, disassembling, manufacturing or recycling of batteries (but excluding retail battery stores)
2. Electrical transformers including the manufacturing, repairing or disposing of electrical transformers or other heavy electrical equipment
3. Electronics including the commercial manufacturing, reconditioning or recycling of computers, televisions and other electronic devices
4. Power stations, substations or switchyards

C Explosives and ordnance production, storage and use

1. Explosive or ordnance production, maintenance, dismantling, disposal, bulk storage or re-packaging
2. Gun clubs or rifle ranges, including clay targets clubs that use lead munitions outdoors
3. Training areas set aside exclusively or primarily for the detonation of explosive ammunition

D Metal extraction, refining and reprocessing, storage and use

1. Abrasive blasting including abrasive blast cleaning (excluding cleaning carried out in fully enclosed booths) or the disposal of abrasive blasting material
2. Foundry operations including the commercial production of metal products by injecting or pouring molten metal into moulds
3. Metal treatment or coating including polishing, anodising, galvanising, pickling, electroplating, or heat treatment or finishing using cyanide compounds
4. Metalliferous ore processing including the chemical or physical extraction of metals, including smelting, refining, fusing or refining metals
5. Engineering workshops with metal fabrication

E Mineral extraction, refining and reprocessing, storage and use

1. Asbestos products manufacture or disposal including sites with buildings containing asbestos products known to be in a deteriorated condition
2. Asphalt or bitumen manufacture or bulk storage (excluding single-use sites used by a mobile asphalt plant)
3. Cement or lime manufacture using a kiln including the storage of wastes from the manufacturing process
4. Commercial concrete manufacture or commercial cement storage
5. Coal or coke yards
6. Hydrocarbon exploration or production including well sites or flare pits
7. Mining industries (excluding gravel extraction) including exposure of faces or release of groundwater containing hazardous contaminants, or the storage of hazardous wastes including waste dumps or dam tailings

F Vehicle refuelling, service and repair

1. Airports including fuel storage, workshops, washdown areas, or fire practice areas
2. Brake lining manufacturers, repairers or recyclers
3. Engine reconditioning workshops
4. Motor vehicle workshops
5. Port activities including dry docks or marine vessel maintenance facilities
6. Railway yards including goods-handling yards, workshops, refuelling facilities or maintenance areas
7. Service stations including retail or commercial refuelling facilities
8. Transport depots or yards including areas used for refuelling or the bulk storage of hazardous substances

G Cemeteries and waste recycling, treatment and disposal

1. Cemeteries
2. Drum or tank reconditioning or recycling
3. Landfill sites
4. Scrap yards including automotive dismantling, wrecking or scrap metal yards
5. Waste disposal to land (excluding where biosolids have been used as soil conditioners)
6. Waste recycling or waste or wastewater treatment

H Any land that has been subject to the migration of hazardous substances from adjacent land in sufficient quantity that it could be a risk to human health or the environment

I Any other land that has been subject to the intentional or accidental release of a hazardous substance in sufficient quantity that it could be a risk to human health or the environment



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www.bullerdc.govt.nz

PROJECT NO:

Due date:

DATE RECEIVED:

**FORM 2: BUILDING CONSENT AND / OR
 PROJECT INFORMATION MEMORANDUM APPLICATION**

THE APPLICATION

Building consent applications can now be lodged online at <https://consents-westcoast.abcs.co.nz>. You still need to pay a deposit and this can be done by internet banking referencing the applicant name and site address to which the building work relates. **Hard copy applications** will still be accepted.

I request that you issue a:

- Building Consent Project Information Memorandum only (PIM)
- Building Consent only for existing PIM No : _____ (attach copy)
- Building Consent AND Project Information Memorandum

THE BUILDING

Site/Location Address: (or Rapid Number if applicable):

Current lawfully established use:

Legal Description:

Is this a staged consent? Yes No

If yes, state number of stages: _____

Valuation Roll Number:

List Building Consents previously issued for this site:

Building Name if applicable:

THE PROJECT

Description of building work:

Will the work result in a Change of Use of the Building?

Yes No **If Yes, provide detail of new use:**

Estimated Value (incl GST) _____

Total Floor Area (all floors included):

Existing _____ m² New _____ m²

Intended life of the building:

Number of levels: _____ Level/Unit No: _____

- Indefinite but not less than 50 years; OR
- Demolition; OR
- Specified as _____ years

Approximate year building was first constructed: _____

THE OWNER

Evidence of ownership attached:

- Certificate of Title Lease Agreement
- Sale & Purchase Agreement Other

If this section is completed, the **Agent** will be the first point of contact for communications with Council and will receive all correspondence **including all invoices and consent documents.**

Owners Name:

Agent's Name

Contact person:
 (if owner is not an individual)

Contact person:

Mailing Address:

Mailing/Billing Address:

Street Address/Registered Office

Street Address/Registered Office

E-mail address:

E-mail address:

PHONE

Day:

Day:

Mobile:

Mobile:

After hours:

After hours:

Fax:

Fax:

REQUIRED ATTACHMENTS

ONE COPY of all plans and specifications which must meet the minimum requirements as set out in the regulations.
 Form BAM 002-R for **Residential** work **OR** Form BAM 002-I for **Commercial/Industrial** work
Note that further information may be requested during processing of the application requiring your application to be put on HOLD.

RESTRICTED BUILDING WORK

Yes No Will the building work include any restricted building work?

If Yes, is Owner-Builder carrying out the work?

Yes A Statutory Declaration as to Owner-Builder Status (Form 2B) must be attached.
 No A Certificate of Design Work (Form 2A) must be attached and details provided below of all licensed building practitioners who will be involved in carrying out or supervising the restricted building work. If Licensed Building Practitioner (LBP) details are unknown at the time of application, they must be supplied before the work begins.

KEY PERSONNEL

	LBP Class	Registration No.
Name of Architectural Designer: Phone: Email:		
Name of Structural Engineer: Phone: Email:		
Name of LBP carrying out/supervising the work: Phone: Email:		
Name of LBP carrying out/supervising the work: Phone: Email:		
Name of LBP carrying out/supervising the work: Phone: Email:		
Name of Builder (who is not an LBP): Phone: Email:		
Name of Craftsman Plumber: Phone: Email:		
Name of Registered Drainlayer: Phone: Email:		
Name of Registered Electrician: Phone: Email:		
Name of Registered Gasfitter: Phone: Email:		

BUILDING CODE ASSESSMENT (note that a project may include both Acceptable and Alternative solutions)

Building Code Clause		Means of Compliance		
		Acceptable Solution	Alternative Solution <i>(details verifying compliance are required)</i>	Waiver/Modification? <i>(If yes, provide details for justification of acceptance)</i>
B1	Structure			
B2	Durability			
C1	Protection from Fire			
C2	Prevention of fire occurring			
C3	Fire affecting areas beyond the fire source			
C4	Movement to place of safety			
C5	Access and safety for fire fighting operations			
C6	Structural stability			
D1	Access routes			
D2	Mechanical installations for access			
E1	Surface Water			
E2	External moisture			
E3	Internal moisture			
F1	Hazardous agents on site			
F2	Hazardous building materials			
F3	Hazardous substances and processes			
F4	Safety from falling			
F5	Construction and demolition hazards			
F6	Lighting for emergency			
F7	Warning systems			
F8	Signs			
G1	Personal hygiene			
G2	Laundering			
G3	Food Prep. & prevention of contamination			
G4	Ventilation			
G5	Interior environment			
G6	Airborne and impact sound			
G7	Natural light			
G8	Artificial light			
G9	Electricity			
G10	Piped services			
G11	Gas as an energy source			
G12	Water supplies			
G13	Foul water			
G14	Industrial liquid waste			
G15	Solid waste			
H1	Energy efficiency provisions			

SIGNATURE

Note: if Agent, state details of authorisation from owner to make application on owner's behalf.

Owner Agent We require our plans and/or specifications to remain confidential

Note: If acting "for and on behalf", please read the following declaration before signing: "I hereby declare that I am authorised to act as Agent of the Applicant".

Signed by or for and on behalf of the Owner _____ Date _____

INTERNAL OFFICE USE ONLY

Application to also be assessed by:

Planning (RMA)
 Liquor Licensing (SOL)
 Food Hygiene (FHR)
 Fire Service

Certificate of Title Endorsement Required (DLR):

YES NO

Relevant
Legislation: _____

Processing Costs – including counter time:

Date	Action Taken	Officer	Time	Cost
	Printing of CT (if applicable) Set fee			
Total Processing Charges				

Project Information Memorandum only (PIM)
 Building Consent only for existing PIM No
 Building Consent only
 Building Consent and PIM

RECEIVED	
Officer:	
Date received:	
Deposit paid:	
Receipt:	
Fire Service	
Historic Places Trust	
External Processing	
ISSUED	
Officer:	
Date:	
Invoice:	
RELEASED	
Officer:	
Receipt/Transaction:	
Payment Date:	

FEES AND CHARGES		
Administration Fee		
Processing Charges		
Inspections (Number _____)		
Compliance Schedule		
Code Compliance Certificate		
PIM		
Title Endorsement		
Fire Services Assessment		
Other _____		
SUBTOTAL		
BCA Levy		
DBH Levy \$2.01/\$1,000		
BRANZ Levy \$1/\$1,000		
SUBTOTAL		
LESS DEPOSIT PAID		
TOTAL		



PROJECT NO:

Declaration to Accompany Application for Building Consent and Certificate of Acceptance

This Declaration MUST be completed, signed and submitted with your application

Will any building on site be used for commercial and/or industrial purposes? Yes No

If ‘Yes’, please provide details (*continue on a separate page if required*):

.....

.....

The **National Environmental Standard for Assessing and Managing Contaminants in Soil to Protect Human Health** (NES) applies to particular activities on a piece of land where an activity or industry described in the current edition of the *Hazardous Activities and Industries List (HAIL)* is being undertaken, has been undertaken, or it is more likely than not that it is being or has been undertaken.

The *HAIL* and other useful information about the NES, including a *User’s Guide on the NES*, can be found on the Ministry for the Environment’s website, <http://www.mfe.govt.nz/land/nas-assessing-and-managing-contaminants-soil-protect-human-health/about-nas>. A copy of the current *HAIL* is attached.

To help determine whether or not the NES will apply to your activity please answer the following:

Is an activity described on the <i>HAIL</i> currently being undertaken on the piece of land to which this application applies?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Has an activity described on the <i>HAIL</i> ever been undertaken on the piece of land to which this application applies?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Is it more likely than not that an activity described on the <i>HAIL</i> is being or has been undertaken on the piece of land to which this application applies?	Yes <input type="checkbox"/> No <input type="checkbox"/>

If ‘Yes’ to ANY of the above, then the NES may apply. Please answer the following:

Is the activity you propose to undertake removing or replacing a fuel storage system or parts of it?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Is the activity you propose to undertake sampling soil?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Is the activity you propose to undertake disturbing soil?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Is the activity you propose to undertake subdividing land?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Is the activity you propose to undertake changing the use of the land?	Yes <input type="checkbox"/> No <input type="checkbox"/>

If ‘Yes’ to ANY of the above activities, then the NES is likely to apply.

For further information about the NES and what is required please contact Council’s Planning Department on (03) 788 9603 or planning@bdc.govt.nz.

I hereby certify that to the best of my knowledge and belief, the information given in this form is true and correct.

Applicant’s Signature: (or person authorized to sign on applicant’s behalf)

Signature *Name (please print)* *Date*



Hazardous Activities and Industries List (HAIL)

October 2011

A Chemical manufacture, application and bulk storage

1. Agrichemicals including commercial premises used by spray contractors for filling, storing or washing out tanks for agrichemical application
2. Chemical manufacture, formulation or bulk storage
3. Commercial analytical laboratory sites
4. Corrosives including formulation or bulk storage
5. Dry-cleaning plants including dry-cleaning premises or the bulk storage of dry-cleaning solvents
6. Fertiliser manufacture or bulk storage
7. Gasworks including the manufacture of gas from coal or oil feedstocks
8. Livestock dip or spray race operations
9. Paint manufacture or formulation (excluding retail paint stores)
10. Persistent pesticide bulk storage or use including sport turfs, market gardens, orchards, glass houses or spray sheds
11. Pest control including the premises of commercial pest control operators or any authorities that carry out pest control where bulk storage or preparation of pesticide occurs, including preparation of poisoned baits or filling or washing of tanks for pesticide application
12. Pesticide manufacture (including animal poisons, insecticides, fungicides or herbicides) including the commercial manufacturing, blending, mixing or formulating of pesticides
13. Petroleum or petrochemical industries including a petroleum depot, terminal, blending plant or refinery, or facilities for recovery, reprocessing or recycling petroleum-based materials, or bulk storage of petroleum or petrochemicals above or below ground
14. Pharmaceutical manufacture including the commercial manufacture, blending, mixing or formulation of pharmaceuticals, including animal remedies or the manufacturing of illicit drugs with the potential for environmental discharges
15. Printing including commercial printing using metal type, inks, dyes, or solvents (excluding photocopy shops)
16. Skin or wool processing including a tannery or fellmongery, or any other commercial facility for hide curing, drying, scouring or finishing or storing wool or leather products
17. Storage tanks or drums for fuel, chemicals or liquid waste
18. Wood treatment or preservation including the commercial use of anti-sapstain chemicals during milling, or bulk storage of treated timber outside

B Electrical and electronic works, power generation and transmission

1. Batteries including the commercial assembling, disassembling, manufacturing or recycling of batteries (but excluding retail battery stores)
2. Electrical transformers including the manufacturing, repairing or disposing of electrical transformers or other heavy electrical equipment
3. Electronics including the commercial manufacturing, reconditioning or recycling of computers, televisions and other electronic devices
4. Power stations, substations or switchyards

C Explosives and ordnance production, storage and use

1. Explosive or ordnance production, maintenance, dismantling, disposal, bulk storage or re-packaging
2. Gun clubs or rifle ranges, including clay targets clubs that use lead munitions outdoors
3. Training areas set aside exclusively or primarily for the detonation of explosive ammunition

D Metal extraction, refining and reprocessing, storage and use

1. Abrasive blasting including abrasive blast cleaning (excluding cleaning carried out in fully enclosed booths) or the disposal of abrasive blasting material
2. Foundry operations including the commercial production of metal products by injecting or pouring molten metal into moulds
3. Metal treatment or coating including polishing, anodising, galvanising, pickling, electroplating, or heat treatment or finishing using cyanide compounds
4. Metalliferous ore processing including the chemical or physical extraction of metals, including smelting, refining, fusing or refining metals
5. Engineering workshops with metal fabrication

E Mineral extraction, refining and reprocessing, storage and use

1. Asbestos products manufacture or disposal including sites with buildings containing asbestos products known to be in a deteriorated condition
2. Asphalt or bitumen manufacture or bulk storage (excluding single-use sites used by a mobile asphalt plant)
3. Cement or lime manufacture using a kiln including the storage of wastes from the manufacturing process
4. Commercial concrete manufacture or commercial cement storage
5. Coal or coke yards
6. Hydrocarbon exploration or production including well sites or flare pits
7. Mining industries (excluding gravel extraction) including exposure of faces or release of groundwater containing hazardous contaminants, or the storage of hazardous wastes including waste dumps or dam tailings

F Vehicle refuelling, service and repair

1. Airports including fuel storage, workshops, washdown areas, or fire practice areas
2. Brake lining manufacturers, repairers or recyclers
3. Engine reconditioning workshops
4. Motor vehicle workshops
5. Port activities including dry docks or marine vessel maintenance facilities
6. Railway yards including goods-handling yards, workshops, refuelling facilities or maintenance areas
7. Service stations including retail or commercial refuelling facilities
8. Transport depots or yards including areas used for refuelling or the bulk storage of hazardous substances

G Cemeteries and waste recycling, treatment and disposal

1. Cemeteries
2. Drum or tank reconditioning or recycling
3. Landfill sites
4. Scrap yards including automotive dismantling, wrecking or scrap metal yards
5. Waste disposal to land (excluding where biosolids have been used as soil conditioners)
6. Waste recycling or waste or wastewater treatment

H Any land that has been subject to the migration of hazardous substances from adjacent land in sufficient quantity that it could be a risk to human health or the environment

I Any other land that has been subject to the intentional or accidental release of a hazardous substance in sufficient quantity that it could be a risk to human health or the environment