Project information memorandum (PIM)
Application Check Sheet

If you are applying for building consent, please complete this check sheet so we can process your application.

We recommend getting help from an experienced professional, such as your architect or designer. Incomplete applications will be rejected.

Submit your application online via online services - you need to register first (if not already registered to use our online service).

If you need help submitting your application, guidance can be found on our website: www.dunedin.govt.nz/making-an-application-for-building-consent.

For small stand-alone dwelling (granny flat) PIM applications, **please do not use this checklist**. The correct application form and guidance are available here: www.dunedin.govt.nz/building-services-forms

Make sure your site or location plans are to scale and include all the information we need. Please also note we can't accept aerial photographs as site plans. Site plan guidance and examples can be found here: www.dunedin.govt.nz/building-services-forms

All relevant sections of this check sheet must be completed

Location of building work:		
APPLICATION REQUIREMENTS		
Record of title and any listed consent notices (copy date of title less than 6 months old at time of application).		☐
Applicant to complete sections – indicating whether not applicable (N/A)	**Document reference or page number of detail**	**N/A**
Information to be included on the SITE PLAN (1:100) **Site plan guidance and examples can be found here:** www.dunedin.govt.nz/building-services-forms		
The property address as on the application form.		☐
All boundaries, north point, street name, legal description (Lot and DP number), outline of buildings and distances to boundaries. Detail easements, watercourses, hazards.		☐
Specify if building over an allotment boundary – refer section 75 of the Building Act 2004.		☐
Specify the extent of cut and fill for the house platform and/or retaining walls.		☐
Proposed location of any connections to council services (if known). **NOTE: Approval is required to carry out drainage work on Council land or infrastructure.** Visit www.dunedin.govt.nz/drainage-work-on-council-land for information on how to apply and who can do the work.		☐
Detail road crossing/site access or any alteration to existing. Include proposed management of water at crossing. Refer to: https://www.dunedin.govt.nz/services/roads-and-footpaths/working-on-our-roads		☐
Locate and dimension retaining walls (extent, location and drainage).		☐
Information to be included on the ELEVATIONS (1:100 / 1:50)		
Draw all elevations of the building. Label the faces (N, S, E, W), as on the site plan.		☐
Specify the floor levels in relation to existing and finished ground and minimum floor levels if in flood prone or inundation area.		☐
Show the recession heights/planes/boundary separation.		☐