



**DUNEDIN CITY**  
**COUNCIL**  
*Kaumihara-a-rohe o Otago*

# Application for Project Information Memorandum and/or Building Consent

Section 33 or Section 45, Building Act 2004.

**Note: Please use a black ink pen when completing this form.**

Warning: Any alterations made to this application either before or after the Building Consent has been issued may incur an additional fee.

## This application is for:

- Both Building Consent and Project Information Memorandum     Multi Use Approval \_\_\_\_\_  
 Building Consent Only     Amendment to Building Consent ABA \_\_\_\_\_  
 Project Information Memorandum     Building Consent only, in accordance with Project Information  
 Staged Consent—Being stage \_\_\_\_\_ of \_\_\_\_\_ stages    Memorandum no: \_\_\_\_\_

## PART A: COMPLETE PART A IN ALL CASES

### Project Location: (street address)

\_\_\_\_\_

\_\_\_\_\_

### Legal Description

Valuation Roll Number: \_\_\_\_\_

Lot: \_\_\_\_\_ DP: \_\_\_\_\_

Section: \_\_\_\_\_ Block: \_\_\_\_\_

Survey District: \_\_\_\_\_

For Council Use Only: Property Key: \_\_\_\_\_

### Project

- New or Relocated Building     Alteration     Addition  
 Heating Appliance     Change of Use     Demolition

Detailed Description of Intended Work: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Intended Use: (e.g. domestic dwelling, hotel, motel, office) \_\_\_\_\_

\_\_\_\_\_

Tick if this project includes any of the following:

- Septic Tank     Solar Hot Water  
 Rainwater Tank     Heating Appliance

Estimated Value of Work: (Incl GST) \$ \_\_\_\_\_

The value of building work shall be the aggregate of the values, determined in accordance with section 10 of the Goods and Services Tax Act 1985, of all goods and services to be supplied for that building work.

Intended Life:  Indefinite (but not less than 50 years)  
 Specified as \_\_\_\_\_ years

C/T supplied by Owner     C/T Supplied by DCC

### The Existing Building

Building Name: \_\_\_\_\_

Number of Levels: (include ground level and any levels below ground) \_\_\_\_\_

Level/Unit Number: \_\_\_\_\_

Area: (total floor area; indicate area affected by the building work if less than the total area) \_\_\_\_\_

Current, lawfully established, use: (include number of occupants per level and per use if more than one e.g. boarding house, domestic dwelling, hotel, motel, office, commercial). \_\_\_\_\_

\_\_\_\_\_

Year first constructed: (approx date is acceptable e.g. c1920s or 1960–1970) \_\_\_\_\_

### The Owner

Under Section 33 or 45 of the Building Act 2004 the applicant must be the owner of the land on which building work is contemplated or a person who or which has agreed in writing, whether conditionally or unconditionally, to purchase the land or any leasehold estate or interest in the land, or to take a lease of the land, while the agreement remains in force.

Consent to be posted to:  Yes  No

Name of Owner \_\_\_\_\_

(Include preferred form of address, eg. Mr, Miss, Dr, if an individual)

Address: \_\_\_\_\_

\_\_\_\_\_ Postcode \_\_\_\_\_

Phone Numbers:

Mobile: \_\_\_\_\_ Daytime: \_\_\_\_\_

A/hours: \_\_\_\_\_ Fax: \_\_\_\_\_

Email Address: \_\_\_\_\_

The following evidence of ownership is attached to this application:

- Copy of Certificate of Title     Agreement for sale and purchase  
 Lease     Or other document showing full name of legal owner(s) of the building

### First Point of Contact for Communications for this Application:

Consent to be posted to:  Yes  No

Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

\_\_\_\_\_ Postcode \_\_\_\_\_

Phone Numbers:

Mobile: \_\_\_\_\_ Daytime: \_\_\_\_\_

A/hours: \_\_\_\_\_ Fax: \_\_\_\_\_

Email Address: \_\_\_\_\_

### Agent

Consent to be posted to:  Yes  No

Name of Agent: \_\_\_\_\_

(only required if application is being made on behalf of owner)

Mailing Address: \_\_\_\_\_

\_\_\_\_\_ Postcode \_\_\_\_\_

Phone Numbers:

Mobile: \_\_\_\_\_ Daytime: \_\_\_\_\_

A/hours: \_\_\_\_\_ Fax: \_\_\_\_\_

Email Address: \_\_\_\_\_

Relationship to Owner: \_\_\_\_\_

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



## PART C: PROJECT DETAILS

**Complete Part C only if you have not applied separately for a project information memorandum.**

The project involves the following matters – (tick each applicable box, if any, and attach relevant information in duplicate):

- Location, in relation to legal boundaries.
- Building work over or adjacent to any road or public place.
- Disposal of stormwater and wastewater.
- Precautions to be taken where building work is to take place over existing drains or sewers or in close proximity to wells or watermains.
- Provisions to be made in any demolition work for the protection of the public, suppression of dust, disposal of debris, disconnection from public utilities, and suppression of noise.
- Any cultural heritage significance of the building or building site, including whether it is on a marae.

### The Project

List building consents previously issued for this project (if any): (list who issued the consent, the date of issue and the consent number)

### Project information memorandum

The following matters are involved in the project:

- Subdivision
- Alterations to land contours
- New or altered connections to public utilities
- New or altered locations and/or external dimensions of buildings
- New or altered access for vehicles
- Other matters known to the applicant that may require authorisations from the territorial authority: [specify] \_\_\_\_\_

## PART D: BUILDING DETAILS

**Complete Part D in all cases.**

The application is accompanied by – (tick each applicable box, attach relevant documents in duplicate):

- The drawings, specifications, and other documents according to which the building is proposed to be constructed to comply with the provisions of the building code, with supporting documents, if any, including –
- Building certificates
- Producer statements.
- References to accreditation certificates issued by the Department of Building & Housing.
- References to determinations issued by the Department of Building & Housing.
- Proposed procedures, if any, for inspection during construction.

### District Plan/Resource Management Act

**All building work must comply with the District Plan or with a resource consent under the Resource Management Act before it can be legally built.**

Your building consent application will be assessed to determine whether your proposed activity complies with the District Plan. Where your activity does not comply, you will be required to obtain the appropriate resource consent(s) prior to commencing any construction.

### Attachments

The following documents are attached to this application:

- Development contribution notice (Form 3)
- Previous PIM
- RMA No
- 3rd Set of Plans for NZFS

## PART E: COMPLIANCE SCHEDULE DETAILS

Complete Part E for all new buildings and alterations, and single residential dwellings with Cable Cars, where a compliance schedule is required.

Do you have a current Warrant of Fitness?  Yes  No

If yes, please supply your Warrant of Fitness Number and a copy of your Compliance Schedule \_\_\_\_\_

### Systems Necessitating a Compliance Schedule / or Amendment to Compliance Schedule

The building will contain the following: (tick each applicable box and attach proposed inspection, maintenance, and reporting procedures.)		Existing	New	Altered	Removed
1	Automatic Systems for Fire Suppression.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2	Automatic or Manual Emergency warning systems for fire or other dangers.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3/1	Automatic Doors.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3/2	Access Control Doors.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3/3	Interfaced Fire or Smoke Doors or Windows.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4	Emergency Lighting Systems.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5	Escape Route Pressurisation Systems.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6	Riser Mains for use by Fire Services.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7	Automatic Backflow Preventers connected to a Potable Water Supply.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8/1	Passenger Lifts.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8/2	Service Lifts.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8/3	Escalators.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9	Mechanical Ventilation or Air Conditioning Systems.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10	Building Maintenance Units.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
11	Laboratory Fume Cupboards.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
12/1	Audio Loops	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
12/2	FM radio Frequency Systems and Infrared Beam Transmitters.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
13/1	Mechanical Smoke Control.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
13/2	Natural Smoke Control.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
13/3	Smoke Curtains.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
14/1	Emergency Power Systems for 1 to 13.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
14/2	Signs also 15/4.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
15/1	Systems for Spoken Information for Evacuation.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
15/2	Final Exits.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
15/3	Fire Separations.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
15/4	Signs for Evacuation also 14/2.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
15/5	Smoke Separations.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
16	Cable Cars.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
(I)	Sec 103d BA 2004 Means of Escape from Fire	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
(II)	Sec 103d BA 2004 Safety Barriers.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
(III)	Sec 103d BA 2004 Means of Access & Facilities.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
(IV)	Sec 103d BA 2004 Handheld Hose Reels.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
(V)	Sec 103d BA 2004 Signs for Bldg Code and S120.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

## Application for Project Information Memorandum and/or Building Consent Continued

The building work will comply with the building code as follows:

<b>Clause</b> <i>[tick relevant clause numbers of building code]</i>	<b>Means of Compliance</b> <i>[refer to the relevant compliance document(s) or detail of alternative solution in the plans and specifications; if not applicable, put n/a]</i>	<b>Waiver/Modification Required</b> <i>[state nature of waiver or modification of building code required; if not applicable, put n/a]</i>
<input type="checkbox"/> <b>B1</b> Structure	<input type="radio"/> Acceptable Solution <input type="radio"/> Alternative Solution <input type="radio"/> Verification Method	
<input type="checkbox"/> <b>B2</b> Durability	<input type="radio"/> Acceptable Solution <input type="radio"/> Alternative Solution <input type="radio"/> Verification Method	
<input type="checkbox"/> <b>C1</b> Outbreak of fire	<input type="radio"/> Acceptable Solution <input type="radio"/> Alternative Solution <input type="radio"/> Verification Method	
<input type="checkbox"/> <b>C2</b> Means of escape	<input type="radio"/> Acceptable Solution <input type="radio"/> Alternative Solution <input type="radio"/> Verification Method	
<input type="checkbox"/> <b>C3</b> Spread of fire	<input type="radio"/> Acceptable Solution <input type="radio"/> Alternative Solution <input type="radio"/> Verification Method	
<input type="checkbox"/> <b>C4</b> Structural stability during fire	<input type="radio"/> Acceptable Solution <input type="radio"/> Alternative Solution <input type="radio"/> Verification Method	
<input type="checkbox"/> <b>D1</b> Access routes	<input type="radio"/> Acceptable Solution <input type="radio"/> Alternative Solution <input type="radio"/> Verification Method	
<input type="checkbox"/> <b>D2</b> Mechanical installations for access	<input type="radio"/> Acceptable Solution <input type="radio"/> Alternative Solution <input type="radio"/> Verification Method	
<input type="checkbox"/> <b>E1</b> Surface water	<input type="radio"/> Acceptable Solution <input type="radio"/> Alternative Solution <input type="radio"/> Verification Method	
<input type="checkbox"/> <b>E2</b> External moisture	<input type="radio"/> Acceptable Solution <input type="radio"/> Alternative Solution <input type="radio"/> Verification Method	
<input type="checkbox"/> <b>E3</b> Internal moisture	<input type="radio"/> Acceptable Solution <input type="radio"/> Alternative Solution <input type="radio"/> Verification Method	
<input type="checkbox"/> <b>F1</b> Hazardous agents on site	<input type="radio"/> Acceptable Solution <input type="radio"/> Alternative Solution <input type="radio"/> Verification Method	
<input type="checkbox"/> <b>F2</b> Hazardous building materials	<input type="radio"/> Acceptable Solution <input type="radio"/> Alternative Solution <input type="radio"/> Verification Method	
<input type="checkbox"/> <b>F3</b> Hazardous substances and processes	<input type="radio"/> Acceptable Solution <input type="radio"/> Alternative Solution <input type="radio"/> Verification Method	
<input type="checkbox"/> <b>F4</b> Safety from falling	<input type="radio"/> Acceptable Solution <input type="radio"/> Alternative Solution <input type="radio"/> Verification Method	
<input type="checkbox"/> <b>F5</b> Construction and demolition hazards	<input type="radio"/> Acceptable Solution <input type="radio"/> Alternative Solution <input type="radio"/> Verification Method	
<input type="checkbox"/> <b>F6</b> Visibility in escape routes	<input type="radio"/> Acceptable Solution <input type="radio"/> Alternative Solution <input type="radio"/> Verification Method	
<input type="checkbox"/> <b>F7</b> Warning systems	<input type="radio"/> Acceptable Solution <input type="radio"/> Alternative Solution <input type="radio"/> Verification Method	
<input type="checkbox"/> <b>F8</b> Signs	<input type="radio"/> Acceptable Solution <input type="radio"/> Alternative Solution <input type="radio"/> Verification Method	

**Application for Project Information Memorandum and/or Building Consent Continued**

The building work will comply with the building code as follows:

<b>Clause</b> <i>[tick relevant clause numbers of building code]</i>	<b>Means of Compliance</b> <i>[refer to the relevant compliance document(s) or detail of alternative solution in the plans and specifications; if not applicable, put n/a]</i>	<b>Waiver/Modification Required</b> <i>[state nature of waiver or modification of building code required; if not applicable, put n/a]</i>
<input type="checkbox"/> <b>G1</b> Personal hygiene	<input type="radio"/> Acceptable Solution <input type="radio"/> Alternative Solution <input type="radio"/> Verification Method	
<input type="checkbox"/> <b>G2</b> Laundering	<input type="radio"/> Acceptable Solution <input type="radio"/> Alternative Solution <input type="radio"/> Verification Method	
<input type="checkbox"/> <b>G3</b> Food preparation and prevention of contamination	<input type="radio"/> Acceptable Solution <input type="radio"/> Alternative Solution <input type="radio"/> Verification Method	
<input type="checkbox"/> <b>G4</b> Ventilation	<input type="radio"/> Acceptable Solution <input type="radio"/> Alternative Solution <input type="radio"/> Verification Method	
<input type="checkbox"/> <b>G5</b> Interior environment	<input type="radio"/> Acceptable Solution <input type="radio"/> Alternative Solution <input type="radio"/> Verification Method	
<input type="checkbox"/> <b>G6</b> Airborne and impact sound	<input type="radio"/> Acceptable Solution <input type="radio"/> Alternative Solution <input type="radio"/> Verification Method	
<input type="checkbox"/> <b>G7</b> Natural light	<input type="radio"/> Acceptable Solution <input type="radio"/> Alternative Solution <input type="radio"/> Verification Method	
<input type="checkbox"/> <b>G8</b> Artificial light	<input type="radio"/> Acceptable Solution <input type="radio"/> Alternative Solution <input type="radio"/> Verification Method	
<input type="checkbox"/> <b>G9</b> Electricity	<input type="radio"/> Acceptable Solution <input type="radio"/> Alternative Solution <input type="radio"/> Verification Method	
<input type="checkbox"/> <b>G10</b> Piped services	<input type="radio"/> Acceptable Solution <input type="radio"/> Alternative Solution <input type="radio"/> Verification Method	
<input type="checkbox"/> <b>G11</b> Gas as an energy source	<input type="radio"/> Acceptable Solution <input type="radio"/> Alternative Solution <input type="radio"/> Verification Method	
<input type="checkbox"/> <b>G12</b> Water supplies	<input type="radio"/> Acceptable Solution <input type="radio"/> Alternative Solution <input type="radio"/> Verification Method	
<input type="checkbox"/> <b>G13</b> Foul water	<input type="radio"/> Acceptable Solution <input type="radio"/> Alternative Solution <input type="radio"/> Verification Method	
<input type="checkbox"/> <b>G14</b> Industrial liquid waste	<input type="radio"/> Acceptable Solution <input type="radio"/> Alternative Solution <input type="radio"/> Verification Method	
<input type="checkbox"/> <b>G15</b> Solid waste	<input type="radio"/> Acceptable Solution <input type="radio"/> Alternative Solution <input type="radio"/> Verification Method	
<input type="checkbox"/> <b>H1</b> Energy efficiency	<input type="radio"/> Acceptable Solution <input type="radio"/> Alternative Solution <input type="radio"/> Verification Method	

**For Council Use Only**

(BCO) App. Check: \_\_\_\_\_ ABA Fee \$ \_\_\_\_\_ Prepayment No: \_\_\_\_\_  
 PIM Fee \$ \_\_\_\_\_  
 (Admin.) App. Check: \_\_\_\_\_ Project Consideration Fee: \$ \_\_\_\_\_ Receipt No: \_\_\_\_\_  
 Sewer Connection: FS/SW \$ \_\_\_\_\_  
 Date: \_\_\_\_\_ Seal Off \$ \_\_\_\_\_ **Amount: \$** \_\_\_\_\_  
 BRANZ/DBH: \$ \_\_\_\_\_  
 CT: \$ \_\_\_\_\_  
**Total: \$** \_\_\_\_\_