

New Unlined Sheds, Garages and Carports Application Check Sheet

Buildings must be simple single level, un-serviced, non-sleeping structures. Any floors must be concrete slab on ground. If the consent includes a solid fuel burner, a separate solid fuel heater check sheet will also be required. If the building is to be used for commercial activities, please use the commercial building 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.
- 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 relevant sections of this check sheet must be completed

Location of building work:			<input type="text"/>
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"/>
If a project information memorandum (PIM) has already been issued for the project, attach a copy with the building consent application.			<input type="checkbox"/>
AMENDMENTS			
			<i>N/A if section is not applicable</i> <input type="checkbox"/>
Has the original consent been issued? (Note: A building consent that has not been issued cannot be amended).			Yes <input type="checkbox"/>
Description of building work accurately summarise the changes/scope of amended building works?			Yes <input type="checkbox"/>
Plans clouded to show changes?			Yes <input type="checkbox"/>
Applicant to complete sections – indicating whether not applicable (N/A)		Document reference or page number of detail	N/A
GEOLOGICAL			
Provide specific engineering design and geological reports if the ground of the site does not meet the definition of good ground. (Refer NZS 3604:2011 as modified by B1/AS1).			<input type="checkbox"/>
EXEMPT BUILDING WORK (NZ Building Act 2004 – Schedule 1)			
			<i>N/A if section is not applicable</i> <input type="checkbox"/>
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.			<input type="checkbox"/>
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.			<input type="checkbox"/>
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. For example, the installation of ceiling batts, the removal of non-load bearing walls.			<input type="checkbox"/>
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			
Nominate wind zone/snow load/altitude/soil class/seismic zone/corrosion zone.			<input type="checkbox"/>
The property address as on the application form.			<input type="checkbox"/>
Legal description (Lot, DP number etc.).			<input type="checkbox"/>

Applicant to complete sections – indicating whether not applicable (N/A)	Document reference or page number of detail	N/A
Detail easements, water courses, hazards. Specify the flood level etc. as relevant.		<input type="checkbox"/>
Detail the road crossing/site access, including any proposed modifications to the footpath or verge.		<input type="checkbox"/>
Dimension the distance to all relevant boundaries showing proposed and existing buildings (including swimming pools). This includes all farm sheds/out buildings. Provide distances to other buildings if these are within 5.0m. A marked aerial photo is not a site plan.		<input type="checkbox"/>
Detail contours/or levels, datum, north point, finished floor level.		<input type="checkbox"/>
Specify if building over an allotment boundary – refer section 75 of the Building Act 2004.		<input type="checkbox"/>
Locate and dimension retaining walls (extent, location and drainage).		<input type="checkbox"/>
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.		<input type="checkbox"/>
Detail the connection to the property services (drainage – stormwater).		<input type="checkbox"/>
Provide details of resource consents/sub division 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.		<input type="checkbox"/>
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.		<input type="checkbox"/>
Detail window and door positions. Ensure door widths and swings are detailed.		<input type="checkbox"/>
Detail lintels sizes/wall framing sizes (may be part of truss design certificate).		<input type="checkbox"/>
Cross reference the cross sections with details references and/or gridlines.		<input type="checkbox"/>
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.		<input type="checkbox"/>
Specify roof and wall cladding.		<input type="checkbox"/>
Cross reference elevations/cross sections to details for all exterior cladding control joints.		<input type="checkbox"/>
Specify the floor levels in relation to existing and finished ground.		<input type="checkbox"/>
Show the recession heights/planes/boundary separation.		<input type="checkbox"/>
Nominate and detail the compliance with B1 and B2 for FOUNDATION/FLOOR		
<i>N/A if section is not applicable</i>		<input type="checkbox"/>
Ensure the consent documents nominate the specific compliance methods for all construction aspects. Example: <ul style="list-style-type: none"> Concrete Floor – B1/AS1 NZS3604:2011, or Firth Ribraft Floor – B1 Codemark Certified System, or Structural Design – B1/VM1, B1/VM4 (Specific Design by Structural Engineer) 		<input type="checkbox"/>
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.		<input type="checkbox"/>
Detail footings and/or foundation walls. Show location of cover to reinforcing and detail insulation if applicable. Scale 1:10.		<input type="checkbox"/>
Specify the DPM, reinforcing, laps. Detail slab heating details if applicable.		<input type="checkbox"/>
Include on the layout plan control joints, free joints, if slab lengths exceed 24m in length.		<input type="checkbox"/>

Applicant to complete sections – indicating whether not applicable (N/A)	Document reference or page number of detail	N/A
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.		<input type="checkbox"/>
Provide a producer statement (PS1) if the floor does not fully comply with the non-specific design requirements		<input type="checkbox"/>
For Specific Design by Structural Engineer (refer to page 4)		
Nominate and detail the compliance with B1 and B2 for WALL AND ROOF FRAMING		
<i>N/A if section is not applicable</i>		<input type="checkbox"/>
Ensure the consent documents nominate the specific compliance methods for all construction aspects. Examples: <ul style="list-style-type: none"> 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 <i>Alternative Solution Form</i> is completed – refer to page 1 to access this form) 	<input type="checkbox"/>	
Provide the design parameters (wind zone, snow load, ground type etc.) and supply the bracing calculations.		<input type="checkbox"/>
Detail the wall framing; sizes, grade, centres, treatment, and height of all studs, including raked studs.		<input type="checkbox"/>
Specify and detail the fixings of bottom and top plates.		<input type="checkbox"/>
Specify the lintels and the lintel fixings for uplift if required.		<input type="checkbox"/>
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.		<input type="checkbox"/>
Detail the roof bracing if applicable.		<input type="checkbox"/>
Provide a truss layout, calculations and PS1 (Producer Statement).		<input type="checkbox"/>
Specify the purlins/battens – treatment, size fixings.		<input type="checkbox"/>
Detail the verandah construction – specify beams, detail fixings etc. Ensure the relevant floor plan provides dimensions for the verandahs.		<input type="checkbox"/>
Provide the design certificate for proprietary beams, lintels etc. if applicable. (B1/VM1).		<input type="checkbox"/>
Provide wall bracing calculations and layout.		<input type="checkbox"/>
Detail diaphragms and dragon ties if applicable.		<input type="checkbox"/>
Supply the project specific manufacturer's details for all the selected bracing elements.		<input type="checkbox"/>
Nominate and detail the compliance with B1 and B2 for SPECIFIC DESIGN (Engineering)		
<i>N/A if section is not applicable</i>		<input type="checkbox"/>
Nominate compliance with the NZ Building Code: B1/VM1 <input type="checkbox"/> B1/VM4 <input type="checkbox"/> (e.g. specific design etc.) B2/VM1 <input type="checkbox"/> (e.g. specific design etc.) Alternative Solution <input type="checkbox"/> (ensure <i>Alternative Solution Form</i> is completed – refer to page 1 to access this form).		<input type="checkbox"/>
Provide structural plans and specifications.		<input type="checkbox"/>
Provide structural calculations and/or an engineer's design summary.		<input type="checkbox"/>
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).		<input type="checkbox"/>
Provide a proposed inspection regime or nominate Council inspection.		<input type="checkbox"/>

Applicant to complete sections – indicating whether not applicable (N/A)	Document reference or page number of detail	N/A
Detail the compliance with B2 and E2 for WEATHERTIGHTNESS (Claddings and Flashings)		
<i>N/A if section is not applicable</i>		<input type="checkbox"/>
Nominate compliance with the NZ Building Code: E2/AS1 <input type="checkbox"/> (Acceptable Solution) Proprietary cladding system Alternative Solution <input type="checkbox"/> (ensure <i>Alternative Solution Form</i> is completed – refer to page 1 to access this form).		<input type="checkbox"/>
Ensure all roof cladding types are located on the roof plan and/or elevations. Specify the grade and fixings of the roof claddings.		<input type="checkbox"/>
Specify underlays for the roof and wall claddings. Specify the rigid air barrier where required by wind zone or cladding system.		<input type="checkbox"/>
Detail and specify all building envelope penetrations. For example, decks, flues, pergolas, heat pumps, meter boards etc.		<input type="checkbox"/>
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, interstory etc.		<input type="checkbox"/>
Detail the cavity and battens if applicable.		<input type="checkbox"/>
Ensure all flashings are detail correctly and dimensioned.		<input type="checkbox"/>
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. For example, JH Titan Board, structural masonry, etc.		<input type="checkbox"/>
Detail all junctions where roof/wall cladding intersect. Cross reference details to cross section and/or elevations.		<input type="checkbox"/>
Nominate and detail the compliance with E1 for SURFACE WATER DRAINAGE (Stormwater)		
<i>N/A if section is not applicable</i>		<input type="checkbox"/>
E1/AS1 <input type="checkbox"/> or E1/VM1 <input type="checkbox"/> or an Alternative Solution <input type="checkbox"/> (ensure <i>Alternative Solution Form</i> is completed – refer to page 1 to access this form).		<input type="checkbox"/>
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.		<input type="checkbox"/>
Provide a system for collection of surface water from driveways and other hard surfaces to an approved outfall such as a sump.		<input type="checkbox"/>
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.		<input type="checkbox"/>
Specify and detail all sumps, inspections openings etc.		<input type="checkbox"/>
Provide sump size, pump performance graph, catchment size if stormwater is to be pumped.		<input type="checkbox"/>
Provide soak pit design (including calculations) if required.		<input type="checkbox"/>
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.		<input type="checkbox"/>
Nominate and detail the compliance with G13 for DRAINAGE		
<i>N/A if section is not applicable</i>		<input type="checkbox"/>
Nominate compliance with the NZ Building Code: G13/AS1 <input type="checkbox"/> G13/AS2 <input type="checkbox"/> or G13/AS3 AS NZS3500 <input type="checkbox"/> or Alternative Solution (such as a sani pump) <input type="checkbox"/> (ensure <i>Alternative Solution Form</i> is completed – refer to page 1 to access this form).		<input type="checkbox"/>

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: