

Application for a project information memorandum and/or building consent

Section 33 or Section 45, Building Act 2004, Building (Forms) Regulations 2004 – Form 2

IMPORTANT NOTE: Applications for a new building consent and/or project information memorandum submitted through the Online Services portal at onlineservices.ccc.govt.nz do not need to complete this application form. The application details are entered while submitting your application. This form is only used for those wishing to submit their application in hard copy, or to make an application for an amendment to a granted building consent.

General Information:

- Please check on our website (ccc.govt.nz/building-consent-forms-and-guides) that you are using the current form at the time of application as forms are subject to change without notice.
- General information can be found on our website at ccc.govt.nz/goahead. For general enquiries please phone (03) 941 8999 or email info@ccc.govt.nz. Refer to the current fees and charges on our website at ccc.govt.nz/fees-building-control. Note, when applying for a building consent the costs/charges will vary depending on the time a building consent officer spends processing your consent.
- Christchurch City Council reserves the right, from time to time, to contact customers in regard to the services provided.

Complete this form and submit via the following methods:

- **An application in hard copy:** (*additional costs apply*)
 - **Post to:** Building Consenting, PO Box 73013, Christchurch 8154.
 - **Hand delivered to:** Civic Offices, 53 Hereford Street, Christchurch Central or any Council service desk (ccc.govt.nz/contact-us).
- **An application for an amendment to a granted building consent:**
 - **Online via:** onlineservices.ccc.govt.nz using the 'After building consent is granted' portal.

Application details for amendment to building consent only

Original building consent: (*write the number of the original building consent*)

Description of the amendment to the building work: *Please provide a detailed description of all the proposed changes. Itemise each change with a bullet point and provide references to the documents that are being added, removed, and/or changed.*

If this is an application to amend a building consent, advise the estimated value of amended building work (incl. GST):

\$

Is this in addition to, or reduction from, what was stated with the original application?

☐ Addition ☐ Reduction ☐ No change

For new applications please complete all the following sections unless marked otherwise.

For applications for an amendment to a building consent; please sign the declaration in section 4 and provide the details that may have changed from the original application for building consent in the remainder of the application form

1. The building

Street address of building: *(for structures that do not have a street address, state the nearest street intersection and the distance and direction from that intersection)*

Legal description of land where building is located: *(state legal description as at the date of application and, if the land is proposed to be subdivided, include details of relevant lot numbers and subdivision consent)*

Building name:

Location of building within site/block number: *(include nearest street access)*

Number of levels: *(including ground level and any levels below ground)*

Level/unit number:

Area: *(total floor area; indicate area affected by the building work if less than the total area)*

Total floor area:

Existing floor area:

New floor area:

Current, lawfully established, use:

(include number of occupants per level and per use if more than 1)

Year first constructed:

2. The owner (All details must be the owner's)

Name of owner: *(include preferred form of address, e.g. Mr, Mrs, Ms, Miss, Dr if an individual)*

Contact person: *(not required if the applicant is an individual. Must have a New Zealand address)*

Mailing address:

Street address/Registered office: *(if different than above)*

Phone number:

Landline:

Mobile:

Daytime:

After hours:

Fax:

Email address:

Website:

The following evidence of ownership is attached to this application: *(copy of record of title, lease, agreement for sale and purchase, or other document showing full name of legal owner(s) of the building)*

☐ Record of title ☐ Lease ☐ Agreement for sale and purchase ☐ Other document

3. Agent (Only required if the application is being made on behalf of the owner)

Name of agent: *(only required if application is being made on behalf of the owner)*

Contact person: *(not required if the applicant is an individual)*

New Zealand Companies Registered Number: *(If applicable - Refer to business.govt.nz/companies)*

Mailing address:

Street address/Registered office: *(if different than above)*

Phone number:

Landline:

Mobile:

Daytime:

After hours:

Fax:

Email address:

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: *(contact details must be in New Zealand, mark boxes as appropriate)*

☐ Agent ☐ Owner ☐ Other

If other, please specify whom and provide contact details as per above:

4. Application

I request that you issue a

☐ project information memorandum,

☐ project information memorandum and building consent,

☐ building consent,

OR

☐ amendment to a building consent

for the building work described in this application.

I wish to receive my building consent/PIM and approved documentation in the following format:

☐ Electronically via Online Services ☐ Hard copy *(additional costs apply)*

If hard copy - to be collected from Civic Offices or any Council service desk (ccc.govt.nz/contact-us):

All consent related invoices to be billed and sent via:

☐ email or

to: ☐ Owner ☐ Agent ☐ Other

If other, please provide contact name, company, postal address and/or email:

☐ post

National Multiple Use Approval?

☐ No ☐ Yes

If yes, provide copies of MultiProof certificate, plans and specifications

National Multiple Use Approval number:

Staged building work

For stage 1: A proposal to stage building consent applications for building work to construct or alter a building is required to be approved by Council prior to lodging the application for a building consent for the first stage. If there is no evidence of approval, the application for the first stage cannot be accepted (visit our website ccc.govt.nz/staged-building-consents/ for more guidance).

Staged building consent:

(If yes, provide copies of MultiProof certificate, plans and specifications)

☐ No ☐ Yes

Stage

of

Write building consent numbers of previous stages:

For stage 2+: Have you made any changes to the building work that has been approved under a previous stage?

☐ No ☐ Yes

- If yes, please list details of the changes (and highlight these changes in the attached plans and specifications):

I / we understand that the fees charged at lodgement are a deposit only, and that the Council will charge me / us for all costs actually and reasonably incurred in processing this application. These will be paid before the consent is issued and the building work started. All development contributions charges (where applicable) will be billed to the owner(s) as shown on page two.

All of the included information on this form is, to the best of my knowledge, true and correct. I understand that all plans, documentation and reports submitted as part of an application are required to be kept available for public record, therefore the public (including business organisations and other units of the Council) may view this application, once submitted. Please also note that for any refund due, the refund will be credited to the "deserving party" who may not have been the original "payee".

I / we understand that no work is to commence until the building consent is issued.

If you are signing this application on behalf of a company/trust/other entity (the applicant), you are declaring that you are duly authorised to sign on behalf of the applicant to make such an application. Please also ensure the applicant is aware that their personal information is being provided to the Council as part of this application.

By signing this application, you are accepting responsibility to pay all actual and reasonable costs incurred by the Christchurch City Council. Where an invoiced amount has not been paid by the invoice due date, the Council may commence debt recovery action. The Council reserves the right to charge interest, payable from the date the debt became due, and recover costs incurred in pursuing recovery of the debt.

Signature of:

☐ owner / ☐ agent on behalf of, and with the authority of the owner

Print name:

Date:

PRIVACY INFORMATION: The Council is subject to the Privacy Act 2020. For a full privacy statement see: ccc.govt.nz/privacy. If you would like to request access to, or correction of, your details, please contact the Council.

5. The project

Description of the building work:

Will the building work result in a change of use of the building?

☐ No ☐ Yes

- If yes, provide details of the new use:

Intended life of the building if less than 50 years: _____ years

List building consents previously issued for this project (if any):

☐ None

Building/PIM:

Resource:

Subdivision:

ECan:

Were there pre-application meetings prior to this application being made?

☐ No ☐ Yes

- If yes, provide pre-application reference number (if applicable):

Estimated value of the building work on which the building levy will be calculated (incl. GST):

\$

(state estimated value as defined in [section 7](#) of the Building Act 2004)



Does the application include the installation of a solid/liquid fuel burning appliance? ☐ Yes ☐ No

• If no, proceed to the next section

Make:

Model:

Authorisation no:

The appliance is:

☐ New ☐ Second hand ⁽¹⁾ see Advisory Note below

The installation type is:

☐ In-built ☐ Insert ☐ Free standing

The fuel type is:

☐ Wood ☐ Multi fuel ☐ Wood pellets ☐ Coal ☐ Diesel/Diesel blend

The appliance is fitted with re-circulation fan:

☐ No ☐ Yes

Distance from the flue to the ridge (metres):

Distance from the flue to neighbouring structure (metres):

Does the existing or proposed installation involve a wetback?

☐ No ☐ Yes

If yes, state the name and address of the certifying plumber who will:

☐ disconnect / ☐ replace existing wetback / ☐ install new wetback ⁽²⁾ see Advisory Note below

Plumber Name:
(individual)

Address:

License number:

Is this replacing an existing operational solid fuel burning appliance?:

☐ Yes Confirm the age of the existing solid fuel burning appliance (to the nearest year), and provide Building Consent number (if known) for the installation of the operational solid fuel burning appliance:

☐ No Please provide the resource consent number from Environment Canterbury (ECan) (applies to wood, wood pellet or coal burning appliances only):

Please note:

⁽¹⁾ Refer to ECan's website to note if a particular solid fuel burning appliance has been approved: ecan.govt.nz/authorised-burners/

⁽²⁾ When a new wetback is being installed, an anti-scalding device must be fitted in the supply from the hot water cylinder to the hygiene fixtures. This requirement does not apply if an existing wetback is being replaced or is existing elsewhere in the hot water system. The hot water cylinder must be open vented. For further guidance, please refer to the [B-308 Applying for a building consent to install a solid fuel burning appliance \(Residential Only\)](#).

6a. Restricted building work

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

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 unknown at the time of the application, they must be supplied before the building work begins.)

NOTE: If requested, only the building practitioners marked 'yes' below may download, once approved and paid, the building consent documentation through online services. To gain access the building practitioners will need to phone 03 941 8999 or email onlineservices@ccc.govt.nz.

Name	Licensing class	Licensed building practitioner number (or registration number if treated as being licensed under section 291 of Act)	Record attached? (eg Certificate of design work, Record of building work)	Access to download BC approved?
				☐ Yes
				☐ Yes
				☐ Yes
				☐ Yes

Note: Continue on another page if necessary.

6b. Self-certifiable plumbing

Will the building work include any self-certifiable plumbing that is intended to be self-certified?

☐ No ☐ Yes

If Yes, provide the following details of the self-certification endorsed plumber(s) who will do, assist in doing, or supervise the self-certifiable plumbing *(If these details are unknown at the time of the application, they must be supplied before the building work begins.)*

Name:

Plumbers, Gasfitters, and Drainlayers Board registration number:

If Yes, provide the following details about the self-certifiable plumbing that is intended to be self-certified:

Description of work	Explanation of how work is intended to be carried out

Note: Continue on another page if necessary.

6c. Self-certifiable drainlaying

Will the building work include any self-certifiable drainlaying that is intended to be self-certified?

☐ No ☐ Yes

If Yes, provide the following details of the self-certification endorsed drainlayer(s) who will do, assist in doing, or supervise the self-certifiable drainlaying *(If these details are unknown at the time of the application, they must be supplied before the building work begins.)*

Name:

Plumbers, Gasfitters, and Drainlayers Board registration number:

If Yes, provide the following details about the self-certifiable drainlaying that is intended to be self-certified:

Description of work	Explanation of how work is intended to be carried out

Note: Continue on another page if necessary.

7. Project information memorandum (this section is not applicable if this is an application for a building consent only)

The following matters are involved in the project:

- | | |
|--|---|
| ☐ Subdivision | ☐ New or altered locations and/or external dimensions of buildings |
| ☐ Alterations to land contours | ☐ Building work over or adjacent to any road or public place |
| ☐ New or altered access for vehicles | ☐ Disposal of stormwater and wastewater |
| ☐ New or altered connections to public utilities | ☐ 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: <i>(specify)</i> | |

8. Building consent (this section is not applicable if this is an application for a project information memorandum only)

The following plans and specifications are attached to this application:

The building work will comply with the building code as follows:

Clause (select relevant clause numbers of building code)	Means of compliance (refer to the relevant acceptable solution or verification method or detail of alternative solution in the plans and specifications)	Waiver/modification required (state nature of waiver or modification of building code required)
☐ B1 - Structure		
☐ B2 - Durability		
☐ C1-6 - Protection from Fire		
☐ D1 - Access Routes		
☐ D2 - Mechanical Installations for Access		
☐ E1 - Surface Water		
☐ E2 - External Moisture		
☐ E3 - Internal Moisture		
☐ F1 - Hazardous Agents on Site		
☐ F2 - Hazardous Building Materials		
☐ F3 - Hazardous Substances and Processes		
☐ F4 - Safety from Falling		
☐ F5 - Construction & Demolition Hazards		
☐ F6 - Visibility in Escape Routes		
☐ F7 - Warning Systems		
☐ F8 - Signs		
☐ F9 - Restricting access to residential pools		
☐ G1 - Personal Hygiene		
☐ G2 - Laundering		
☐ G3 - Food Prep./Prevention of Contamination		
☐ G4 - Ventilation		
☐ G5 - Interior Environment		
☐ G6 - Airborne and Impact Sound		
☐ G7 - Natural Light		
☐ G8 - Artificial Light		
☐ G9 - Electricity		
☐ G10 - Piped Services		
☐ G11 - Gas as an Energy Source		
☐ G12 - Water Supplies		
☐ G13 - Foul Water		
☐ G14 - Industrial Liquid Waste		
☐ G15 - Solid Waste		
☐ H1 - Energy Efficiency		

9. Compliance schedule (this section is not applicable if this is an application for a project information memorandum only)

☐ There are no specified systems in the building.

☐ The specified systems for the building are as follows: *(specified systems are defined in the regulations)*

☐ The following specified systems are being altered, added to, or removed in the course of the building work:

	Existing	New	Altered	Added	Removed
1. Automatic systems for fire suppression (eg sprinkler systems)	☐	☐	☐	☐	☐
2. Automatic or manual emergency warning systems for fire or other dangers	☐	☐	☐	☐	☐
3. Electromagnetic or automatic doors or windows	☐	☐	☐	☐	☐
4. Emergency lighting systems	☐	☐	☐	☐	☐
5. Escape route pressurisation systems	☐	☐	☐	☐	☐
6. Riser mains for use by fire services	☐	☐	☐	☐	☐
7. Automatic backflow preventers connected to a potable water supply	☐	☐	☐	☐	☐
8. Lifts, escalators, travelators or other systems for moving people or goods within buildings	☐	☐	☐	☐	☐
9. Mechanical ventilation or air conditioning systems	☐	☐	☐	☐	☐
10. Building maintenance units (for providing access to the exterior and interior walls of a building)	☐	☐	☐	☐	☐
11. Laboratory fume cupboards	☐	☐	☐	☐	☐
12. Audio loops or other assistive listening system	☐	☐	☐	☐	☐
13. Smoke control systems	☐	☐	☐	☐	☐
14. Emergency power systems for, or signs relating to, a specified system in 1 to 13 above.	☐	☐	☐	☐	☐
15. Other fire safety systems or features	☐	☐	☐	☐	☐
16. Cable cars	☐	☐	☐	☐	☐

10. Attachments

The following documents are attached to this application:

- ☐ Plans and specifications *(list under section 8)*
- ☐ Alternative plans and specifications *(if the applicant wants to obtain pre-approval for possible product substitutions) – (list under section 8)*
- ☐ Current (CodeMark) product certificate(s)
- ☐ Alternative (CodeMark) product certificate(s) *(if the applicant wants to obtain pre-approval for possible product substitution)*
- ☐ Current (BuiltReady) manufacturer's certificate(s)
- ☐ Memoranda (Certificates of Design Work) from licensed building practitioners 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
- ☐ Completed relevant application checksheet(s)

Solid/liquid fuel burning appliance related documents:

- ☐ Floor plan of the installation - a floor plan of the building showing the proposed location of the burning appliance and smoke alarms (refer to the [B-308 Information sheet](#)).
- ☐ If this is an insert or inbuilt appliance installation to a structure built before 2011, provide verification of the structural integrity of the existing fireplace/chimney. Verification includes a report from a suitably qualified or competent person and should include photos of the fireplace/chimney.
- ☐ Manufacturer's specifications/installation instructions - full set of manufacturer's specification and installation instructions for both the appliance and flue system.
- ☐ Test certificate - from recognised testing agency (only required if appliance is an alternative system to AS/NZS2918).
- ☐ Cross sections and flashing details (refer to the B-308 Information sheet).
- ☐ Second-hand appliance test certification from manufacturer or authorised manufacturer's agent.
- ☐ Memoranda from licensed building practitioner(s) who carried out or supervised any design work that is restricted building work.
- ☐ Copy of authorisations from Regional Authority (e.g. ECan).

Please continue on the APPENDIX overleaf for further information requested by the Christchurch City Council.

Appendix

A. Additional Information

(i) Certificate for public use (section 363 Building Act) (Commercial application only)

For existing buildings where the public will continue to use the premises affected by building work while a building consent has been granted for the work will need to apply for a certificate for public use.

Will you be applying for a certificate for public use to allow public use of the premises affected by the building work? If yes, refer to our webpage (ccc.govt.nz/certificate-for-public-use/) on how to apply for a certificate for public use.

☐ No ☐ Yes

(ii) Earthquake related work

Is this application earthquake related?

☐ No ☐ Yes

- If yes, is it coordinated by an insurance company via a project management organisation (PMO), e.g. Arrow, Fletchers, etc?
- Name of PMO:

☐ No ☐ Yes

Does the work involve earthquake structural strengthening work? (Applicable only for residential buildings with 2 or more stories and containing 3 or more household units; and commercial applications)

☐ No ☐ Yes

- If yes, is the building currently at or above the minimum level of 34% NBS? (if below 34% New Building Standard (NBS) defines as earthquake-prone building)

☐ No ☐ Yes

(iii) Re-cladding/Weathertight Homes Resolution Services scheme related work

Does the work involve re-cladding the building?

☐ No ☐ Yes

Is this application related to a claim under the WHRS scheme?

☐ No ☐ Yes

- If yes, write the WHRS claim number:

Is this application related to a claim under the Financial Assistance Package scheme?

☐ No ☐ Yes

B. Development Contributions

Information required for assessment of levies under the Council's applicable Development Contributions Policy.

(i) Residential development

The use of land or buildings for living accommodation purposes including residential units, serviced apartments and unit/strata development but excluding traveller's accommodation such as hotels, motels, hostels.

Existing number of residential units:

Number of existing residential units to be demolished or removed:

If demolished or removed, date demolished/removed from the site:

Number of proposed residential units

Will there be two or more attached residential units on the site?

☐ No ☐ Yes

- If yes, what is the proposed impervious surface area (m²), including the area of roofs and hard surfaces

(ii) Non-residential development

The use of land or buildings for commercial premises/offices, shopping centres, supermarkets, service stations, market, bulk goods / home improvement stores, retail facilities, manufacturing industries, restaurants, warehouse/storage, commercial accommodation.

Provide the existing gross floor area (m²) and land use(s)

Provide the proposed gross floor area (m²) and land use(s)

Existing impervious surface area (m²), including the area of roofs and hard surfaces

Proposed impervious surface area (m²), including the area of roofs and hard surfaces

C. Effects on existing council infrastructures and street scenes

A separate application is required for requests to alter Council's existing infrastructural assets; removal, trimming or planting of street trees, or alteration to any built structures or vegetation plots. Approval is required to use part of legal road for construction activities.

Council is responsible for managing all works on roads. Roads include unformed roads, service lanes, pedestrian walkways and alleyways. Temporary Traffic Management must be provided for all work occurred on legal roads. For further information refer to ccc.govt.nz or call (03) 941 8999 and discuss with an Asset Protection Officer.

It is highly unlikely that private requests will be identified in the Council's Long Term Council Community Plan; for this reason, the applicant will have to fund the cost of the work. The costs may include consultations with stakeholders, together with Board or Council's decision-making process if required. Other Council charges may apply, e.g. vehicle crossing inspection.

If a new vehicle crossing is required or an existing crossing altered for this project, please complete the Vehicle Crossing Application Form.

(a) Does this property require a new water connection?

- **If yes commercial** - please make a separate application on form [WS1](#) for all commercial water connections and email to water.connections@ccc.govt.nz. Application to be made at time connection is required but no later than 3 months before
- **If yes residential** - please complete the sections below

- ☐ No
☐ Yes - Commercial
☐ Yes - Residential

Do you require more than one new water connection for this property?

(Council policy states that only one connection per parcel of land is permitted.)

- ☐ No ☐ Yes
 If yes, how many?

If you require multiple connections, please supply subdivision plan and RMA number:

Location details:

(Preferred location of water connection (looking from the street). If no selection is made, then Council will install your new water location in an appropriate location. Council may not always be able to place your new water connection in your chosen location.)

- ☐ Left or ☐ Right Hand Boundary
☐ Corner sites

- **If corner site**, provide street name on which the water connection is to be installed:

Please provide contact details in case we need to contact you about your water connection:

Phone:

Email:

(b) Are new or pumped connections required for:

(New connections are where there is no existing lateral provided to the property boundary from the council systems.)

- ☐ No ☐ Yes

- ☐ **Stormwater:** ☐ Stormwater to kerb ☐ **Sewer:** ☐ Foul water to mains
☐ Stormwater to mains ☐ pumped

Do you have consent/authorisation to discharge? (if yes, please provide a copy)

- ☐ No ☐ Yes

(c) Are any of the following items affected by the development?	☐ No ☐ Yes
Street furniture (bus shelter, bicycle stand, bollards, regulatory and advisory traffic sign support barriers, safety fence, retaining surface, water and waste plants, utility boxes, power poles, and/or existing objects). For electrical, gas and Telco alterations contact utility owner.	☐ No ☐ Yes
Street trees – Trimming, removal, new planting or excavation within drip line	☐ No ☐ Yes
Landscaped areas or berms	☐ No ☐ Yes
If yes, has Council staff been consulted, their advice given, and a report prepared by them for the community board?	☐ No ☐ Yes
Utility surface boxes – Water and waste, Telco	☐ No ☐ Yes
(d) Is the existing pavement type (concrete, asphaltic concrete or interlocking blocks) being changed?	☐ No ☐ Yes
(e) Are you proposing to change the existing footpath levels?	☐ No ☐ Yes
(f) Are you proposing to change the existing carriageway/road levels?	☐ No ☐ Yes
(g) Are there existing traffic measures that would be affected/changed by the development? <i>(e.g. Parking restrictions, regulatory signs, road narrowing, road, hump, platform, parking spaces, pedestrian refuge, traffic signals, texturised pavement, bus stop, speed limits, school crossing.)</i>	☐ No ☐ Yes

Other information and requirements are available from our website (ccc.govt.nz): Public Places Bylaw 2008, Traffic and Parking Bylaw 2008, Policies on Streets Roads and Pavements, Temporary Use of Legal Road for Construction Activities Application, Water Discharge on Road Application. environment.govt.nz/national-environmental-standard-for-assessing-and-managing-contaminants-in-soil-to-protect-human-health/