

**Form 2: Application for project information memorandum
and/or building consent**

Section 33 or 45, Building Act 2004

1. THE BUILDING *[Complete all applicable sections]*

Street address of building:	OFFICE USE ONLY: Consent Number: PIM Number: Compliance Schedule No: Date received:
..... <i>[If no street address – details of nearest intersection]</i>	
Legal description of land where building is located: Lot DP..... Site area (m ²) Sec Block.....	
Building name: Valuation Number	
Location of building within site/block number: <i>[Include nearest street access]</i>	
.....	
Number of levels: <i>[Above & below ground]</i> Level /Unit Number:	
Floor area: (m ²) <i>[Indicate area affected by the building work]</i>	
Current, lawfully established, use: Year First Constructed:	
<i>[Add no. of occupants per level and per use if more than 1]</i>	

2. APPLICATION *[Nominate as applicable]*

I request that you issue a: (for the building work described in this application)

☐ Project Information Memorandum (PIM)

☐ Project Information Memorandum (PIM) and Building Consent (BC)

☐ Building Consent The existing PIM No [If applicable] is:

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

☐ Staged Consent – Being stage of stages

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

Name: Signature: Date:

The signature is that of the ☐ Owner OR ☐ the Agent on behalf of and with the approval of the Owner

This is my address for service and I acknowledge that some communications may be by email.

Please nominate if email address is not available ☐

3. THE PROJECT

DESCRIPTION OF BUILDING WORK: *(Provide sufficient information below to enable scope of work to be fully understood)*

.....

.....

.....

Current use of building: *[E.g. Home, implement shed, office]*

Will the building work result in a change of use of the building? ☐ Yes ☐ No. If Yes, provide details of the new use of the building:

.....

Intended life of the building if less than 50 years: [Years]

List Building Consents previously issued for this project *(if any)*:

Estimated value of the building work on which the building levy will be calculated (including goods and services tax):

\$..... *[State estimated value as defined in section 7 of the Building Act 2004]*



Central Otago District Council
Clutha District Council
Dunedin City Council
Gore District Council
Invercargill City Council
Mackenzie District Council

Queenstown Lakes District Council
Southland District Council
Timaru District Council
Waimate District Council
Waitaki District Council

4. OWNER

Name of Owner:
Contact person
Mailing address:
.....
Street address/registered office:
.....
Phone No.: Landline:
Mobile:
Daytime:
After hours:
Facsimile:
Email:
Website:

THE FOLLOWING EVIDENCE OF OWNERSHIP IS ATTACHED:

- ☐ Record of Title ☐ Lease Agreement
☐ Agreement for Sale and Purchase ☐ Other document

5. AGENT [Only required If application is being made on behalf of the owner]

Name of Agent:
Contact person:
Mailing address:
.....
Street address/registered office:
.....
Phone No.: Landline:
Mobile:
Daytime:
After hours:
Facsimile:
Email:
Website:
Relationship to owner: *[State details of the 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

Or : *(If different to above details)* Name : Email:

Mailing Address: Phone: Facsimile:

BILLING (PAYER) DETAILS: ☐ Owner ☐ Agent ☐ Other, (state name & mailing address)
.....

6. RESTRICTED BUILDING WORK

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

If Yes, provide the following details of all licensed building practitioners who will be involved in carrying out or supervising the restricted building work *(If these details are un-known at the time of the application, they must be supplied before the building work begins.)*:

Name	Licensing Class	Licensed Building Practitioner Number (or registration number if treated as being licensed under section 291 of the Building Act 2004)

Note: Continue on another page if necessary

7. PROJECT INFORMATION MEMORANDUM [Do not fill in this section if the application is for a building consent only]

The following matters are involved in the project: *[Nominate the matters relevant to the project]*

- ☐ Subdivision
☐ Alterations to land contours *[e.g. digging out the site for a building platform]*
☐ New or altered connections to public utilities *[e.g. Council sewer, storm water or water mains]*
☐ New or altered locations and/or external dimensions of buildings
☐ New or altered access for vehicles
☐ Building work over or adjacent to any road or public place
☐ Disposal of stormwater and wastewater
☐ Building work over any existing drains or sewers or in close proximity to wells or water mains
☐ Other matters known to the applicant that may require authorisations from the Territorial Authority: *[Specify]*
.....

8. BUILDING CONSENT

The following plans and specifications are attached to this application: *(please enter these in section 10 over page)*

THE BUILDING WORK WILL COMPLY WITH THE BUILDING CODE AS FOLLOWS:

We strongly recommend applicants seek the advice of design professionals to help complete this section. You are required to nominate what code clause(s) your building work complies with.

Unless otherwise noted below, your application will be assessed under an acceptable solution.

If you are using another means of compliance, please provide details of the standard(s) that your building work complies with and the means of compliance in the space provided below. Use a separate sheet if necessary.

If you do not provide all the necessary information to show how your application complies with the Building Code, your application will be rejected.

☐ I understand that this application is to be assessed against Acceptable Solutions unless otherwise stated in the following section. Please nominate to indicate your agreement.

☐	B1 Structure	☐	F1 Hazardous agents on site	☐	G5 Interior environment
☐	B2 Durability	☐	F2 Hazardous building materials	☐	G6 Airborne and impact sound
☐	C1 Objectives of clauses C2 to C6 (Protection from fire)	☐	F3 Hazardous substances and processes	☐	G7 Natural light
☐	C2 Prevention of fire occurring	☐	F4 Safety from falling	☐	G8 Artificial light
☐	C3 Fire affecting areas beyond fire source	☐	F5 Construction and demolition hazards	☐	G9 Electricity
☐	C4 Movement to place of safety	☐	F6 Visibility in escape routes	☐	G10 Piped services
☐	C5 Access and safety for fire-fighting operations	☐	F7 Warning systems	☐	G11 Gas as an energy source
☐	C6 Structural stability	☐	F8 Signs	☐	G12 Water supplies
☐	D1 Access routes	☐	F9 Restricting access to residential pools	☐	G13 Foul water
☐	D2 Mechanical installations for access	☐	G1 Personal hygiene	☐	G14 Industrial liquid waste
☐	E1 Surface water	☐	G2 Laundering	☐	G15 Solid waste
☐	E2 External moisture	☐	G3 Food preparation and prevention of contamination	☐	H1 Energy efficiency
☐	E3 Internal moisture	☐	G4 Ventilation	☐	BCH/AS1 Backcountry huts

Provide details of all Verification Methods being used (include code clause and means of compliance)

Provide details of all Alternative Solutions being used (include relevant code clause and means of compliance), or details of any Waivers or Modifications (including relevant code clauses). The SBCG Alternative Solution Form (SBCG 34.1) or SBCG Waiver or Modification Form (SBCG 23.1) must also be completed.

9. COMPLIANCE SCHEDULE (specified systems are defined in regulations)

- ☐ The specified systems for the building are as follows:
- ☐ The following specified systems are being altered, added to, or removed in the course of the building work:
- or
- ☐ There are no specified systems in the building.

Please provide the details required by completing these forms:

- SBCG 27 Specified System List for building consent applications; and
- SBCG SSBC Specified System Form for building consent applications

10. ATTACHMENTS

The following documents are attached to this application (All plans and specifications must meet the minimum requirements set out in the regulations or required by the building consent authority):

[Nominate as applicable]

☐ Plans and specifications (list) (or attach a list)

☐ Alternative plans and specifications (if the applicant wants to obtain pre-approval for possible product substitutions) (list) (or attach a list)

☐ Current product certificate(s) ☐ Alternative product certificate(s) (if the applicant wants to obtain pre-approval for possible product substitutions) ☐ Current manufacturer's certificate(s) referred to in section 45(1)(bb) of the Building Act ☐ Current manufacturer's certificate(s) referred to in section 45(1)(bc) of the Building Act

☐ Memoranda from licensed building practitioner(s) who carried out or supervised any design work that is restricted building work

☐ Project Information Memorandum ☐ Development contribution notice ☐ Certificate attached to Project Information Memorandum

☐ Other information relevant to this application: *[Please specify]*:

☐ Current Record of Title provided

11. CONTACTS (involved in this project)

Designer

Name(s):

Postal Address:

Mobile: Daytime:

Reg No: Email:

Engineer

Name(s):

Postal Address:

Mobile: Daytime:

Reg No: Email:

Builder

Name(s):

Postal Address:

Mobile: Daytime:

Reg No: Email:

Gasfitter

Name(s):

Postal Address:

Mobile: Daytime:

Reg No: Email:

Drainlayer

Name(s):

Postal Address:

Mobile: Daytime:

Reg No: Email:

Plumber

Name(s):

Postal Address:

Mobile: Daytime:

Reg No: Email:

Electrician

Name(s):

Postal Address:

Mobile: Daytime:

Reg No: Email:

Other

Name(s):

Postal Address:

Mobile: Daytime:

Reg No: Email: