Residential Building Work - Application Check Sheet

If you are applying for a building consent, 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 and you will need to register to use online services.

Here are a few tips to get you started:

- Make sure your documentation is of a professional standard. More information is available via the "Guide to applying for a building consent" here: www.building.govt.nz
- Specifications and drawings must be:
  - Specific to the project you are seeking consent for.
  - On a minimum A3 sized sheet of plain white paper (not graph paper) with a minimum font size of 10, and for CAD 2.5.
  - In black ink or dark colours and measurements in the metric system.
  - Original copies only (please don't submit previously approved stamped plans).
  - Submitted in PDF format with no lock or password protection or zipped.
  - Numbered on each page with the title, name of your designer, address of the property and date. Please ensure there is a space at the top right corner of the documents for our approval stamps.
- 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.
- Our planners might need to check the application to see if resource consent is required and guides are available to help prepare applications for building consent. If you already have resource consent for your project, please include information about how any resource consent conditions will be met as part of your building consent application. Feel free to get in touch with our team for more information on (03) 477 4000 or by emailing planning@dcc.govt.nz
- If you are using an alternative solution to comply with the Building Code, please complete the alternative solution form found here: www.dunedin.govt.nz/building-services-forms
- If your planned project includes plumbing and drainage work, please also include details (pipe sizes, types, and standards) as part of your application.
- Approval is required before you can carry out drainage work on Council land and infrastructure. Visit www.dunedin.govt.nz/drainage-work-on-council-land for information on how to apply and who can do the work.
- If you're planning to connect to a DCC water main, you will need to make an application to do so. You can find more information here: www.dunedin.govt.nz/services/water-supply
- Where producer statement designs (PS1/PS2) are supplied as part of an application, these need to be current and clearly identify the location and scope of work proposed. They must also come from a recognised author of producer statements. Further information is available here: www.dunedin.govt.nz/before-you-build
- If you are building near overhead power lines, please be aware there are minimum distances required between any new buildings and overhead lines. These are detailed in the New Zealand Electrical Code of Practice for Electrical Safe Distances, and you can find further information here: www.dunedin.govt.nz/before-you-build
- If your application contains a MultiProof design, please provide the MultiProof plans and specifications and a MultiProof certificate. This needs to clearly identify any permitted alternatives that have been chosen, together with a statement of conformity.

- If your application contains BuiltReady modular components, please provide the manufacturer's certificate and relevant drawings, plans and specifications. Information about MultiProof design and BuiltReady modular components is available here www.building.govt.nz
- If you have nominated alternative plans or specifications as part of your building consent application, clearly list the possible product substitutions for pre-approval at the end of this check sheet.
- **Starting work** - Once building consent is issued, construction must begin within 12 months (or within any extended period we have approved). If the consent lapses, a new consent will be necessary to proceed with the work. Please note that processing fees are non-refundable for lapsed consents.

Need help? Please contact us - phone: 03 477 4000 – email: building@dcc.govt.nz

All applicable sections 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).		☐
If a project information memorandum (PIM) has already been issued for the project, attach a copy with the building consent application.		☐
AMENDMENTS ***N/A if section is not applicable***		☐
Has the original consent been issued? (Note: A building consent that has not been issued cannot be amended).		Yes ☐
Description of building work accurately summarise the changes/scope of amended building works?		Yes ☐
Plans clouded to show changes?		Yes ☐
Applicant to complete sections – indicating whether not applicable (N/A)	**Document reference or page number of detail**	**N/A**
GENERAL DESIGN DETAILS		
Restricted building work (RBW) is work which is critical to the integrity primary structure, weathertightness or fire rating of residential dwellings and some apartment buildings. www.dunedin.govt.nz/before-you-build		
Provide details of all the Licensed Building Practitioners who will be carrying out or supervising the design and building of the RBW.		☐
Provide certificate of design work (memorandum) covering all restricted design work.		☐
Nominate wind zone/snow load/altitude/soil class/seismic zone/corrosion zone.		☐
GEOLOGICAL		
Provide specific engineering design and geological reports if the ground on the site does not meet the definition of good ground. (Refer NZS 3604:2011 as modified by B1/AS1).		☐
EXEMPT BUILDING WORK (NZ Building Act 2004 – Schedule 1) ***N/A if section is not applicable***		☐
Is exempt building work also part of this building project? Select one of the following options:		
The exempt work is done prior or post to the completion of the building consent and it is unlikely to cause confusion for Council consent processors or site inspectors.		☐
Exempt building work is being done as part of the project, in conjunction with the building consent work. An outline of the exempt work can be shown if clearly labelled as exempt. Construction detailing such as cross sections showing joist sizes **must not be included**. No inspections will be completed and the responsibility of ensuring the work compiles with the NZ Building Code remains with the building owner.		☐
Exempt work is documented and to be included as part of the building consent application. The design of the exempt work is documented as part of the building consent application, relevant information is included in the application and inspections if required will be carried out. e.g., the installation of ceiling batts, the removal of non-load bearing walls.		☐

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 (to scale) **Site plan guidance and examples can be found here:** www.dunedin.govt.nz/building-services-forms		
The property address as on the application form.		☐
Legal description (Lot, DP number etc.).		☐
Detail easements, water courses, hazards. Specify the flood level etc. as relevant.		☐
Detail the road crossing/site access, including any proposed modifications to the footpath or verge.		☐
Dimension the distance to all relevant boundaries showing proposed and existing buildings (including swimming pools). This includes all farm sheds/out buildings. **A marked aerial photo is not a site plan.**		☐
Detail contours/or levels, datum, north point, finished floor level.		☐
Locate and dimension retaining walls (extent, location and drainage).		☐
Specify the extent of cut and fill for the building platform and/or retaining walls and also the volume in m^3 of material to be placed or removed.		☐
Show the location of all drains and sewers. **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 the connection to the property services (drainage – foul and stormwater, water, gas).		☐
Provide details of resource consents/subdivision requirements for property. In particular detail allocated building platform locations, effluent discharge, stormwater retention tanks or any other specific requirements which will affect the building or the land the building is located on.		☐
Specify if building over an allotment boundary – refer section 75 of the Building Act 2004.		☐
Information to be included on the FLOOR PLAN(s) – Scale 1:100 or 1:50		
Provide a complete fully dimensioned floor plan. Include sufficient dimensions to enable loaded dimension to be calculated of studs, lintels, beams, rafters, trusses. Specify the scale.		☐
Provide an existing and proposed layout for all building alterations.		☐
Nominate each and every room use for all levels of the building.		☐
Detail window and door positions. Ensure door widths and swings are detailed.		☐
Locate existing and new sanitary fixtures and fittings.		☐
Detail the location of solid fuel heating appliances and any fuel oil storage.		☐
Locate the hot water cylinder/or detail the location of gas water heater.		☐
For new work, detail lintels sizes/wall framing sizes (may be part of truss design certificate).		☐
Provide a plan of decks, balconies, barriers stairs and handrails if applicable.		☐
Cross reference the cross sections with details references and/or gridlines.		☐
Detail relevant floor coverings to meet requirements for radiant flux, impervious surfaces, slip resistance etc		☐
Specify and indicate the location of the interconnected smoke alarms in residential dwellings.		☐
Information to be provided on ELEVATIONS and CROSS SECTIONS – Scale 1:100 or 1:50		
Draw all elevations of the building. Label the faces (N, S, E, W). Draw and relevant cross sections and ensure they all are referenced and dimensioned.		☐
Specify the roof and wall cladding. Provide details for any new cladding.		☐
Cross reference elevations/cross sections to details for any new exterior cladding junctions.		☐
Show the location of doors and windows including sill heights/fixed and opening sash sizes (window schedule). If a window schedule is used, provide window label to cross reference between schedule and elevations.		☐

Applicant to complete sections – indicating whether not applicable (N/A)	Document reference or page number of detail	N/A
Detail the location of safety glass and manifestations in all windows, doors and balconies as required by F2 – "Hazardous Building Materials".		☐
Specify the floor levels in relation to existing and finished ground and minimum floor levels if in flood prone or inundation area.		☐
Detail any new chimneys, solar hot water heating, skylights, dormers.		☐
Show the recession heights/planes/boundary separation.		☐
Nominate and detail the compliance with B1, B2, E1 and E2 for FOUNDATION/FLOOR ***N/A if section is not applicable***		☐
Ensure the consent documents nominate the specific compliance methods for all construction aspects. Examples: • Suspended Timber Floor – B1/AS1 (NZ3604:2011) • Pile Foundation System – B1/VM1 (Specific Design by Structural Engineer) • Firth Ribraft Floor – B1 CodeMark Certified System • Macrocapa Floor Framing – B2 Alternative Solution (ensure *Alternative Solution Form* is completed – refer to page 1 to access this form)		☐
Timber Floor and/or Timber Decks (for example show compliance with B1/AS1 – NZ3604:2011).		
Provide a floor framing layout showing pile types, size, centres, treatment.		☐
Detail the footings and bracing layout for all piles foundations.		☐
Detail the joists, bearers, stringers – treatment, grade and connections.		☐
Provide a joist layout (load bearing points/blocking/notching for services) on the floor framing layout.		☐
Detail additional structural strengthening for barrier support if required. e.g., strapping, bolts and double joists as per NZS 3604:2011.		☐
Specify the sub floor ventilation and insulation.		☐
Specify the flooring material (e.g. ply, particle board, fibre cement) or for decks the deck surface.		☐
Specify the fixings between floor elements and specify their durability. (Compliance with B2/AS2).		☐
Concrete Floor (for example show compliance with B1/AS1 – NZ3604:2011 or NZS4229:2013.)		
Provide a concrete floor layout. Detail the location of footings, point load thickenings, bays, location of plumbing fixtures. Detail posts and/or pillars and provide slab dimensions.		☐
Detail footings and/or foundation walls. Show location of cover to reinforcing and detail insulation if applicable. Scale 1:10.		☐
Specify the DPM, reinforcing, laps. Detail slab heating details if applicable.		☐
Include on the layout plan control joints, free joints, if slab lengths exceed 24m in length.		☐
Code Mark Concrete Floor Slabs e.g. Rib Raft or Maxi Raft floors		
Complete a flow diagram to demonstrate compliance with non-specific design. Provide the Code Mark certificate.		☐
Provide a producer statement (PS1) (and certificate of design work for dwellings) if the floor does not fully comply with the non-specific design requirements i.e., B1/AS1.		☐
Nominate and detail the compliance with B1, B2 and E2 for TANKING/BASEMENT WALLS ***N/A if section is not applicable***		☐
Detail the structural design of the basement wall. Ensure distances to boundaries, materials are fully specified.		☐
Provide a producer statement (PS1) (and certificate of design for dwellings) with the application.		☐
Detail the tanking (E2) and back fill for the wall(s).		☐
Ensure clean outs and discharge points are shown for all sub-soil drainage on the drainage plan.		☐

Applicant to complete sections – indicating whether not applicable (N/A)	Document reference or page number of detail	N/A
Nominate and detail the compliance with B1 and B2 for WALL AND ROOF FRAMING ***N/A if section is not applicable***		☐
Ensure the consent documents nominate the specific compliance methods for all construction aspects. Examples: • Pitch Roof – B1/AS1 (NZS3604:2011) • Portal Frame System – B1/VM1 (Specific Design by Structural Engineer) • Internal Beams – B1/VM1 DesignIT • Macrocapa Roof Framing – B2 Alternative Solution (ensure *Alternative Solution Form* is completed – refer to page 1 to access this form)		☐
Provide the design parameters (wind zone, snow load, ground type etc.) and supply the bracing calculations.		☐
Detail the wall framing; sizes, grade, centres, treatment, and height of all studs, including raked studs.		☐
Specify and detail the fixings of bottom and top plates.		☐
Specify the lintels and the lintel fixings for uplift if required.		☐
Specify the roof framing and provide a roof framing layout: show sizes, grade, centres, spans, treatment, fixings etc. Detail ridge beam, rafters, ceiling joists/runners etc.		☐
Detail the roof bracing if applicable.		☐
Provide a truss layout, calculations and PS1 (Producer Statement).		☐
Specify the purlins/battens – treatment, size fixings.		☐
Detail the verandah construction – specify beams, detail fixings etc. Ensure the relevant floor plan provides dimensions for the verandahs.		☐
Provide the design certificate for proprietary beams, lintels etc. if applicable. (B1/VM1).		☐
Provide wall bracing calculations and layout.		☐
Detail diaphragms and dragon ties if applicable.		☐
Supply the project specific manufacturer's details for all the selected bracing elements.		☐
Nominate and detail the compliance with B1, B2 and F4 for BARRIER CONSTRUCTION ***N/A if section is not applicable***		☐
Ensure the consent documents nominate the specific compliance methods for all construction aspects. Examples: • Safety from falling design – F4/AS1 • Structural design – B1/VM1 (Specific Design by Structural Engineer) • Macrocapa Deck Barrier – B2 Alternative Solution (ensure *Alternative Solution Form* is completed – refer to page 1 to access this form)		☐
Specify and detail barriers as required for all falls greater than 1m on the property. This includes retaining walls, decks and balconies.		☐
Ensure the deck/balcony has sufficient strength rigidity to comply with the F4/AS1 and the MBIE Barrier Guide.		☐
Specify the barrier from windows with a fall height greater than 1000mm. e.g., sill height greater than 760mm or alternatively specify a restrictor to prevent the window opening to a maximum of 100mm.		☐
Provide producer statements from the manufacturer for all proprietary barriers. e.g., aluminium and glass.		☐
Nominate and detail the compliance with B1 and B2 for SPECIFIC DESIGN (Engineering) ***N/A if section is not applicable***		☐
Nominate compliance with the NZ Building Code: B1/VM1 ☐ B1/VM4 ☐ B2/VM1 ☐ (e.g. specific design etc.) or an Alternative Solution ☐ (ensure *Alternative Solution Form* is completed – refer to page 1 to access this form).		☐
Provide structural plans and specifications.		☐
Provide structural calculations and/or an engineer's design summary.		☐

Applicant to complete sections – indicating whether not applicable (N/A)	Document reference or page number of detail	N/A
Provide a producer statement. (Provide a certificate of design work if the building work is critical to the integrity primary structure, weather tightness or fire rating of a residential dwelling or small to medium apartment building).		☐
Provide a proposed inspection regime or nominate Council inspection.		☐
Detail the compliance with B2 and E2 for WEATHERTIGHTNESS for the exterior envelope (Claddings and Flashings) ***N/A if section is not applicable***		☐
Nominate compliance with the NZ Building Code: E2/AS1 ☐ (Acceptable Solution) or an Alternative Solution ☐ (ensure *Alternative Solution Form* is completed – refer to page 1 to access this form).		☐
Ensure all roof cladding types are located on the roof plan and/or elevations. Specify the grade and fixings of the roof claddings.		☐
For new wall cladding, provide an accurate E2 Risk Matrix – 1 per face/elevation. The Council requires this information for categorising purposes and to assess compliance of cladding systems.		☐
Specify underlays for the roof and wall claddings. Specify the rigid air barrier where required by wind zone or cladding system.		☐
Detail and specify all building envelope penetrations. For example, decks, flues, pergolas, heat pumps, meter boards, fire penetrations through fire rated systems.		☐
Detail parapets, chimney, junctions and internal gutters. Specify the overflow for internal gutters.		☐
Detail and specify the wall cladding(s). Detail and supply the project specific details for all the selected cladding(s). Include, soffit, eave, window and door head/jamb/sill, external/internal corners, inter-story etc.		☐
Detail the cavity and battens if applicable.		☐
Ensure all flashings are detailed and dimensioned to clearly demonstrate compliance with the nominated compliance path.		☐
Provide project specific manufacturers details for all the selected cladding(s) if applicable. Provide alternative solution form if selected cladding is outside the scope of E2/AS1. e.g., JH Titan Board, structural masonry, etc.		☐
Detail all junctions where roof/wall cladding intersect. Cross reference details to cross section and/or elevations.		☐
Specify and detail membrane roof/balconies/decks. Ensure correct falls, overflow (if required) and provide details.		☐
SOLID FUEL BURNERS ((If a solid fuel burner is to be installed or located within the building) ***N/A if section is not applicable***		☐
C/AS1 ☐ Indicate solid fuel heating source(s): Gas ☐, Solid Fuel ☐, Liquid Fuel ☐, Other ☐		☐
Specify the make and model of the solid fuel burner. Complete and attach the Solid Fuel Check Sheet found here: www.dunedin.govt.nz/building-services-forms		☐
Nominate and detail the means of compliance with D1, D2 and H1 ***N/A if section is not applicable***		☐
Nominate and detail compliance with D1 (Access routes to be considered in all cases) D1/AS1 ☐ or an Alternative Solution ☐ (ensure *Alternative Solution Form* is completed – refer to page 1 to access this form).		☐
Specify the handrails.		☐
Nominate and detail compliance with D2 (if applicable) D2/AS1 ☐ D2/AS2 ☐ or an Alternative Solution ☐ (ensure *Alternative Solution Form* is completed – refer to page 1 to access this form).		☐
Nominate and detail compliance with H1. (Energy efficiency to be considered for new work and in certain change of use situations) H1/AS1 ☐ H1/AS2 ☐ H1/VM1 ☐ H1/VM2 ☐ H1/VM3 ☐ or an Alternative Solution ☐ (ensure *Alternative Solution Form* is completed – refer to page 1 to access this form).		☐

Applicant to complete sections – indicating whether not applicable (N/A)	Document reference or page number of detail	N/A
Specify and detail the insulation for the building. Provide calculations for the calculation method and verification method.		☐
Detail the insulation required for the water supply.		☐
Nominate and detail the compliance with E1 for SURFACE WATER DRAINAGE (Stormwater) ***N/A if section is not applicable***		☐
E1/AS1 ☐ or E1/VM1 ☐ or an Alternative Solution ☐ (ensure *Alternative Solution Form* is completed – refer to page 1 to access this form). Detailed calculations and workings supplied for finished floor level in flood prone areas Refer to DCC website Minimum Floor Level guidance www.dunedin.govt.nz/minimum-floor-levels		☐
Provide a stormwater drainage plan at an appropriate scale (this can be combined with the foul drainage plan). Clearly identify existing and proposed stormwater drainage. Ensure relevant easements, water course, retention tanks and connections are shown on the site plan and/or drainage plan. **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.		☐
Provide a system for collection of surface water from driveways and other hard surfaces to an approved outfall such as a sump.		☐
Specify and detail the inspection openings, gradients, down pipe sizes, rain heads, overflows, pipe – size, standard, bedding, etc. Detail all water tanks and the discharge point of the overflow.		☐
Specify and detail all sumps, inspections openings etc.		☐
Provide sump size, pump performance graph, catchment size if stormwater is to be pumped.		☐
Provide soak pit design (including calculations) if required.		☐
Nominate and detail the compliance with F5 for CONSTRUCTION AND DEMOLITION HAZARDS		
Provide details of the proposed work-site barriers to demonstrate compliance with clause F5 of the NZ Building Code.		☐
Nominate and detail the compliance with G4 for VENTILATION ***N/A if section is not applicable***		☐
Nominate and detail compliance with G4. G4/AS1 ☐ G4/VM1 ☐ or an Alternative Solution ☐ (ensure *Alternative Solution Form* is completed – refer to page 1 to access this form).		☐
Detail the ventilation of all spaces – opening windows, mechanical ventilation.		☐
Nominate and detail the compliance with G7 for NATURAL LIGHT ***N/A if section is not applicable***		☐
Nominate and detail compliance with G7. G7/AS1 ☐ G7/AS2 ☐ G7/VM1 ☐ or an Alternative Solution ☐ (ensure *Alternative Solution Form* is completed – refer to page 1 to access this form).		☐
Nominate and detail the compliance with G12 for POTABLE WATER SUPPLY ***N/A if section is not applicable***		☐
G12/AS1 ☐ G12/AS2 ☐ G12/VM1 ☐ or an Alternative Solution ☐ (ensure *Alternative Solution Form* is completed – refer to page 1 to access this form).		☐
Detail the mains water supply and toby. For on-site water supply and storage, show location and size of tanks and provision for overflow meeting the requirements of E1.		☐
Detail backflow prevention (if required).		☐
Specify and detail the interior plumbing – pipe material, sizes, insulation.		☐

Applicant to complete sections – indicating whether not applicable (N/A)	Document reference or page number of detail	N/A
Hot Water System (type, size, location, valving and venting)		
Specify the hot water system (instant gas, electric).		☐
Specify and provide a valve train for all hot water cylinders. Ensure the location of the tempering valve is noted. Ensure the seismic restraint for cylinder is specified.		☐
Detail and specify the solar hot water system if applicable.		☐
Specify and detail any wet backs or boilers.		☐
Other		☐
Nominate and detail the compliance with G13 for SANITARY PLUMBING and DRAINAGE ***N/A if section is not applicable***		☐
Nominate compliance with the NZ Building Code: G13/AS1 ☐ G13/AS2 ☐ G13/AS3 AS NZS 3500.2 ☐ or an Alternative Solution (such as a sani pump) ☐ (ensure *Alternative Solution Form* is completed – refer to page 1 to access this form).		☐
Provide a plumbing and foul drainage plan at an appropriate scale. Clearly identify existing and proposed foul plumbing and drainage. Provide a dimension from the proposed building work to the Council sewer or other asset if located within this lot. Provide a schematic layout if there is more than 1 level and there are sanitary fittings on upper floors. Detail suspended drainage and the plumbing stack system. **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.		☐
Specify all fixtures and fittings.		☐
Detail waste pipe sizes, gradient and location.		☐
Detail and specify waste or drain vents – type, size and location if required.		☐
Specify and detail all wet area showers. Ensure any manufacturers' installation instructions are included.		☐
Sanitary Drainage		
Specify and detail the inspection openings, gradients, overflow relief gully location, pipe - sizes, standard, bedding, etc.		☐
Document the total fixture loading from the building.		☐
Correctly detail the venting for the drains. Ensure this matches the nominated means of compliance (e.g., G13/AS1 and/or G13/AS2 or G13/AS3 (NZS 3500.2)).		☐
Detail the connection point to an approved outlet and specify the height of the lowest sanitary fitting to the Council foul sewer. This is required in particular for rear sections on flat site.		☐
Trade Waste		
Any discharge other than domestic sewerage to the Council foul sewer may be required to apply for a trade waste consent. Refer to: http://www.dunedin.govt.nz/services/wastewater/tradewaste		☐
Specify and detail all penetrations through any structural members.		☐
Locate existing sanitary fixtures and fittings. Ensure the accessible toilets and facilities are shown.		☐
On-Site Effluent Disposal System		
Provide the design information including type of system and loading performance (AS NZS1547 or specific design) from a Council approved designer.		☐
Include in the specification the site-specific soil evaluation information and soil percolation test.		☐
Detail the homeowner's maintenance requirements detailed.		☐
Draw the location and detail the size of the system including the effluent disposal field.		☐
Provide evidence of Otago Regional Council approval (if required).		☐

Alternative plans and specifications

If the applicant wants to obtain pre-approval for possible product substitutions list the alternatives or attach a list:

ADDITIONAL INFORMATION OR COMMENTS RELEVANT TO THIS APPLICATION: