Exterior Structures - 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.

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
- 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 your planned project includes plumbing and drainage work, please also include details (pipe sizes, types, and standards) as part of your application.
- If you choose to use the self-certification plumbers and drainlayers scheme, a description of the self-certifying work and the intent to use an endorsed plumber or drainlayer must be included in the building consent application.
- Applications to erect structures on a Dunedin City Council (DCC) park or reserve must be authorised by the DCC. An approved booking is also required. Contact our Parks and Recreation team on (03) 477 4000 or email sportbook@dcc.govt.nz **before** completing this application.
- 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 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 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).		☐
If a project information memorandum (PIM) has already been issued for the project, attach a copy with the building consent application.		☐
DCC Parks and Recreation approval to lodge building consent (if structure is to be located on council owned parks and reserves).	Yes ☐	N/A ☐
Approved DCC Parks and Recreation booking reference number (if structure is to be located on council owned parks and reserves).	N°.	N/A ☐
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**
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.		☐
SELF-CERTIFICATION – PLUMBING AND DRAINLAYING		
Using the self-certification plumbers and drainlayers scheme (intend to use an endorsed plumber/drainlayer).		☐
Clearly describe the self-certifying work:		
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).		☐

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.**		☐
Nominate wind zone/snow load/altitude/soil class/seismic zone/corrosion zone.		☐
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 retaining walls.		☐
Specify if building over an allotment boundary – refer section 75 of the Building Act 2004.		☐
Show the location of all drains and sewers.		☐
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.		☐
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 any relevant cross sections and ensure they are referenced and dimensioned, including height of deck above surrounding ground.		☐
Show the recession heights/planes/boundary separation.		☐
Nominate and detail the compliance with B1 for GENERAL CONSTRUCTION ***N/A if section is not applicable***		☐
Nominate compliance with the NZ Building Code: B1/AS1 ☐ (e.g. NZS 3604:2011 etc.) B1/VM1 ☐ B1/VM4 ☐ (specific design etc.) or an Alternative Solution ☐ (ensure *Alternative Solution Form* is completed – refer to page 1 to access this form).		☐
Nominate and detail the compliance with B1 and B2 for TIMBER DECKS ***N/A if section is not applicable***		☐
Nominate compliance with the NZ Building Code: B1/AS1 ☐ (e.g. NZS 3604:2011 etc.) B1/VM1 ☐ B1/VM4 ☐ (specific design etc.) or an Alternative Solution ☐ (ensure *Alternative Solution Form* is completed – refer to page 1 to access this form).		☐
Provide a floor framing layout showing pile types, size, centres, treatment.		☐
Detail the footings for all piles.		☐
Provide bracing calculations and layout; detail the type of bracing, its position and connections. This is required for decks that are free standing or extend more than 2m from the face of the building.		☐
Detail the joists, bearers, stringers – treatment, grade, and connections.		☐
Provide a floor framing layout showing all dimensions.		☐
Detail additional structural strengthening for barrier support if required. For example, strapping, bolts and double joists as per NZS 3604:2011 section 7.		☐
Specify the decking material, considering slip resistance.		☐
Specify the fixings between floor elements and specify their durability. (Compliance with B1 & B2).		☐
If the deck is attached to the house, provide a full floor plan with all spaces labelled and showing location of smoke alarms (section 112). Refer section F7 Warning Systems.		☐

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, 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, platforms and bridges.		☐
Specify all materials ensuring compliance with B2 Durability.		☐
Specify all fixings ensuring compliance with B2 Durability.		☐
Provide producer statements from the manufacturer for all proprietary barriers. e.g, aluminium and glass.		☐
Nominate and detail the compliance with F7 for WARNING SYSTEMS		
N/A if section is not applicable		☐
NZS4514:2021 - Interconnected smoke alarms for houses When applying for building consent to alter an existing building s112 of the Building Act 2004, requires that the building is also assessed for *'means of escape from fire'*. For guidance refer to New Zealand Legislation Demonstrate smoke alarm compliance by installing an interconnected Type 1 system per NZS4514:2021, with locations marked on the floor plan.		
Interconnected smoke alarms as per above, are shown on floor plan and comply with F7 (F7/AS1) throughout the building.		☐
Nominate and detail the compliance with G13 for DRAINAGE		
N/A if section is not applicable		☐
Using the self-certification plumbers and drainlayers scheme.		☐
Nominate compliance with the NZ Building Code: G13/AS1 ☐ G13/AS2 ☐ or an Alternative Solution (such as a sani pump) ☐ (ensure *Alternative Solution Form* is completed – refer to page 1 to access this form).		☐
Documentation for SPECIFIC DESIGN (Engineering)		
N/A if section is not applicable		☐
Provide structural plans and specifications.		☐
Provide structural calculations and/or an engineer's design summary.		☐
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.		☐
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: