Minor Residential Plumbing and/or Drainage 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
- 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.
- 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 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).		☐
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:		
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.		☐
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 road crossing/site access, including any proposed modifications to the footpath or verge.		☐

Applicant to complete sections – indicating whether not applicable (N/A)	Document reference or page number of detail	N/A
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.		☐
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 full floor plan with all spaces labelled and showing location of smoke alarms (section 112)		☐
Locate existing and proposed sanitary fixtures and fittings.		☐
Locate the hot water cylinder/or detail the location of gas water heater.		☐
Where applicable detail relevant floor coverings/impervious surfaces (D1 and/or E3)		☐
Nominate and detail the compliance with E1 for SURFACE WATER - DRAINAGE (Stormwater) ***N/A if section is not applicable***		☐
Using the self-certification plumbers and drainlayers scheme.		☐
E1/AS1 ☐ or E1/VM1 ☐ or an Alternative Solution ☐ (ensure *Alternative Solution Form* is completed – refer to page 1 to access this form).		☐
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 area of stormwater to be pumped, pumping head in metres.		☐
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 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.		☐

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 G12 for POTABLE WATER SUPPLY ***N/A if section is not applicable***		☐
Using the self-certification plumbers and drainlayers scheme.		☐
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 details (if required).		☐
Specify and detail the interior plumbing – pipe material, sizes, insulation.		☐
Hot Water System (type, size, location, valving and venting)		
Using the self-certification plumbers and drainlayers scheme.		☐
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 PLUMBING AND 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 G13/AS3 AS NZS3500.2 ☐ or 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. 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 water vents – type, size and location if required.		☐
Specify and detail all wet area showers. Ensure any manufacturers' installation instructions are included.		☐
Provide a detailed layout for all accessible facilities for commercial buildings in accordance with section 118 of the NZ Building Act 2004.		☐
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 from the sanitary fittings and fixtures.		☐

Applicant to complete sections – indicating whether not applicable (N/A)	Document reference or page number of detail	N/A
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: