

FORM 2

Building Consent and/or Project Information Memorandum Application



Building consent applications can be lodged online at <https://build.objective.com>. A deposit is still required, which can be paid via internet banking. Please reference the applicant's name and the site address related to the building work. Hard copy applications will also continue to be accepted.

APPLICATION *(Nominate as applicable)*

☐ Project Information Memorandum only (PIM)

☐ Building Consent AND Project Information Memorandum (PIM)

☐ Building Consent - The existing PIM No. (If applicable) is

Staging of building work - being stage of

State the reference number if this application involves a National Multiple Use Approval:

☐ Amendment to an existing Building Consent - The existing BC No. Is:

THE BUILDING *(Complete all applicable sections)*

Street address of the building:
(Or Rapid Number if applicable)

(for structures that do not have a street address, state the nearest street intersection and the distance and direction from that intersection)

Location of building within
site/block number

Legal description of land
where building is located:

(state legal description as at the date of application and, if the land is proposed to be subdivided, include details of relevant lot numbers and subdivision consent)

Valuation Number:

Building Name

If applicable

Current, lawfully established use:

Refer to [Schedule 1 - NZ Building Code Clause A1 - Classified Uses](#)

Current use of the building:
(If applicable)

Refer to [Schedule 2 - Uses of all or parts of buildings](#) - Building (Specified Systems, Change the Use, and Earthquake-prone buildings) Regulations 2005

Building name:
(If applicable)

Year first constructed:

THE PROJECT

Description of the building work:

(Provide sufficient information to enable the scope of work to be fully understood)

Estimated value of the building work (including GST)

(State estimated value as defined in [section 7](#) of the Building Act 2004)

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

☐

Yes

☐

No

If yes, please provide detail of new use:

Total floor area:
(All floors included)

Existing (m²):

New (m²):

Intended life of the building:

☐

Indefinite – But not less than 50 years; OR

☐

Demolition; OR

☐

Specified as

years

Number of occupants:

Number of levels:

Number of units:

Level/Unit number:

OWNER

Owner's name / Company:

Contact person:

(If owner is not an individual)

Street address/Registered office:

Mailing address:

Telephone Number:

Mobile number:

Daytime:

After hours:

Email address:

Website:

Facsimile:

Evidence of ownership
Attached:

☐

Record of Title

☐

Sale and Purchase Agreement

☐

Lease

Other:

AGENT

Only complete this section if the application is being made on behalf of the owner.

Name of agent:

Contact person:

Street address/Registered office:

Mailing address:

Telephone Number:

Mobile number:

Daytime:

After hours:

Facsimile:

Email address:

Website:

Relationship to owner:

(State details of authorisation from the owner to make the application on the owner's behalf)

First Point of Contact: (for communications with the Council / Building Consent Authority) ☐ Owner ☐ Agent

Billing (Payer) Details: ☐ Owner ☐ Agent ☐ Other

Other: (name, address, and email)
(if applicable)

RESTRICTED BUILDING WORK

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

[Check if the project involves restricted building work here](#)

If yes, is an 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 ASSOCIATED WITH THE PROJECT

Full name	Contact phone	Email address	Licencing class	Licensed Building Practitioner Number <i>(or registration number if treated as being licensed under section 291 of the Building Act 2004</i>

REQUIRED ATTACHMENTS *(As applicable)*

Yes	N/A	Documentation – Applicant to complete
<input type="checkbox"/>	<input type="checkbox"/>	A current Record of Title with diagram The Record of Title should include the following if applicable: <ul style="list-style-type: none"> • Issued within the last 3 months • Copies of title interests (These are noted on the title) examples: <i>Consent Notices, Easement Instruments, covenants</i>
<input type="checkbox"/>	<input type="checkbox"/>	Consent Notice comments / information Examples: <ul style="list-style-type: none"> • Firefighting requirements • Colour notation • Stormwater and wastewater requirements • Restriction of the number of dwellings • Transpower Covenants
<input type="checkbox"/>	<input type="checkbox"/>	Development contribution notice
<input type="checkbox"/>	<input type="checkbox"/>	Project Information Memorandum
<input type="checkbox"/>	<input type="checkbox"/>	Certificate attached to Project Information Memorandum
<input type="checkbox"/>	<input type="checkbox"/>	Plans <i>(which must meet the minimum requirements as set out in the regulations for building consent applications)</i> The following should be included if applicable: <ul style="list-style-type: none"> • Distance to site boundaries of proposed buildings. • Site coverage, including any existing buildings. • Elevations depicting recession / daylight planes and height compliance, clearly indicated from average original ground level. • Electricity lines (above or underground) • Electrical plan, including placement of smoke detectors. • Hard stand areas with drainage details if required. • The building footprint/location in relation to the site • Ground and floor areas for each level of each building, including any decks. • Legal and notional boundaries, including any easements • Location of vehicle access / crossing locations / manoeuvring / parking space. • Area of native vegetation clearance related to the proposal (If any). • Distance from Mean High-Water Springs if your proposal is in close proximity to the coastline or river mouth within the Rural Zone or Paparoa Character Area. • Any waterbodies on site.
<input type="checkbox"/>	<input type="checkbox"/>	Building Specifications
<input type="checkbox"/>	<input type="checkbox"/>	Memoranda (Certificates of Design Work) from licensed building practitioners who carried out or supervised any design work that is restricted building work
<input type="checkbox"/>	<input type="checkbox"/>	Producer Statements (PS1, PS2, etc) and construction monitoring
<input type="checkbox"/>	<input type="checkbox"/>	Supporting documents Examples: <ul style="list-style-type: none"> • Current (CodeMark) product certificate(s) • Alternative (CodeMark) product certificate(s) • Product installation guides / details. • Soil and ground stability - Geotechnical report • Stormwater report
<input type="checkbox"/>	<input type="checkbox"/>	Current (BuiltReady) manufacturer's certificate(s)
<input type="checkbox"/>	<input type="checkbox"/>	Alternative plans and specifications <i>(if the applicant wants to obtain pre-approval for possible product substitutions, list).</i> <div style="border: 1px solid black; height: 100px; width: 100%; margin-top: 10px;"> Details: </div>

Note: As per section 50 New Zealand Building Act 2004 - If all required information is not provided your application may be rejected or placed on hold until received.

COMPLIANCE SCHEDULE

Are there any specified systems in the building?

A specified system is a system or feature that is contained within a building for the primary purpose of maintaining health or life safety of building users i.e. fire alarm, sprinkler, mechanical ventilation system, etc

☐

Yes – Please complete BAM 027 Specified System checklist and Specified System form

☐

No – Continue onto next section

This information is a requirement under the Building Act 2004 sections 45 and 51. The Specified Systems checklist and form can be found on Council's website or is available at Council offices.

Please ensure all documentation related to the Specified System is submitted with your application.

DECLARATION

I/We understand the fees charged at lodgement are a deposit only, and that Council will charge me/us for all costs actually and reasonably incurred in processing this application.

All the above information is, to the best of my knowledge, true and correct. I understand that all plans, documentation, and reports submitted as part of an application are required to be kept available for public record, therefore the public (including business organisations and other units of Council) may view this application once submitted.

The owner acknowledges that:

- The Council takes no liability for checking the compliance of work that has been carried out with an exemption under Schedule 1(2) of the Building Act 2004.
- The Owner is responsible for ensuring that the building work complies with the Building Code and any other applicable legislation such as the Resource Management Act, Bylaws, District Plan requirements, etc.

Print Name:

Signature:

(Of owner/agent on behalf of and with the authority of the owner)

Date:

☐

I/We require our plans and/or specifications to remain confidential

BUILDING CODE CLAUSES

Building Code Clause <i>Nominate relevant clauses</i>		Acceptable Solution	Verification Method	Alternative Solution	Waiver/ Modification	Other
<input type="checkbox"/> B1	Structure					
<input type="checkbox"/> B2	Durability					
<input type="checkbox"/> C1-6	Protection from fire					
<input type="checkbox"/> D1	Access routes					
<input type="checkbox"/> D2	Mechanical installation for access					
<input type="checkbox"/> E1	Surface Water					
<input type="checkbox"/> E2	External moisture					
<input type="checkbox"/> E3	Internal moisture					
<input type="checkbox"/> F1	Hazardous agents on site					
<input type="checkbox"/> F2	Hazardous building materials					
<input type="checkbox"/> F3	Hazardous substances and processes					
<input type="checkbox"/> F4	Safety from falling					
<input type="checkbox"/> F5	Construction and demolition hazards					
<input type="checkbox"/> F6	Visibility in escape routes					
<input type="checkbox"/> F7	Warning systems					
<input type="checkbox"/> F8	Signs					
<input type="checkbox"/> F9	Restricting access to residential pools					
<input type="checkbox"/> G1	Personal Hygiene					
<input type="checkbox"/> G2	Laundering					
<input type="checkbox"/> G3	Food preparation and prevention of contamination					
<input type="checkbox"/> G4	Ventilation					
<input type="checkbox"/> G5	Interior environment					
<input type="checkbox"/> G6	Airborne and impact sound					
<input type="checkbox"/> G7	Natural light					
<input type="checkbox"/> G8	Artificial light					
<input type="checkbox"/> G9	Electricity					
<input type="checkbox"/> G10	Piped services					
<input type="checkbox"/> G11	Gas as an energy source					
<input type="checkbox"/> G12	Water supplies					
<input type="checkbox"/> G13	Foul water					
<input type="checkbox"/> G14	Industrial liquid waste					
<input type="checkbox"/> G15	Solid Waste					
<input type="checkbox"/> H1	Energy Efficiency					

CONTACTS *(Other contacts involved in the project)*

Name	Postal address	Phone number	Email

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 separate page if required*):

The **National Environmental Standard for Assessing and Managing Contaminants in Soil to Protect Human Health (NES)** applies to 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-humanhealth/about-nas>. A copy of the current *HAIL* is attached.

To help determine whether the NES will apply to your activity please answer the following:

YES

NO

Is an activity described on the HAIL currently being undertaken on the piece of land which this application applies?	<input type="checkbox"/>	<input type="checkbox"/>
Has an activity described on the HAIL ever been undertaken on the piece of land to which this application applies?	<input type="checkbox"/>	<input type="checkbox"/>
Is it more likely than not that an activity described on the HAIL is being or has been undertaken on the piece of land to which this application applies?	<input type="checkbox"/>	<input type="checkbox"/>

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

YES

NO

Is the activity you propose to undertake removing or replacing a fuel storage system or parts of it?	<input type="checkbox"/>	<input type="checkbox"/>
Is the activity you propose to undertake sampling soil?	<input type="checkbox"/>	<input type="checkbox"/>
Is the activity you propose to undertake distributing soil?	<input type="checkbox"/>	<input type="checkbox"/>
Is the activity you propose to undertake subdividing land?	<input type="checkbox"/>	<input type="checkbox"/>
Is the activity you propose to undertake changing the use of the land?	<input type="checkbox"/>	<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 Councils Planning Team 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.

(Applicants signature of person authorised to sign on applicant's behalf)

Name:

Signature:

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 ordinance 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

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