

Project information memorandum (PIM) Application Check Sheet

If you are applying for a project information memorandum, please also remember to fill out the check sheet below. We need this as well to process your application, and we recommend using an experienced professional to help (for example, your architect or designer). Please note, incomplete applications will be rejected.

If you need help submitting your application, guidance can be found on our website: www.dunedin.govt.nz/making-an-application-for-building-consent. Applications can be submitted **online** via [online services](http://www.dunedin.govt.nz/online-services). You will need to [register](http://www.dunedin.govt.nz/register) to use online services.

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

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| 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). | | <input type="checkbox"/> |
| 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. | | <input type="checkbox"/> |
| All boundaries, north point, street name, legal description (Lot and DP number), outline of buildings and distances to boundaries. Detail easements, watercourses, hazards. | | <input type="checkbox"/> |
| Specify if building over an allotment boundary – refer section 75 of the Building Act 2004. | | <input type="checkbox"/> |
| Specify the extent of cut and fill for the house platform and/or retaining walls. | | <input type="checkbox"/> |
| 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. | | <input type="checkbox"/> |
| 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 | | <input type="checkbox"/> |
| Locate and dimension retaining walls (extent, location and drainage). | | <input type="checkbox"/> |
| 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. | | <input type="checkbox"/> |
| Specify the floor levels in relation to existing and finished ground and minimum floor levels if in flood prone or inundation area. | | <input type="checkbox"/> |
| Show the recession heights/planes/boundary separation. | | <input type="checkbox"/> |